APPLIED GRAMMAR

Word: An arranged combination of letters (alphabets) which gives some meanings is called word, book, cat, they etc are words.

Words Classes/ Parts of speech:

1. **The noun**
2. **The Pronoun**
3. **The Verb**
4. **The Adverb**
5. **The Adjective**
6. **The Article**
7. **The Preposition**
8. **The Conjunction**
9. **The Interjection**

NOUN

The Noun: A Noun is a word which names a person place or thing, as here Hamid is the name of a person; chair is the name of a thing; and room is the name of a place. So Hamid, chair and room are all Nouns.

The Noun

The kinds of Nouns:

(14) Nouns are divided into five classes:

i. Proper Noun

ii. Common Noun

iii. Collective Nouns

iv. Material Nouns

v. Abstract Nouns

i. The Proper Noun: A proper noun is the name of some particular person, place or thing, as Masjid Lahore, the Ravi, the Quran, Taj Mahal etc

Note: Proper Nouns always begin with a capital letter

ii. The Common Noun: A common noun is the name of any one of a class of persons, places or things. It is shared in common by all the members of the same classes as boy, city, river, book, building etc

iii. The Collective Noun: A collective Noun is the name of a group or collection of persons, animals or things taken together and spoken of as one undivided whole, as committee, herd and cluster etc

iv. The Material Noun: A material noun is the name of the substance or material; as wood, water, gold, wheat etc

v. The Abstract Noun: An abstract Noun is the name of a quality, state, action or feeling.

Quality: Kindness, loveliness, breadth; wisdom, bravery, beauty

State: boyhood, slavery, freedom, health, sickness, death

Action: laughter, reading, swimming, driving, judgement, struggle, fight, treatment etc

Feeling: happiness, sorrow, hope, fear etc

Arts or sciences: poetry, mathematics, physics, music, drawing etc

Diseases: plague, dysentery, cholera, malaria

Countable Nouns: all Nouns which can be counted are countable nouns

Uncountable Nouns: All nouns which cannot be counted are uncountable nouns.

Compound Nouns: A noun formed by adding two or more words e.g. Watchman, Brother in law etc

Number:

A noun may be singular or plural according as it denoted one thing or more than one

a. if a noun denotes a single object it is said to be in the Singular number, as pen, dog, man, army

b. if a noun denotes two or more things of the same kind, it is said to be in the Plural number, as pens, dogs, men, armies

Pronoun

Pronoun:

A pronoun is a word used for a noun or non-equivalent, as: he, she, it, we, you.

Classes of Pronouns: following are the kinds of pronoun

Personal – you, your, I, my, me, he, his, etc

Reflexive/Emphatic Myself, yourself, himself etc

Demonstrative – this, that, such, these, one, none etc

Indefinite – some, many, any, all, other etc

Relative – who, which, that, what, whoever, etc

Interrogative – who? Which? And what?

Distributive – each, every, either, neither

Personal Pronouns are words used for persons

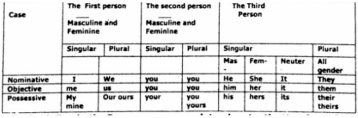
First Person: the speaker

Second person: the person spoken to

Third person: the person spoken off or name of things

Following table shows the inflections of Personal Pronouns in different Cases, Numbers and Genders:

Table of Personal Pronouns



Case	The First person Masculine and Feminine		The second person Masculine and Feminine		The Third Person			
	Singular	Plural	Singular	Plural	Singular			Plural
					Mas-	Fem-	Neuter	All gender
Nominative	I	We	you	you	He	She	It	They
Objective	me	us	you	you	him	her	it	them
Possessive	My mine	Our ours	your	you yours	his	hers	its	their theirs

Reflexive/ Emphatic Pronouns are used to denote the turning of the action upon the

doer. They are formed by adding

'self' to 'my' , 'your', 'him', 'her' and 'it' and selves, to 'our' 'your' and 'them' ; as, He hid himself in the room

They cursed themselves in despair

When a reflexive Pronoun is used immediately the Personal Pronoun, it makes the statement more is called the Emphatic Pronoun

As I myself did it. You yourselves agreed to it. Great care should be taken in the use of a Reflexive nun.

Demonstrative pronouns:

Demonstrative Pronouns point out the object to which they refer;

This, that, these and those are demonstrative pronouns

Note: 'this' and 'that' are (Demonstrative) adjectives when they are used with Nouns; as, this pencil is yours, but that pen is mine

Indefinite Pronouns:

Used to refer things in general

Some are born great, others achieve greatness.

