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CHAPTER - 1
(NOUN)

किसी व्यक्ति, वस्तु, स्थान व गुण के नाम को Noun (संज्ञा) कहते है। अन्य शब्दों में ''हर वस्तु'' संज्ञा है।

A Noun is a name of Person, Thing, Place and Abstract. In other word "Everything is Noun."

Noun सामान्यत: दो प्रकार के होते हैं-

fig.

1. **Countable Noun**
   (a) **Proper Noun**
   यह किसी खास व्यक्ति, स्थान या वस्तु को बोध करता है।
   It refers to an individual person, place or thing.
   जैसे-Ram, Mohan, Geeta, India, Jaipur, the Tajmahal, the Ganga, Monday, March, Mount Everest, America, Diwali आदि।
   (b) **Common Noun**
   यह एक वर्ग या जाति के व्यक्ति, स्थान, वस्तु या जानवर का बोध कराता है।
   It refers to a class or race of person, place, thing or animal.
   जैसे-boy, chair, child, city, man, men, woman, women आदि।
   ये एकवचन व बहुवचन दोनों होते हैं।
   (c) **Collective Noun**
   यह किसी व्यक्ति, वस्तु या जानवर के समूह का बोध कराता है।
   It refers to a group of person, thing or animal.
   जैसे-army, family, flock, batch, jury, team, teams, class, classes आदि।
   ये एकवचन व बहुवचन दोनों होते हैं।
2. **Uncountable Noun**
   (a) **Abstract Noun**
   जिससे किसी ऐसी चीज का बोध हो, जिसे न तो छुआ जा सके न ही देखा जा सके, केवल महसूस किया जा सके।
   It refers to the thing which we cannot touch or see, we can only feel.
   जैसे-truth, poverty, love, sad, life, greed, idea, smartness, height, education, length, honesty, bravery, wisdom, happiness, knowledge, speed आदि।
   (b) **Material Noun**
   जिस पदार्थ से कुछ बनाया जा सके, उसे Material Noun कहते है।
   It refers to the matter of which things are made.
   जैसे-milk, ghee, sugar, wood, air, clay, water, rubber, barley, gold, sand, iron, silver, petrol, copper, tea आदि।

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THE NOUN : Number

(वचन)

एकवचन से बहुवचन में बदलने के नियम

1. यदि किसी noun के अंत में x, s, ch, sh, ss, z हो तो इसके अंत में "es" जोड़कर Plural Noun बनाया जाता है।

Singular	Plural
Tax	Taxes
Stitch	Stitches
Church	Churches
Fizz	Fizzes
Topaz	Topazes

2. ऐसे noun जिनके अन्त में "ch" हो और उनका pronunciation "k/क" हो तो उसमें केवल "S" लगाकर plural बनाया जाता है।

Singular	Plural
Stomach	Stomachs
Monarch	Monarchs
Conch	Conchs

3. यदि किसी noun के अन्त में "Y" हो और "Y" से पहले consonant हो तो "Y" को हटाकर "ies" लगाकर plural बनाया जाता है।

Singular	Plural
Baby	Babies
Ability	Abilities
City	Cities
Daisy	Daisies
Duty	Duties
Lorry	Lorries

4. यदि किसी noun के अन्त में "Y" हो लेकिन "Y" के पहले कोई एक vowel (A, E, I, O, U) हो तो noun में केवल "S" लगाकर plural बनाया जाता है।

Singular	Plural
Day	Days
Boy	Boys
Valley	Valleys
Bay	Bays
Key	Keys
Storey	Storeys

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5. यदि किसी noun के अन्त में "O" हो तो noun में "es" लगाकर plural बनाया जाता है।

Singular	Plural
Potato	Potatoes
Hero	Heroes
Momento	Momentoes
Zero	Zeroes
Echo	Echoes
Veto	Vetoes

Exception (अपवाद)

कुछ noun जिनके अन्त में "O" हो तो "S" लगाकर plural बनाया जाता है।

Singular	Plural
Photo	Photos
Piano	Pianos
Dynamo	Dynamos
Ratio	Ratios
Solo	Solos
Inferno	Infernos

- Following nouns में s/es दोनों का प्रयोग किया जाता है।

Buffalo	Buffalos or Buffaloes
Tornado	Tornados or Tornadoes
Mosquito	Mosquitos or Mosquitoes
Halo	Halos or Haloes
Gazebo	Gazebos or Gazeboes

6. यदि किसी noun के अन्त में (ee, oo, io, oe, eo, yo) हो व इनके पहले एक (consonant) हो तो noun के अंत में "S" लगाकर plural बनाया जाता है।

Singular	Plural
Bamboo	Bamboos
Studio	Studios
Tree	Trees
Cuckoo	Cuckoos
Woe	Woes
Stereo	Stereos

7. यदि किसी noun के अन्त में "f" या "fe" हो तो "f" या "fe" को हटाकर "ves" लगाकर plural बनाया जाता है।

Singular	Plural
Thief	Thieves
Loaf	Loaves
Shelf	Shelves
Wolf	Wolves
Leaf	Leaves
Calf	Calves

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Exception (अपवाद)

कुछ noun जिनके अन्त में "f" या "fe" हो तो "s" लगाकर plural बनाया जाता है।

Singular	Plural
Cliff	Cliffs
Proof	Proofs
Surf	Surfs
Roof	Roofs
Safe	Safes
Cafe	Cafes

8. कुछ noun के अंदरूनी vowels में परिवर्तन करके plural बनाया जाता है।

Singular	Plural
Man	Men
Goose	Geese
Tooth	Teeth
Foot	Feet
Woman	Women
Loose	Lice

9. कुछ noun में "en"/"ne" जोड़कर plural बनाया जाता है।

Singular	Plural
Ox	Oxen
Cow	Kine (Cows)
Brother	Brothers
Child	Children

10. Compound noun के Root word (main word) में "s" लगाकर plural बनाया जाता है।

Singular	Plural
Court Martial	Courts Martial
Chief Minister	Chief Ministers
Maid Servant	Maid Servants
Boy friend	Boy friends
Pick Pocket	Pick Pockets

11. यदि compound noun में preposition हो तो preposition के पहले वाले word को ही plural बनाया जाता है।

Singular	Plural
Brother-in-Law	Brothers-in-Law
Passer by	Passers by
Looker-on	Lookers-on

12. Man व woman से बने compound noun के दोनों भागों को plural बनाया जाता है।

Singular	Plural
Man Servant	Men Servants
Woman doctor	Women doctors
Woman Teacher	Women Teachers

- लेकिन Man-haters, Women-lovers का प्रयोग किया जाता है।

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Exception (अपवाद)

Post Man	Post Men
Milk Man	Milk Men

13. किसी letter, abbreviation, figure के last में apostrophes ('s) लगाकर plural बनाया जाता है।

Singular	**Plural**
A	A's
M.A.	M.A.'s
RAS	RAS's
BDO	BDO's
MLA	MLA's

Use of Other language Noun

1. जिन Latin words के पीछे "um" आता है वे singular होते हैं यहाँ "um" हटाकर "a" लगाकर Plural बनाया जाता है।

Singular	**Plural**
Datum	Data
Pendulum	Pendula
Bacterium	Bacteria
Momentum	Momenta
Ovum	Ova

Exception (अपवाद)

Singular	**Plural**
Asylum	Asylums
Museum	Museums
Forum	Forums
Premium	Premiums

2. कुछ words जिसके अन्त में "us" आता है यहाँ "us" को हटाकर "i" लगाकर plural बनाया जाता है।

Singular	**Plural**
Radius	Radii
Focus	Foci
Fungus	Fungi
Syllabus	Syllabi

3. जिन Greek words के अन्त में "is" आता है। इनका plural "is" को "es" में बदलकर किया जाता है।

Singular	**Plural**
Axis	Axes
Ellipsis	Ellipses
Thesis	Theses
Narcosis	Narcoses
Analysis	Analyses

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4. निम्न nouns का plural नहीं बनाया जाता किन्तु उनमें "S" लगाने से अर्थ change हो जाता है।

Word	Word + S
Abuse	Abuses
Advice	Advices
Fruit	Fruits
Pain	Pains
Damage	Damages
Arm	Arms
Land	Lands
Physic	Physics
Custom	Customs

THE NOUN : Rules
(संज्ञा सम्बन्धी नियम)

1. निम्न noun का स्वरूप plural होता है लेकिन वे होते singular हैं अत: उनके साथ singular verb का प्रयोग किया जाता है।

   News, Innings, Summons, Crossroads, Headquarters, Draughts आदि।

   Subject:- Mathematics, Statistics, Economics, Civics.

   Games:- Innings, Athletics, Billiards, Darts.

   Disease:- Mumps, Rickets, Rabies, Measles, Genetics.

Note:-

Mathematics, Economics, Civics, Politics, Statistics, Ethics, Physics के पहले Possessive Adjective (my, our, your, his, her, its, their) या the लगा हो तो इनका अर्थ बदल जाता है व verb plural प्रयोग में लायी जाती है।

Example:-

1. News **are/is** good now a days.
2. Only one **innings/inning** has been played.
3. The court shall send you a **summons/summonses.**
4. Measles **are/is** a communicable disease.

- **Summons का plural summonses होता है।**

2. निम्न noun के singular/plural रूप में कोई परिवर्तन नहीं होता, उनका प्रयोग भाव के अनुसार singular/plural किया जाता है।

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Deer	Agenda	Hundred	Aircraft
Dozen	Team	Million	Score
Billion	Counsel सलाह	Wages	Sheep
Mean	Thousand	Apparatus उपकरण	
Fish (Fishes) अलग-अलग प्रजातियों की मछलियाँ			

Example:-

1. **A deer is** in the garden. (✓)
2. **Counsel** of his parents is useful for his life. (✓)
3. The **team are** fighting like children. (✓)
4. Indian and American **aircraft** are providing better facility. (✓)

Note:-

यदि dozen, score, hundred, thousand, pair का प्रयोग number (अंकों) के बाद किया जाता है तो उनका प्रयोग singular होता है।

Example:-

1. He bought **a of dozen chairs.** (✓)
2. He bought **two dozens chairs**. (×)
3. She is purchasing **two pair socks**. (✓)
4. He will give me **five thousand rupees**. (✓)

लेकिन **dozens of eggs, hundreds of people,** यहाँ ये अतिरिक्त संख्या का ज्ञान कराते है यहाँ "of" का प्रयोग जरूरी है।

Example:

1. **Thousands of people were** present there. (✓)
2. He purchased **dozens of chairs**. (✓)

3. सामान्यत: **five rupees, ten kilometers, five miles** का प्रयोग किया जाता है लेकिन इसके बाद किसी noun का प्रयोग होने पर इनमें लगा "S" हट जाता है।

Example:-

1. **Ten rupees are** not a big amount for me. (✓)
2. I have **a ten rupee note**. (✓)
3. She has **five-five hundred rupees note**. (×)
4. I have **ten twenty rupee notes**. (✓)

4. कुछ noun दिखने में singular होते हैं, लेकिन वे plural ही होते हैं अत: यहाँ इनके साथ plural verb का ही प्रयोग किया जाता है।

   Cattle, poultry, people, police, gentry, peasantry, children, infantry, cavalry, tenant, folk, mankind.

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Example:-

1. **Cattle are/is** in the farm.
2. **Infantry has to/have** to march on the ground.
3. **Police catches/catch** the thief.
4. **Peasantry are/is** growing crops in field.

5. कुछ noun का प्रयोग एक collective noun के रूप में होने पर इनके साथ singular verb का ही प्रयोग होता है।

   Singular:- When all members are unanimous (एक मत होना)। जब सभी सदस्य एक मत हो तो singular verb का प्रयोग किया जाता है।

   Unanimous, unamimously, in a single voice, without voting, without any dispute, united.

   Plural:- When all members are not unanimous (बँटे हुए होना)। जब सभी सदस्य एक मत न हो तो plural verb का प्रयोग किया जाता है।

   Majority, division, divided.

Example:-

1. **The Jury is unanimous** on this issue.
2. **Public are** following **their** leaders.
3. **Parliament is unanimous** on the issue of Lokpal bill.
4. **The government are** responding quickly on **their** policy.

6. Each of, one of, either of, neither of, a lot of, a few of, few of, anyone of, everyone of, a number of, all of, any of के बाद plural noun/pronoun का प्रयोग होगा व यहाँ आने वाली verb singular ही होगी।

Example:-

1. **Each of** the **dogs**. (✓)
2. **A few** of **Book**. (×)
3. **A lot** of **things**. (✓)
4. **Neither** of the **girls is** watching T.V. (✓)

7. यदि plural noun किसी देश/पुस्तक का नाम हो तो उसे singular ही माना जाता है अत: यहाँ singular verb ही प्रयोग की जाती है।

Example:-

1. **Philippines is** a good country.
2. **Rajasthan Royals is** the great book of kings.

