UNIT- 12 : GRAMMAR AND USAGE

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12.1 LEARNING OBJECTIVES

After going through this unit, you will be able to –

- use appropriate tense forms within a context
- report events and incidents appropriately to suit a situation
- use appropriate capital letters and marks of punctuation to suit your writing
- develop the knowledge of grammaticality and appropriateness of a sentence

- learn the use of different vocabulary items as different word classes.

12.2 SEQUENCE OF TENSES

12.2.1 What is tense?

Tense is a grammatical term. It serves as an indicator of the form of a verb.

It is important to make a clear distinction between 'tense' and 'time'. The notion of time – of past time, of present time and of future time – is universal. Time is independent of any particular language.

'Tense' on the other hand, is a grammatical device, varying from language to language. It refers to the verb forms that are used to express different time relations.

12.2.2 Kinds of tenses

There are in English only two 'simple' tense forms that consist of one word.

(a) Present tense

(b) Past tense

Corresponding to the verb forms in the present tense and past tense, we do not have a separate verb form to express future tense. The future tense is formed by using the auxiliaries 'shall' and 'will'. It is notable that both 'shall' and 'will' are modals. Thus, although strictly speaking, there is no separate future tense, the term is frequently used because the shall/will form is still the commonest way of expressing future time.

12.2.3 The present tense

The present tense has the following four forms or categories:

1. Simple present
2. Present progressive

3. Present perfect
4. Present perfect progressive

1. Simple present

Forms

(a) Bare infinitive generally known as the base form (play, read etc) except in third person singular.
(b) In third person singular, the base form takes an – s (plays, reads etc). We call it the – s form.
(c) In case of 'be' verb, there are the following variations: I am/We are/You are/He is/They are.
(d) In case of 'have', there are the following variations. I have/We have/You have/He has/They have.
(e) In case of 'do', there are the following variations. I do/We do/ You do/He does/They do.

Functions

(a) Eternal/universal truths
The sun rises in the east.
The earth moves round the sun.
(b) Theories/principles
A triangle has three sides.
Light travels faster than sound.
(c) Habitual action
The school starts at 8.30.
I play cricket on Sunday.
(d) With verbs expressing ownership/relationship
This bicycle belongs to Pradip.
Rina has two sisters.
(e) With verbs of perception (see/feel/hear/smell etc)
I see a bird in the sky.
The rose smells sweet.

(f) With verbs of cognition (knowing)

Believe/forget/know/mean/remember/suppose/think/trust/understand

I know French.

I understand what you say.

(g) With verbs of emotion, feeling etc.

I like fish.

I prefer tea to coffee.

2. Present progressive:

Forms

(a) am/is/are +(verb + ing)

(b) am/is/are + (have + ing)

Function

a) action going on now

It's raining.

She's watching the TV.

b) action going on presently

He is studying medicine.

I am writing a novel.

c) future plan/programme

I'm leaving for Delhi tomorrow.

The minister is meeting us next Monday.

Certain verbs use the simple form and not the continuous form, such as:

(a) Verbs of thinking:

I believe you.

I am believing you. (This sentence is incorrect.)

(b) Verbs of seeing/ feeling/ hearing:

They don't like him.

They are not liking him. (Incorrect)

I feel better.

I am feeling better. (Incorrect)

3. Present perfect:

Form

Has/have + past participle

Function

(a) Completion of an action at the time of stating

I have written a novel.

The school has reopened.

(b) Refer to an activity or experience which has occurred in the past.

I have been to England

I have visited Paris.

Contrast with: I visited Paris last year. (definite past)

4. Present perfect progressive

Form

Has been/have been + present participle (verb + ing)

Function

(a) an action began in the past and is still going on

what have you been doing?

I have been waiting for you for an hour.

(b) In questions having when, since when is used.

Since when has it been raining?

(c) Used with how long, for and since.

How long have you been standing here?

6.2.3 The Past tense

The past tense has the following four forms or categories.

1. Simple past

2. Past progressive
3. Past perfect
4. Past perfect progressive

1. Simple past

Forms

(a) Regular verbs : verb + d/ed

(b) Irregular verbs : irregular form of the verb e.g. go – went, give – gave, take – took etc.

Functions

(a) Past action when the time of action is mentioned

The meeting started at 11 O'clock

I left early.

(b) Past action when the time of action is implied, not expressed.

I bought this book in Delhi.

She gave me a present.

(c) In questions about past actions or events.

When did you come?

How was the programme?

(d) Past habits

He was always regular in his work.

The children often quarrelled.

2. Past progressive

Form

(a) was/were + (verb + ing)

(b) was/were + having

Functions

(a) to indicate that an action was in progress for some time in the past.

The boys were playing cricket

I was reading a novel

(b) To describe an on-going action in the past

While I was reading the newspaper, the phone rang.

While I was having my lunch, he knocked at the door.

3. Past perfect

Form

(a) had + past participle

e.g. had taken

(b) had + had

e.g. He had had his breakfast before I got up.

Functions

(a) to report complete actions or events that happened before another point

in the past.

The train had left before I reached the station. After I had had my tea, I went for a stroll.

(b) Simple past/past perfect becomes past perfect in the indirect speech when the reporting verb is in the past tense.

Adity said, “I bought the book yesterday”. Adity said that she had bought the book the day before.

(c) In conditional clauses to indicate non-fulfillment of a condition in the past.

If you had come yesterday you could have met him.

4. Past perfect progressive

Form

Had been + present participle (v + ing)

e.g. had been playing/reading

Functions

To report an action or event that happened before a point in the past and whose effect is still visible at that point (in the past)

e.g. I had been reading for two hours when he arrived.

e.g. The telephone had been ringing for two minutes before it was answered.

12.2.4 Future forms

Future time is expressed by means of these forms:

1. Simple future
2. Future progressive
3. Future perfect
4. Future perfect progressive

1. Simple future

Forms

(a) shall / will + base form of the verb.

(b) shall / will + be / have

Functions

(a) To indicate that something will happen as a matter of course
I shall visit Delhi next month.
He will visit us in the puja vacation.

(b) shall is used with I/we to elicit a person's opinion or wish
shall I come tomorrow?
shall we stay for some time?

(c) second/third person + will expresses pure future (is without any expression of intention/determination/promise)
He will be twenty next month.
You will see me every evening in the park.

(d) First person + will expresses strong wish or determination
I will let you know the truth.

2. Future progressive

Form

Will be + present participle (v + ing)

e.g. I will be waiting for you in the market.

Functions

To express an action in progress at some time in future

I will be typing the article all day tomorrow

She will be cooking by this time tomorrow.

To describe a future event already arranged.

I will be coming to college tomorrow- you can meet me there.

3. Future perfect

Form

Shall / will + have + past participle form of the verb

Functions

(a) To express completion of an action by the given time in future.

I will have left for England by the end of next year.

He will have had his exams by the end of this month

(b) To express past possibility

He may have left the office by now

She will have phoned him.

4. Future perfect progressive

Form

Shall / will + have been + present participle (v+ ing)

Functions

To indicate an activity that will continue over a period of time.

By the end of January, she will have been working for twenty years.



CHECK YOUR PROGRESS

Q. 1. Fill in the blanks with the correct tense

(a) It _____ (rain) since six this morning.

(b) He _____ (go) to Dibrugarh yesterday.

(c) You _____ (learn) music for two months now.

