

Key to

AN EASY APPROACH TO

Grammar

and

Composition

UPDATED EDITION

5

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I. HOW TO USE A DICTIONARY

- A.** accept adapt admire block message minor
minute nature patriot sage scold scroll
- B.** 1. ability talent for doing something
2. above over or higher than something
3. accept to take something that is offered to anyone
4. ache to feel a steady pain
- C.** 1. arena An enclosed space for public event
2. bubble A small globule of gas
3. crust A hard surface layer
4. forest A large thick growth of trees
5. kettle A metal pot with a lid for boiling
6. medal A flat piece of metal stamped with a commemorative design
7. prick The act of piercing
8. rotation The action of rotating
- D.** 1. The words given on the top of a page in the dictionary are called 'index-words'.
2. The first word on the top left of the page in the dictionary.
3. The last word on the top right of the page in the dictionary.
5. We look up words in a dictionary.

2. WORDS, PHRASES, SENTENCES

- A.**
- | | | |
|------|------|------|
| 1. S | 2. W | 3. P |
| 4. S | 5. W | 6. P |
- B.**
1. A buzzing bee looked for nectar in the flower.
 2. The eye doctor checked my vision.
 3. A plant needs soil, water, and sunlight.
 4. A gray dolphin jumped in the sea.
 5. A big spider spun a web in the doorway.
- C.**
- | Subject | Predicate |
|------------------|----------------------|
| 1. My watch | keeps correct time. |
| 2. Mount Everest | is the highest peak. |

- | | |
|-------------|-------------------------|
| 3. Children | are after all children. |
| 4. Jackals | often howl at midnight. |
| 5. The flag | blew in the wind. |

3. KINDS OF A SIMPLE SENTENCE

- A.**
1. **A simple sentence** has one subject and one predicate.
 2. **A statement** is a simple sentence that describes an action, fact or happening. It always ends in a full stop (.).
 3. **An interrogative sentence** is a simple sentence that asks a question about something. It always ends in a question mark (?).
 4. **An imperative sentence** is a simple sentence that states a command, a request, an advice or a proposal. An imperative sentence does not end in an exclamation mark (!). It always ends in a full stop (.).
 5. **An exclamatory sentence** is a simple sentence that is exclaimed to state a sudden feeling or emotion. An exclamatory sentence always ends in an exclamation mark (!).
- B.**
- | | | |
|------------------|----------------|---------------|
| 1. Interrogative | 2. Exclamatory | 3. Imperative |
| 4. Exclamatory | 5. Statement | |
- C.**
- | | | |
|------|------|------|
| 1. ! | 2. . | 3. ? |
|------|------|------|
- D.**
1. What a lovely scene it is !
 2. How frightful the face is !
 3. Hurrah! We have won the match.
 4. Alas! He is no more.
 5. Hush! The child is sleeping.

4. WORD-CLASSES

- A.**
- | | | |
|-------------|------------------|----------------|
| 1. Verbs | 2. Conjunctions | 3. Adjectives |
| 4. Adverb | 5. Preposition | 6. Nouns |
| 7. Pronouns | 8. Interjections | 9. Determiners |
- B.**
- | | | |
|-----------------|------------|----------------|
| 1. Preposition | 2. Noun | 3. Verb |
| 4. Adjective | 5. Pronoun | 6. Conjunction |
| 7. Interjection | 8. Adverb | 9. Determiner |

- C. 1. Nine 2. Parts of speech
3. Interjection 4. Pronoun

5. NOUNS

- A. 1. Concrete nouns have material body. They can be seen or touched. We can experience them through our senses.
2. Abstract nouns have no material body. We cannot experience them through our senses. They cannot be seen or touched.
3. A proper noun is the particular name given to a common noun to identify it from others of its class.
4. A common noun is a name given to every person or thing of the same class or kind.
5. A collective noun is a name given to a collection of similar common nouns.

- B. A **team** of players An **army** of soldiers A **herd** of cows
A **flight** of birds A **bunch** of keys A **bundle** of sticks

- | | | |
|------------------------|---------------------|-------------------------|
| C. Common Nouns | Proper Nouns | Collective Nouns |
| chair, clay | Mumbai | heap |
| stool, silver | Napoleon | litter |
| plastics, copper | Susan | cluster |
| farmer, desk | Surjeet | crop |

6. ABSTRACT NOUNS

- A. 1. An abstract noun names an abstract thing which has no material body. We can not see or touch these things. We can only feel them.
2. Abstract nouns are formed from adjectives, verbs and common nouns.

- | | | | | | |
|--------------|-------------|-------------|-----------|----------|----------|
| B. 1. | carpentry | slavery | service | mastery | theft |
| 2. | cleanliness | freedom | falsehood | honesty | absence |
| 3. | agreement | destruction | service | meanness | pleasure |

- | | | | |
|--------------|----------|------------|--------------|
| C. 1. | truth | 2. grace | 3. fear |
| 4. | moisture | 5. justice | 6. knowledge |

- D.** 1. theft The same thief has committed a theft again.
 2. slavery Slavery is in real sense a curse.
 3. schooling A good schooling is the base for a good career.
 4. deed A man is a mixture of good and bad deeds.
- E.** 1. **Poverty** is a big curse.
 2. **Kindness** never goes unrewarded.
 3. **Swimming** is a good exercise.
 4. **Cleanliness** is next to being godly.