8. निम्न nouns का स्वरूप singular होता है व इनका plural नहीं बनाया जाता, न ही इनके पहले article 'A' या 'An' का प्रयोग किया जाता है।

   Furniture, information, poetry, scenery, machinery, soap, research, postage, hair, wastage, paper, glass, etc.

Example:-

1. **His hair is** brown. (✓)
2. The **luggage** of my brother **are** too heavy. (×)
3. I had **bread** in breakfast. (✓)

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9. यदि दो same noun के बीच preposition का प्रयोग हो तो दोनों nouns singular होते है व इसके बाद आने वाली verb भी singular ही होती है।

Village after village	Day by day
City after city	Row upon row

Example:-

1. **Town after town was** destroyed.
2. **Door to door** marketing **is** the best way to sell new products.
3. **Villages/village** after village **were/was** swept away in the recent flood in the town.

10. More than one के बाद singular noun व singular verb का ही प्रयोग होता है।

More than one + (singular) noun + (singular) verb

Example:-

1. **More than one men/one man is** doing exercise in the garden.
2. **More than one children have/child has** done **their/his** homework.
3. **More than one boy is** taking participate in the games from this college.

11. यदि किसी noun के पहले the (एक adjective की तरह) लगा हो तो plural verb का प्रयोग होगा। यहाँ the + noun एक समूह को सूचित करता है।

The rich, the poor, the old, the foolish, the young, the weak, the honest, the injured, the unemployed, the sick, the aged.

Example:-

1. **The rich are** always live a happy life.
2. **The poor are** leading the wrost life while **the riches/rich** laugh at them.
3. **The honest are** respected.

Possessive Case:- Apostrophe ('s)/of

यदि कोई noun or pronoun अधिकार या possession दर्शाता है तो यह possessive case कहलाता है। इसे genitive case भी कहते हैं।

1. Apostrophe का प्रयोग निम्न के साथ होता है।

(i) सजीव के साथ जिसमें मनुष्य व जानवर शामिल होते हैं।

Shyam's house
Mohan's book
A cow's leg

यहाँ 'S के अलावा "of" का भी प्रयोग किया जा सकता है।

Example:

House of shyam
Book of Mohan
Leg of a cow

(ii) निर्जीव के साथ of का प्रयोग किया जाता है।

Example:

Cap of pen
Leg of table

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Page of book

2. Singular time/space/weight/money/value बताने वाले words के साथ 's का प्रयोग किया जाता है।

Time बताने वाले words के साथ

A month's leave
A moment's day
A week's holiday
A year's absence

Plural time बताने वाले words के साथ (') का प्रयोग किया जाता है।

Example:

Three day's leave
Three hours' work
Five minutes' break

Space बताने वाले words के साथ

A needle's point	Point of needle
A bat's width	Width of a bat
A meter's length	Length of a meter

Weight बताने वाले words के साथ

A ton's weight
A kilogram's weight
A pound's weight

निम्न plural हैं

Two tons' weight
Five kilograms' weight
Three pounds' weight

Money/value बताने वाले words के साथ

A dollar's worth/value
A rupee's worth/value

निम्न plural हैं

Five dollars' worth/value
Ten rupees' worth/value

3. कुछ उत्कृष्ट natural things के साथ 's का प्रयोग किया जाता है जिसे personified किया गया है।

The sun's ray
The river's bank
At death's door

4. ऐसे noun जो dignified (प्रतिष्ठित) हो, के साथ 'S/of का प्रयोग किया जाता है।

Example:

Court's decree was enrolled.
The truth's faith
The Law's delays

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5. लगातार दो noun पर apostrophe ('s) का प्रयोग नहीं किया जाता है केवल अंतिम noun पर ही 'S का प्रयोग किया जाता है।

Example:

Ram's and Mohan's house is here. (×)
Ram's wife's life. (×)
Brother of Mohan's wife. (✓)

Note:-

यदि दोनों nouns का संबंध अंतिम noun से दर्शाना हो तो सिर्फ अंतिम noun के साथ 's का प्रयोग होता है। लेकिन संबंध अलग-अलग दर्शाना हो तो 's का प्रयोग प्रत्येक noun के साथ होता है।

Ram's and Mohan's houses are here. (✓)

6. यदि दो nouns का प्रयोग "one of" के बाद हुआ हो तो उनका possessive ('s) लगाकर नहीं बल्कि of से बनाया जाता है।

Example:

One of my friend's wifes was killed in a accident. (×)
One of my friend's wife was killed in a accident. (×)
The wife of one of my friends was killed in an accident. (✓)

7. "S" से समाप्त होने वाले noun के साथ ('s) का प्रयोग नहीं किया जाता है यहाँ केवल (apostrophe) का ही प्रयोग किया जाता है।

Example:

Birds's Nest (×) Girl's college (×)
Birds' Nest (✓) Girls' college (✓)

8. Possessive case के साथ apostrophe s या (') का प्रयोग नहीं किया जाता है।

His, her, yours, ours, theirs

Example:

Her book (✓)
Her's book (×)
Yours obediently (✓)
Your's obediently (×)

9. Indefinite व reciprocal pronouns के साथ 'S का प्रयोग किया जाता है।

Indefinite Pronoun: Someone, somebody, anybody, everyone.
Reciprocal Pronoun: One another, each other.

Example:

Everybody's business is no body's business.
She has stolen someone's pen.
Each other's school is open now.

10. उपरोक्त indefinite pronoun में else का प्रयोग होने पर 'S का प्रयोग else पर ही होगा।

Example:

I can rely on your words, not somebody else's.
Anybody else's book.
He likes nobody else's advice.

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11. Everything, something, anything, nothing के साथ ('S) का प्रयोग नहीं होगा यहाँ of का ही प्रयोग किया जाएगा, क्योंकि ये सभी non living thing के लिये ही प्रयुक्त होते हैं।

Example:

The beauty of everything. (✓)
Existence of nothing. (✓)
Nothing's existence. (×)

12. Compound noun के अंतिम शब्द पर ही 's का प्रयोग किया जाता है।

Example:

Father-in-law's car is very big.
Brother-in-law's wife is educated and beautiful.

13. Following common phrases, 's के रूप में ही प्रयुक्त होते हैं।
Lion's share/For mercy's sake/out of heaven's way/at arm's length/at stone's throw.

14. यदि noun का प्रयोग apposition के तौर पर किया जाये तो 's का प्रयोग apposition वाले noun के साथ किया जाता है।

Example:

Mohan, my brother's friend is in the Income Tax Department.
You should not go with Ram, his brother's friend.

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CHAPTER - 2
(PRONOUN)

A wrod which is used at a place of a noun is called.
"Pronoun"

1. Personal Pronoun :-

सकारात्मक वाक्य (positive sentence/good sense) में Personal pronoun का क्रम (sequence) Second Person, Third person, First Person (II, III, I) होता है, अर्थात 2, 3, 1

Example :-

You, he and I are going to the party.
2 3 1
You, and he went to college.
2 3

पाप, भूल दोष (bad sense/-V) स्वीकार करने पर क्रम first person, second person, third person होता है

Exapmple :-

I, You and he have stolen the money.
1 2 3
I and You are guilty.
1 2

- Let के बाद objective case के Pronoun use होता है क्योंकि Let एक transitive verb है।

Example :-

Let them speak. (√)
Let they speak. (×)

- Preposition के बाद objective case के Pronoun का use होता है।

Example :-

I shall go after him.(√)
I shall go after he. (×)

- it is/was/will be के बाद subjective case का use होता है, न कि objective case का

Examplt :-

It is ~~me~~/I who am to blame always.

2. Possessive Pronoun :-

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Person	Subject	Objective	Passive Pronoun	Possessive Adjective
I	I (Singular) We (Plural)	Me Us	Mine ~~Noun~~ Ours ~~Noun~~	My noun Our noun
II	You (Singular) You (Plural)	You You	Yours ~~Noun~~ Yours ~~Noun~~	Your noun Your noun
III	He She It (Singular) They (Plural)	Him Her It Them	His ~~Noun~~ Hers ~~Noun~~ ~~Its Noun~~ Theirs Noun	His Noun Her Noun Its Noun Their Noun

- Preposition of के बाद Possessive Pronoun का use होता है यहां Possessive Adjective का use नहीं होगा।

Example :-

This is an old house of yours. (√)

This is an old house of yours house. (×)

3. Reflexive Pronoun

I - Myself
We - Ourselves
One - Oneself
You- Youself (Singular)
Yourselves (Plural)
He - Himself
She - Herself
It - Itself
They - Themselves

- Following verbs के बाद एक Reflexive Pronoun का use किया जाता है या एक Objective Pronous का use होगा।

Pride	Cheat	Hurt	Acquaint	Devote	Distance
Enjoy	Satisfy	Resign	Apply		
Absent	Busy	Avail			
Introduce	Address	Exert			

She introduced herself to the chief minister.
They enjoyed themselves at the party.
He resigned herself from the cabinet.

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Reflexive Pronoun का use sentence के subject के रूप में नहीं किया जाता है।

Example :-

Myself is Shashank Kumawat (SK). (×)

I am Shashank Kumawat (SK). (√)

- Everyone, Someone, Anyone, No One, Anybody, Everybody, Somebody, Nobody ये common gender के Pronoun है। इसके लिये Reflexive Pronoun "himself" का use किया जाता है।

लेकिन female को बताने के लिये "herself" का use किया जाता है।

Example:-

Everyone enjoyed himself in the college.

Everyone enjoyed ~~himself~~/herself in girls college.

4. Reciprocal Pronoun :-

Each other, One another

- Each other का use दो व्यक्तियों/वस्तुओं के लिये किया जाता है।

- One another का use दो से अधिक/व्यक्तियों/वस्तुओं के लिये किया जाता है।

Example :-

The two boys play one another / each other.

We all play one another/~~each other.~~

5. Distributive Pronoun :-

Each

Either

Neither

Any

None

- Each, Either, Neither/ के बाद of आने पर noun को plural करते है व verb को singular करते है।

Example:-

Each of the students is doing his work.

Either of the two students is doing his work.

6. Interrogative Pronoun:-

- इसका use questions पूछने के लिए किया जाता है।

Who, Which, What

- Who का use subject बताने के लिये होता है।

Example :-

Q. Who are having lunch in school?

Ans. They/The childern are having lunch in school.

Which का use subject/object तथा विकल्प (choice) चुनाव (selection) के लिए किया जाता है।

Example:-

Which is your car ? (Subject)

~~Who~~/which of these sisters is the most beautiful?

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-What का use किसी के Profession पता करने के लिये
What is your father?

7. Demonstrative Pronoun :-
This, That, These, Those

- Same class के दो nouns की तुलना हो अर्थात पूर्व में हो चुके noun का repetition रोकने के लिये, तो singular के लिये that of का use होगा व plural के लिये those of का use होगा।

Example:-
The weather of India is better than China. (×)
The weather of India is better than that of China (√)
Our soldiers were better trained than enemies (×)
Our soldiers were better trained than those of enemies (√)

8. Indefinite Pronoun :-
Everybody, Somebody, anybody, every one, someone, anyone, everything, something,anything

- Some तथा इनसे बने Pronoun (Someone, somebody, something) का use Affirmative sentence में किया जाता है।

- Any तथा इनसे बने Pronoun (anyone, anybody, anythig) का use Negative sentence में किया जाता है।

Example:-
He has bought any apple. (√)
He has bought some apple. (√)
She has not bought some apple (×)
She has not bought any apple (√)

9. Relative Pronoun :-
Who, Which, That इनका use sentence के subject के रूप में होता है।

Example:-
He is my father who is a teacher.
I read a book which is good.
This is a horse which is white.
The book that is on the table is mine
Whom, Which, That इनका use sentence के object के रूप में होता है

Example:-
The girl whom I met today was my friend.
I read a book which I got from my frien.
The house that I purchased for my parents.

- Sentence में and के पहले Human व and के बाद animal हो तो यहां relative pronoun that का use किया जाता है।

Example :-
The girl and hes cat that I saw yesterday were walking on the road.
Superlative degree, all, the same, everything, nothing, the only, any, none, nobody, much, little, the few, the little के बाद that का use किया जाता है।

Example:-

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She is the most intelligent girl that I know. (√)
She is the most intelligent girl whom I know. (×)
All the students that I saw were playing games on the ground. (√)
All the students whom I saw were playing game (×)
He was the same man who met me yesterday. (×)
He was the same man that met me yesterday. (√)

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CHAPTER - 3
(ADJECTIVE)

An Adjective is a word that qualifies a noun or a pronoun.