One must do one's duty

None but the brave deserve the fair

Some, others, one, none are indefinite Pronouns

Relative Pronouns

These pronouns join clauses

Who, which, where, whose, whom, what etc are relative pronouns

This is the boy who met me In the market

I read the book you gave me yesterday

Interrogative Pronouns

Interrogative pronouns are used in asking questions

They are who, whose, whom, which, what

Who has done this?

Whose book is that?

Which is your book?

What is your father?

Distributive pronouns

Distributive pronouns denote that things are taken one at a time

They are each, every, either, neither etc

Each of them got his share

Everyone has done his work

Either of us may go

Neither of them is prepared to do this

The case:

Case is that form of a Noun which shows it relations to some other word in the sentence

There are three cases, the Nominative, Objective and the Possessive or Genitive

The Nominative case

A Noun is the nominative serves as the subject of the verb

He works hard

The Objective case:

A noun in the Objective may be the Object

Of a verb or of a Preposition

The teacher beats him daily

The Possessive case:

A noun used to denote possession, authorship, origin or the like is said to be in the Possessive (or Genitive) Case. As

This is Hamid's book

I have read Shakespeare's plays

The court's decree has been obtained

Hamid's speech was extempore

The Verb

The Verb: a Verb is a word used to express action as

The cat catches the bird

Here the word 'catches' says what the cat does, so it is a Verb

Transitive verb: A verb that needs an object to complete the sense

Transitive verbs take a direct object e.g.

They build a house

We defeated the enemy

I gave my son a pen

Hamid wrote you a letter

He reads a book

They play football

Intransitive Verb: A verb that does not need an object to complete the sense. Intransitive verbs do not require any object:

Stand on the bench

We go to school daily

Water freezes in winter

The bell rings

He sleeps

They laugh

Some verbs are used transitively as well as

Intransitively e.g:

The cook has boiled this egg	transitive

The water boils	intransitive
We fly kites in the air	transitive
Birds fly	intransitive

Auxiliary Verbs help to form different tenses

I have done it

They will teach you a lesson

She is swimming

Do they know you?

Have they finished their work?

I shall read it

The might go

The auxiliary verbs are given below

These auxiliary take Present is, am, are, was, were or Past Participle after being, has, have, had, them:

"playing" or "played" does, do, did, may, might. These always take shall, should the first form of will, would the verb after them, can, could

TENSES

Tenses

Jamil writes a letter	Present tense
Jamil wrote a letter	past tense
Jamil will write a letter	future tense

The Present, Past and Future are the three main tenses In English

Present Tense

I write a letter	Present Indefinite
I am writing a letter	present Continuous
I have written a letter	present Perfect
I have been writing a letter	Present Perfect Continuous

Past Tense

I wrote a letter	Past Indefinite
I was writings letter	past continuous
I hid written a letter (when he came)	past perfect
I had been writing a letter	past Perfect Continuous

Future tense

I shall write a letter	future indefinite
I shall be writing a letter	future continuous
I shall have written a letter	future perfect

I shall have been writing a letter   future Perfect Continuous

The gerund: When verb is used as noun by adding "ing" to it.

His writing is legible

She was tired of waiting

Stop talking

Seeing is believing

Participle: when present participle form of verb is used as adjective and verb.

1. **The boy came singing**
2. **He stopped singing**

3. **They kept us waiting**
4. **Running will do you charming good**
5. **They were tired of Waiting**

THE SUBJECT AND THE VERB

The subject and the verb

One Auxiliary Verb may serve two Principal Verbs if the form of the verb allows

Fifthly students have failed and the rest passed (have passed- Correct).

Twenty men have been wounded and two killed (have been killed- Correct).

Twenty men have been wounded and two died (We cannot use have been died)

A verb agrees with its Subject in Number, Person

They have done what they could. I am in the right but he is wrong. I have done it myself. Virtue is its own reward. I am not to blame you are guilty, Saeed. He plays football in the evening. But we say:

He dare not oppose me

Need he do this

He need not corns

The verb dare does not take 'S' when it is followed by a Negative. Similarly the Verb 'need' in a Negative or interrogative sentence, forms its third Person Singular, Present Tense without 's'.