7. THE NOUN—NUMBER

- | | | | |
|-----------|-----------|-----------|------------|
| A. | victories | potatoes | chimneys |
| | hoofs | passersby | thanks |
| | cargoes | oxen | men |
| | essays | mice | teeth |
| | sheep | leaves | mosquitoes |
| | wives | ladies | cries |
| B. | rider | leaf | candy |
| | mouse | gentleman | half |
| | child | shoe | army |
| | ox | brush | chief |
| | cry | fly | roofs |
| | lorry | loaf | van |

8. THE NOUN—GENDER

- | | | |
|-----------|----------|----------|
| A. | giantess | hen |
| | negress | witch |
| | vixen | cow |
| | duck | bee |
| | niece | hind |
| B. | hero | peacock |
| | master | bachelor |
| | dog | ram |
| | sultan | king |
| | jack-ass | horse |

- C.**
1. The **cow** gives milk.
 2. He arranged for a **governess** for his son, but he did not learn from her.
 3. He is not married. He is a **bachelor**.
 4. After the death of his wife, he lived as a **widower**.
 5. A male deer is called a **stag**.
- D.**
1. He is my nephew. His house is in the city.
 2. My mistress is very kind to me.
 3. A lion is in his den.
 4. She met the princess and requested for mercy.
 5. Cows, she-buffaloes and jenny-asses are domestic animals.

9. NOUNS—CASE

- A.**
1. Nominative
 2. Objective
 3. Possessive
 4. Nominative
 5. Nominative
- B.**
1. Androcles, the poor slave, was thrown into the lion's den.
 2. A shepherd desires his sheep's safety.
 3. A woman's place is not always in the kitchen.
 4. He closed the box's lid very tight.
 5. These are the child's hobbies.
- C.**
1. When a noun or a pronoun is used as the subject of a verb it is said to be in the nominative case.
 2. When a noun or a pronoun is used as the object of a verb, it is said to be in the objective case.

10. PRONOUNS

- A.** A pronoun used for any of the three persons namely first, second or third is called a personal pronoun. The seven personal pronouns are I, we, you, he, she, it and they.
- B.** The self pronouns used simply to refer back to nouns used before them are called reflexive pronouns.
They are used as :-
1. to refer back to the subject of the sentence in a general way,
 2. to lay stress on (emphasize) the noun used before them.

- C.** The five interrogative pronouns are what, which, who, whom, whose. This is what I want. This is the pen which I gave you. This is the boy who stole my pen. This is the girl whom all praise. This is the man whose son is ill.
- D.** 1. reflexive 2. emphatic 3. emphatic
4. reflexive 5. emphatic
- E.** 1. anybody Anybody can win the prize.
2. nothing Nothing is impossible in this universe.
3. somebody I saw somebody jumping over the wall.
4. anyone Anyone who works very hard gets distinction.

II. DETERMINERS

- A.** 1. He lay unconscious for **an** hour and **a** half.
2. She is **an** American by birth, not **a** European.
3. This road is **the** most used of all.
4. Do you know how to write **an** essay ?
5. He returned home after **the** sun had set.
6. I heard **a** loud noise in **the** next house.
7. I need **a** pen.
- B.** 1. my It is my pen.
2. our This is our cow.
3. your Where is your cycle ?
4. his His bicycle has gone out of order.
5. her Her frock has faded.
6. its It is a tree. Its height is more than sixty feet.
7. their The flowers in their garden are very beautiful.
- C.** 1. every – distributive numeral
2. most – quantity determiner
3. much – quantity determiner
4. those – demonstrative determiner
5. our – possessive determiner
- D.** 1. half He has right to half the property.
2. part A part of the problem is still unsolved.
3. whole The whole problem needs quick action.
4. enough Sita has enough time to spare for games.

13. ADJECTIVES : COMPARISON

- A.** 1. The base form of an adjective is called its **positive** degree.
2. The positive degree of an adjective used for comparison is called a **simile**.
3. The comparative degree of an adjective is generally **followed** by **than**.
4. The superlative degree of an adjective is generally **preceded** by **the**.
5. A simile can be positive or **negative**.
- B.** 1. Mothers are generally **kinder** than fathers.
2. Rahul is a **better** batsman than Sayeed.
3. Susan is far **slimmer** than her sister Nutan.
4. Horses are **more faithful** than other animals used for rides.
5. This sum is far **more difficult** than that one.
6. The Jama Masjid is **larger** in size than the Moti Masjid.
7. Apples are **costlier** than oranges and bananas.
8. The moonlight is **more pleasant** than sunlight.
- C.** 1. Madhuri is the **most charming** girl in our school.
2. The Buland Darwaza is the **highest** gate in the world.
3. The Taj Mahal is the **most elegant** tomb in the world.
4. Mumbai is the **largest** city in our country.
5. Indian women are known to be the **most faithful** wives.
6. Mount Everest is the **highest** mountain-peak on the earth.
7. Lord Rama has been the **most obedient** son indeed.
8. At present, gold is the **most precious** metal in the market.
- D.** 1. Yes 2. Camel 3. Camel
4. No 5. Donkey
- E.** 1. Iron is the most useful **of all metals**.
2. Persian carpets are more expensive **than Indian carpets**.
3. Health is more important **than wealth**.
4. The Himalayas are higher **than the Alps**.
5. Peacocks are more beautiful **than peahens**.

14. ADVERBS

- A.** 1. We went to see the Taj yesterday. Adverbs of time
 2. Move three steps backwards. Adverbs of frequency
 3. The time is completely over. Adverbs of quantity
 4. Always learn your lessons well. Adverbs of manner
 5. We eat food thrice a day. Adverbs of frequency
 6. Where do you come from ? Adverbs of place
 7. I have never cheated my friends. Adverb of frequency
- B.**
- | | | |
|-----------------|--------------------|--------------------|
| <i>positive</i> | <i>comparative</i> | <i>superlative</i> |
| ill | worse | worst |
| certainly | more certainly | most certainly |
| late | later | latest/last |
| early | earlier | earliest |
| wisely | more wisely | most wisely |
| far | farther | farthest |
- C.** 1. Your answer is **completely** wrong, Nisha.
 2. My daughter **always** speaks the truth.
 3. He counted his money **twice**.
 4. Always knock at a door very **gently**.
 5. Did you sleep **soundly** ?
- D.**
- | | | |
|-----------|------------|----------|
| 1. today | soon | before |
| 2. slowly | truly | honestly |
| 3. here | everywhere | above |
| 4. less | quite | very |

15. THREE FORMS OF VERBS

- A.** 1. He agreed to pay the amount.
 2. I knew him very well.
 3. My brother drove his car himself.
 4. Every morning, he walked to the bus-stop.
 5. He owned a big farm outside the city.
 6. It was delightful to hear the sound of the sea.
- B.** 1. Someone has **stolen** his goat.
 2. I **met** an old man who had **lost** his right arm.
 3. The news **spoiled** the party.