(d) I _____ (not meet) him for a week.

(e) My aunt _____ (stay) with us for a week.

(f) An honest person always _____ (tell) the truth.

12.3 VOICE

12.3.1 What is voice?

Voice refers to the form of the verb that indicates whether the verb is in the active voice or passive voice in a sentence.

12.3.2 Active voice

When the subject of the verb is the doer of the action, the verb is said to be in the active voice.

Dr. Saikia wrote the story –

This sentence is about Dr. Saikia – the subject. Dr. Saikia is also the doer of the action. Therefore, the sentence is in the active voice.

12.3.3 Passive voice

When the subject of the verb is acted upon, the verb is said to be in the passive voice, e.g.

The story was written by Dr. Saikia

This sentence is about the story – the subject. Dr. Saikia who

wrote the story is in the place of the object of the sentence. Therefore, the verb of this sentence is said to be in the passive voice.

12.3.4 Transformation of active into passive voice

(i) The object of the verb in the active voice becomes the subject in the passive voice.

(ii) The form of the verb is changed in accordance with its tense. It becomes be + past participle of the verb,

(iii) The subject of the active voice is expressed as : by + agent in the passive.

Examples:

1. Simple present tense
   (a) Dr. Mamoni Goswami writes stories
   Stories are written by Dr. Mamoni Goswami
   (b) Does Dr. Goswami write stories?
   Are stories written by Dr. Goswami?
2. Present progressive form
   (a) She is writing a story
   A story is being written by her
   (b) Is she writing a story?
   Is a story being written by her?
3. Present perfect form
   (a) She has written a story
   A story has been written by her.
   (b) Has she written a story?
   Has a story been written by her?
4. Present Perfect progressive form
   (a) She has been writing stories
   Stories have been written by her
   (b) Has she been writing stories?
   Have stories been written by her?

5. Simple past form
   (a) Dr. Saikia wrote novels.
   Novels were written by Dr. Saikia.
   (b) Did DR. Saikia write novels?
   Were novels written by Dr. Saikia?
6. Past progressive form
   (a) Dr. Saikia was writing novels.
   Novels were being written by Dr. Saikia
   (b) Was Dr. Saikia writing novels?
   Were novels being written by Dr. Saikia?
7. Past perfect form
   (a) Dr. Saikia had written novels.
   Novels had been written by Dr. Saikia.
   (b) Had Dr. Saikia written novels?
   Had novels been written by Dr. Saikia?
8. Simple future form
   (a) He will play cricket.
   Cricket will be played by him .
   (b) Will he play cricket?
   Will cricket be played by him?
9. Future perfect form
   (a) He will have played cricket.
   Cricket will have been played by him.
   (b) Will he have played cricket?
   Will cricket have been played by him?
10. Without by + agent
   By + agent is not used when the agent is vague
   (a) Someone stole my watch.
   My watch was stolen.
   (b) One finds horses everywhere.
   Horses are found everywhere.
11. Imperative forms
   (a) Do not insult the poor.

Let the poor not be insulted.

(b) Close the doors.

Let the doors be closed.

12. SVOO form (Subject+ Verb+ Object+ Object)

(a) He gave her a book.

A book was given to her.

(b) Mr. Baruah teaches us English.

We are taught English by Mr. Baruah.



CHECK YOUR PROGRESS - 2

Q. 2. Change the voice of the following :

(a) They saw the film last night.

(b) Carelessness causes accidents.

(c) We invited about four hundred people.

(d) Mr. Baruah plays tennis.

(e) Newton discovered the law of gravitate.

(f) He told us the story.

(g) They laugh at us.

(h) Keep the book on the table.

Q. 2. Change into active voice :

(a) The boy was rewarded for gravery.

(b) Indiscipline should not be tolerated.

(c) The town was destroyed by an earthquake.

(d) Rome was not built in a day.

(e) He was expected to come here.

(f) The principal's speech was loudly cheered.

(g) The bridge was built by the British.

(h) The clown is being laughed at.

12.4 DIRECT AND INDIRECT SPEECH

Note the following :

In direct speech we report the words of a speaker by repeating the actual words of the speaker.

Example : Akbar said, “I have posted the letter”

In indirect speech we give the substances of the words used by the speaker, not the actual words.

Example : Akbar said that he had posted the letter

General Rules :

1. Change of Tense

When the reporting verb is in the present or future tense, the tense of the reporting verb remains unchanged. eg.

(a) The boy says, “ I have posted the letters”.

The boy said that he has posted the letters.

(b) The boy will says, “ I have forgotten to bring my books”.

The boy will say that he has forgotten to bring his books.

When the reporting verb is in the past, the tense of the verb in the reported speech is changed into the corresponding past tense.

(i) Simple present become simple past

He said to me, “ I play football”.

He told me that he played football

(ii) Present progressive become past progressive

She said to me. “ I am writing a letter”

She told me that she was writing a letter.

(iiI) Present perfect becomes past perfect

She said to me. “ I have written the letter”

She told me that she has writing the letter.

(iv) Present perfect continuous becomes past perfect continuous

She said to me “ I have been waiting for you for a long time”

She told me that she had been waiting for me for a long time.

(v) Simple past becomes past perfect

She said to me " I arrived yesterday".

She told me that she had arrived the day before.

(vi) Past continuous becomes past perfect continuous

She said to me " I was writing a letter then".

She told me that she had been writing a letter then.

However, when the reported speech relates to some universal truth, the tense of the reported verb does not change

The teacher said, "the earth is round".

The teacher said that the earth is round.

2. Change of pronouns

(a) If the subject of the reporting clause is the third person, the first and second persons in the reported clause change to the third person.

Dillip said to Sweta, "You must work harder".

Dillip told Sweta that she must work harder.

(b) The change of pronoun is determined by the context and the speaker's point of view.

(i) Madhuri said to her mother, "I like coffee".

Madhuri told her mother that she liked coffee.

(ii) "You look tired", she said to me.

She told me that I looked tired .

3. Change of expression of time/place

Direct	**Indirect**
Now	then
Today	that day
Tomorrow	the next day/the following day
Yesterday	the previous day
Last night	the previous night
Ago	before
Here	there
This	that

These	those
Thus	in that way

Conversion of assertive sentence

(a) The verb ‘said’ is changed to ‘told’ when an object follows it.

(b) The verb ‘said’ is not changed to ‘told’ when an object does not follow it.

Examples

(i) The teacher said to the boy, “the sum is wrong”.
The teacher told the boy that the sum was wrong.

(ii) The teacher said, “the exams will start on Monday”.
The teacher said that the exams would start on Monday.

Conversion of imperative sentences

(a) The reporting verb is usually changed into another verb such as order, tall, ask, request, suggest, warn, advise etc. e.g.
The lady said to the man, “Close the window”.
The lady asked the man to close the window.

(b) The verb of the reported speech is changed to an infinitive.
I said to the boy, “Give me the book”.
I asked the boy to give me the book.

Conversion of imperative sentences

(a) The reporting verb is generally changed into ask, enquire etc.
Arun said to her, “When did you come?”
Arun asked her when she came.

(b) The structure of the reporting speech is changed from interrogation form to assertive form.
The teacher said to me, “What is your name?”
The teacher asked me my name.
or
The teacher asked me what my name was

Conversion of imperative sentences

(a) The reported sentence is changed into an assertive sentence

She said to me, “May you be happy”.