Example.

1. This is big. (What is big?)
2. Madhu is strong (Who is strong?)
3. Kavya is happy girl.

Use Of Adjectives

1) Father-(distance) (दूरी)

Further- (additional) (अतिरिक्त/आगे की)

Example

Mumbai is farther/ ~~further~~ from Rajasthan than Gujarat.

Further/~~farther~~ discussion will be held in the principal's office.

(2) Little - not much/ कुछ नहीं (it is negative)

A little - some quantity/ थोड़ा (it is positive)

The little- not much but all that जो थोड़ा कुछ (it denotes quantity)

ये सभी uncountable noun के साथ use किये जाते है।

Example :

His exam was not good so it is little hope of his success.

There is a little ink in the pen.

I spent the little money that I had.

A little knowledge is a dangerous thing.

(3) Few not much/ कुछ नहीं

A few some quantity/ थोड़ा

The few not much but all that/ जो थोड़ा कुछ

Example:

It being a teacher of English I have few books of Mathematics.

The show will be cancelled as few people come to watch it.

She went to a doctor and she was advised to rest for few days.

I had the few books that I got from my friend.

(4) Eelder Person (Blood relation/family relation)

Older person (a part of blood relation)/thing

- तुलना के लिये elder के बाद "To" व older के बाद "than" का use किया जाता है।

Example:-

Mohan is elder to Sohan.

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My cousin is ~~elder~~/older to my friend.

(5) Economical - मितव्यी (cheap)

Economic - आर्थिक

Example

Emerging actresses use economical/~~economic~~ nail paint.

The ~~economical~~/economic condition of country is growing day by day.

(6) Utmost - Important (महत्वपूर्ण)

Outermost - (बाहरी)

Example:-

I work for utmost/~~outermost~~ position in this organization.

The outermost/~~utmost~~ part of his house destroyed in recent flood.

(7) Alternate- one after the other regularly (एक छोडकर एक)

Alternative - instead of/ options (विकल्प)

Example

John has to work on alternate/~~alternative~~ sunday

Solar energy is any alternative/~~alternate~~ energy.

(8) Industrial - connected with industrial(औधोगिक)

Industirous - working hard/workaholic (परिश्रमी)

Example

Sitapura is an industrial/~~industious~~ area in Jaipur.

Mahes is an ~~industrial~~/industrious student.

Additional Points:

Following verbs :- Seenm Tastem Appear, Smell, Feel, Look के बाद Adverb का नहीं Adjective का use होता है।

As the matter of facts, It seems fresh/~~freshly~~.

After having long periods she feels ~~badly~~/bad.

Mangoes tasted ~~sweetly~~/sweet.

They appeared ~~promptly~~/prompt when they were called.

She looks ~~carefully~~/careful.

Emphasizing Adjective (दबाव सूचक)

- Noun पर दबाव डालने के लिये use किया जाता है।

  Very, own

Example:-

I saw them with my very eyes.

I saw them with my own eyes.

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That was the very boy who had gone to his house.

That was the own boy who had gone to his house.

Degree of Adjective

Adjective की 3 Degrees होती है।

1) Positive Degree:-

इसका use किसी person/thing के गुण को बताने के लिये है।

Example:-

Chanchal is educated.

Shrishti is thin.

* यहाँ as ..... as लगाकर गुणों को बताया जाता है।

Rajeev is as honest as Anshul.

Bhuvnesh is as fast as priyanka.

- दो Nouns की qualities की असमानता की तुलना करने के लिये following rules:

Not + as + Adjective + as or not + so + Adjective + as

He is not as good as Kankr.

Madayar is not so good as Aanker.

2) Comparative Degree :-

इसका use दों व्यक्तियों/ वस्तुओं की तुलना या दो व्यक्तियों/वस्तुओं के समूह के गुणो की तुलना के लिये होता है। यहा तुलना करने के लिये "Than" का use किया जाता है।

Example:-

He is better player than I.

Tea is hotter than coffee.

The population(1)/of Uttar Pradesh is more than(2)/the population of Rajasthan(3)/No Error(4).

- जब एक ही व्यक्ति/वस्तु की तुलना की जा रही हो तो यहाँ more + positive degree का ही use किया जायेगा

Example:-

Sunil is more thin than tall.

The weather is more cloudy/ ~~clouder~~ than good.

- Comparative Degree में "than" के स्थान पर "of" the two/noun हो तो यहा the का use degree के पहले किया जाता है क्योंकि यहा हम selection करवाते है।

Example:-

This is the longer of the two mountains. (√)

Of the (1)/ two beautiful paintings,(2)/that was the best one(3)/No Error(4).

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- जब किसी व्यक्ति/वस्तु की तुलना किसी ओर से की जाती है तो यहां other" का use किया जाता है। यहां other के पहले any/ all का use किया जाता है any के साथ singular noun व all other के साथ plural noun का use किया जाता है।

Example :-

Kalidas is greater than other dramatist. (X)
Kalidas is greater than any other dramatist.(√)
Mukesh is better player than any player in his team (x)
Mukesh is better player than any other player in his team. (√)
This tea is hotter than other drinks (x)
This tea is hotter than any other drink.(√)

3) **Superlative Degree**

- इसका use दो से अधिक व्यक्तियों/वस्तुओं की तुलना करने में होता है Superlative Degree के पहले "The" का use किया जाता है। Superlative Degree के पहले Possessive Adjective हो तो The का use नही किया जाता है। यहां सामान्यत: of का भी use किया जाता है।

Example:-

The TajMahal is the most beautiful building of India.
He is my best friend.
Madhu is the cleverest of all the 5 sisters.

Additional Points of Degree

(1) कुछ Latin Adjectives के साथ than/ More/most का use नही कियसा जाता यहां सिर्फ "to" का use होगा/ Senior, Junior, Superior, anterior, posterior,prior, Inferior

Example:-

Mohan is senior ~~than~~/ to me.
He is prior ~~than~~/ to his friend.
Naveen is Junior to Bhuvnesh by 5 years.
Anshul is junior teacher to Jagdish.

(2) निम्न word की degree नही बनायी जाती है अर्थात न इनका comparative व superlative बनाया जाता है।

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Unique, perfect, universal, complete, extreme, full, whole, golden, chief, excellent, supreme, parallel, rectangular, triangular, spherical, circular, round

Example:-

Sachin is the ~~most~~ perfect player of Indian team.

As we all known that Kishor Kumar was the unique singer of India.

This is the ~~most~~ golden opportunity to be achieved within the year.

(3) Prefer के बाद "To" का use होगा यदि comparison दो nouns के बीच हो लेकिन तुलना दो Infinitives (to + verb1st) के बीच हो तो prefer के बाद "Rather than" का use होगा|

Example:-

Youngsters prefer bikes to cars.

He prefers to walk rather than/~~to~~ exercise.

(4) यदि and" के पहले positive/comparative/ superlative degree का use हो तो "and" के बाद भी respectively (क्रमशः) इन्ही degrees का use होगा।

*Superlative degree में "and" के पहले वाले Adjective में the का use होगा किन्तु and के बाद वाले adjective में the का use नही होगा।

Example:-

She is intelligent and good girl. (Positive)

She is more intelligent and better girl than Sita. (comparative)

She is the most intelligent and ~~the~~ best girl in the school. (superlative)

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CHAPTER - 4
(ADVERB)

An Adverb is a word which modifies a word like verb, an adjective, or an adverb.

Rules

1) Adverb 'as' का प्रयोग नीचे दिए गये verbs के साथ किया जा सकता है।
regard, describe, define, treat, view, know

Example:-
I regard him **as** my brother.
Science has been defined the study of inventions.

2) Adverb 'as' का प्रयोग नीचे दिए गये verbs के साथ नहीं किया जा सकता है।
elect, think, consider, call, appoint, make,

Example:-
She is considered ~~as~~ the best student of my class.
4. 2. The teacher called him ~~as~~ stupid.
The principal appointed him ~~as~~ lecturer.
He thinks him ~~as~~ a smart.

3) "Only" का use उस word के पहले किया जाता है जिसे ये modifiy करता है।

Example:-
Only he gave me food(केवल मुझे खाना दिया किसी और को नहीं)
He Only gave me food(केवल दिया और कुछ नहीं किया)
He gave only me food (केवल मुझे)
He gave me only food (केवल खाना जो था)
He gave me food only (केवल भोजन पानी इत्यादि नहीं)

USE OF ADVERBS

(i) **Too:-** .इसका प्रयोग more than enough के लिये होता है। सामान्यत: ये खराब गुणों को बताने के लिये use होता है

Too dull, too weak, too bad, too ugly

Example:-
He is too dull student in class.
She is too weak.
He is too bad.
The picture is too ugly.

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* लेकिन Subject + verb + too + Adjective + to + v Ist होने पर अच्छे/बुरे (good/bad) quality को प्रदर्शित किया जाता है।

Example:-

He was too weak to walk.
The tea is too hot to have.
The shirt is too dirty to wear.

(ii) **Too much:-** Too much में Too, adverb व much, Adjective है अत: नियमानुसार यहाँ much के बाद Noun का use होगा।

Example:-

I have too much pain in my leg.
He has too much doubt about his career.

(iii) **Much Too:-** Much Too में much व Too adverb है अत: नियमानुसार यहां much Too के बाद Adjective का use होगा।

Example:-

It is much too painful.
He has much too doubtful.

(iv) **Only Too:-** इसका use very के अर्थ में अच्छे/बुरे गुणों (good/bad Qualities) के साथ use किया जाता है। ये adjective के पहले use किया जायेगा

Example:-

Mohan is only too handsome and laborious.
Sita is only too beautiful and rude girl in the college.

(v) **None too:-** इसका use, not very के अर्थ में अच्छे/बुरे गुणों (good/bad qualities) के साथ use किया जाता है। ये adjective के पहले use किया जायेगा।

Example:-

Mohan is none too handsome and laborious.
Sita is none too beautiful and rude girl.

(vi) **Very:-** इसका use positive Degree के पहले किया जाता है। यह अच्छे (good) गुणों को show करने के लिये use किया जाता है।

Example:-

Sita is very beautiful and rude girl.
Maya is very intelligent girl.
Maya is very intelligent girl than Madhu.

(vii) **Much:-** इसका use comparative Degree के Adjective के पहले होता है।

Example:-

He is much more educated than Rama.
Tea is much hotter than coffee.
She is much more beautiful than her mother.

(viii) **Shortly:-** . इसका अर्थ सक्षेप के अर्थ में होता है

Example:-

She gave answers of these questions shortly.

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(ix) **Early:-**. इसका use समय के अर्थ में पहले के लिये होता है

Example:-

He gets up early.

(x) **Soon:-** In a short time के अर्थ को बताने के लिये future tense के लिये होता है।

Example:-

She will come soon.

They will start the work soon.

* Past tense के वाक्य में किसी खास समय के तुरंत बाद soon का प्रयोग किया जाता है।

Example:-

He called the person and he soon appeared.

(xi) **Hard and hardly:-**

* **Hard** का अर्थ कडा/कठोर होता है इसका use adverb/adjective के रूप में होता है।

Example:-

The ball is hard.

He is hard to me.

The cricketers played hard in match.

* **Hardly** का अर्थ नही के बराबर/मुश्किल से इसका use main verb के पहले होता है

Example:-

I hardly get up at 5 O'clock.

(xii) **Late and Lately:-**

Example:-

I usually get up late.

I watch T.V. Late at night.

No, I haven't done the work lately.

I have not completed my work lately.

Have you done the work lately?

(xiii) **At present and presently:-**

* **At Present** का use अब/आजकल के लिये present tense में होता है।

Example:-

At present I am doing job.

At present he is not taking class.

* **Presently /shortly** का use future tense के लिये किया जाता है।

Example:-

I shall start my class shortly /presently.

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He will be coming shortly /presently.
The shopping mall will be opening shortly / presently.

(xiv) **Ago:-** का use हमेशा past simple tense में किया जाता है। इसका use present tense में नहीं किया जाता है।

Example:-
I got this gift two years ago.
I left my bus 5 minutes ago.

* **For perfect tense we can use before at the place of ago.**
I have (1)/ seen (2)/ him two years ~~ago~~/before (2)/ No error (4).

* Ago के स्थान पर back का भी use किया जा सकता है

Example:-
I got this gift 2 years back.
I left my bus 5 minutes back.

(xv) **Still and yet**

* **Still:-** का अर्थ अब तक के लिये होता है Still का use सामान्यतः affirmative व Interrogative sentence में किया जाता है।

Example:-
She is still working.
Is she still working?