4. You must reap what you have **sown**.
5. Tahir **swam** very well indeed.
6. Often a lie has **cost** a life.

16. VERBS : TENSES

- A.**
1. I **like** a friend like you.
 2. We **pray** to God daily.
 3. You **take** exercise regularly in the morning.
 4. The peacock **dances** in light rain.
 5. They always **speak** the truth.
- B.**
1. I **took** a heavy breakfast.
 2. We all **went** for picnic yesterday.
 3. You already **knew** about it.
 4. Geeta **sang** a melodious song.
 5. They **sat** around the fire.
- C.**
1. I **shall go** to see him tomorrow.
 2. We **shall meet** outside the cinema-hall.
 3. You **will build** a magnificent house.
 4. He **will help** me in danger.
 5. They **will earn** a good fortune this year.
- D.**
- | <i>Present Tense</i> | <i>Past Tense</i> | <i>Future Tense</i> |
|----------------------|-------------------|---------------------|
| 1. act | acted | will act |
| 2. beat | beat | will beat |
| 3. come | came | will come |
| 4. drive | drove | will drive |
| 5. eat | ate | will eat |
| 6. fly | flew | will fly |
| 7. give | gave | will give |
- E.**
1. Int. Does the earth spin round and round like a top ?
 Neg. The earth does not spin round and round like a top.
 Int. Neg. Does the earth not spin round and round like a top ?
 2. Positive. The leaders held a secret meeting.
 Neg. The leaders did not hold a secret meeting.
 Int. Neg. Did'n't the leaders hold a secret meeting ?

3. Positive. The servant will shut the window.
 Int. Will the servant shut the window ?
 Int. Neg. Will the servant not shut the window ?
4. Int. Did the last bell go at 2.30 p.m. ?
 Neg. The last bell did not go at 2.30 p.m.
 Int. Neg. Did'nt the last bell go at 2.30 p.m.. ?
5. Int. Does Mohan go for an evening walk ?
 Positive Mohan goes for an evening walk.
 Int. Neg. Does Mohan not go for an evening walk ?
6. Int. Does the milkman bring milk for us everyday ?
 Neg. The milkman does not bring milk for us everyday.
 Int. Neg. Does the milkman not bring milk for us everyday?

17. VERBS : CONTINUOUS TENSES

- A.**
 1. I **am washing** my clothes.
 2. We **are speaking** a hard truth.
 3. You **are making fun** of me.
 4. He **is laughing** at the beggar.
 5. She **is singing** a sweet song.
 6. It **is raining** cats and dogs.
 7. They **are talking** happily.
- B.**
 1. Lucy **was preparing** tea for us.
 2. We **were basking** in the sun.
 3. The jawans **were fighting** bravely.
 4. She **was wearing** her uniform.
- C.**
 1. I **shall be writing** a letter to you.
 2. We **shall be having** a jolly time there.
 3. You **will be going** to the movies.
 4. She **will be reading** many storybooks.
- D.**
 1. Int. Is the child crying in hunger for milk ?
 Neg. The child is not crying in hunger for milk.
 Int. Neg. Is the child not crying in hunger for milk ?
 2. Positive The woodcutter was cutting wood on the river bank.
 Int. Was the woodcutter cutting wood on the river-bank?

- Int. Neg. Was the woodcutter not cutting wood on the river-bank?
3. Positive The oranges will be selling very cheap at Nagpur.
 Negative The oranges will not selling very cheap at Nagpur.
 Int. Neg. Will the oranges not be selling very cheap at Nagpur?
4. Positive His brother is flying a kite on the roof.
 Neg. His brother is not flying a kite on the roof.
 Int. Neg. Is his brother not flying a kite on the roof ?
5. Positive They will be reaching here by the night-bus.
 Neg. They will not be reaching here by the night-bus.
 Int. Will they be reaching here by the night-bus ?

18. VERBS : PERFECT TENSES

- A.** 1. I **have cleaned** the blackboard.
 2. We **have done** our homework.
 3. You **have helped** me a lot.
 4. He **has read** this story.
 5. She **has worn** her new shirt.
 6. They **have solved** all the sums.
 7. Who **has taken** my fountain-pen ?
- B.** 1. I **had put** on my new uniform on the sports day.
 2. We **had helped** him out of trouble last year.
 3. You **had had** your dinner at 8.00 p.m.
 4. She **had left** her books here long before.
 5. They **had eaten** all the cakes earlier.
- C.** 1. I **shall have learnt** English by year-end.
 2. We **shall have forgotten** all this by then.
 3. He **will have improved** his English by the end of vacation.
 4. They **will have sold** all their wares by the end of this month.
 5. The farmer **will have ploughed** the field by noon.
- D.** 1. He has wasted his time very carelessly.
 Int. Has he wasted his time very carelessly ?
 Neg. He has not wasted his time very carelessly.
 Int. neg. Has he not wasted his time very carelessly ?

2. Positive They will have come to my help in time.
 Neg. They will not have come to my help in time.
 Int. neg. Will they not have come to my help in time ?
3. Int. Had the doctors already performed the operation ?
 Neg. The doctors had not already performed the operation.
 Int. neg. Had the doctors not already performed the operation ?
4. Positive The sun will have set by the time we get home.
 Int. Will the sun have set by the time we get home.
 Int. neg. Will the sun not have set by the time we get home ?