She wished that I might be happy.



CHECK YOUR PROGRESS

Q. 4. Change the following sentences into indirect speech

(a) He said to me, “I have visited Agra”.

(b) She said to me, “When will you go home?”

(c) She said to the boy, “Be cheerful”.

(d) The man said to me, “Can you show me the way to the railway station?”

(e) He said, “I do not wish to see any of you today”.

(f) Mother said to me, “It is going to rain. Take an umbrella”.

(g) Parag said, “I am the first boy in the class”.

(h) Manideep said, “You are ill today. So I shall not play with you”.

Q. 5. Change the following sentences into direct speech

(a) I asked Rita what she was reading.

(b) The boy told the lady that he was very thirsty and requested her to give him a glass of water

(c) I asked my friend why he looked so sad.

(d) The man said that he had been in Delhi for two years

(e) The man asked the policeman if there was a garage nearby

(f) The policeman told the man that there was a garage close to the bridge.

12.5 PUNCTUATION

Punctuation marks are indicators that are used in written texts to –

- Mark the end of sentences
- Express joy, praise, wonder etc.
- Separate words, pairs of words, phrases and clauses
- Indicate pause, a break in a sentence etc.

1. Full stop (.)

The full stop, also called period, is the most common mark of terminal punctuation. It is used –

(a) At the end of a statement

(i) This is my book.

(ii) I live in Guwahati.

(iii) Yes.

(iv) Indeed.

(b) At the end of a command

(i) Please close the door.

(ii) Don't go there.

(c) At the end of an indirect question

(i) She asked me where I lived.

(ii) She asked me what I was reading.

(d) With abbreviations

(i) Dr. P.K. Dutta, M.B.B.S., M.D.

(ii) Prof. M.M. Choudhury.

(e) To separate hour from minute

(i) 9.30 am

(ii) 5.15 pm

(f) To separate date from the month/year

(i) 7.7.2008

(ii) 31.3.2009

2. Comma (,)

The comma is probably one of the most misused marks of punctuation. It is used

(a) To separate more than two words in a series

(i) I bought a pen, a book, a packet of pins and a ruler.

(ii) John, David and Mauria are brothers.

(b) To separate phrases and clauses

(i) The village, where he lives, is five miles away

(ii) If you work hard, you will do well in the examination.

(c) To separate adverbials in a clause structure

(i) However, you may try

(ii) Therefore, the statement is true

(d) To separate question tags

(i) You play tennis, don't you?

(ii) He doesn't sing, does he?

3. Semi-colon (;)

The semi colon is used when a greater pause is required than is indicated by a comma.

(a) To separate the clause of compound sentences when they contain a comma

(i) He was a decent, kind hearted man; and we all respected him.

(b) To separate a series of loosely related clauses

(i) The miller's heart was pure; his life serene.

4. Colon (:)

The colon is used

(a) To introduce quotation

Shakespeare said : "All that glitters is not gold"

(b) To introduce a list of items

The list of things we need is as follows : two cups of flour, 100gms of butter, 250gms of sugar, 4 eggs and baking powder.

5. Question Mark (?)

The question mark is used

(a) At the end of a direct question

(i) Is she pretty?

(ii) What is your name?

(b) At the ed of a question tag

(i) It's a lovely morning, isn't it?

(ii) You didn't come yesterday, did you?

6. Exclamation mark (!)

The exclamation mark is used

(a) At the end of an exclamation

(i) How lovely!

(ii) How silly of you to do it !

7. Quotation marks ('…….')

They are also called inverted commas. They can be of two types

(i) Single inverted commas ('……')

(ii) Double inverted commas ("……")

Quotation marks are used

(a) To enclose direct speech

(i) He said, "It's a lovely morning".

(ii) The teacher said, "Don't make a noise".

(b) To enclose a quotation

(i) Orwall said, "The only good human being is a dead one".

(ii) Kennedy said : "The greater our knowledge increases, the more our knowledge unfolds".

(c) To enclose titles of articles, stories, poems etc.

(i) Wordsworth wrote the poem "Tintern Abbey".

(ii) "The last leaf" is a story by O. Henry.

(d) Single inverted commas are used to enclose quotations within quotations

(i) Dr. Radhakrishnan states : "It is wrong to think as Blake said, 'the tree of life is sustained by art, the tree of death by science'".

(ii) Gardiner wrote the essay “On Saying ‘Please’”

8. Apostrophe

It is used

(a) to indicate possession

(i) Dipali’s water bottle.

(ii) Her husband’s scooter.

(b) To indicate contraction in the form of a word.

(i) Do not - don’t

(ii) Cannot - can’t

(iii) It is - it’s

(iv) I will - I’ll

9. Hyphen (-)

It is used

(a) In writing out compound numbers

(i) Twenty – five (not twentyfive)

(ii) Fifty – nine (not fiftynine)

(b) Between cardinal and ordinal numbers

(i) One – third

(ii) Three – fourths

(c) Between two numbers to indicate inclusion

(i) Deluxe rooms 603 – 615 (read as 603 to 615)

(ii) William Shakespeare (1564-1616)

(d) Between compound words

(i) sister – in – law

(ii) man – of – war

(e) between certain prefixes

(i) Co-operative

(ii) Non-technical

10. Ellipses (……)

It is used

(a) To indicate a break or interruption

(i) He said, “ you may not . . . “

(ii) So Hardy felt . . . bored

(b) To indicate an omission of a word or phrase from a quotation

Grow old along with me . . .

(here the three dots indicate the omission of “the best is yet to be”.)

11. Capital letters

A capital letter is used

(a) At the beginning of every sentence

(b) At the beginning of sentence within quotes

(i) He said, “May you be happy“

(ii) I said, “Come here, Please”.

(c) At the beginning of every line in a poem

Behold her single in the field

Yon solitary Highland lass.

(d) To write a proper noun, the personal pronoun’ & Proper Adjective

(i) John

(ii) Guwahati

(iii) The Assamese Language

(e) At the beginning of a day / month / religion / festival / special day

Monday, July

Hinduism

Holi, Republic day

(f) For the names of books, journals etc.

The Bible

The Times of India

(g) For the names of organizations, schools, colleges etc.

UNO

The Congress Party

Cotton Collegiate Higher Secondary School

(h) For the names of roads, rivers, mountains etc.

The Grand Trunk Road

The Dikhaw

The Himalayas



CHECK YOUR PROGRESS

Q. 4. Punctuate the following adding capital letters where necessary

1. aparna said hello is it international hospital
2. utpal said to naseem let us visit the zoo next Sunday
3. did you watch oliver twist in the history channel last night I asked dipali
4. no i didn't she said
5. you enjoyed the film didn't you
6. mr. dutta the director said i have an important meeting today.

12.6 COMMON ERRORS

In this section we shall look at some of the common errors in the use of English and present their acceptable forms. The errors have been listed under the following heads:

- ⇨ Errors of concord
- ⇨ Errors of construction
- ⇨ Errors of order
- ⇨ Errors in prepositions
- ⇨ Errors in conjunctions

1. Errors in concord

1. Two singular subjects followed by a singular verb
   (i) * The principal and secretary are absent.
   √ The principal and secretary is absent.

When two singular nouns refer to the same person or thing and have only one article, the verb is singular.