* **Yet** का अर्थ अब तक के लिये किया जाता है इसका use सामान्यतः negative तथा Interrogative sentence में किया जाता है।

Example:-
I have not started this work yet.
Has he started this work yet?

(xvi) **Else** के उपरान्त but/~~than~~ लगाते है। व other के उपरान्त ~~but~~/than लगाते है।

Example:-
It is nothing else but/~~than~~ foolishness to invest in this company.
None other ~~but~~/than Sachin score runs on the turning wicket of the Wankhede.

(xvii) **Seldom or never**- बहुत कम अथवा कभी नहीं
Seldom if ever- बहुत कम यदि कभी

Example:-
I seldom or ~~ever~~/never get late for work.
Ram seldom if ever/~~never~~ borrows anything from others.

Inversion

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What is inversion?
Verb का subject से पहले आना Inversion कहलाता है।

Why do we need Inversion?
Inversion का use sentence के किसी word पर दबाव (emphasis) देने के लिये किया जाता है

1) Seldom, never, hardly, scarcely, no sooner (All words are negative) जैसे शब्दो से बने sentence में auxiliary verb/helping verb का use पहले होता है। फिर subject का फिर main verb का।

Example:-
Seldom he takes money from his father. (x)
Seldom takes he money from his father. (√)

Never she worked on PC.(x)
Never worked she on PC. (√)

Hardly he had reached at home,/when the rain started. (x)
Hardly had he reached at home,/when the rain started. (√)

Scarcely he came in the match. (x)
Scarcely came he in the match. (√)

No sooner he had entered the temple than the prayer started. (x)
No sooner had he entered the temple than the prayer started. (√)

2) Only के बाद adverbial expression होगा तो inversion का use होगा।

Only in this way, only yesterday
Example:-
Only in this way the traffic can be reduced. (x)
Only in this way can the traffic be reduced. (√)

Only yesterday I watched movie. (x)
Only yesterday did I watch movie. (√)

Only last month I prepared the exams. (x)
Only last month did I prepare the exams. (√)

Only then I can tell him. (x)
Only then can I tell him. (√)

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3) Negative adverbial होने पर inversion का use होगा

Under no circumstances

Example:-

Under no circumstances can we accept cheques.

In no way can he be held responsibility.

4) Adverbial expression of place होने पर inversion का use होगा।

Round the corner, At the door step

Example:-

Round the corner came the postman.

At the door step was a bunch of flowers.

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CHAPTER - 5
(PREPOSITION)

Preposition is a word, which is used before a noun, pronoun or a gerund to show its relation with other parts of the sentence.

Rules of Preposition

(1) सामान्यत: Preposition SF use, object से पहले होता है। Double Objects होने पर भी Preposition का use object के पहले ही होगा।

Example:-

Ram works for me.

They found a big car in this showroom.

She is going to school and coaching.(Double objects)

(2) Sentence में Relative Pronoun होने पर Preposition का use sentence के last में किया जाता है।

Note:- Relative Pronoun का sense होने पर भी preposition का use sentence के last में किया जाता है।

Example:-

She has a car, which she drives in.

They are going the place that they said to.

I am talking about the book, which I purchased for.

(3) Interrogative words के होने पर Preposition का use sentence के last में किया जाता है।

Example:-

Where are you coming from?

From where are you coming?

Which college does he usually go in?

In Which college does he usually go?

(4) followingVerbs के बाद preposition का use नही किया जाता है

answer, accept, attack, reach, ridicule, resemble, control, demand, tell, order, describe, discuss, ensure, board, join, affect, enter, stress, investigate, consider, precede, succeed, comprise, pass, appose, visit, confuse, disbelieve, take, demand etc.

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Example:-

I did not answer you. (√)

I did not answer to you. (X)

He stressed the importance of punctuality. (√)

He gave me stress on the importance of punctuality. (√)

I am entering the room with my friends. (√)

I am getting enter into the room with my friends. (√)

We are discussing~~on~~ this matter.

I disbelieve him on this matter. (√)

(5) Following phrases के पहले preposition का use नही किया जाता है।

Last week, next week, last month, next month, last year, next year, next day, last Sunday, next Sunday, the next morning, last night, the following day, every night, every week, that summer, the day after tomorrow, the day before yesterday, yesterday evening, Today, yesterday, tomorrow.

Example:-

he came here ~~on~~ last month.

They reached there ~~in~~ yesterday evening.

Sita and Ram are getting married ~~in~~ last week.

She will arrive ~~in~~ this morning.

I will get up early ~~in~~ the next morning.

I saw a thief ~~at~~ last night.

(6) In spite of/ Despite (के बावजूद)

Example:-

He will come at the party despite/ in spite of is official work.

Mr. Kumawat takes responsibility in spite of/ despite his busy schedule.

Usages of Some Preposition

1) Beside / besides

- **Beside** का use at the side of के senseमें किया जाता है।

Example:-

He came and sat beside me.

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Go and sit beside him.

My house is beside the temple.

*Besideके अलावा by/as well asका भी use किया जाता है।

Example:-

He is sitting by/as well as me.

- **Besides**का use in addition to के senseमें किया जाता है।

Example:-

Besides a car he has a bike.

The shop is open every day besides Sunday.

2) **Between / Among**

- **Between**दो वस्तुओं/व्यक्तियों "के बीच" में का बोधा करता है।

* Between के साथ "and"का Pair use होता है।

Example:-

Divide these mangoes between Ram and Shyam.

- दो से ज्यादा व्यक्तियों/वस्तुओं के बीच reciprocal relation को दर्शाने के लिये between का use किया जाता है।

Example:-

There is treaty between the three countries.

Now it is a co-operation between the five organizations.

- Difference word के बाद between का use किया जाता है।

Example:-

What is the difference between Ram, Shyam and Mohan?

There is only one difference between Ram and Shyam.

- दो से ज्यादा व्यक्तियों/वस्तुओं के बीच में बोध कराने को among का use का किया जाता है।

Example:-

Divide these mangoes among the boys.

Manoj is sitting among the five girls.

3) At/ In

- **At** का use किसी छोटी जगह (Small place of an area) के लिये किया जाता है।

Example:--

They are living at Tonk Phatak.

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- **निम्न words के साथ At का use किया जाता है।**

  at school, at home, at bus stop, at railway station, at airport, at platform, at the top, at bottom, at the party, at college, at university, at page 32

Example:-

He is at the party.

Let's see at the Page no. 33.

- **समय सूचक words के पहलेAt का use किया जाता है।**

  at night, at midnight, at noon, at afternoon, at dawn, at dusk, at sunrise, at daybreak, at twilight

Example:-

I went there at night.

They come to meet me at noon.

- At का use कीमत/दर/चाल की दर को अभिव्यक्त करने के लिये किया जाता है।

Example:-

Petrol sells at 97 /- a liter.

Car is running at 180 kilometers an hour.

The bike runs at full speed.

- "At" is used before the name of festivals.

  At Diwali, At Holi, At Christmas

- In का use बडे स्थानों (Big places)/के पहले होता है।

Example:-

We live in Jaipur.

My brother lives in J&K.

- In का use दिन के भाग के लिये होता है।

  In the morning, in the evening, in the afternoon

- In का use लम्बी अवधि के समय के लिये होता है

In a week	In summer season	In 1990
In this month	In this season	In 2001
In July	In winter	In the Year of 1943
In December	In this century	

Example:-

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He comes here in a month.

Mangoes come in summer season.

- यातायात के निजी साधानो के लिये के inका useकिया जाता है।

In a car, In a Jeep, In a taxi, In his car, In Jeep, In taxi

Example:-

She goes her college in a car.

They go to the office in a taxi.

- In का use किसी व्यक्ति/वस्तु के अन्दर में होने के लिये किया जाता है।

Example:-

They are in University.

Right now, I am in the train.

4) In/ into

- In का use किसी वस्तु के अन्दर स्थिर भाव में होने पर किया जाता है into का use motion के लिये किया जाता है।
- अवस्था परिवर्तन के लिये भी Into का use किया जाता है।

Example:-

Government imported wheat in/into the country.

The spacecraft is moving in/into the space.

The boy jumped into the river.

Translate this chapter into English.

5)From/to

- Fromका use separation के senseके लिये होता है।

Example:-

I am coming from Jaipur.

The apple was fallen from tree.

- Time के sense को बताने के लिय from का use किया जाता है।

Example:-

Your class will start from 10 am.

I started to earn from the age of 18.

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* Cause (कारण) बताने के लिये "से" के भाव को व्यक्त करने के लिये from का use किया जाता है।

Example:-

I am suffering from fever.

He is suffering from colic.

- To का use destination को बताने के लिये किया जाता है।

Example:-

I go to college daily.

He is going to market.

- पर के sense को बताने में खासकर lunch, breakfast, dinner, coffee, tea, के पहले to का use किया जाता है।

Example:-

He was invited to coffee.

They called us to dinner.

- Comparison के लिये to का use किया जाता है।

Example:-

He is junior to me.

They are senior to all students.

6) Since /For

- Since का use "point of time"के लिये किया जाता है।

Example:-

Her mother has been watching T.V. Since morning.

- For का use period of time के लिये किया जाता है।

Example:-

They have been playing for two hours.

7) Over/ Above

- Over का use ऊपर (स्पर्श/स्पर्श नही) के sense में होता है।

Example:-

Hey! Put the cloth over the table.

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- Over का use एक वस्तु दूसरी के उपर हो किन्तु स्पर्श नहीं करती हो यहां से Perpendicular position पर हो

Example:-

The fan is over my head.

The picture is over the window.

The plane is over the city.

- More than के sense में over का use किया जाता है।

Example:-

Mr. Verma is over fifty.

- Over का use एक Edge से दूसरी Edge के sense में होता है।

Example:-

There is a bridge over the river.

यहां Over के अलावा Across का भी use किया जा सकता है।

Example:-

There is a bridge across the river.

- Above का use higher than over के sense में होता है। यहां कोई वस्तु किसी को न तो स्पर्श्ा करती है न हीperpendicular/verticalहो बल्कि Divergence (छितराई)positionमें हो।

Example:-

The aero plane is flying above the roof.

The birds are above us.

The kites fly above the clouds.

- Above का use Level को बताने को किया जाता है।

Example:-

Mount Everest is 8848.86 meters above sea level.

He earns above twenty thousand a month.

8) Under / Below

- Under का use vertical relation बताने के लिये किया जाता है।

Example:-

The ball is under the table.

He was sitting under the roof.

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- Below का use level बताने के लिये किया जाता है।

Example:-

His income is below 20 thousand a month.

This work is below his dignity.

9) On

किसी वस्तु को उपर स्पर्श करने के लिये On का useकिया जाता है।

Example:-

This book is on the table.

He is carrying bags on his head.

- On का use transportation के means के साथ किया जाता है जहां article/possessive adjectiveका use किया हो।

On a cycle, on a bike, on a bus, on the plane

Example:-

He comes on a car.

I was coming on a scooter.

- दिन (day)/तिथि (date)के पहले On का useकिया जाता है।

Example:-

I will meet him on Monday.

She came here on 3rd January.

10) Through

- From one side to the other घिर कर जाने के लिये through का use किया जाता है।

Example:-

They are going through the forest.

The train is going through the tunnel.

- By mean of (माध्यम से) के sense में through का useकिया जाता है।

Example:-

I knew this news through the newspaper.

You should go through this book.

11) Round/ Around

- Round/ Around का use चारों ओर के अर्थ में वृताकार (circle), वक्राकार (curve) के लिये किया जाता है। यहां स्थिरता/गति होती है।

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Example:-

The earth moves round the sun.

Children are sitting round the table to take their dinner.

- Around का use बहुत स्थानों में (in a lot of place) यहां-वहां (to and fro) के लिये किया जाता है।

Example:-

They are sitting around the park.

Don't walk around here.

12) Of

- Of का use निम्न अर्थो में किया जाता है।

(i)निर्जीव का Possession दर्शाने के लिये

Example:-

Leg of chair.

Cap of pen.

(ii) Origin/Sources

Example:-

He comes of a rich family.

This chair is made of iron.

(iii) To show exact age.

Example:-

He is of 29 years.

(iv)shame/बीमारी /भूख /प्यास /दुख से मरना(die of)

Example:-

She died of cancer.

She died of grief.

She died of illness.

She died of thirst /starvation.

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(v) over eating/food poisoning/कारण से मरना (die from)

Example

He died from wound.

He died from food Poisoning.

13) onto

Example:-

An apple fall onto his head.