19. VERBS : PERFECT CONTINUOUS TENSES

- A.
 1. The cricket match **has been going** on since 8 o'clock.
 2. The children **have been playing** in the ground for an hour.
 3. Clouds **have been thundering** aloud since last night.
 4. We **have been living** in this town for about four years.
 5. She **has been helping** me for long.
 6. The war **has been going** on for a month.
 7. The baby **has been crying** in hunger for 5 minutes.
- B.
 1. We **had been preparing** for the test for a week.
 2. I **had been learning** this lesson since morning.)
 3. He **had been doing** his homework for two hours.
 4. He **had been suffering** from fever for two days.
 5. Farmers **had been sowing** the wheat-crop for a week.
 6. We **had been waiting** for the result since yesterday.
 7. The Marathas **had been gaining** strength day by day.
- C.
 1. They **will have been working** for three days by noon.
 2. He **will have been taking** exercise for half an hour by then.
 3. She **will have been waiting** for me for three hours by 1:00 p.m.
 4. I **shall have been playing** in the park after doing my homework.
 5. The painter **will have been drawing** a picture for an hour.
 6. Mother **will have been preparing** food for the guests since 4 p.m.
 7. We **will have been doing** our homework since 6 p.m.

21. VERBS : INTRANSITIVE AND TRANSITIVE

- A.** 1. Intransitive 2. Transitive 3. Ditransitive
4. Intransitive 5. Ditransitive 6. Intransitive
- B.** 1. Milk **sells** by the litre and sugar by the kilogram.
2. Children **grow** fast with rich and healthy food.
3. The temple bell **rings** at 4 o'clock early in the morning.
4. The child **sleeps** soundly in the bed.
5. Green grass **grows** over fields during the rainy season.
- C.** 1. Parents **bring up** their children with deep love and care.
2. How did you **solve** this difficult sum after all ?
3. Every living creature **needs** food, shelter and safety.
4. The bee **saves** the dove, its friend, in danger.

22. VOICES — ACTIVE AND PASSIVE

- A.** 1. A new lesson is being taught by the teacher today.
2. A golden egg is laid every day by this hen.
3. Has this rumour been heard by you ?
4. The stag had been killed before noon by the lion.
5. The prayer-bell was being rung at 8:30 a.m. by the peon.
6. The burglar was nabbed red-handed by the police.
7. The morning bell will have been rung at 8:00 a.m. by the peon.
- B.** 1. Masons build houses for their masters.
2. The policemen have attacked the leader.
3. The robbers murdered the businessman.
4. The cruel cat had killed several rats.
5. Who broke the window-pane ?
6. Mummy will cook a special dish on Sunday.
7. Columbus had discovered America.

23. AUXILIARY VERBS

- A.** 1. We mustn't cut down the trees.
2. You needn't go out now.
3. We mustn't throw bits of paper on the floor.
4. You needn't wait for me.
5. You mustn't sleep during the day.

- B.** 1. This old watch **may** be valuable.
 2. That **might** not have been a bad idea.
 3. I don't remember where the paper is. I **might** have thrown it away.
 4. **May** I know what time it is by your watch ?
 5. Are you going to attend her party ? I **may**.
- C.** 1. **Can** you wait for a few minutes more for my sake ?
 2. **Can** I have your pen to sign this paper ?
 3. You **can** make a boat out of paper.
 4. I **could** not complete this tough job on time.
 5. I **can** read this fine print with a naked eye.
 6. **Could** she take courage to come to me against the wish of her parents?
- D.** 1. We **must** not tell a lie before our teacher.
 2. You **must** have a good bath everyday.
 3. I **have to** reach my office before 9:00 a.m. everyday.
 4. The bus went out of order and we **have to** walk on foot.
 5. Clothes **need to** be washed every Sunday to be used during the week.

24. PREPOSITIONS

- A.** 1. All the boys are **inside** the classroom.
 2. The teachers sat **around** the table for a meeting.
 3. I fell asleep **during** the recess.
 4. Our house is **beside** the post-office.
- B.** 1. The beggar **asked** the rich man **for** an old shirt.
 2. My friend **asked** me **to** his birthday-party.
 3. **Beware of** cheats when you are in a market.
 4. Because of his boldness, he is **compared to** a lion.
 5. This book **consists of** 112 pages.
 6. We must have full **control over** our desires.
 7. Saintly persons never **desire for** pleasures.
 8. This book **differs** a lot **from** that.
 9. I **differ with** you on this point.
 10. I was quite **ignorant of** your troubles so far.

11. The two friends **parted from** each other with heavy hearts.
12. I am not ready to **part with** my books.

25. CONJUNCTIONS

- A.**
1. I can't leave **till** the homework is finished.
 2. Tell him **that** we are in a hurry.
 3. Look before you leap **and** think before you speak.
 4. I may come **either** on Monday or on Tuesday.
 5. Come **if** you wish so.
 6. He waited **till** it was dark.
- B.**
1. I went to the market **and** brought my shirt.
 2. I waited for you at the corner **but** you didn't come.
 3. It was raining hard **so** we decided to cancel the picnic.
 4. You go to the school **or** stay at home.
- C.**
1. Both Renu and Sushma sing well.
 2. My mother stays at home and my father works in an office.
 3. Return me my pen or I shall thrash you.
 4. He helped me even if he was unwilling to do so.
 5. He was late for school because he had missed the bus.
- D.**
- | | | |
|---------|--------------|--------|
| 1. that | 2. otherwise | 3. or |
| 4. for | 5. else | 6. but |

26. PUNCTUATION MARKS AND CAPITAL LETTERS

- A.** King Yudhishtira said, "Let Nakula, son of Maadri, come back to life." Yaksha asked further, "Do you not want your real brother Bhima or Arjuna to become alive again ? Nakula is only your step-brother." The king answered, "Yes, I love them but Nakula is dearer to my mother Kunti than her own sons. She will be very happy to see him alive. Let us be kind to her". Then Yaksha said, "O King I am Dharma the god of justice. I am very pleased with your just choice. I will let all your brothers become alive again."