But when the two singular nouns refer to two different persons, the verb is plural.

The principal and the secretary are absent.

(ii) * His power and influence are immense.

√ His power and influence is immense.

When two singular nouns are practically synonymous one being added to the other for emphasis, the verb is singular.

(iii)* Bread and butter are what they have for breakfast.

√ Bread and butter is what they have for breakfast.

When two singular nouns are not synonymous but are intended to express jointly a single idea, the verb is singular.

2. Singular subject followed by a plural verb:

(i) * The cattle is grazig in the field.

√ The cattle are grazing in the field.

(ii) * The whole group does not agree on the point.

√ The whole group do not agree on the point.

When the singular noun is a mass/collective noun, the verb is always in the plural.

3. Plural subject followed by a singular verb:

* “The Human Seasons” are prescribed in class IX.

√ “The Human Seasons” is prescribed in class IX.

When the plural noun is a proper name for some collective unit or a single object, the verb is singular.

4. Subject followed by “as well as”:

* Rimlee as well as Momee have arrived

√ Rimlee as well as Momee has arrived.

5. Subjects connected by “either....or”/ “neither.... nor”

(i) * Either you or I are in the wrong.

√ Either you or I am is the wrong.

(ii) * Neither he nor you was in the wrong.

√ Neither he nor you were in the wrong.

When two singular pronoun of different persons are connected by “either...or”/”neither...nor”, the verb according to the rule must agree with the one nearest to it.



CHECK YOUR PROGRESS

Q. 7. Correct the following sentences:

1. Many a man come and go.
2. None but brave deserve the fair.
3. The house with all its furniture and valuable antiques were sold for thirty lakhs.
4. In the Gulf War the United States have no friend expect Britain.

Ans :

1. ……
2. ……
3. ……
4. ……

2. Errors of construction

1. Article

* I am studying for a MA in History

√ I am studying for an MA in History

Note : We use ‘an’ before a vowel sound. MA begins with a vowel sound.

Otherwise, we use a. In most cases, the letters ‘e’ ‘o’ and ‘u’ are vowels; but sometimes they are pronounced as consonants e.g. a European, a one – hour journey, a University.

2. Adjective

(i) * I was two frightened to move

√ I was too frightened to move

Note : Many adjectives are past participles i.e. frightened, scared, pleased, proposed.

(ii) * The medicine made me feel more better.

The medicine made me feel much better.

We do not use-er/est form and more/much together. Thus. 'more' and 'better' do not correlate.

(iii) * My most favourite subject is English.

√ My favourite subject is English.

Some adjectives are not normally used with- er/-est or with more/most because they already have a comparative/superlative meaning.

3. Adverb

(i) * I want to go to France for learning French.

√ I want to go to France to learn French.

We use for + ing when we mention the purpose of an object. For example: 'This knife is for cutting bread'. But when we mention the purpose of an action, we normally use a to-clause.

(ii) * He behaved rather silly.

√ He behaved in a rather silly way.

Some words ending in-ly are adjectives not adverbs. Commonly-ly adjectives include:

<u>brotherly, cowardly, elderly, fatherly, friendly, likely, lively, lonely, lovely, manly, motherly, silly, sisterly, ugly, womanly.</u>

Since these-ly adjectives do not have a corresponding adverb, we have to use either a different structure or an adverb with a similar meaning.

(iii) * I pulled the string tightly

√ I pulled the string tight.

If the word that follows an object describes the object, we use an adjective.

The structure is S+V+O+ A as in 'I painted the door green'.

(iv) * If you will turn on the radio, it makes a strange noise.

√ If you turn on the radio, it makes a strange noise.

When 'if' means every time or whenever, we normally use the simple present tense in both parts of the sentence i.e. the 'if' clause and the main clause.

However, when we are talking about something in the future, we normally use the simple present in the if clause.

(v) * If you will go to Delhi, you can stay in Assam House.

√ If you go to Delhi, you can stay in Assam House.



CHECK YOUR PROGRESS

Q. 8. Correct the following :

1. Cheap products are often more inferior.
2. Some ill people refuse to take medicine.
3. I'll be ready for leaving by 5 O' clock.
4. I'll telephone you when I will reach the airport
5. She always looks beautiful.

Answers:

1. .....
2. .....
3. .....
4. .....
5. .....

3. Errors of order

(i) * When you are going home?

√ When are you going home?

In interrogative sentences, the 'be' verb precedes the subject.

(ii) * Last week happened to me something very strange.

√ Last week something very strange happened to me.

In a statement, we put the subject before the verb. The normal word order does not change when the verb is 'happen'.

(iii) * He was too busy unfortunately to see me yesterday.

√ Unfortunately, he was too busy to see me yesterday.

Some adverbs express our attitude to what we are about to say e.g. sadly, unfortunately, surprisingly, luckily, undoubtedly, frankly, apparently, in short, of course etc.

They are normally placed at the beginning of a sentence.

Many of these can also be used in the middle position also.

⇨ We would naturally be delighted to see you.

⇨ You are undoubtedly in the wrong.

(iv) * He told us to read carefully the questions.

√ He told us to read the questions carefully.

Note that an adverb does not normally come between a verb and its object.

Take note of the structure sub+verb+ object+ Adverb.

(v) * I shall be every afternoon available.

√ I shall be available every afternoon.

An adverb does not normally come between a verb and a complement.

Note the order: Sub + Verb + Comp + Adv



CHECK YOUR PROGRESS

Q. 9. Correct the following :

1. She has to stay for one more week in hospital.
2. Why you are late?
3. She tore the paper into two halves neatly
4. It is cheaper to go by train to Dibrugarh.
5. I waited for two whole hours in the queue.

Answer :

1. ……
2. ……
3. ……
4. ……
5. ……

4. Errors in Prepositions

(i) * On last Sunday I visited the zoo.

√ Last Sunday I visited the zoo.

We do not use on before a time expression begining with last, next, this, that, every etc.

(ii) * On this photograph you can see me in my naval uniform.

√ In this photograph you can see me in my naval uniform.

Note that before things which have three dimensions such as a room or a photograph, we use 'in'. Before things which have two dimensions such as a map, we use 'on'.

(iii) * My teachers congratulated me for my success.

√ My teachers congratulated me on my success.

Note that we congratulated someone on (doing) something, not for doing something.

(iv) * Don't meddle with my affairs.

Don't meddle in my affairs.

'Meddle' takes the preposition 'in' when we talk about meddle in one's affairs.

e.g. Meddle in politics. But we can say: Don't meddle with the files.



CHECK YOUR PROGRESS - 8

Q. 10. Correct the following :

1. We are proud for our country.
2. He is eligible to the post.
3. It is bad to hanker for wealth.
4. Steel is made of iron.
5. He died for cancer.

Answer :

1. ……
2. ……
3. ……
4. ……
5. ……

5. Errors in conjunctions

(i) * The table was filled with books, pictures, posters.

The table was filled with books, pictures, and posters.

When a sentence or part of a sentence consists of two equal units, we link the two units with ‘and’, ‘or’, or ‘but’. When there are three or more co-ordinates, we link the last two.

(ii) * I am interested in poetry, drama and in music.

I am interested in poetry, drama and music.

There should be a consistency in our expression. There is nothing wrong with ‘in music’ but in that case there should have been an ‘in’ before drama.