Three Forms of the verb:

Present	Past	Past Participle
Abide	Abode	Abode

Arise	Rose	Arisen
Awake	(awaked awoke	(awaked awoke
Wake	Woke	Waked
Bear	Bore	Born
Bear	Bore	Borne
Beat	Beat	Beaten
Become	Became	Become
Begin	Began	Begun
Bind	Bound	Bound
Bite	Bit	Bitten, bit
Blow	Blew	Blown
Break	Broke	Broken
Change	Changed	Changed
Choose	Chose	Chosen
Climb	Climbed	Climbed
Climb	Climbed	Climbed

Cling	Clung	clung

THE ADVERB

6. **THE Adverb**

An adverb is a word which adds something to the meaning, of a verb, an Adjective or another Adverb, as

He runs fast. (Fast modifies run)

The boy seems very happy. (very modifies happy)

The poem was written very beautifully (very modifies beautifully)

He worked hard

Shah Jahan ruled very wisely

He is quite intelligent

In the sentence given above the Adverb modifies a verb, an Adverb and an **Adjective**

Kinds of Adverbs

1. **Adverbs of Time**

I go to school daily

Get out immediately

I cannot do it just now

Never shall I believe you

Yesterday he was quite upset

Some of these Adverbs are"

Ever, never, now, then, since, ago, today, tomorrow. While

2. **Adverbs of Place**

Speak again and I shall turn you out
I shall stay here till you reach there
The crow is found everywhere
She stood above and threw the stone below

Some of these adverbs are:
In, out, within, without, above, below, inside, outside, far, near, forward, onward and elsewhere

3. **Adverbs of Quality or Manner**

They walked quickly
We marched slowly
Sadly and sorrowfully we laid him down
He did it very carefully
He talked wisely but acted foolishly

4. **Adverbs of Quantity**

Hardly had I finished the work when he came
I have partly believed it
He is quite right
I am very sorry
It is much better to leave him alone
Some of the Adverbs of this class are
Enough, little, much, nearly, quite, very, too, wholly, scarcely, nearly

5. **Numeral Adverbs**

I often meet him
They came to me twice
I did it seldom
You have disobeyed your teacher, secondly you do admit your fault
Adverbs of this type are
First, secondly, thirdly, often, seldom, again, singly

6. **Affirmative and Negative Adverbs**

Will you do me this favor? Yes, I will
Are you going to Karachi? No, I am not going the Indeed, he is to blame
Surely, he will keep me
I will certainly do it

Perhaps he may not like it
Adverts of this type are
Certainly, surely, perhaps, yes, no, not, by no means, indeed

7. **Interrogative Adverbs**

When will you leave?
How can you say that?
Why should I Submit?
Where does he stay?
When, how, why, where are interrogative. Adverbs when these are used to ask questions.

8. **Relative Adverbs:**

Everybody knows why he did this. I shall go to the place where he stays. We do not know when he may return. I wonder how you will succeed. He set fire to the house where his enemy lived. Why, how, when are relative Adverbs when these different clauses.

Comparison of Adverbs

Some Adverbs are compared like Adjectives

Positive	Comparative	Superlative
Hard	Harder	Hardest
Fast	Faster	Fastest
Large	Larger	Largest
Long	Longer	longest
Near	Nearer	Nearest
Soon	Sooner	Soonest
Soft	Softer	softest

ADJECTIVE

5. THE Adjective: An Adjective is a word which describes a Noun or a Pronoun, as "a long rope" a red rose"; "the last day"; "two boys"; "some money" etc

The words 'long', 'red', 'last', 'two' and 'some' qualify the nouns they precede, so these are called adjective

The adjective

This is his book	(possessive Adjective)
Hamid is a good boy	(quality)
She has some money	(quantity)
He has two friends	(number)
This boy will deceive you	(demonstrative)
Either pen will do	(distributive)
What work have you done?	(interrogative)
Japanese are not satisfied with their lot	(proper)

The words in italics add something to the meaning of a Noun. Hence they are called adjectives

Kinds of Adjectives

Possessive Adjectives:

His, her, their, its, your, thy, my, our, such, adjectives, qualify nouns by showing the owner.

Adjectives of Quality

Good, bad, noble, beautiful, such adjectives answer the question. Of what kind or of what sort? What kind of boy is Hamid? Hamid is a good boy

Adjectives of Quantity

Much, little, some, any etc. these adjectives answer the question. How much? Read the second sentence over again. How much money has she? She has some money

Adjectives of Number

One, two, first, second, many, few, all. We get these adjectives in answer to the question. How many?