27. PHRASES AND CLAUSES

- A.**
- | | | |
|-----------|-----------|-----------|
| 1. Phrase | 2. Clause | 3. Clause |
| 4. Phrase | 5. Phrase | 6. Clause |

- B.** 1. We pray that he may recover soon.
 2. The teacher did not believe what he said.
 3. The men who are wearing white clothes are the traffic policemen.
 4. We know where he is hiding.
 5. She walks as her mother walks.
- C.** 1. Make hay in the shining sun.
 2. Remain at your place.
 3. Tell me the purpose of your coming.
 4. We eat when hungry.

28. SENTENCES : SIMPLE, COMPOUND, COMPLEX

- A.** 1. Simple 2. Compound 3. Complex
 4. Compound 5. Simple 6. Compound
- B.** *Principal Clause* *Subordinate Clause*
- | | |
|---|--------------------------|
| 1. He will be rewarded | who comes first |
| 2. You shall remain | where you are |
| 3. People must not throw stones on others | who live in glass houses |
| 4. You may do anything | that you like |
| 5. I am pleased with | what you have done |
| 6. Tell me | why you came this way |
- C.** 1. He is short and stout.
 2. The clouds thickened and it rained heavily.
 3. Make haste or you will be late.
 4. I saw a bird but it flew away.

29. SEQUENCE OF TENSES

- A.** 1. He walked as fast as he **could**.
 2. You will succeed if you **try**.
 3. Just as he **reached**, it rained.
 4. We waited for his friend until he **came**.
- B.** 1. He said that he **would** do it.
 2. Hari told me that he **had** come.
 3. He says that he **can** work.
 4. I wished that I **could** leave earlier.

30. SPEECH — DIRECT AND INDIRECT

- A.**
1. He said that he wanted to eat food just then.
 2. Sheela told that she had written the letter the previous day.
 3. Harish promised that he would not be late for school again.
 4. The policeman asked where the thief was.
 5. The teacher asked me if I was doing my homework.
 6. They shouted to let them go.
 7. The teacher told the boy that he had passed the examination.
 8. They advised (them) to obey and respect their elders always.
 9. He wonders how stupid he is.
 10. He exclaimed with sorrow that he was ruined.
- B.**
1. The guard said, "What do you want ?"
 2. I said to my friend, "Help me in Geometry."
 3. The old man said to us, "I can not see clearly."
 4. He says, "You will reach there early morning."
 5. She said, "I have not seen you for a long time."
 6. He will say, "The telegram is to come tomorrow."
 7. She said, "I have been learning English for a long time."
 8. Mary said, "I shall leave for my native place tomorrow."
 9. They say, "We are very tired."
 10. The old man will say, "I cannot walk without a stick."

31. WORDS OFTEN CONFUSED

- A.**
1. A. Fishermen **cast** their nets into the river.
B. He has married outside his **caste**.
 2. A. A **desert** is a vast sandy dry land.
B. Fruit is generally eaten as **dessert**.
 3. A. A **farmer** grows crops in their fields.
B. He is a **former** principal of this school.
 4. A. There is a heavy **hail** outside.
B. The child is quite **hale** and hearty.
 5. A. I will **meet** my friend.
B. Some people like to eat **meat**.
 6. A. I don't believe in taking a **loan** from anybody.
B. He is the **lone** candidate from this ward.
 7. A. The young girl refused to **marry** the old man.
B. Eat healthy and be **merry**.

8. A. Your answer is quite **right**.
B. I shall **write** a letter to my mother.
9. A. The policeman is on his daily **patrol**.
B. Our car ran short of **petrol** on the way.

32. HOMONYMS (WORDS WITH DIFFERENT MEANINGS)

- A.**
1. box This box is full of apples.
Boxing is a very interesting game.
 2. bow We should bow to the Almighty.
My friend hunted a deer with arrow and bow.
 3. case I purchased a case for my watch.
A case has been filed in the court by the lawyer.
 4. letter English alphabet has 26 letters.
I have posted a letter to my friend today.
 5. date What is the date today ?
Dates are very delicious to eat.
 6. fair Farmers participate in the Animals fair.
The weather is fair today.
 7. act A country is governed under certain acts.
He acted very swiftly in the picture.
 8. ground Potatoes, radish, carrot etc. are all grown
under the ground.
Wheat is ground to get flour.
 9. bear The bear is a wild animal.
He could not bear the pain.

33. HOMOPHONES

- A.**
1. as Sweet potatoes are not as sweet as sugar.
ass Ass are used to carry load.
 2. all All the students attended the class today.
awl The cobbler uses awl to make holes.
 3. bear He had to bear insult in public show.
bare Mohan walks bare footed on grass in the summer morning.
 4. die The patient died of cancer.
dye Please have this cloth dyed from the dyers.
 5. fair My sister's colour is very fair.
fare What is the bus fare from C.Place to AIIMS ?

6. feat A great feat for Martin to come first position in the exams.
 feet He runs very fast on his feet.
7. gate Somebody is waiting at the gate there.
 gait The gait of elephant is liked by all.
8. see We have not seen each other for years.
 sea The Black Sea is located in Western Asia.
9. steal A robber can steal lots of things by breaking into houses.
 steel The pot was made out of steel.

34. ANALOGIES

- A. 1. A carpenter is to wood as a blacksmith is to **iron**.
 2. Sunlight is to darkness as happiness is to **sorrow**.
 3. Time is to a clock as distance is to a **scale**.
 4. A broom is to a floor as a **duster** is to a blackboard.
 5. Slow is to fast as old is to **new**.
 6. Figures are to Arithmetic as **letters** are to Algebra.
 7. Attract is to repel as **begin** is to finish.
 8. A button is to a hole as a **lace** is to a shoe.
 9. Courteous is to court as **righteous** it to right.
 10. Kilogram is to sugar as **litre** is to milk.
 11. Wool is to a sheep as **fur** is to a fox.
 12. Green is to a leaf as **red** is to a rose.