I am interested in (poetry, drama and music)

I am interested (in poetry, in drama and in music)

(iii) * She both lost her money and her passport.

She lost both her money and her passport.

Note that when we use co-ordinating conjunctions like either...or, neither...nor, both... and, not only... but also, etc., we must ensure that they co-ordinate the two alternatives only and not the verb.

(iv) * And on the whole, the editors have scored a success.

On the whole, the editors have scored a success.

We must avoid the common mistake of beginning a fresh sentence with 'and'. The function of 'and' is to join one word or one clause with another.



CHECK YOUR PROGRESS- 9

Q. 11. Correct the following sentences

1. Scarcely had we reached the station than the train left.
2. He is not only hard working even intelligent.
3. No sooner had he seen us when he ran away.

Answer :

1. ……
2. ……
3. ……

12.7 VOCABULARY

In this section we shall look at the following Vocabulary items:

1. Synonyms and Antonyms
2. One word expressions
3. Words used as different word-classes
4. Phrasal verbs.

The examples taken are from the common day to day use.

6.7.1. Synonyms and Antonyms

The term synonym refers to similarity or sameness of meaning of a word. Though it is difficult to get examples of total synonymy, the illustrations are examples of near synonymy. On the other hand, antonyms refer to oppositeness of meaning. In the list given below, you will get the synonym and antonym of the same word.

Word	**Synonyms**	**Antonyms**
abandon	leave, give up	stay, retain
abate	lessen	increase
abhor	dislike	approve
abnormal	unusual, unnatural	natural, normal
abjure	disclaim	accept
aboriginal	native	immigrant
abortive	futile, unsuccessful	successful
abridge	condense, shorten	expand, enlarge
abrupt	sudden	gentle
abscond	decamp	remain
abundant	plentiful	meagre
abuse	injure	praise
accede	assent	refuse
accomplish	finish	fail
accord	agreement	discord
acute	sharp	blunt
addicted	devoted	unaddicted
adjourn	postpone	advance
alliance	union	separation
altercation	quarrel	agreement
amiable	lovable	unlovable
analogy	likeness	difference
annihilate	destroy	restore
annul	cancel	ratify

antagonistic	opposed	friendly
anticipate	forecast	miss
antique	ancient	modern
apparent	clear	implicit/invisible
applaud	cheer	cry down
apprise	inform	keep secret
arbitrary	dictatorial	reasonable
arduous	difficult	easy, simple
ardent	fiery	calm, cool
arrogant	haughty	humble
ascendancy	superiority	inferiority
assail	attack	defend
assuage	calm	excite
audacious	bold, daring	timid, humble
augment	increase, enlarge	decrease, lessen
authentic	genuine, true	unauthentic
auspicious	lucky, favourable	unlucky, unfavourable
avenge	retaliate, punish	forgive, pardon
aversion	dislike	willingness, like
awkward	clumsy, rude	graceful, refined
baffle	puzzle	inform
barbarous	uncivilized	civilized
bare	naked	clothed, dressed
barricade	barrier	open
benevolent	charitable	malevolent
betray	deceive	loyal
bewilder	puzzle	enlighten
bleak	cheerless	warm
bliss	happiness	unhappiness
brevity	shortness	lengthy
brutal	cruel	humane
captivity	bondage	freedom
cease	stop	begin

cede	surrender	refuse
celebrated	famous	unknown
censure	blame, condemn	praise
cheer	gladden	depress
clamour	outcry	silence
coarse	rough	smooth, fine
colossal	gigantic	small
combat	fight	peace
comprehend	understand	exclude
comprehensive	inclusive	exclusive
conceal	hide	reveal
concise	short	large
concord	accord	discord
condemn	blame	praise
confer	give	refuse
conspiracy	plot	counter plot
contradict	oppose	agree
corroborate	strengthen	weaken
counterfeit	spurious	authentic
cruel	harsh	gentle
cursory	careless	careful
danger	hazard	safety
debar	prevent	allow
debase	degrade	exalt
declare	announce	conceal
decrease	decline	increase
defame	malign	praise
defray	settle	be in debt
descend	drop	climb, ascend
desist	stop	continue
destitute	needy	well-provided
devoid	empty	full
devout	pious	profane

dexterity	skill	clumsiness
diligence	industrious	laziness
discern	perceive	misunderstand
disgrace	debase	praise
dogmatic	authoritative	liberal
dreadful	awful	harmless
dwell	reside	move on
dwindle	decrease	increase
eager	keen	uninterested
ecstasy	rapture	calmness
edible	eatable	inedible
elegant	graceful	ungraceful
embarrass	confuse	enable
embezzle	steal	be honest
encroach	intrude	keep away
endorse	approve	disapprove
endow	furnish	deprive
enormous	gigantic	small
ensue	follow	precede
envy	jealousy	good-will
escape	flee	submit
exalt	raise	lower
excel	surpass	fail
explicit	express	implicit
exquisite	delicate	clumsy
extenuate	lessen	heighten
fabulous	false	real
fallacy	deception	truth
fantastic	fanciful	real
feeble	weak	strong
felicity	joy	sorrow
finite	limited	infinite
flimsy	slight	substantial

fluctuate	waver	constant
forgo	give up	preserve, keep
fortify	strengthen	weaken
fragile	brittle	strong, tough
fraudulent	dishonest	honest
frivolous	silly	serious
furtive	stealthy	open
futility	useless	profitable
ghastly	horrible	pleasing
genuine	real	artificial
gloomy	dark	cheerful
grudge	envy	good-will
harmony	concord	discord
heed	pay attention	neglect
hobby	pursuit	profession
humane	gentle	cruel
hostile	unfriendly	cordial
humorous	comical	gloomy
immerse	plunge	draw out
impatient	restless	patient
impeach	accuse	pardon
impediment	hindrance	facility
impertinent	irrelevant	pertinent
implicate	entangle	exclude
impel	drive	prevent
implicit	implied	explicit
imposter	cheat	honest
imitate	copy	deviate
inaccessible	unapproachable	approachable
incite	arouse	hinder
inevitable	unavoidable	avoidable
infirm	sickly	strong
infinite	boundless	limited

infringe	break	submit
insanity	lunacy	sanity
insipid	tasteless	tasty
intricate	complicated	straightforward
jeopardize	endanger	secure
jolly	jovial	miserable
juvenile	youthful	old
kindle	ignite	extinguish
laborious	tiresome	easy
lack	dearth	abundance
lament	wail	rejoice
lofty	high	low
lucrative	profitable	unprofitable
luminous	bright	dark
lunacy	insanity	sanity
malice	spite	love
malign	defame	praise
massive	enormous	minute
meagre	scanty	plentiful
melancholy	sad	joyous
melodious	musical	tuneless
mingle	mix	dissolve
migrate	emigrate	remain
misery	sorrow	joy
moderate	limited	excessive
monotonous	dull	exciting
monstrous	horrible	normal
mortal	perishable	immortal
mutable	changeable	unchanging
mutiny	revolt	loyalty
mystify	puzzle	illuminate
native	aboriginal	alien
nervous	restless	steady