Demonstrative Adjectives

This, those, that, yonder, these Adjectives point out I which person or thing is meant. That boy will deceive you. This man hates such things

Distributive Adjectives

Each, every, either, neither. These adjectives refer to each one of a Number. Each man has some part to play. Neither plan will work. Either pan will do

Interrogative Adjectives

What, which, whose. These are used to ask questions

Which boy did it? What sort of fellow are you? Whose is house this?

Proper Adjectives

Pakistani, English, Japanese. These are formed from proper Noun

USE OF ARTICLES

The article

(A, An and The) are called articles. These are just one of Adjectives

“A” and “An” are indefinite Articles

“the” is the Definite Article

USE OF “A” OR “AN”

‘A’ is used before word beginning with Consonants

A boy, a girl, a horse, a room, a hockey stick, a year

A is also used before such vowels as give the sound of consonants

A useful article ; a European; a unanimous decision, a Diversity professor; such a one; a one rupee note eyed man

‘An’ is used before words beginning with vowels and silent ‘h’.

An hour, an honest man, an apple, an inkpot, an eye, an egg

Jamil is an honest boy. He came an hour late. This was an apple of discord among the brothers

“USE OF THE"

ARTICLE “the” is used

This is the man who stole my pen

Where is the book which I gave you?

There was a dog. The dog was hungry

Before a singular Noun when it represents a class

The horse is a useful animal. The donkey is a beast of burden

(Exception when man represents a class, the is omitted; Man is mortal. Man is a social animal)

With the names of certain well known books or journals. The Quran, the Bible the Ramayna, the Dawn, the Pakistan times

Before well-known single objects in the universe

The sun, the earth, the sky, the universe, the pole star, the morning star, the equator

Before the names of rivers, seas, mountain ranges and descriptive names of countries or province

The Chenab, the Ravi, the Arabian sea, the Atlantic Ocean; the Himalayas, the Punjab, the Deccan.

5. before a proper Adjective when it stands for the people and not for the language of that nation or country

The Pakistani people are brave. The English people are a strong nation. But we shall say. English is an easy language

Before Nouns which stand for a class

The navy, the army, the bar, the press, the police, the public

Before Adjectives used as Nouns

The poor are not always happy

The rich seldom care for the helpless or the needy

Before Adjectives in the superlative Degree

He is the best boy in the class. Jamil is the strongest boy in his class.

Omission of the article:

The Article is omitted:

Before Proper, material and Abstract Nouns:

We observe Friday as a holiday

Kaleen lived in Hyderabad

June is the hottest month of the year

Honesty is the best policy

Gold is a precious metal

Before Plural Nouns which denote a class

Parrot talk, dogs bark, lions roar

Before the name of Sciences and Arts

Mathematics is not a difficult subject. Chemistry is a useful subject

USE OF PREPOSITION

The Preposition: A preposition is a word placed before a Noun or a Pronoun to show their relations with other words in the sentence, as

He is sitting on a chair with a book in his hand.

The words on, into, of, off, etc are called preposition

The Preposition:

A preposition is a word which points out the relation in which one thing stands to some other thing

Your pen is in my hand

It indicates the position of the pen and the hand

Kinds of Preposition

1. **Simple**	2. **Compound**	3. **Participle**	4. **Phrase**
Of, on	Into	During	In spite of
For, in	Behind (by-hind)	Concerning	By dint of
		Regarding	In view of
			According to

The use of simple preposition

The holiday will commence on the 28th of July (not from)

She is late for school by an hour (not from, for)

I may order the book at once (don't use for after order here)

I asked him where he had been for such a long time (not from)

Tears streamed down his cheeks (not on or from)

I jumped into the river (not in)

On the way I met my friend (not in)

If I were so defamed I would die of shame (no: from)

They do not bother much about his matter (not for)

He wants to dispose of his watch (not off)

At and In

At is used for a smaller locality and in for a more extensive locality. At is used for a point of time, m for a period of time

He lives at Clifton in Karachi

They lived at Gujranwala but I preferred to live in Lahore

He will come in four days

The train arrived at the station at 9 a.m.

The main train is due at 7 p.m.