35. ADD TO YOUR WORD—POWER

- A. 1. explore 2. cliff 3. lose
 4. ability 5. asleep 6. praise

36. WRITING PARAGRAPHS

A. Good and Bad Effects of Television

Television (TV) has become a very common appliance in every home. It is a cheap and good means of entertainment. Films, songs, serials, matches and other good programmes entertain us a lot. It is also a good source of news. Whereas TV has many plus points, it has some minus points as well. Untimely programmes go waste. They should be streamlined. Serials and advertisements mostly aim at business. There are some programmes

which are quite undesirable. They incite youngsters to commit some bad actions or do some wrong things which include serious crimes. Children want to watch TV continuously whereby their studies suffer a lot. The TV programmes must be well-managed in terms of their good or bad effects.

B. The Republic Day

The Republic Day is a national festival. It is celebrated in winter season on 26th January every year. The President of India rides in a beautiful coach/ car to reach a platform near India Gate specially built for him and for other V.I.Ps including the chief guest. The parade starts from Rashtrapati Bhavan and ends at Red Fort. Various regiments of Armed Forces, Police, N.C.C., B.S.F. etc. take part in the parade. Every state is represented by its tableau. Freedom fighters, school children and other pageants also participate. All these go saluting the President. At last, there is a fly past of aeroplanes which fly with a great speed spreading colours to shape the tri-colour.

C. A School Playground

A school playground is for school children to play various games. It is a large and spacious area. It is well protected by a fence around it. Even the animals can't manage entry. Two poles each are there along its breadth which form the goal areas. The ground is specially meant for playing football and also suitable for games like cricket, badminton and hockey. The ground is overgrown with grass throughout its length and breadth and is well-maintained. It is used only by the school children and entry is not permitted to the outsiders. Sometimes, the ground is used for organising inter-school tournaments or for celebrating other school functions. In brief, the play ground is a multipurpose space.

37. PICTURE COMPOSITION

A. The picture in front shows a flowing water. A bridge is also seen under construction. There are many trees around. The weather is cloudy. It is raining. There is a beautiful small house situated nearby. A boy who appears to be living in the small house is also seen sitting on the steps. A basket full of flowers is lying near the boy. The boy has placed his paper boat on the water surface and allowed it to flow with the water current. He is watching it with anxiety.

38. WRITING ESSAYS

A. A Picnic On The Riverside

Our parents had been thinking of going on a picnic at a suitable time and in fine weather. At last that day neared. The family picnic was planned. On the appointed day, we all got ready early in the morning. Our mother is very efficient and expert in cooking. She cooked several items — some sweet and some salty. Of course, we assisted our mother in doing all this. All the items were separately packed and put in good looking baskets.

At the right time, we hired a taxi and reached the river side of our choice. A carpet was spread on the grassy ground and things placed properly. Some of us enjoyed boating, others played on sand and still others played cards and other games. We took our lunch at noon followed by a cup of tea or soft drink according to taste.

After some time, we took a stroll along the river bank. We saw some fishes swimming in clean water and some tortoises going in and coming out of water. We met another family with whom we exchanged titbits. We enjoyed a lot and returned late in the evening. We can't forget the picnic.

B. A Visit To A Hill-Station

The people in plains feel hot in summer compared to those living in hilly region. This is so because plains are hotter in summer than hills. To avoid the scorching heat of plains, our family visited Shimla which is a very good tourist spot for summer. As decided by all we stayed there for about a fortnight. Shimla's weather was cool because of continual rain and due to its sufficient height from sea-level. During our stay here, we were safe from the burning heat of Delhi. Sometimes, we witnessed the scenes in which clouds appeared touching mountainous range. The multi-storeyed buildings presented a beautiful sight when seen from far off distance. Our daily programme was drawn before hand. The day started with different breakfast menu. We visited at least one new place a day at the station. We were feeling quite refreshed and toned up after a fortnight. We returned to Delhi. Our school opened on 15th July and we were again busy in our studies.

I. Our National Festival

15th August is a red letter day for every Indian. On this day in 1947 India got independence from the British rule. The freedom struggle was led by Mahatma Gandhi and many great leaders and common men also took part in it. Many Indians lost their lives.

This day is celebrated all over the country with great pomp and show and enthusiasm. In Delhi the great function is held at the Red Fort. On this day, the Prime Minister of India arrives at exact 7:30 a.m. People greet the P.M. with cheers and slogans. He inspects the guard of honour. Then he unfurls the National Flag from the ramparts of the Red Fort. A salute of 21 guns is given to the National Flag.

After the gun salute the Prime Minister speaks to the people about the country's projects, programmes and achievements during the year. He asks the people for their cooperation in solving the problems that face the nation. He requests the people to stand united against any attempt to divide the country. Once again he asks the people to preserve the freedom and unity of the country. At the end of his speech he asks the people to repeat 'Jai Hind' three times. With the singing of National Anthem the function comes to an end.

The whole programme is telecast by the Doordarshan. People from all nooks and corners of the country come to watch the Independence Day function at the Red Fort. Children come very early to take part in the celebration.

This function is also celebrated in all the capitals of every Indian State and Union Territory. Chief Ministers deliver speeches at the capitals of their state in place of the Prime Minister. All pledge to sacrifice everything to protect India's freedom and integrity.