obedient	dutiful	disobedient
oblivion	forgetfulness	remembrance
obscene	indecent	decent
obscure	darken	clear
oppress	harass	relieve
outstanding	distinguished	mediocre
pacify	peaceful	violent
paltry	little	great
paramount	supreme	inferior
paucity	scarcity	abundance
pensive	thoughtful	active
prejudiced	biased	unbiased
prey	victim	captor
profuse	lavish	meagre
prohibit	ban	permit
prone	inclined	averse
propel	press	discourage
proscribe	outlaw	forgive
prosecute	indict	defend
provident	foreseeing	extravagant
prudent	judicious	imprudent
quash	cancel	restore
quell	calm	subdue
queues	random	casual, formal
rancid	sour	fresh
reciprocal	mutual	selfish
reckless	rash	cautious
rectify	repair	destroy
redeem	recover	return
relinquish	abandon	retain
repulsive	abhorrent	admirable
reveal	disclose	conceal
revive	renew	depress

robust	strong	weak
rustic	rural	urbane
sacred	holy	temporal
sad	dejected	happy
saucy	rude	polite
scandal	shame	praise
scanty	meagre	abundant
scatter	sprinkle	gather
seductive	alluring	repelling
sensual	carnal	spiritual
smite	strike	spare
sober	calm	excited
solace	peace	pain
solitary	lone	sociable
sordid	dirty	clean
splendid	gorgeous	shabby
squander	waste	save
stout	strong	thin
stray	wander	stay
sublime	exalted	depressed
subdue	check	incite
sumptuous	costly	cheap, simple
superfluous	redundant	useful
superlative	highest	lowest
synonymous	equivalent	dissimilar
tacit	implied	explicit
tedious	wearisome	agreeable
terse	brief	lengthy
trivial	petty	important
turbulent	stormy	calm
unanimous	agreed	discordant
valiant	brave	cowardly
vanish	disappear	appear

venerable	revered	trifling
verbose	wordy	terse
vivid	clear	hazy, dark
whimsical	fanciful	serious
wretched	misfortunate	fortunate
wrinkle	crease	smooth
yearn	long, hanker	contended
yoke	link	likely
zenith	apex, top	base, bottom



CHECK YOUR PROGRESS

Q. 12. Fill in the blanks with appropriate words.

	Word	Synonym	Antonym
1.	abrupt	_____	gentle
2.	abuse	_____	_____
3.	bloom	flush	_____
4.	canvass	_____	leave alone
5.	cripple	_____	_____
6.	decrease	_____	_____
7.	grim	sullen	_____
8.	hostile	_____	_____
9.	malice	_____	love
10.	unique	unmatched	_____

12.7.2. One word expressions

In your units on précis writing of the BPP course you must have noticed how one word expressions help to reduce the length of a piece of text without affecting meaning and thereby giving a compactness to your style. Here we shall look at some one word expressions:

alien – a person living in a country of which he is not a citizen
amphibian – an animal that lives both in land and water
animate – having life
antidote – a medicine that destroys the effect of poison
atheist – a person who does not believe in God.
audience – an assembly of hearers
annual – coming once a year
autobiography – life story of a person written by himself/herself
audible – that can be heard
bankrupt – a person who cannot pay off his debts
biennial – coming off after every two years
biography – life story of a person
brittle – that can be broken
carnivore – an animal that lives on flesh
changeable – that can be changed
corrigible – that can be corrected
curable – that can be cured
describable – that can be described
edible – that can be eaten
fatalist – a person who believes in fate
herbivore – an animal that lives on grass
ignorant – one who lacks knowledge
illegal – that which is against law.
illiterate – one who can neither read nor write
invisible – that which cannot be seen
irreparable – that which cannot be repaired
monotheism – a person who worships one god
movable – that which can be moved
non-vegetarian – a person who takes animal food
omnipotent – all powerful
opaque – through which light cannot pass
orphan – a child whose parents have died.
pessimist – one who looks at the dark side of life.

polytheist – a person who worships many gods

theist – a person who believes in god

widow – a woman whose husband has died.

zenith – point in heaven directly above the observer.



CHECK YOUR PROGRESS

Q. 13. Give the meanings of the following expressions in one word:

1. A person who cannot pay off his debts.
2. One who is all- powerful.
3. Life story of a person written by himself/ herself.
4. Place for keeping birds.
5. An unmarried woman.

12.7.3 Words used as different word classes

Nouns	**Adjectives**	**Verbs**
ability	able	enable
activity	active	activate
advice	advisable	advise
allusion	allusive	to allude
argument (ation)	arguable, argumentative	argue
authority	authoritarian, authoritative	authorize
barbarism	barbaric	barbarize
bliss	blissful/blessed	bless
blood	bloody	bleed
capital	capitalist	capitalize
censor	censorial	censor

choice	choice	choose
clearness	clear	clarify
collection	collective	collect
compulsion	compulsory, compulsive	compel
confidence	confident	confide
courage	courageous	encourage
custom	customary	accustom
danger	dangerous	endanger
decision	decisive	decide
depth	deep	deepen
destruction	destructive	destroy
device	devisable	device
devil	devilish (diabolical)	bedevil
dew	dewy	bedew
dog	doggish (canine)	dog
economy	economic (al)	economize
emphasis	emphatic (al)	emphasize
energy	energetic	energize
enthusiasm	enthusiastic	enthuse
equality	equal	equalize
error	erroneous	err
evasion	evasive	evade
eye	(ocular)	eye
face	facial	face, to deface
falsehood	false	falsify
fame	famous	defame
fear	fearful	fear
feebleness	feeble	enfeeble
finery	fine	refine
fool (ishness)	foolish	befool
force	forceful	enforce
friend	friendly	befriend

fullness	full	fill
fury	furious	infuriate
gladness	glad	gladden
glory	glorious	glorify
gold	golden	gild
grass	grassy	graze
grief	grievous	grieve
guile	guileless	beguile
habit	habitual	habituate
hardship	hardy	harden
haste	hasty	hasten
heart	hearty	hearten
heir	hereditary	inherit
ignorance	ignorant	ignore
impulse	impulsive	impel
industry	industrial, industrious	industrialize
injury	injurious	injure
ink	inky	ink
joy	joyous	enjoy
judge	judicial	adjudicate
justice	just	jump
knowledge	knowledgeable	know
law	lawful/legal	legalize
length	lengthy	lengthen, elongate
life	lively	live
liquid	liquid	liquidate
machine	mechanical	mechanize
man (hood)	manly	to man
mass	massive	amass
medicine	medical, medicinal	medicate
mobility	mobile	mobilize

moisture	moist	moisten
mother	motherly	to mother
mystic (ism)	mystic (cal)	mystify
nation	national	nationalize
navy	naval	navigate
necessity	necessary	necessitate
nerve	nervous	enervate
night	nightly	benight
nullity	null	to nullify
obedience	obedient	obey
offence	offensive	offend
option	optional	opt
penalty	penal	penalize
peace	peaceful	pacify
people	popular	people
peril	perilous	imperil
pest	pestiferous	pester
port	portable	deport
poverty	poor	impoverish
propriety	proper	appropriate
quarrel	quarrelsome	quarrel
quickness	quick	quicken
reality	real (isable)	realize
rebellion	rebellious	rebel
red (ness)	red, reddish	redden
reliance	reliant	rely
repulsion	repulsive	repel
revolution (ary)	revolutionary	revolt
ruin	ruinous	ruin
sadness	sad	sadden
saint	saintly	sanctify
selection	selective	select
series	serial	serialize

sharpness	sharp	sharpen
sickness	sick	sicken
simplicity	simple	simplify
slavery	slavish	slave, to enslave
strange	strange	estrange
stupidity	stupid	stupefy
table	tabular	tabulate
terror	terrible	terrify
theory	theoretical	theorize
thought	thoughtful	think
thrift	thrifty	thrive
timidity	timid	intimidate
title	titular	entitle
tribute	tributary	attribute
union	unitary	unite
universe	universal	universalize
urgency	urgent	urge
utility	utilitarian	utilize
vacancy	vacant	vacate
validity	valid	validate
vice	vicious	to vitiate
vigour	vigorous	to invigorate
warmth	warm	warm
wax	waxen	wax
whiteness	white	whiten



CHECK YOU PROGRESS

Q. 14. Interchange the following words as directed. Write a sentence each to illustrate its use:

1. air (into adjective)
2. bliss (into verb)
3. capital (into verb)
4. confident (into noun)
5. deep (into noun)

12.7.4 Phrasal verbs

A verb can combine with an adverb or a preposition. When it combines with an adverb, it is called phrasal verb. Eg. Break out- War broke out between the two countries.