Many a battle was fought at Taxila in India

We started at ten in the morning

By and with

By (doer or agent); with (instrument or means)

He was punished by the teacher with a stick

She was murdered by her husband with a sword

He has great influence with the headmaster

He has promised to comply with my request

He was killed by the robber with a Hatcher

He know you by sight

Eggs are sold by dozens, apples by seers

I cannot put up with such conduct

A wise man profits by experience

He quarreled with me over a trifle

In into

In indicates rest; into motion

There was some milk in the jug and I poured some more milk into it. I went into my drawing room and found my friend standing in it

These goods have been imported to Pakistan. She flew into a range and then burs. into tears. We went into the garden, they jumped into the tank

Between Among

Between (for two); among (for more than two)

His property is being equally divided between his two sons

Between you and me, I don't like him

Let these mangoes be distributed among the boys of this class.

An old feud existed between the two families. The seven daughters of the king quarreled among themselves.

Of, Off

Of denotes that from which anything proceeds and off means away from

She has disposed of her house

He comes of a good family

Thousands of Indian died at the plague in 1920.

Do not talk off (beside) the point

He fell of the horse

I am sick off the whole business

He was born of humble parents

In, Within, Before, After

In is used with reference to a limit of time; within (before the end of); before (within a limit of time) ; (at the end of a period of time)

He will return in five days (at the end of)

He shall have to complete in five days (within)

I cannot finish this within two hours

Eid comes after a year

I shall reach the station before the train arrives

For, from, and Since

He has been ill for five days (period of time)

He has been ill since Monday (point of time)

Ill come to you from Friday next (indicates)

He wept from morning till evening (space and time)

You will be sorry for your mistakes

Beside and 'besides' I sat beside my friend (by the side of). Besides being fined, he was caned. I paid him nothing besides his wages

CONJUCTION

Conjunction: Conjunction or linking word (joining words) joins together words or two sentences or clauses, as

He and I are brothers, but you are our friend

I called his place but he had gone out

He was bold and daring

Two and two make four

At work or at play we must do our best

Two principal Clauses: work hard and makes others do the same

Two Phrases: we welcomed him with loud cheers and waving hands

Two Nouns: Hamid and Saeed are twins

Two pronouns: He beat me and her

Two Adjectives: she is noble and generous

Two Adverbs: He works honestly and diligently

Two Prepositions: he sent him to and from the place

Two Conjunctions: I shall help you if and when he deceives you

Classes of conjunctions

Coordinating Conjunctions Study the following pairs of sentences

I work hard. He often likes to play. I work hard but he often likes to play. The sun set. The farmer returned home. The sun set and the farmer returned home. Run hard. You will miss the train. Run hard or you will miss the train. Run hard else you will miss the train. Run hard otherwise you will miss the train. He is honest. He is not trusted. He is honest yet he is not trusted. He is rich. People avoid him. He is rich still people avoid him. Take any pair of sentences. They give complete sense. They can stand alone. Each sentence 'He is honest' or 'he is not trusted' gives complete sense and does not depend on any other sentence for its full meaning. They are joined together by yet

which is called a Coordinating Conjunction. All these conjunctions but, and, or, else, otherwise, yet, still join together independent clauses of the same order and are, therefore, called Coordinating Conjunctions.

Some of the Coordinating Conjunction are used in pairs:

Both…. And, as well as, not only…. But also

Jamil has passed. Bano has passed

He is harmless. You are harmless

You as well as he are harmless.

I was robbed of my purse. I was wounded.

I was not only robbed of my purse but also wounded

Either…. Or, neither…. Nor, through…. Yet

He has stolen my book. You have stolen my book

He has not played me false. You have not played me false

Neither he nor you have played me false

He is sickly. He works hard

Though he is sickly yet he works hard.

Subordinating Conjunction

I know where you live

He failed because he did not work hard

I was not at home when he came

He may come if his father allows him

The first sentence may be split into two clauses, I know and where you live.

Evidently these are not independent clauses. I know is the main or the Principal Clause and where you live is a Noun Clause object to the verb know. The Conjunction where is used to join a clause which is of a lower rank and is, therefore called a Subordinating Conjunction. For the same reason the Conjunctions because, when and if are called Subordinating Conjunctions

Kinds of Coordinating conjunctions

The Chief Coordinating conjunction are:

And, but, or, nor, also, for, as well, as, both, and, not only, but also, either, or neither, or

Coordinating Conjunctions are of four kinds:

1. **Cumulative (adds one statement to another)**

   He as well as you is guilty

   I was both beaten and fined

   I was not only beaten but also fined

2. **Alternative (indicates choice between two alternatives)**

   He is neither a rogue nor a sage

   Either obey or leave the class. She must weep or she will die. You must run otherwise you will be late

3. **Adversative (opposition or contrast)**
   The tortoise was slow but he was sure. She is rich, still she is not contended. Her husband turned against her, nevertheless she preserved
4. **Illative (expresses interference)**
   He failed, therefore, his father got angry with him
   He was apologized, so let us pardon him

Kinds of adverbial conjunctions

Time

Will you wait while I get ready?