2. Our National Flower

Lotus or Water Lily is the National Flower of India. It is an aquatic plant with broad floating green leaves and bright fragrant flowers that grow only in shallow waters. The flower grows in murky waters and rises on a long stalk above the surface to bloom glorious. Untouched by the impurity, lotus symbolizes the purity of heart and mind. Based on the colour of its flower, it is divided into two types, the red lotus flower and the white lotus flower. Lotus occupies a significant place in Indian mythology. It is associated with the goddess of wealth Maha Lakshmi, who brings prosperity, purity, chastity and generosity. She is the embodiment of beauty, grace and charm. She sits on a fully blossomed lotus flower, symbolizing purity, beauty and everything that is good.

The lotus is useful to us in many kinds. The seed, the leaf and the stem are edible and also can be used as medicine. The seeds can last for many years and still remain perfect for re-germination, as such it is a symbol of strong vital force that could withstand extremely adverse conditions. The lotus flower thus represents long life, health, honour and good luck.

3. A Football Match

Last month I saw an interesting football match. It was played in the public grounds, between the S.M. School and B.N School. There were countless spectators. There were students from both the schools. The match started at 4 p.m. Mr. Sriram acted as the referee. The teams entered the field, at the sound of the whistle. There were loud cheers. The players wore their respective uniform. They looked active and smart.

The game was fast from the start. The forwards of the S.M. School team combined well. They were in complete control of the ball. They made many attacking moves. They tried to kick the ball into the goal of B.N School many times. The B.N.School played a very defensive game. Their goalkeeper did his job extremely well. He defied every attempt to score. But still the forwards of the S.M school found a gap and scored a goal. There was jubilation in the crowd. Soon it was half time.

The players of both the teams were served with light refreshments. Soon the players regained their lost spirits. After the interval both the teams played with renewed vigour. The B.N School played a good game. But they were against a superior team. The B.N School players pressed very hard but they were unable to score. The game did not slow down till the last minute.

The players of the S.M School were carried on the shoulders by their schoolmates. The students were wild with joy. I enjoyed the match very much. The better team won the match.

4. The Christmas

All the Christian countries around the world celebrate Christmas with joy and enthusiasm. It is also called X-mass. In India too this festival is celebrated with gaiety. As India has a sizable population of Christians, the festivities of this festival are almost the same as Dushera and Diwali. Christmas falls on the 25 th of December every year. It is the date on which the Christians believe that Jesus Christ was born. Houses and churches are cleaned and white-washed. They are decorated with flowers, banners and buntings. The altars of Jesus Christ and Mother Mary are decorated with candles and flowers. A separate cradle is made for the infant Jesus in the courtyard of the church.

After the midnight Mass, or prayers at the church, the Christians go home and feast. They decorate their homes with coloured lights and a Christmas Tree. At the foot of this tree they pile gifts for each other. Small children hang stockings near their beds, because they believe that Santa Claus will come in the night and place gifts in them. People hold parties and dinners to celebrate this occasion. They sing Christmas hymns and Christmas carols. This festival comes to an end amidst fun and laughter.

5. A Visit to a Museum

I got a chance to visit the Kolkata museum with my friend. It is a very big museum. Its building has many big rooms. They were neat and clean. The exhibits were properly arranged. All the articles were clearly visible. The museum has many items collected from various parts of the country and even foreign lands. There were various items of science, arts, history, robes, weapons etc.

On the left side of the entrance there is hall. It has a big collection of mammals of many types. There were dogs, cats, cows and so many other mammals. There were many extinct mammals too. They throw light on the evolution of life in the universe. In another room there were specimens of birds. Next to this room were housed some specimens of reptiles.

Then we went to a large room where we saw specimens of rocks. There were ores in their raw forms. It gave us a good knowledge of the earth and its wealth. Then we moved on to another hall. There were excavated articles brought from different sites. We saw potteries, picture tablets, statues, bangles and many other objects. These tell us about the deep insight of the culture and the way of living of the ancient civilization.

There were many specimens of handicraft brought from all over the world. These collections deal with a large span of time. Here we learnt the story of the development of handicrafts. The Kolkata museum is the storehouse of much information. We enjoyed watching it. It increased our knowledge in many ways.

6. Our National Animal

The Tiger is India's National Animal. It is one of nature's masterpieces, a creature of beauty and grace. It is known for its power and cunning. It is a royal looking animal known for its magnificence, grace, power and agility. It is the largest in the cat family; some measuring upto thirteen feet long and weighing as much as three hundred kilos. Its powerful canine teeth, nearly the size of a man's finger can kill even large prey in an instant. This tiger is a rich-coloured, well-striped animal with a short coat.

The combination of grace, strength, agility and enormous power has earned the tiger great respect and high esteem. Out of eight races of the species known, the Indian race known as the Royal Bengal Tiger, is found throughout the country except the north-western region, and also in the neighbouring countries such as Nepal, Bhutan and Bangladesh. It occupies a variety of habitats from dry open jungles, humid ever-green forests to mangrove swamps.

There are very few tigers left in the world today. A decade ago the tiger population in India had dwindled to a few hundreds. The Government of India, under its Project Tiger programme, started a massive effort to preserve the tiger population. Today, thanks to Project Tiger, India's population of tigers has considerably increased.

7. Our Country

India is my country. I am proud of my country. I call myself an Indian. India is the largest democratic country in the world. It's a land of ancient culture and tradition. The wisdom of the Vedic songs enlightens the world, and guides the human race to the path of peace and coexistence.

India is rich in minerals, agricultural products, consumer goods, spices, textiles, etc. It is a major nuclear power of the day, and well advanced in science and technology.

India has a large population comprising various castes, religions, languages and customs. But there is unity in diversity. Our national anthem is 'Jana-Gana-manna'. We hoist our tricolour national flag on the Independence Day that is 15th August.

The country is run by a government, elected by the people by vote. The parliament makes rules and takes decisions in all important matters, local and international, in the interest of the public.

India is now the sixth Big Power in the world. It is a secular state where all religions are respected equally. India believes in peace and prosperity. Many great men and women were born in India. They brought glory and pride to their countrymen. We salute those immortal souls.