14) Upon

- Upon का use गतिशील वस्तु के लिये किया जाता है।

Example:-

The dog sprang upon the plunder.

15) Across

- On the opposite side (के पार) के लिये किया जाता है।

Example:-

My school is across the road.

They live across the river.

- एक edge से दूसरे edge (from one side to the other) के sense में किया जाता है।

Example:-

The bridge is being built across the river.

16) Along

- Along का use बराबर-2 के अर्थ में किया जाता है जिसमें किसी व्यक्ति/वस्तु के साथ-2 क्रिया किये जाने का अर्थ आता है।

Example:-

This way goes along the highway.

You should park your conveyance along the road.

- Along with का use साथ-2 के sense में किया जाता है।

Example:-

Suman goes to school along with her friends.

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17) Behind

-- Behindका use पीछे के sense में किया जाता है।

Example:-

Today the sun is behind the clouds.

The thief is behind the curtains.

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CHAPTER - 6
(ARTICAL)

Articles (A, An, The) का use Noun से पहले होता है आधुनिक English में Articles को "Determiners" भी कहा जाता है।

(i) INdefinite (A/ An)

(ii) Definite (The)

Indefinite Article (A/An)

A

"A" का use consonant sound से शुरू होने वाले शब्दो से पहले होता है।

a bat	a university	a uniform
a cat	a union	a ewe
a ball	a one rupee note	
a car	a European	

An

"An" का use vowel sound से start होने वाले words के पहले किया जाता है।

an orange	an elephant	an hour	an M.A
an apple	an umbrella	an honorable man	an R.A.S
an inkpot	an accident	an L.L.B	

Rules for indefinite Article

1. Following phrases में indefinite Article (A/ An) का use किया जाता है।

a little learning	In a moment
have a headache	In a temper
have a drink	make a noise
In a rance	make a fool
In a mood	commit a sin
In a hurry	take a rest

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2. Proper noun का use common noun की तरह हो तो proper noun के पहले A/ An का use करते है

Example :-

He is a kalikdas.

Definite Article (The)

"The" का use

1. किसी Noun को Definite या निश्चित बनाने के लिये Definite Article का use किया जाता है।

Example:-

Talk to the person

Sit on the chair.

2. Sentence में proper noun को common noun की तरह use किया जाता है तब वहा definite article का use किया जाता है।

Example

Kalidas is the Shakespeare of India

3. आकाशीय पिण्डो (Heavenly bodies)

The Sky	The Earth
The Stars	The Moon
The Sun	The World

4. दिशाओं के नामो पहले (directions)

The East	The West
The South	The North

5. धार्मिक पुस्तकों (religious books)

The Ramayan	The Quran
The Bible	The Vedas

6. पानी/भूमि के बड़े भागो के लिये

The Ganga	The Indian ocean
The Arabian sea	The Nile

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The Atlantic ocean The Red sea

7. (Mountain Range) पर्वत श्रेणियों
   The Himalayas The Alps

8. Historical Things
   The Mugal Empire The Taj Mahal
   The Gupta Empire The Red Fort
   The Aryans The Panipat

9. Plural name of Countries
   The U.S.A The Nertherlands
   The U.K The Ukraine
   The Hague The Great Britain

* If the word Union, United, Republic or Kingdom is here then use " THE" before country name.
The Soviet Union, The United States, The Irish Republic
Only Punjab is a state which has "The Punjab"

Omission of Articles

1. भोजन सामग्री तथा भोजन के नामो के पहले Article (a, an) का use नहीं होगा।
   Breakfast Dinner

* लेकिन भोजन सामग्री या भोजन के नामो के पहले Adjective/Adverb होने पर वहा idefinite Article (A/ An) का use किया जायेगा
Example :-
I have had a delicious breakfast.

2. भाषाओं / विषयों के नाम से पहले
   Example :-
   I know the English (×)
   I know English (√)

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3. बीमारी (Disease) के पहले
Fever, Malaria, Cancer, Aids, Plague
Exception :- The Measles, The Rickets

4. (त्यौहारो) Festivals, Days (दिनो) Months (महीनो) Games (खेलकूद) Seasons (ऋतुओं) के नाम से पहले
Example :-
Holi is colourful Festival.
I will meet to you on Sunday
She came on March
Sachin plays Cricket
We goes to Shimla in summer

5. निम्न Phrases के साथ article का use नही होता है
Example :-

on earth	in brief	for leave
on strike	in temper	in trouble
on demand	in detail	at night
all days	in time	on time

6. The title of , the post of, the rank of, kind of, sort of, varity of के बाद "The" का use नहीं होगा।
Example :-
He got the post of the director. (×)
He got the post of Director. (√)

7. Elect, Select, Appoint verbs के आने पर Noun के पहले Definite article का use नही किया जाता है।
Example:-
He was elected for the secretary post. (×)
He was elected for secretary post (√)

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CHAPTER - 7
(CONJUNCTION)

Conjunction is a word that joins two or more than two words phrases, clauses or sentences together.

Example:-

Mohan and Ram are doing business. (Sentence)

He told that he would go. (Clauses)

Increasing population and stagflation are two major problems in the world (Phrases)

(1) And :-

दो information को connect करता है।

Example:-

My uncle meets and gives me gift.

(2) As well as :- ये also का sense show करता है

Example:-

The boy as well as the girl is playing

(3) Both .....and :-

Example :-

Both Vinod and Mohan are intelligent.

Both Vinod ~~as well as~~ Mohan are intelligent.

(4) Not only..... But also :- इसका use एक ही subject की दो qualities या दो subjects की एक common quality को emphasis करने के लिये होता है।

Example :-

Radha is not only beautiful but also intelligent

(5) So, Therefore, Consequently, Hence

Example :-

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She is ill so/therfore/Consequently/hence she will not come

(6) But का use contrast (विरोध) sentence के लिये किया जाता है।
Example :-
They met but didn't talk.
He is rich but he is not happy.

(7) Yet का use Although/though के साथ एक person (subject) की दो contrary qualities या actions को show करने के लिये किया जाता है।
Example:-
Although he is weak yet can run fast.

(8) While का use during throughout के sense मे किया जाता है। यह दो statements के बीच contrast show करता है।
Example :-
He is taking bathe in the rain while he has fever.
I am watching T.V while my brother is doing work.

(9) Either.....or :- इसका use "दो में से कोई एक" के लिये होता है। Either के बाद केवल or का ही use होगा "nor" नही
Example :-
EitherI shall find a way or I shall make one.

(10) यदि Either के पहले not हो तो भी or का ही use किया जायेगा।
Example :-
Not either she or he is tall.
He is not Either making house or shop.

(11) after never use "or" not "nor"
I have hever seen or/nor met her.

(12) Neither.....nor :-

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इसका use दोनो मे से के कोई नहीं के sense में किया जाता है

Example:

Neither she nor he washes the cloths.

She neither beautiful nor intelligent.

(13) So that

* Purpose को show करने के लिये present में may व past में might का use किया जाता है

Exaple :-

He works so that he might get good marks. (×)

He works so that he may get good marks. (√)

He eats so that he may live. (√)

(14) Lest.....should

Example :-

Run fast lest you should not loss the game (×)

Run fast lest you should loss the game. (√)

* If would or may is used in place of should, then else should be used in place of lest.

Example :-

Give him food else he may die.

Leave him on else you would miss the train.

(15) Though, although

Pair with though Either yet or Comma (,)

Example :-

Though he was experienced, he got that job.

Although he never went to college, he can speak 3 languages.

He got that job though he was experienced.

He can speak 3 languages although he hever went to college.

* Sentence में As if तथा As though का use present tense में किया जाता है इसका अर्थ "मानो" होता है। As although का use नहीं होता है।

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Example :-

He treats as if / as though he is a student

He looks as if / as though he is young.

* As if / as though का use past tense में भी किया जाता है सामान्यत: Hypotentical (काल्पनिक) sentence में use किया जाता है

Example :-

He talks as if/as though he were a king.

She talks to me as if/as though she know me.

(16) As

Example :-

As a teacher, I understand the problem of students.

I did as he told me.

(17) as.....as

* as.....as का use affirmative/negative sentence में होता है।

[As + Adjective + As + ...]

Example :-

He is as brave as a lion.

He is not a brave as a lion.

Rama is as intelligent as Sita.

Rama is not as intelligent as Sita.

(18) so.....as

* so ..... as का use केवल Negative sentence में ही किया जाता है।

Example :-

He is not so good as you. (√)

Heis so good as you. (×)

(19) than

Example :-

He is better than I.

Mohan is more intelligent than Ram.

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(20) Sentence में the reason का use होने पर केवल that का ही use किया जाता है।

* यदि sentence में the reason why हो तो भी that का ही use किया जाता है।

Example :-

This is the reason that she is not resent in the wedding.

That as the reason that they were not busy in their work.

The reason why I beat him is that he has abused me.

The reason why I hate her is that she flirted to others.

(21) Sentence में Doubt होने पर Affirmative sentence में if/whether का use होगा व sentence negative/Interrogative होने पर that का use होगा।

Doubt ..... if/ whether (Aff.)

Doubtd..... that (Neg./Int.)

Example :-

I doubt ~~that~~ / if/ whether she will give money.

She doubts ~~that~~ / if whether they will call her for interview.

I has ~~not~~ / no doubt that / if / ~~whether~~ she will come.

Do you have doubt that / ~~if whether~~ she will come?

* Sentence में Doubt के स्थान पर Doubtful होने पर भी same rule होगा।

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CHAPTER - 8
(SUBJECT VERB)

Subject –verb agreement से तात्पर्य है कि वाक्य में subject के number व person के अनुसार verb का प्रयोग होना चाहिये।

1. दो Noun के बीच में and आने पर and के पहले वाले Noun में article (a/an/the) हो अथवा and के तुरन्त बाद वाले Noun में कोई article हो या न हो तो
   एक Article होने पर व्यक्ति या वस्तु एक ही होती है अत: Singular verb use करना होता है।
   दो Article होने पर व्यक्ति या वस्तु दो होती है अत: Plural verb का use करना होता है।

Example:-

The man and author was going.
The teacher and the clerk are going to take their salary.

2. Sentence में Neither – – – nor, either – – – or, not only – – – but also हो तो nor, or, but also के तुरन्त बाद वाले Subject के अनुसार verb का प्रयोग होगा।

Example:-

Neither my mother nor my sisters are walking.
Either his friends or Mukesh is giving the examination.
Not only he but also I am Playing.

3. all, both, many, several, few, a few, the few शब्द होने पर Plural verb का प्रयोग किया जाता है।

Example:-

Many girls are dancing.
Several cities are dirty.

Note:- Many a के बाद Singular verb ही प्रयोग में आयेगी
Many a boy is reading

4. Each of, Either of, Neither of, None of, One of के साथ Noun Plural व verb Singular का प्रयोग किया जाता है।

Example:-

None of the employeesis faulty of the committed the mistake.
One of the girls is making tea.

5. जब Phrases/Idioms के बीच में and होने पर भी Singular verb का से प्रयोग किया जाता है।
   rice & curry, truth and honesty, truth and nonviolence, hand and glove, ups and downs, tea and toast, horse and carriage, bread and butter, slow and steady

Example:-

Slow and steady wins the race.

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Bread and butter is their breakfast as usual in India.

6. किसी Noun के पहले the (एक Adjective की तरह)लगा हो तो Plural verb का प्रयोग होगा। यहाँ the (Noun) एक समूह को सूचित करता है।

The rich, the poor, the old, the foolish, the young, the weak, the honest.

Example:-

The rich are always live a happy life.

7. Sentence में as well as, besides, with, along with, together with, in addition to, and not, including, lead by, headed by, controlled by, formed by आने पर इन शब्दों से ठीक पहले दिए गये word के अनुसार verb प्रयोग में लाई जाती है।

Example:-

The teacher as well as his three boys and two girls is going to the market.
The leader with his followers has been arrested.
A big house including two bed rooms, one hall, one kitchen and two toilets is to let.

8. Gerund के बाद हमेशा Singular verb का use होगा।

Gerund:- Talking, walking, swimming, stealing, teaching, parking, smoking, eating, etc.

Example:-

Teaching is my hobby during my college days.
Plucking flowers is not allowed.

9. To के बाद verb (To + V1) होने पर verb singular ही आयेगी।

Example:-

To obey rules is discipline.

10. Plural noun के पहले कोई निश्चित संख्या सूचक शब्द हो और उस वाक्य (sentence) में कोई ऐसा शब्द हो जिस एक निश्चित दूरी राशी समय मात्रा का बोध हो या उसे एक इकाई माना जाता है singular verb ही use किया जायेगा।

Example:-

Five kilometers is a very long way for me.
One hundred paisa is equal to one rupee.