It is long since I met him

The train had started when I reached the station

He started his work as the clock struck ten

Purpose

He ran fast lest he should miss the train

He serves me well in order that I may be pleased with him

Rashid works hard so that he may pass

Cause or reason

I shall obey since you wish it

He was punished because he was guilty

Let us start as he has come

Condition

I will help you if you deserve it

I cannot help you unless you ask for it

Result or consequence

He was so weak that he could scarcely walk

He was so much tired that he could hardly stand

Concession or contrast

You cannot please me however much you may try. He did not forgive, notwithstanding that I asked his pardon

Extent or manner

He choose the players according as they suited him. As you sow, so shall you reap?

Comparison

Hamid is as brave as Sabir

Zaheer is more intelligent than Sharif

Interjection

The Interjection: as Interjection is a word to expression sudden feelings of joy, sorrow or astonishment, as

Bravo! Bravo! Said the headmaster. “you have all passed”;

Alas! I am late

Oh! What a lovely sight

Bravo! Bravo! The king cried out

THE SENTENCES

The Sentences

A group of words that makes complete sense

For example

He goes to school

She sleeps

Ali is a brilliant student

A sentence has two parts

i. **Subject**
ii. **Predicate**

Subject

The word or words denoting a person or thing about which something is said

Predicate

The word or words which tell something about the subject

Subject	Predicate
Birds	Fly
You	Go to college
This book	Is mine
The main in white	Is my brother

Kinds of sentence (as per function)

i. **Assertive/ Affirmative sentences**

These are the simple sentence

Dogs bark

Fish swim

They do not help the poor

ii. **Interrogative sentences**

These sentences ask questions

What are you doing?

Is this your book?

iii. **Imperative sentences**

These sentences express requests order advice suggestions proposals etc

Give me your book please (request)

Sit down (order)

Do not waste your time (Advice)

Let us go for a walk (suggestion)

iv. **Exclamatory Sentences**

These sentences express the feelings

Hurrah we have won the match (joy)

Alas! We have lost the match (Sorrow)

What a beautiful flower! (Wonder)

v. **Optative Sentences**

These sentences express wish or prayer

May you live long (pray)

Would that I were a rich (wish)

Kinds of sentences (on the basis of structure)

1. **Simple sentence:**

A simple sentence has a one subject and one predicate

Ali goes to school

His brother is a brave man

Sana is sleeping

(the underline part is the subject)

2. **Compound Sentence**

A compound sentence has two or more clauses of equal rank

A clause is the part of the sentences having a subject and a predicate

Independent clause

A clause which can exist in isolation

Fish swim but birds fly

(clause 1) (clause 2)

Both clauses are independent because both can exist in isolation

Fish swim

Birds fly

Independent clause in compound clause are also called coordinate clause

Complex sentence

A sentence which have one main clause and one or more dependent clause

Subordinate clause

A clause which cannot exist in isolation and needs a main clause to complete the sense

They rested **when the evening came**

(main clause) **(dependent clause)**

ACTIVE AND PASSIVE VOICE

ACTIVE AND PASSIVE VOICE

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

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

Passive voice

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

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

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

i. **The subject becomes the object and the object becomes the subject**

ii. **The principal verb is changed into the past participle (if it is not already in that form) and is preceded by some form of the verb be**

iii. **The preposition by is placed before the object**

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

1. **The mother loves the children**

The children are loved by the mother (present indefinite tense)

2. **they are buying this house**

This house is being bought by them (present continuous)

3. **she has not beaten the dog**

The dog has not been beaten by her (present perfect)

4. **she bought five video films**

Five video films were bought be her (present perfect)

5. **She gave me five films**

I was given five films by her

6. **She was teaching the students**

The students were being taught by her (past continuous)

7. **They had gained nothing**

Nothing had been gained by them (past perfect)

8. **he will write a letter**

A letter will be written by him (future indefinite)

9. **We shall have killed the snake**

The snake will have been killed by us (future perfect)

Note: sentences in the present perfect continuous, past perfect continuous, and future perfect continuous are not changed into the passive voice.