8. Annual Day

This year our school celebrated the annual day on the 25th of January. Preparations for this day started many days earlier. There were many cultural items to be prepared. Several students took part in these programmes. They worked very hard, as they wanted to give a good account of themselves. The Education Minister was the chief guest of the function.

The school was tastefully decorated. A canopy was put up in the school compound. Flower pots were placed all along the corridor. A dais was erected at the end. Many rows of chairs were arranged for the guests. The chief guest, the Principal, the Chairman and the Manager of the school committee were seated on the sofa-sets placed on the dais.

Exactly at 4 p.m the chief guest arrived. He was received at the school gate by our Principal. The Manager welcomed him with a bouquet of flowers. The school band played a welcome tune in his honour. The N.C.C cadets

presented a guard of honour. He was taken to the Pandal. All got up to honour him. Young children began the programme with a prayer. Then more cultural items followed one after the other. Everybody clapped and cheered the participants. They had a spell binding performance.

The Principal read out the annual report. The Chief Guest gave away prizes. It was followed by a speech delivered by the chief guest. He extolled students, teachers and Management for providing quality education and sports. He told the students of the importance of their role in the society and wished them success. The Principal thanked the chief guest and the audience for their active support and encouragement. Then the chief guest was escorted to his car in a proper manner. Soon after his departure the programme came to an end. It was great success.

39. WRITING STORIES

A. The Peacock and the Crane

A peacock and a crane lived in a Royal Garden. They were neighbours. From time to time the peacock boasted of its beauty i.e. the colourful feathers and always spoke ill of the crane's feathers. The crane asked him not to do so. The peacock was, however very proud of its beauty and did not stop teasing the crane.

The crane was so much annoyed with the peacock that it thought of having a revenge. One day it challenged the peacock for a flight. At the mutually agreed day and time, both started the fight. The crane flew very high but the peacock could not. As such, the peacock felt so much ashamed that it never bragged again.

MORAL : Pride goes before a fall.

B. Dispute for Nothing

Once upon a time, there were two goats. They used to cross a bridge over a stream in order to reach the jungle for food. Once, the stream was flooded with water. The two goats were on opposite sides of the stream. Each wanted to cross the stream. They started doing so at the same time. When they reached midway, they proposed to each other to go back so that one could cross the bridge first. Both disagreed. During the scuffle that followed they lost balance and fell into the stream.

After sometime they faced similar situation. But by this time, they had realised their folly. They had become wiser. While crossing the stream now both made way for each other and crossed the bridge safely.

MORAL : Cooperation pays in the long run.

C. The Three Axes

A woodcutter used to go to jungle to cut wood, sell it and earn his livelihood. One day he was cutting wood on the bank of a river. Suddenly, his iron axe fell into the river. He cried for help. A fairy appeared and offered to help. The fairy dived into the river and came with a golden axe. The woodcutter told the fairy that it was not his axe. The fairy again dived into water and brought out a silver axe. The woodcutter refused to take it also as it was not his. The fairy once again dived into the river water and came with an iron axe. The woodcutter immediately cried that this was his axe. The fairy was very happy for his honesty. She gave him the other two axes also as prize. The woodcutter was very happy to have his own axe.

MORAL : Honesty is the best policy.

40. WRITING LETTERS

1. **Write a letter to your friend congratulating him/her on his/her success in the examination.**

17th Feb, 20____

Dear Mohan

I was very very happy to hear the news of your securing first division in 10th final.

Friend ! please accept my hearty congratulations on your grand success in annual examination. Please convey these to your parents too.

I hope you would be repeating it in future also.

Your loving friend

2. **Write an application to the Principal of your school requesting him/her to issue the school-leaving certificate.**

17th Feb, 20____

The Principal

School Name

Sir,

With due respect, I am to state that I have passed tenth class from your school this year.

My parents have shifted to Delhi where my grand parents are also living. I need to get admission in Class XI in some Delhi school. I request that

a school-leaving certificate may kindly be issued to me at your earliest convenience so that I may get admission before the closing-date of admissions.

Thanking you,

Yours obediently

3. Write a letter to your father/mother telling him/her how you have fared in your examination.

School Name

Dear Father,

I hope this letter finds you and mother in the best of health and happiness.

In my last letter I had written about my preparation for the annual exams. My exams got over today. I am feeling much relaxed now. I attempted all the question papers to my entire satisfaction. I am quite hopeful of securing above eighty per cent marks on the aggregate.

I am looking forward to returning home this week.

Yours affectionately.

Ritu

4. Write a letter to your friend telling him/her about your school.

Address

Date

Dear friend

I got your letter. You asked me about my school. Here are few important features of my school. First of all we have a beautiful building which enables us to have a homely atmosphere to study. Our teachers are very kind and gentle. We have very strict and pleasant rules and regulations which enable us to grow in full maturity. We have many programmes for personality development and other external activities. Then there is a large computer lab, play ground ,etc. I will tell you in detail when I meet you personally. Hope that we will meet at the earliest.

With regards,

Neetu

5. Write a letter to your school librarian to issue you a duplicate library card.

Date

The Librarian

School Name

Subject : Issuing of a Duplicate Library Card

Respected Madam

I want to report that I have lost my library card no. ____ in the school campus and have not been able to find it. I, therefore, request you to issue me a duplicate library card. I am ready to pay the penalty on this account.

I request you to issue me the card at the earliest, as I need some books very urgently.

Thanking you

Tanya Gupta

(Class V-A, Roll no.7)

6. Write a letter to a book-seller ordering a particular book.

The Manager

Address

Dear Sir

You are requested to send the following book per V.P.P at the earliest.

The book must be well bound and of the latest edition

Please do give reasonable discount.

I. How to Write Correct English I copy

Please send the book immediately and oblige.

Thanking you,

Yours truly

P. Saurav

Address

41. COMPREHENSION

A.

- 1. Ten students went to school.
- 2. Five students did not complete their home work.