11. All का use everything के sense में हो तो ये singular है लेकिन all का use person/ number of person का sense हो तो ये plural माना जाता है।

Example:-

All is well.
All the money was spent.
All students were playing.

12. Other के साथ Plural Noun व Plural verb का use होता है another के साथ singular Noun व Singular verb का use होता है।

Example:-

There are so many other schools than the Taj in the city.
There is another school near here.

13. some, some of, a lot of, lots of, most, most of, plenty of, half, half of, enough, enough of के बाद plural noun व plural verb का use किया जाता है।

Example:-

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Some banks are using all stocks from customers.
Most of the scholars have submitted their thesis.

14. Some, some of, plenty, plenty of, enough, enough of के बाद singular noun and singular verb का use किया जाता है।

Example:-

Plenty of water is in the pond to be distributive in this summer.

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CHAPTER - 9
(TENSE)

Tense किसी कार्य की स्थिति को बतातें है
Tense सामान्यत 3 होते है।

1. Present (वर्तमान काल)
2. Past (भूतकाल)
3. Future (भविष्यकाल)

प्रत्येक Tense को चार भागों में विभाजित किया जाता है-

(1) Simple/Indenfinite : सामान्य रूप से होने वाले action के लिये।
(2) Continuous : (जारी) Running action के लिये।
(3) Perfect : पूर्ण हो चुके action के लिये।
(4) Perfect Continuous : Past से चलते आ रहे action के लिये।

Rules

1. Simple Present Tense

1. Present habit (वर्तमान/रोज की आदत) बताने के लिये।
Example:-
He takes milk every day.
I always watch movies in E.P.

2. Seldom, Usually, Often, Regularly, Generally, Always जैसे शब्द यदि हो तो Simple Present tense ही use होगा।
Example:-
I usually take bread and a cup of tea in my breakfast.
He often talks nonsense.

*word, never व always simple present व present perfect दोनो में ही use किये जाते है।
Example:-
He has always been a friend of mine.
I have never seen the Taj Mahal.
I never talk to her.

3. Universal truth को बताने के लिये simple present ही use होगा।
Example:-
The Birds fly in the sky.
Two and two make four.

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4. Scientific theories के लिये simple present use होगा।
Example:-
Water boils at 100°C.
Water evaporates in summer.

5. भविष्य में होने वाले Fixed programme या fixed plan को बताने के लिये simple present का use होता है।
Example:-
The college reopens in July.
My mother goes to Mumbai next Monday.

6. Historical truth को बताने के लिये simple present का use होगा।
Example:-
Kalidas is the Shakespeare of India.

7. Emphatic Sentence के साथ do/does + verb 1st का use किया जाता है।
Example:-
He does do work on computer.

2. Present Continuous

1. Following verbs का use सामान्यतः continuous form में नही करते है।
notice, smell, hear, see, recognize, taste, please, want, wish, feel, love, hate, prefer, refuse, desire, Think, agree, suppose, believe, consider, truth, remember, understand, know, forget, mean, mind, Imagine, appear, look, seem, own, possess, belong to, consist of, contempt, have, remain.
Example:-
These apples are tasting sweet.
These apples taste sweet.
I am noticing him.
I notice him.
He is wanting some monkey.
He wants some monkey.
I am loving it.
I love it.
He is remembering my father.
He remembers my father.
This is belonging to me.
This belongs to me.
I am seeing a doctor, today.
I see a doctor, today.

Exceptions:-
1. She is tasting the soup to see if it needs more salt.
2. I am thinking of going to America.

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3. He is having lunch.
4. The court is hearing the hit and run case.
5. I am looking my phone. have you seen it?

2. Sentence में now, now days, still हो तो सामान्यत: ये present continuous में ही use होते है।
Example:-
I am making breakfast now.
Now days I am taking English class.
I am still reading the newspaper.

3. Present Perfect

1. It is या that is + superlative degree के बाद present perfect प्रयोग किया जाता है।
Example:-
It is the best that you have done.
That is the worst think that you had/have done.

2. Just, so far, till now already, today, this week, this month, this evening, this morning, this year, Yet (negative/Question), ever (Question) का use केवल present perfect में ही किया जायेगा।
Example:-
I have not seen it, yet.
Have you met him yet?
Have you ever been the Taj Mahal?

4. Present perfect continuous

1. ऐसा Action जो past में किसी समय पर जारी था और वर्तमान में भी है को show करने के लिये present perfect continuous tense का use किया जाता है।
*इस Tense में since व for का use किया जायेगा।

Since (Point of time)	For (Period of time)
Morning	many minutes
Night	three days
May	five months
Yesterday	seven decades
Last month	eight centuries
His birth	2 nights

Example:-
Priyankar has been watching T.V. since morning.
They have been enjoying the fair since/for five Thursdays.

5. Simple Past Tense

1. Past time expression words (yesterday/ago/last year) के साथ जो action past में

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finish हो गये हो।
Example:-
I sold my old car yesterday.
She left school last year.

2. It is high time/it is time/ it is about time /as if/as though होने पर past simple tense use होगा।
Example:-
It is high time she left for the bus stop.
It is time that you had it for better option.

6. Past Continuous Tense
Past में जारी action को show करने के लिये
Example:-
He was watching T.V.
He was going to his house.

7. Past Perfect Tense
यदि Past में दो actions हो तो पहले वाले action से pre past or past perfect tense में व बाद वाले action को past simple में बनाते है।
*Sentence में When/before होने पर इसके बाद past simple होगा after आने पर past perfect का use होगा।
Example:-
The bell had rung when he entered in the school.
The bell rang after he had entered in the school.

8. Past Perfect Continuous Tense
कोई Past action जो past में ही चला व past में ही पूरा हुआ को show करने के लिए इस Tense का use किया जाता है।
Example:-
He had been working for 5 years.

9. Simple Future Tense
सामान्यत: Future में होने वाले action को show करने के लिये use किया जाता है।
Example:-
I shall talk to him.
Mohit will go to Ajmer.

10. Future Continuous Tense
भविष्य में हो रही action को बताने के लिये जो incomplete है को show करने के लिये।
Example:-
He will be reading this book next Monday.

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11. Future Perfect Tense

1. In future, किसी action के complete होने की सम्भावना बताने के लिये।
   Example:-
   I shall have finished this work.

2. Sentence में by/ by then/by that time का use होने पर केवल Point of time का ही use होगा।
   Example:-
   I shall have completed this work by the end of this month.
   I shall have written my exercise by then.

12. Future Perfect Continuous

1. Future में किसी एक निश्चित समय तक जारी रहने वाले कार्यों को दर्शाने के लिये।
   Example:-
   She will have been reading for 3 days.

2. Point of time को दर्शाने के लिये form का use होगा "since" का नहीं
   Example:-
   They will have been going his house form 7th June.

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CHAPTER - 10
(NARRATION)

Narration, English grammar का एक शब्द है जिसका अर्थ कथन होता है।

Narration दो प्रकार के होते है:-

1. **Direct Narration :-** वक्ता द्वारा कहे गये शब्दों को ज्यों का त्यों कहना (As it is) Direct Narration होता है।

2. **Indirect Narration :-** वक्ता द्वारा कही गई बात को अपनी भाषा में बताना Indirect Narration होता है।

Example:-

Mahesh said to Kamal, "I am very intelligent". (Direct Narration)
Mahesh told Kamal that he was very intelligent. (Indirect Narration)

आवश्यक बिन्दु:-

She said to me, "She is good"
(Reporting verb) (Reported speech)

- Direct speech में comma (,) के पहले भाग Reporting verb कहलाता है व inverted commas ("….. ") वाला भाग Reported speech कहलाता है।
- Reporting verb, sentence के पहले या बाद में भी आ सकती है।

Example:-

"She is good", she said to me

Direct से Indirect में change करने के कुछ सामान्य नियम

(1) Reporting verb का verb कभी नहीं बदलता है।

(a) Reporting verb में object कर्म दिया हुआ हो तो निम्न change किये जाते है।

Say – tell
Says – tells
Said – told /asked / ordered

यहां पर to को हटा दिया जाता है।

Example:-

He says to me – He tells me

He said to me – He told me

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(b) Reporting verb में object नही दिया हुआ हो तो कोई परिवर्तन नहीं किया जाता है यहां Say/said का Say/Said ही रहता है

Example:-

He said – He said

2. Reporting verb के बाद लगा comma (,) हटा दिया जाता है।
3. Indirect speech में inverted comma ("———") हटा दिया जाता है।
4. Reporting verb व Reported speech को जोडने के लिए conjunction का use किया जाता है , जो कि Reported speech के sentence पर निर्भर करता है। ये निम्न प्रकार से है:-

5. Direct को Indirect में परिवर्तित करने के मुख्य नियम:-

(a) Tense सम्बन्धी परिवर्तन
(b) Pronoun सम्बन्धी परिवर्तन
(c) समय सम्बन्धी परिवर्तन

(a) Tense related changes :-

(i) यदि Reporting verb वर्तमान काल (Present Tense) अथवा भविष्यकाल (future Tense) में हो तो Reported speech का Tense नहीं बदलता है।

Example:-

Direct speech :- Ram says to me "This is a good pen"
Indirect speech :- Ram tells me that that is a good pen

Direct speech :- He will say, "Ram writes a letter"
Indirect speech :- He will say that ram writes a letter

(ii) यदि Reporting verb भूतकाल (Past Tense) में हो तो Reported speech के Tense में निम्नलिखित परिवर्तन होते है।

Tense	Simple	Continuous	Perfect	Perfect continuous
Present	Do/ does V1/V1s/es	Is/am/are	Has /have	Has been Have been
Past	Did /V 2	Was/ were	Had	Had been
	V1	V1+ing	V3	V1+ing

Future

Shall /will–Would

Possibility

May – Might
Can - could

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Suggestion

Must – Had to /would have to

Note:-

*Could, would, might, ought to, change नहीं होगा।

***Note :-** Reported Speech में Universal Truth या Habitual Truth हो तो Reported speech के Tense में कोई change नहीं किया जाता है।

Example:-

The teacher said, "The Earth is round"

The teacher said that the earth is round.

b) Pronoun related change:-

Personal and Passive pronoun chart

Person	Case	Singular	Plural
I	Subjective Objective Possessive	I Me Mine, My	We Us Ours, Our
II	Subjective Objective Possessive	You You Yours, Your	You You Yours, Your
III	Subjective Objective Possessive	He, she, it Him, her, it His, her/hers, its	They Them Their, Theirs

*Pronoun को change करने के लिए SON formula का use किया जाता है।

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- First person को Subject के अनुसार change किया जाता है।
- Second person को object के अनुसार change किया जाता है।
- Third person को परिवर्तित नहीं किया जाता है।

***Note :-** Reported speech का we कभी-2 change नहीं किया जाता है जैसे

She said to me, "we want to help the poor with money"

She told me that we wanted to help the poor with money.

* We जब Reporting Verb के Subject तथा object को refer करता है तो change नहीं किया जाता है।

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* सभी Noun को IIIrd person में change किया जाता है।
* कोई Magazine, Newspaper आदि अपने लिए we, our आदि का प्रयोग करें तो Indirect में इन्हें it, its, कमशः में change किया जाता है।

Example:-

Rajasthan Patrika says, "We are providing good news"
Rajasthan Patrika says that it is providing good news.

* Reporting Speech में objective का प्रयोग न होने पर, Reported Speech में You का प्रयोग होने पर इस You को IIIrd /Ist Person में change किया जाता है।

Example:-

She said, "You are good"
She said that I was good.