Below a list of phrasal verbs is given with illustrative examples.

bring up-	Oliver was brought up in a poor house
break out-	War broke out between the two countries.
call on-	I called on the Minister in the Circuit House.
call in-	Please call in a doctor immediately.
fall out-	The brothers have fallen out after their father's death.
give up-	Gandhi gave up his attempt to become an English gentleman.
go out-	The light has gone out.
get along-	She couldn't get along with her mother-in-law.
look into-	The officer looked into the matter.
look for-	He looked for the pen in the cupboard.
make out-	I couldn't make out what the teacher had said.
run over-	The man was run over by a car.
run into-	I ran into an old friend yesterday.
turn out-	The boy will turn out to be famous one day.
ask for-	The labourers are asking for more money.

back out-	Hari promised to help me but now he has backed out.
blow out-	The wind blew out the lamp.
break down-	The robbers broke down the door
break in-	The thief broke in to the room.
carry on-	He carried on the business with much difficulty.
carry out-	He carried out the order of his Principal.
catch up-	He was absent for long and tried to catch up with other students of the class.
close down-	The factory was closed down.
come across-	I came across the man after a long time.
come off-	The game came off suddenly.
come about-	I could not think that such an incident would come about.
come of-	Gandhiji came of a good family.
fall back-	The enemy fell back.
fall on-	The Assamese Army fell on the Mughals in Saraighat Battle.
fall through-	My advice fell through.
Fix up-	The club has fixed up a cultural show.
get away-	The man got away quickly after the incident.
get on-	He is geting on with his business.
give in-	He is giving in after his first attempt.
give out-	The Board has given out the names of the candidates.
go down-	Prices of essential commodities are not going down.
go for-	The two boys went for each other.
go into-	The police have gone into the murder case.
hand over-	He handed over the charge of the committee to Hari.
hold on-	He holds on the telephone to hear his brother.
hold up-	Their payments of salary has been held up.
	The robbers hold up the train.
keep off-	Please keep off the fire.
keep on-	He keeps on drinking liquor.
keep up-	He could not keep up his reputation.
lay out-	The architect laid out the structure.
live on-	We live on rice.

look after- He had no time to look after his children.

make up- He made up his mind to go there./He made up a story on the issue.

pass away- His father passed away in June.

pass for- He spoke English so well that he could pass for an Englishman.

pass off- The festival passed off peacefully.

pick out- He picked out a pen from the box.

point out- He pointed out the bird on the tree.

put down- The army jawans are trying to put down the ULFA militants.

put off- We have put off our journey to Delhi.

put in- He has put in an application for the post.

put out- Put out the fire before it spreads.

put up with- I can not put up with such insult.

run after- The dog ran after the fox.

run up (against)- The decision of the Government has to run up against a lot of opposition.

see through- I can see though your idea.

see off- I have gone to the aerodrome to see off my friend.

sit for- He will sit for the HSLC examination this year.

sit out- He sits out the theatrical performance.

set apart- I set apart some money to buy books.

set aside- The appeal was set aside.

set in- The spring has set in.

set off- My father set off to Bristol.

set up- He has set up a factory there.

stand by- My friend stood by me in time of need.

stand for- He stood for his party.

sit up- My mother had to sit up the whole night for my illness.

stand on- Try to stand on your own foot.

stand off- He stood off the quarrel among his friends.

stand on- Guwahati stands on the Brahmaputra

stand to- This does not stand to reason.

take after- The boy is taking after his father.

take down- The students took down what the teacher said.

take for- I took him for Rahim.

take off- He took off his shirt.

turn down- The boy turned down the job of the company.

turn into- Water may be turned into ice.

take to- Don't take to drinking wine.

turn over- He turned over a page of the book.



CHECK YOUR PROGRESS

Q. 15. Fill in the gaps in the following sentences by using the appropriate phrasal verbs:

1. He _____ the Minister in the Circuit House.
   (called on, called at, called for)
2. I _____ an old friend yesterday.
   (ran to, ran into, ran about)
3. You must not _____ to his unreasonable demands.
   (give up, give in, give out)
4. The employee refused to _____ the Principal's order.
   (carry through, carry out, carry on)
5. The function _____ well.
   (passed off, passed on, passed out)

12.7.5 Distinction between similar words often confused

1. accept, except:
   (a) He has agreed to accept the offer.
   (b) Everyone except Rina has come.
2. access, excess:
   (a) He has access to the Minister.
   (b) Excess of everything is bad.

3. adopt, adapt:
   (a) The government has adopted steps to remove poverty.
   (b) We must adapt ourselves to changes.
4. affect, effect:
   (a) Sunlight affects life.
   (b) Water boils under the effect of heat.
5. altar, alter:
   (a) Offerings were placed on the altar of Goddess Saraswati.
   (b) We must alter the plan.
6. aught, ought:
   (a) For aught I know, he is honest.
   (b) We ought to love our country.
7. bare, bear:
   (a) We entered the temple with bare feet.
   (b) He has to bear the burden of the family.
8. berth, birth:
   (a) I reserved an upper berth.
   (b) She gave birth to a boy.
9. check, cheque:
   (a) He is checking the accounts
   (b) He gave me a cheque for Rs. 2,000.
10. cite, site
   (a) He cited an example to support his view.
   (b) The school is located in a pleasant site.
11. defer, differ:
   (a) The meeting has been deferred.
   (b) I differ with you on this point.
12. desert, dessert:
   (a) The Sahara desert is in North Africa
   (b) We had fruit for dessert.
13. dose, doze:
   (a) I take a dose of this medicine after food.
   (b) Rina was caught dozing in class.

14. fair, fare:
    (a) She is tall, slim and fair.
    (b) The bus fare from Guwahati to Sivsagar is Rs. 160/-.
15. gait, gate:
    (a) She walks with a graceful gait.
    (b) Please close the gate.
16. heard, herd:
    (a) I have heard that you are married.
    (b) A herd of cows trampled on my garden.
17. idle, idol:
    (a) We should not remain idle
    (b) The idol was placed on the altar.
18. loose, lose:
    (a) The shirt is too loose for me.
    (b) Don’t lose the pen I gave you.
19. mail, male:
    (a) The letter was mailed yesterday.
    (b) She gave birth to a male child.
20. oar, ore:
    (a) The boatman uses oars to paddle his boat.
    (b) Goa produces iron ore.
21. piece, peace:
    (a) A crow stole a piece of meat.
    (b) After murdering the king, Macbeth lost his peace of mind.
22. prescribe, proscribe:
    (a) The book is prescribed by the Board for classes IX-X.
    (b) Satanic Verses by Salman Rushdie has been proscribed in several countries.
23. principal, principle:
    (a) The principal is the head of an educational institution.
    (b) He is a man of principles.
24. quiet, quite:
    (a) He kept quiet.