PRESENT INDEFINITE TENSE

Active Voice	Passive Voice
My teacher teaches me	I am taught by my teacher
Do you read this novel?	Is this novel read by you?
She does not read this book	This book is not read by her
We do not read this lesson	The lesson is not read by us

Does he eat mangoes?	Are mangoes eaten by him?
Does she solve the slums?	Are the sums solved by her?
The lion eats flesh	Flesh is eaten by the lion
I finish my work	My word is finished by me
They wait for the bus	The bus is waited for by them
She cooks food	Food is cooked by her
He packs the luggage	The luggage is packed by him
Who boils eggs?	By whom are eggs boiled?

Who laughs at me?	By who am I laughed at?
Why do you laugh at him?	Why is he laughed at by you?
They play hockey	Hockey is played by them
I like mangoes	Mangoes are liked by me
My mother loves me	I am loved by my mother
The peon rings the bell	The bell is rung by the peon
It weakens the body	The body is weakened by it
They remove the cause of the disease	The cause of the disease is removed by them
All the students like him	He is liked by all the students
We pluck flowers	The flowers are plucked by us
Mr. Ali teaches us English	We are taught by Mr. Ali
I do not punish him	He is not punished by me

PRESENT CONTINUOUS/ IMPERFECT TENSE

Active voice	Passive voice
I am reading a fiction	A fiction is being read by me

She is cooking a dish of meat and rice	A dish of meat and rice is being cooked by her
He is not paying me	I am not being paid by him
Are you quarreling with him?	Is he being quarreled with by you?
You are cheating me	I am being cheated by you
The servant is lighting the fire	The fire is being lit by the servant
She is laughing at me	I am being laughed at by her
Are they reading book?	Are the books being read by them?
I am listening to you	You are being listened to by me
The beggar is asking for one rupee coin	A one rupee coin is being asked for by the beggar
Is he reciting the Holy Quran?	Is the Holy Quran being recited by him
Why are you eating rice?	Which is rice being eaten by you?
Who is making a noise?	By whom is a noise being made?

PRESENT PERFECT TENSE

Active voice	Passive Voice
This bird has made a nest	A nest has been made by this bird
I have changed my mind	My mind has been changed by me
They have received a gift	A gift has been received by them
You have removed the table	The table has been removed by you
I have written a letter	A letter has been written by me
We have not seen an Eskimo	An eskimo has not bee seen by us
She has washed two shirts	Two shirts have been washed by her

PAST INDEFINITE TENSE:

PAST CONTINUOUS TENSE:

Active voice	Passive voice
I played two matches	Two matches were played by me
Why did you buy a pen?	Why was a pen bought by you?
She did not read this novel	This novel was not read by her

He knocked at my door yesterday	My door was knocked at yesterday by him
They saw a strange hen	A strange hen was seen by them
I controlled my fear	Me fear was controlled by me
She did not recognized you	You were not recognized by her
Did you eat an apple?	Was an apple eaten by you?
Who knocked at the door?	By whom was the door knocked?
Active Voice	**Passive Voice**
He was not taking tea	Tea was not being taken by him
Was she washing my trousers?	Were my trousers being washed by her?
The teacher was teaching us a new lesson	We were being taught a new lesson by teacher
He was reading a book	A book was being read by him
Were you reading a book?	Was a book being read by you?
What was he doing?	What was being done by him?
You were telling a white lie	A white lie was being told by you

The officer was instructing the staff	The staff was being instructed by the officer
The mason was making the wall	The wall was being made by the mason
They were not boiling eggs	Eggs were not being boiled by them
Was he driving a car?	Was a car being driven by him?

PAST PERFECT TENSE

Active Voice	Passive Voice
Had they not written any fiction?	Had any fiction not been written by them?
His father had not beaten him	He had not been beaten by his father
He had already made tea	Tea had already been made by him
They had finished the work	The work had been finished by them
She had changed her clothes	He clothes had been changed by her
The farmer had not yet sown the seeds	The seeds had not yet been sown by the farmer
She had prepared everything	Everything had been prepared by her
I had seen him twice	He had been seen by me twice
Qasim had delivered a speech	A speech had been delivered by Qasim
We had caught the train	The train had been caught by us
Had the doctor tested my eyes?	Had my eyes been tested by the doctor?
Who had seen the lion?	By whom had the lion been seen?