C) Time Related change

Direct speech	Indirect Speech
This	That
These	Those
Here	There
Now	Then
Thus	So
Just	Then
Hence	Thence
Hither	Thither
Just Now	Just then
Ago	Before
Last	The previous
Tonight	That night
Today	That day
Tomorrow	The next day / the following day
Yesterday	The previous day
The day before yesterday	The day before previous day
The day after tomorrow	The day after the next day
Come	Go (Not always)

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Assertive Sentences:-

1. Reporting Verb को निम्नानुसार परिवर्तित किया जाता है।
   (a) Say/Says/Said को Say/Says/Said में यदि verb के बाद कोई object नहीं दिया हुआ हो।
   (b) Say to/Says to/Said to को tell/tells/told में यदि verb के बाद कोई object दिया हुआ हो।
2. Inverted Commas ("…….") को हटाकर Conjunction " that" का प्रयोग किया जाता है।
3. Pronoun व Tense का use नियमानुसार किया जाता हैं।

Example:-

1. Sharma ji said, "I shall play cricket."
   SharamaJi said that he would play cricket.
2. He said to them, "You will go there after some time."
   He told them that they would go there after some time
3. She said to me, "I saw Suresh yesterday."
   She told me that he had seen Suresh the previous day
4. Sita said to Ram, "I will help you."
   Sita told Ram that she would help him.
5. She said, "I would like to give you my car."
   She said that she would like to give me her car

Interrogative Sentences:-

1. Reporting Verb में say को ask, enquire, want to know में परिवर्तित किया जाता है।
2. Said या said to को asked, enquired, demand, wanted to know में बदला जाता है।
3. Reported Speech, Helping Verb से प्रारम्भ हो अर्थात (is, am, are, was, were, will, shall, would, has, have, had, do, does, did) से प्रारम्भ हो तो inverted commas के स्थान पर if /whether का प्रयोग किया जाता है।
4. Reported speech, Wh Words (what, when, why, how etc.) से प्रारम्भ हो तो Conjunction का प्रयोग नहीं किया जाता है।
5. Reported Speech को Assertive परिवर्तित किया जाता है व प्रश्नवाचक चिन्ह (?) हटाकर full stop (.) का प्रयोग किया जाता है।
6. सहायक क्रिया को (Helping Verb) को subject के बाद लिखा जायेगा।

Example:-

1. She said to Ram, "Can you come with me?"
   She asked Ram if /whether he could come with her.
2. He said to me, "Are you going to Ajmer?"
   He asked me if I was going to Ajmer.
3. I said to Mohan, "Did you not go?"
   I asked Mohan if he had not gone.

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Wh वाक्य

1. I said to the boy, "what is your name?"
   I asked the boy what his name was.
2. VermaJi said to Shyam, "Whose pen is this?"
   VermaJi asked Shyam whose pen was that.
3. She said to me, "Whom do you want to select?"
   She asked me whom I wanted to select.
4. You said to me, "How much I love you?"
   You asked me how much you loved me.
5. The police said to the man, "Who is the murderer of Mr. XYZ?"
   The police asked the man who the murder was of Mr. XYZ.

Imperative Sentence :-

1. Imperative से तात्पर्य आदेश सम्बन्धी अत: यहां order, beg, command, request, आदि का प्रयोग किया जाता है।
2. ये sentence या तो verb की Ist form से या Do अथवाDo not या please अथवा Kindly से शुरू होगे।
3. Imperative sentence में Reporting verb के said to को commanded, ordered, begged, requested, advised में परिवर्तित किया जाता है।
4. Reporting verb को Reported speech से जोडने के लिए to का प्रयोग किया जाता है।

Example:-

1. I said to him,"Go there"
   I ordered him to go here.
2. Parents said to the children, "Work hard."
   Parents advised to the children to work hard
3. The teacher said to the boys, "Open your book on page -3."
   The teacher ordered the boys to open their book on page -3
4. The student said to the teacher, "Pardon me sir."
   The student begged the teacher to pardon him.
5. The judge said, "Call the witness."
   The Judge commanded to call the witness.

5. Negative sentence से वाक्य बनाते समय do not दिया होने पर do को हटाकर not to का प्रयोग किया जाता है।

Example:-

1. She said to me, "Do not eat street food "
   She advised me not to eat street food.
2. The doctor told her, "Do not take sweets."
   The doctor advised not to take sweets.
3. I said to him, "Do not wash cloths in the morning."
   I advised him not to wash cloths in the morning.

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6. Negative sentence को अन्य तरीके से भी बनाया जा सकता है। इसके लिये reporting verb में said to के स्थान पर forbade का प्रयोग किया जाता है व do not को हटाकर केवल to का use होगा।

Example:-

1. He said to me, "Do not run on the road"
   He forbade me to run on the road.
2. You say to me, "Do not wash cloths in the morning."
   You forbid me to wash cloths in the morning

Imperative - Let type sentence

1. Let से start होने वाले sentence में मुख्यत: सलाह देना to suggest का use होता है।
2. Say - propose / suggest
   Said - proposed /suggested
   Said to - proposed to / suggested to
3. Conjunction - that /to
4. Let के स्थान पर should का use किया जावेगा।

Example:-

1. Sita said to me, "Let us dance together."
   Sita proposed to me that we should dance together
2. She said to them, "Let us go to the movie."
   He proposed to his friend that they should go to the movie.

5. Reporting verb में objective न हो तथा Indirect Narration में suggest or propose के बाद V1+ ing का use किया जाता है।

Example:-

She said, "Let Raman go to watch the movie."
She suggested going to see the movie.

6. इन सभी नियमों के परे Direct Narration को यथावत रखकर केवल Let से पहले to लगाकर Indirect narration बनाया जाता है।

Example:-

The teacher said to student, "Let the boy go away."
The teacher ordered student to let the boy go away.

7. Optative Sentence

1. Optative mean **"इच्छा"** । इन Sentences में wish, desire, bid, curse, का use किया जाता है।
2. Reporting verb को wished / prayed में change किया जाता है।
3. Conjunction - That
4. Optative sentence को Assertive sentence में बदला जाता है।

Example:-

1. He said to me, "May God bless you."

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He prayed that God Might bless me.

2. He said to me, "May you live long."
   He prayed that I might live long.
3. She said, "May you succeed in the exam."
   She wished that I might succeed in the exam.
4. "May you ruin" ,He said to Maya.
   He cursed Maya that she might ruin.

5. अभिवादन सूचक वाक्य अर्थात् (Good morning, Good Evening) होने पर Reporting verb को wished में ही change किया जाता है।

6. Farewell, Good night, Adieu, Good bye का use होने पर R.V. को Bade में change किया जाता है।
7. Conjunction का use नहीं किया जाता है।

Example:-

1. The servant said to the manager, "Good morning Sir."
   The servant wished his manager good morning Sir.
2. He said to me, "Good morning, I have come to consult you."
   He wished me good morning and told he had come to consult me.
3. The teacher said, "farewell my countrymen."
   The teacher bade his countrymen farewell.
4. The student said, "Good – bye, dear friends."
   The student bade his dear friend good bye.

Exclamatory sentences :-

1. Exclamatory means आश्चर्य/विस्मय यहाँ what!, how!, alas!, oh!, hurrah! आदि sentence में होते है।
2. Reporting speech में changes
   Said→ Exclaimed / Exclaimed with joy / Exclaimed with sorrow / Exclaimed with regret / Exclaimed with grief / Exclaimed with surprised
   Conjunction → "That"
3. Exclamatory sign (!) के place पर full stop (.) use किया जाता है।

Example:-

1. The class said, "Hurrah ! we have won the match."
   The class exclaimed with joy that they had won the match.
2. He said, "How unlucky he is !"
   He exclaimed with regret that he was very unlucky.

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CHAPTER - 11
VOICE (ACTIVE & PASSIVE)

क्रिया (verb) का वह रूप जिसमें हमे यह पता चलता है कि Subject कोई कार्य करता है या कर्त्ता पर कोई कार्य होता है Voice कहलाता है।

Example:-

He invites me. (Active)

Example:-

I am invited by him. (Passive)

Grammar के अनुसार Voice दो प्रकार के होते है।

1. Active Voice :- यहाँ कर्त्ता (Subject) स्वयं कार्य करता है अर्थात कर्त्ता Subject यहाँ प्रमुख होता है।
2. Passive Voice :- यहाँ कर्त्ता (Subject) को प्रधानता नही दी जाती बल्कि कर्म (Object) को प्रधानता दी जाती है।

सर्वप्रथम यहाँ हम Tense Chart की सहायता से Active को Passive में परिवर्तित के बारे में सीखेंगे।

Active Chart	Simple	Continuous	Perfect	Perfect Continuous
Present	do / does V1 / V1 s/es	Is, am, are	has / have	has been / have been
Past	did / V 2^{nd}	was / were	had	had been
Future	will / shall	will be / shall be	will have / shall have	will have been / shall have been
	V1	**V1 + ing**	**V3**	**V1 + ing**

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Passive Chart	Simple	Continuous	Perfect	Perfect Continuous
Present	is, am, are	Is, am, are + being	has been / have been	No Change
Past	was, were	was, were + being	had been	No Change
Future	will be shall be	No Change	will have been / shall have been	No Change
	V3	V3	V3	-

Active से Passive बनाने के नियम :-

नियम-1:-
Subject को Object व Object को Subject में परिवर्तित किया जाता है अर्थात Active के Subject को Passive का Object व Active के Object को Passive कर Subject बनाया जाता है।

नियम-2:-
Passive के Object के पहले Preposition "By" का प्रयोग किया जाता है।

नियम-3:-
Subject को Object में निम्न प्रकार से Change किया जाता है अर्थात Pronoun को निम्नानुसार परिवर्तित किया जाता है।

I	-	ME
She	-	Me
You	-	You
It	-	It
We	-	Us
They	-	Them
He	-	Him
Who	-	by Whom

नियम-4:-
Vern (क्रिया) की Third form (V3) का प्रयोग Passive में किया जाता है।

(A) Affirmative

Formula:- Subject + Verb + object. (Active)
Subject + H.V + MV3 + By + object. (Passive)

(i) He plays Cricket.

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Cricket is Played by him.

(ii) They sing a song.
A song is sung by them.

(B) Negative : - Negative Sentance को Passive में बदनले के लिए Changed किये गये Helping verb के बाद not का प्रयोग किया जायेगा।

Formula:- Subject + H.V + not + M.V + object. (Active)
Subject + H.V + not + M.V 3 + by + object. (Passive)

Example:-

(i) I do not go there.
There is not gone by me.

(ii) He did not read the book.'
The book was not read by him.

(iii) We were not having the hot tea.
The hot tea was not being had by us.

(C) **Interrogative : -** Interrogative Sentences मुख्यतः दो प्रकार के होते है।
(i) Helping verb से प्रारम्भ होने वाले जैसे Do/Does; Did, is/am/are, was/were, has/ have, had आदि।
(ii) Wh words से प्रारम्भ होने वाले जैसे Who, why, what, how, when, which आदि।

Formula:- Interrogative :- H.V. + Sub + MV + Object + ? (Active)
H.V. + Sub + MV3 + By + Object + ? (Passive)

Example:-

(i) Does he sing a song?
Is a song sung by him ?

(ii) Do you write a letter ?
Is a letter written by you ?

(iii) Did he buy a new car ?
Was a new car bought by him ?

(iv) Have they made him President ?
Has he been made President by them

(v) Does she love him ?
Is he loved by her ?

(vi) Do you need some money ?
Is some money needed by you ?

Formula:- wh :- Wh + H.V. + Sub + M.V. + Object + ? (Active)
Wh + H.V. + Sub + V3 + By + Object + ? (Passive)

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Example:-

(i) Why does she call me ?
Why am I called by her ?

(ii) Why have you broken the window ?
Why has the window been broken by you ?

(iii) Where did you spend your time ?
Where was your time spent by you ?

(iv) How had they copied those questions ?
How had those questions been copied by them ?

* **जब Wh Sentence में object न हो तो :-**

(i) What do you want?
What is wanted by you

(ii) What will you send?
What will be sent by you?

* **जब Wh word में "Who" हो तो :-**

Formula:- who + verb + object + ? (Active)
By whom + H.V. + Object + MV3 + ? (Passive)

* **यहाँ who ----- by का use कर के भी sentence बनाया जा सकता है।**

(i) Who gave this book?
By whom was this book given
Who was this book given by?

(ii) Who teacher you?
By whom are you taught?
Who are you taught by?

(iii) Who gives money?
By whom is money given?
Who is money given by?

(D) **Imperative Sentences** (आज्ञावाचक वाक्य) :- इससे order, request, advice, commands का भाव व्यक्त होता है। यह मुख्यत: Main Verb से प्रारम्भ होता है।

Formula:- V1 + object (Active)
Let + subject + be + MV3 (Passive)

नियम-1:-

Order/command वाले sentences

Formula:- V1 + object (Active)
Let + Subject + be + MV3 (Passive)

Example:-

(i) Shut the window.
Let the window be shut.

(ii) Inform the police.

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Let the police be informed.

(iii) Post the letter.
Let this letter be Posted.

नियम-2:-

Resquest वाले Sentences

(i) यहाँ भी Sentences V1 से प्रारम्भ होते है किन्तु कई बार Please, kindly आदि का प्रयोग sentence प्रारम्भ या अन्त में हो सकता है।

Formula:- V1 + object + Please + kindly (Active)
You are requested to + V1 + object (Passive)

Example:-

(i) Please open the door.
You are requested to open the door.

(ii) Please give me a book.
You are requested to give me a book.

(iii) Clean the house please.
You are requested to clean the house.