(b) It is quite cold outside.

25. reins, reign:
    (a) He pulled the reins to control the horse.
    (b) The Ahoms reigned in Assam for six hundred years.
26. sail, sale:
    (a) The ship sailed to the island.
    (b) The car is for sale.
27. soar, sore:
    (a) The skylark soars in the sky
    (b) We were sore at his behaviour.
28. suit, suite:
    (a) He wore a dark suit to attend the party.
    (b) A new suite of rooms has been added to the hotel.
29. stationary, stationery:
    (a) The sun is stationary
    (b) The shop deals in stationery.
30. team, teem:
    (a) Our team won the match.
    (b) The teeming millions of India paid their homage to Nehru.
31. waist, waste:
    (a) Her waist is 26 inches only.
    (b) We must not waste food.
32. wait, weight:
    (a) I waited for her at the bus stop.
    (b) The weight of the box is 20 kgs.



12.8 LET US SUM UP

- Tense is a grammatical terms. It serves as an indicator of the form of a verb.
- In English, these are two ‘simple’ tense forms that consist of one word – present tense and post tense.

- The present tense has the following four forms of categories simple present, present progressive, present perfect and present perfect progressive.
- Voice refers to the form of the verb that indicates whether the verb is in the active voice or passive voice in sentence.



12.9 FURTHER READINGS

1. Dowerah, Sawpon, A Students' Grammar of English, Guwahati : Students' Stores,
2. Sarkar, P. K. De, Higher English Grammar and Composition, Kolkata : Book Syndicate.
3. Taid, T. and U. Dutta, English for School (A Practical Approach to English Grammer and Composition), Guwahati : Students Stores.
4 Wren and Martin, High School English Grammar and Composition, New Delhi : S. Chand & Company.



12.10 ANSWERS TO CHECK YOUR PROGRESS

Ans to Q. No 1 :

(a) has been raining
(b) Went
(c) Have been leaving
(d) Have not met
(e) Will stay /will be staying
(f) Tell

Ans to Q. No 2 :

(a) The film was seen by them last night.
(b) Accidents are caused by carelessness
(c) About four hundred people were invited

(d) Tennis is played by Mr Baruah

(e) The law of gravitation was discovered by Newton.

(f) I was told the story by him.

(g) We are laughed at by them

(h) Let the book be kept on the table

Ans to Q. No 3 :

(a) They rewarded the boy for bravery.

(b) We should not tolerate indiscipline

(c) An earthquake destroyed the town.

(d) They did not build Rome in a day.

(e) They expected him to come here.

(f) The students loudly cheered the principal's speech.

(g) The British built the bridge

(h) They laughed at the clown.

Ans to Q. No 4 :

(a) He told me that he had visited Agra.

(b) She asked me when I would go home.

(c) She asked the boy to be cheerful.

(a) The man asked me if I could show him the way to the railway station

(b) Mother told me that it was going to rain and advised me to take an umbrella.

(c) Parag said that he was the first boy in the class.

(d) Manideep said that I was ill that day and so he would not play with me.

Ans to Q. No 5 :

(a) I said to Rita, "What are you reading?

(b) The boy said to the lady, " I am very thirsty. Please give me a glass of water.

(c) I said to my friend, " Why do you look so sad?"

(d) The man said, "I have been in Delhi for two years."

(e) The man said to the policeman, " Is there a garage nearby?"

(f) The Policeman said to the man, "There is a garage close to the bridge?"

Ans to Q. No 6 :

(1) Aparna said, “Hello’, Is it International Hospital?”

(2) Utpal said to Neseem, “Let us visit the Zoo next Sunday”.

(3) “Did you watch Oliver Twist in the History Channel last night?, I asked Dipali.

(4) “No, I did not”, she replied.

(5) You enjoyed the film, didn’t you?

(6) “Mr Dutta”, the Director said,” I have an important meeting today”.

Ans to Q. No 7 :

1. Comes, 2. deserves, 3. was, 4. has

Ans to Q. No 8 :

1. Cheap products are often inferrior.
2. Some sick people refuse to take medicine.
3. I’ll be ready to leave by 5 O’clock.
4. I’ll telephone you when I reach the airport.
5. She always looks beautiful.

Ans to Q. No 9 :

1. She has to stay in hospital for one more week.
2. Why are you late?
3. She neatly tore the paper into two halves.
4. It is cheaper to go to Dibrugarh by train.
5. I waited in the queue for two whole hours.

Ans to Q. No 10 :

1. proud of, 2. eligible for,3. hanker after, 4. from, 5. of

Ans to Q. No 11 :

1. Scarcely..... when
2. not only.... but also
3. not sooner.... than

Ans to Q. No 12 :

1. Sudden	2. ill-treat, praise
3. decay	4. solicit
5. disable, healthy	6. reduce, increase
7. jolly	8. unfriendly, friendly

9. hate 10. common

Ans to Q. No 13 :

1. bankrupt 2. omnipotent
3. autobiography 4. aviary
5. spinster

Ans to Q. No 14 :

1. airy- The room is very airy.
2. bless- May God bless you.
3. capitalize- The Indian cricket team failed to capitalize on the early lead.
4. confidence- I have confidence in your ability.
5. depth- Water was found at a depth of twenty feet.

Ans to Q. No 15 :

1. called on 2. ran into
3. give in 4. carry out
5. passed off



12.11 MODEL QUESTIONS

A. Very Short Questions

Q. 1. Rewrite the following sentences correctly:

(a) The flowers smell sweetly.

(b) He could not come due to illness.

(c) He was very surprised by the news.

(d) We must preserve our hard won freedom at every cost.

(e) He was appointed and dismissed from the post.

(f) We searched the lost articles.

(g) The High Court set apart the decree of the lower court.

(h) No sooner had I reached the station when the train left.

(i) It is raining since yesterday.

(j) He left the hostel with the bag and baggage.

B. Short questions (Answer each question in about 150 words):

Q. 1. Fill in the blanks in the following sentences with the appropriate choices given in the brackets:

(a) Madam Curie ……..radium. (discovered/ invented)

(b) He ……to get the job. (turned every stone/ left no stone unturned)

(c) We should work very…….to shine in life. (hard/ hardly)

(d) He has …….my application. (refused/ denied)

(e) The population of London is greater than ……..in India. (any town/ any other town)

(f) She said that she……..completed her work. (has/ had)

(g) You are taller than…….(me. I)

(h) One must do …….duty. (his/ ones)

(i) Our teacher …….us to work hard. (advised/ adviced)

(j) Hari as well as Ram …….present in the meeting. (was/ were)

Q.2. Frame sentences using the following words as nouns and verbs:

(a) prey

(b) conduct

(c) desert

(d) board

(e) chain.

C. Long questions (Answer each question in about 300-500 words):

Q. 1. Why is it necessary to have proper knowledge of grammer while writing a particulear sentence?