FUTURE INDEFINITE TENSE

He will arrange a musical programme	A musical programme will be arranged by him
Will they help us?	Shall we helped by them?
Will you type this application?	Will this application be typed by you?
He will sell a house	A house will be sold by him
I shall invite him	He will be invited by me
We shall buy a house	A house will be bought by us
She will invite us to a party	We shall be invited by her to a party

This scientist will invent a new machine	A new machine will be invented by this scientist
He will repent of his misdeeds	His misdeeds will be repented of by him
I shall not believe rumors	Rumors will not be believed by me
When will he announce results?	When will results be announced by him?
You will not beat her	She will not be beaten by you
We shall not sing songs	Songs will not be sung by us

FUTURE CONTINUOUS TENSE

Active voice	Passive voice
They will be drawing pictures	Pictures will be being drawn by them
I shall be copying new words	New words will be being copied by me
Will he be completing his work fast?	Will his work be being completed fast by him?
What will the bird be looking for?	What will be being looked by the bird?
We shall be asking questions	Questions will be being asked by us

FUTURE PERFECT TENSE

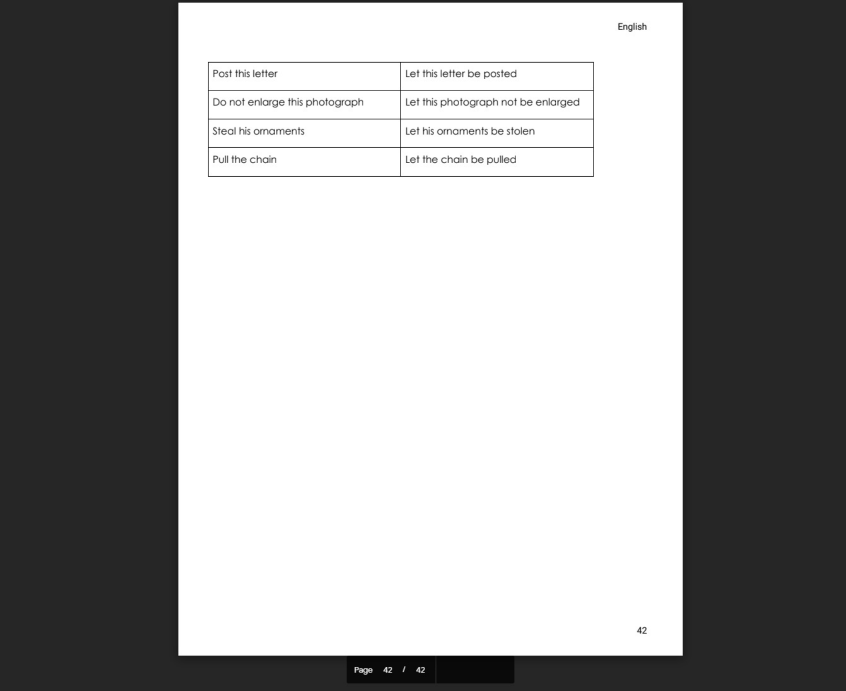
Active voice	Passive voice
I shall have written a fiction	A fiction will have been written by me
He will have bought a car	A car will have been bought by him
Will you have plucked a flower?	Will a flower have been plucked by you?

The peon will have rung the bell	The bell will have been rung by the peon
He will not have completed his education	His education will not have been completed by him
I shall have attended the meeting	The meeting will have been attended by me
She will have gotten a job	A job will have gotten by her

IMPERATIVE SENTENCE

Active voice	Passive voice
Open the door	Let the door be opened
Shut the window	Let the window be shut
`write a letter	Let a letter be written
Polish my shoes	Let my shoes be polished
Do not make a noise	Let a noise not be made
Do not waste your time	Let your time not be wasted
Do not tell a lie	Let a lie not be told
Do not laugh at the poor	Let the poor not be laughed at
Do it	Let it be done
Ring the bell	Let the bell be rung
Open the shop	Let you shop be opened
Learn this lesson by heart	Let this lesson be learnt by heart
Eat an egg and two bananas in the morning	Let an egg and two bananas be eaten in the morning
Do not tease him	Let he not be teased
Do not shut his door	Let not his door be shut
Burn this doll	Let this doll be burnt
Ring the bell	Let the bell be rung

ClassNotes



Post this letter	Let this letter be posted
Do not enlarge this photograph	Let this photograph not be enlarged
Steal his ornaments	Let his ornaments be stolen
Pull the chain	Let the chain be pulled