(iv) Kindly give some money.
You are requested to give some money.

नियम-3:-

Advice वाले Sentences.

Formula:- V1 + object (Active)
You are adviced to + V1 + object (Passive)

Example:-

(i) Work hard.
You are advised to work hard.

(ii) Be careful.
You are advised to be careful.

नियम-4:-

Suggestion वाले Sentences

Formula:- V1 + object (Active)
Subject + should be + MV3 (Passive)

Example:-

(i) Love the poor.
The poor should be loved.

(ii) Help the disabled.
The disabled should be helped.

नियम-5:-

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Let वाले Sentences

Formula:- Let + object + V1 + Noun (Active)
Let + Noun + be + V3 + by + object (Passive)

Example:-

(i) Let me do it.
Let it be done by me.
(ii) Let her cook the food.
Let the food be cooked by her.
(iii) Let him write a book.
Let a book be written by him.

(E) **Modals वाले Sentences**

नियम-1 :-

Modals का प्रयोग Active में होने पर Passive बनाते वक्त Modals के बाद be का प्रयोग किया जाता है बाकी नियम यथावत रहते है।

Formula:- Sub + Modal + V1 + Object (Active)
Sub + Modal + be + V3 + by + object (Passive)

Modals निम्न होते है:- can, could, may, might, should, would

Example:-

(i) You can come here.
Here can be come by you.
(ii) I can speak English.
English can be spoken by me.
(iii) Can you do this work ?
Can this work be done by you ?

(F) **has to/have to had to/ will have to वाले Sentence:-**

Formula:- Sub + has to / have to /---------/ + V1 + object (Active)
Sub + has to / have /------- + be + MV3 + by + object (Passive)

Example:-

(i) You have to choose a girlfriend.
A girlfriend has to be chosen by you.
(ii) She has to teach him.
He has to be taught by her.
(iii) He will have to teach her.
She will have to be taught by him.

(G) It वाले Sentence

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Formula:- It + verb + Sub + to + V1 + object (Active)
It + verb + sub + for + object + to + be + MV3 (Passive)

Example:-

(i) It is time to close the close the shop.
It is time for the shop to be closed.
(ii) It is time to accept the challenge .
It is time for the challenge to be accepted.

(H) **Verb + Preposition वाले Sentences :-** Active Voice में verb के बाद आने वाले preposition हो तो passive voice में वही preposition का use होगा.

Formula:- Sub + verb + preposition + object (Active)
Sub + HV + MV3 + preposition + by + object (Passive)

Example:-

(i) He laughed at me.
I was laughed at by him.
(ii) He is not agree with you.
You are not agreed with by him.
(iii) The police enquired into the case.
The case was enquired into by the police.

(I) Double Object वाले Sentences:- Sentence में Double object होने की स्थिति में किसी भी object का subject में बदला जा सकता है।

Example:-

(i) Mr. Kumawat teaches us English.
English is taught to us by mr. Kumawat.
We are taught English by mr. Kumawat.
(ii) Father gave us a toy.
A toy was given to us by father.
We were given a toy by father

(J) Be group के verbs अगर main verb के स्थान पर हो तो sentence passive नहीं बदलता अर्थात rules के according sentence नही बनेगा।

(i) I was good.
Good was by me. (X)
It is said that I was good. (")
(ii) Mangoes are tasty.
Mangoes are tasty when it is tasted.

(K) Use of other prepositions instead of 'by' :

Following verbs के साथ "by" का use नहीं किया जाता यहाँ केवल fixed preposition

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का ही use होगा। ये verbs actions न बताकर state of mind/feeling को show करती है।

Sr no.	Verbs	Preposition At	Active Voice	Passive voice
1	Surprised, astonished, disappointed, displeased, distressed.	At	1. His arrival surprised everybody. 2. My behaviour pleased my teacher. 3. My failure shocked my parents	1.Everybody was surprised at his arrival. 2. My teacher was pleased at my behaviour. 3. My parents were shocked at my failure.
2	Known, obliged, married, etc.	To	1. I know him very well. 2. Ram married Sita.	1. He is very well known to me. 2. Sita was married to ram.
3	Satisfied, pleased, married, etc.	With In	1. My work satisfied the manager. 2. Her behaviour pleases me.	1. The manager was satisfied with my work. 2. I am pleased with her behaviour.
4	Contained, interested, etc.	In	1. This box contains money. 2. Your story interests me.	1. Money is contained in his box. 2. I am interested in your story.
5	Made etc.	Of	1. Twelve months make a year.	1. A year is made of twelve months.

(i) He surprised me.
I was surprised at him.

(ii) Ram married Sita.
Sita was married to Ram.

(iii) You annoyed him.
He was annoyed with you.

(iv) Your behavior annoyed me.
I was annoyed at your behavior.

(v) The news surprised me.
I was surprised at the news.

(vi) Mr. Rajeev knows me.
I am known to Mr. Rajeev.

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CHAPTER - 12
(PREFIX AND SUFFIX)

By Prefixation : A prefix does not generally change the word class of the base :

Prefix	Examples
un	Unhappy, uncompromising, unwanted, unload, unhorse
non	nonserious, nonplussed, nonstop
in	incompetent, inaccurate
dis	discourteous, dishonest, dissimilar, disorder, disown, disarm disbelief, disfavour, discourage
a	acritical, acyclic, amoral, atheist, asymmetry
ill	illegality, illegitimacy, illegible, illogical
im	improbable, impure, imprecision, impersonation
ir	irrationality, irreverence, irresistible, irrelevant
de	decentralize, deform, defrost, devalue, decode, demoralization, deforestation, degradation
mis	misguide, misdirect, misfortune, misconception, misusing, misbehaving
mal	malfunction, maladminister, maltreatment, malnutrition, maladaptive, maladjustive
pseudo	pseudosecularism, pseudoclassical, pseudosalt, pseudoscience, pseudopodal, pseudocarpous
arch	archlook, archaction, archbishop, archduke, archenemy, archrival
over	overconsumption, overfeed, overbusy
under	underconsumption, undernourished, undersupply, underneath
hyper	hypercritical, hypertension
quasi	quasijudicial , hypertension
super	superhuman, superstar, supercomputer, superhighway, superpower, supermarket, superscript, superscalar, superimpose, supercharge
out	outlive, outgrow, outrun, outnumber, outsize
sur	surcharge, surtax, surname
sub	suburban, subconscious, subatomic, subhuman, substandard, subtropical, subcommittee, subsoil, subtitle, subtotal, subway, subcontract, subside
mini	minibus, minishirt, minicab, minicomputer
co	co-ordinate, co-operate, co-opt, co-worker, co-incidence, co-pilot, co-author, co-education, co-exist, co-habit
counter	counterattack, counteract, counterproductive, counter-revolution
anti	anticlimax, anticyclone, antidote, antihero, antitoxin, antifreeze, antibiotic, antistatic, antisocial, anticlockwise

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pro	progovernment, procommon market, proactive
inter	interaction, interconnection, interplay, interview, interlock, intermarry, interchange, interbreed, interlink, intercontinental, international, interdependent, interdisciplinary, interglactic, interracial
trans	transatlantic, transcontinental, transnational, transform, transpose, transplant, pransfuse, transmigrate, transmute
fore	forecast, foreshadow, foreshorten, forestall, foretell
pre	precondition, premedication, preposition, prerequisite, prehistoric, premarital, premature, premeditated
post	postscript, postclassical, postfree, postpaid, postnuptial, postprandial
ex	ex-serviceman, exhusband, ex-principal, exchairman
re	rebound, reform, reincarnate, rebuild, review, reproduce, rewrite, reunion, resettlement
con	contest
ante	antedate
uni	unicycle, unisex, unilateral
mono	monoplane, monosyllables, monoacting, monotheism
bi	bicycle, biceps, bilingual, bifocal, biweekly, bimedia, binominal
di	diatomic, dipole, dibasic, dihybrid
tri	triangle, tricycle, tripod, tripartite
multi	multinational, multilingual, multipurpose, multimillionaire, multiracial
poly	polygamy, polysyllabic, polychromatic, polytheism, polytechnic
auto	autobiography, automobile, autopilot
neo	neoclassical, neonatal, neogothic
pan	pan-American, pan-African, pan-European, pan-Asiatic, pan-Islamic, pan-Slavic
equi	equi-distant, equi-lateral
proto	protogalaxy, protohistory, protohuman, protostar, protolanguage, protomartyr, protoplasm, prototype, protoplast
semi	semicolon, semiconductor, semidetached, semifinal, semiprecious, semiquaver,
vice	vice principal, vice admiral, vice chairman, vice regent, vice chancellor, vice president
be	becalmed, bemoaned, bespectacled, bedazzle, belittle, bewitch
en	enslave, encircle, encourage, entrust, endanger, enforce, enshrine, enrapture,
a	afloat, ablaze, awash
extra	extracurricular, extraordinary

4.2 By Suffixation

Suffix	Examples
ster	gamester, trickster, gangster

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eer	racketeer, profiteer, engineer
er	teenager, Londoner
let	booklet, piglet, starlet, leaflet, rivulet,
ette	kittchenette, statuette, cigarette, flannette, usheratte
ess	waitress, actress, lioness
y	daddy, misery, victory
ie	auntie
hood	boyhood, childhood, manhood
ship	friendship, scholarship, membership, lectureship, dictatorship, freeship
dom	kingdom, stardom, officialdom
ocracy	democracy, autocracy, plutocracy, mobocracy
ery	slavery, bravery, refinery, nunnery, machinery
ful	mouthful, spoonful, handful, armful, eyeful, useful, helpful, beautiful, hopeful, dutiful, faithful, delightful, careful, successful
ing	panelling, driving, building, carving
ite	Jaipurite, socialite, Delhite
ism	humanism, patriotism, communism, pessimism, optimism
ese	Chinese, Japanese, Nepalese
ist	violinist, flutist, physicist
ian	Indonesian, Indian, Darwinian
an	republican
ary	dictionary, missionary, stationary, masonry, honorary, necessary, customary
er	driver, receiver, painter, weaver, writer
ar	liar, beggar, familiar, singular, regular
or	actor, inspector
ant	inhabitant, contestant, consultant, lubricant, disinfectant
ee	employee, payee
ation	exploration, starvation, explanation, organization, civilization
ment	amazement, agreement, judgement, payment
al	refusal, dismissal, arrival, denial, proposal, revival, upheaval, cultural, national, natural, legal, criminal
age	drainage, marriage, carriage, breakage, heritage, stoppage
ance	attendance, assistance, insurance, defiance, reliance, endurance, entrance
ence	dependence, offence, excellence, reference, defence
ion	selection, relation, action
sion	confusion, commission, admission
ure	forefeiture, failure, pleasure
th	growth, stealth, health, length; breadth, width, depth, strength, death

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ness	happiness, sadness, tiredness, boldness, kindness, goodness, sweetness, darkness
ity	sanity, diversity, elasticity, rapidity, nobility, reality
acy	accuracy, privacy, obstinacy
ty	cruelty, privacy, obstinacy
less	childless, useless, careless faithless, harmless, restless, senseless, issueless
ly	cowardly, manly, womanly, wordly, miserly, brotherly, friendly, lovely
like	childlike, businesslike, cowlike
y	creamy, sandy, hazy, silky, oily, meaty, fishy, watery, milky, windy, needy, greedy, healthy, wealthy, dirty, hairy
ish	boyish, childish, foolish, selfish, roguish, snobbish, cattish, tigerish, wolfish, swedish, British, Turkish, youngish, tallish, bluish, reddish, greenish
ed	balconied
ial	editorial
ical	musical, magical, historical, biological, sociological, geographical, physical
is	atomic, heroic, economic, historic, problematic, emphatic
fic	specific, scientific
ive	attractive, attentive, sensitive, relative, productive, explosive
ous	virtuous, famous, ridiculous
eous	gaseous, bounteous, courteous
ious	ambitious, vivacious, malicious
ate	fortunate, obstinate, accurate, temperate
able	readable, loveable, moveable, honourable, laughable, noticeable
ible	forcible, terrible, sensible
ify	simplify, amplify, beautify, codify, identify, certify
ize/ise	popularize, legalish, criticize, civilize, rationalize, memorize, sympathize, hospitalize, symbolize realize, fertilize
en	deafen, sadden, weaken, shorten, lengthen, ripen, gladden quicken, blacken, strengthen
ly	happily, strangely, boldly, coldly, bravely, wisely, easily, beautifully
word (s)	backward (s), upward (s), onward (s) homeward, forward, toward (s)
wise	carbwise, clockwise, classwise, groupwise, agewise, teacherwise, weatherwise.

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