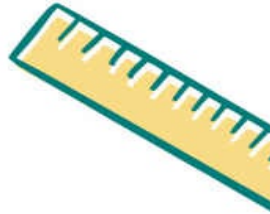




VERY EASY



ENGLISH GRAMMAR



By Abhijit Kumar Misra

A Pocket Book
First Edition

VERY EASY ENGLISH GRAMMAR

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This is not a comprehensive English Grammar Book for advanced English literature studies. This book is also not particularly designed in a language-specific manner limited to any country or genre.

A common English Grammar for primary school students.

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1 THE SENTENCE

A sentence is a group of words making complete sense is called a sentence. The first letter of any sentence is capital and at the end of the sentence, we use a full stop. Following are the examples: -

1. Birds build nests.
2. The child wept bitterly.
3. Look at the blackboard.
4. Where are you going?

All sentences whether it is long or short are divided into two parts: -

1. Subject and
2. Predicate.

In a sentence, what is mainly defined or referred to is called the Subject and what is being said about the subject is called Predicate.

From the following sentences, it will be clear

- | <u>Subject</u> | Predicate |
|------------------------|--------------------|
| 1. I | go to school. |
| 2. My father | is an officer. |
| 3. The students | are playing |
| 4. The sun | shines in the sky. |
| 5. (You) | Sit down. |
| 6. The cat | ran after the rat. |

- | | |
|--------------------|--------------------|
| 7. The sky | is blue. |
| 8. (You) | Get out. |
| 9. Shita | like singing. |
| 10. The Sun | rises in the east. |

2 PARTS OF SPEECH

Parts of Speech are those words that are used to make a sentence. When we speak or write, we use Parts of Speech. There are eight parts of speech as shown below:

1. Noun
2. Pronoun
3. Adjective
4. Verb
5. Adverb
6. Preposition
7. Conjunction
8. Interjection

1. Noun

The name of any person, place or thing is called Noun.

1. **Ashok** eats.
2. **Delhi** is the capital of **India**.

3. This **pen** costs me twenty rupees.
4. The **sparrow** is chirping.
5. She has broken her **leg**.
6. He is writing with **chalk**.
7. His **brother** is sleeping.

In the above sentences, Ashok is a name of a person. Delhi is the name of a city. The pen is a thing and the sparrow refer to a bird. Brother is a name of relation to a person.

A noun is a name of a person, a place or a thing. It is a naming word. Here are some examples: -

1. Gandhi, Jawaharlal, Ranjit Singh, Akbar, Sita are the names of **person**.
2. Delhi, Shimla, Allahabad, Lucknow, Sydney are names of particular **places**.
3. Mother, sister, cousin, boy, girl, friend are names of **persons** common to a class.
4. Cat, rat, cow, dog, lion, sheep are the names of **animals**.
5. Cock, hen, crow, parrot, peacock, sparrow are the names of **birds**.
6. Hand, foot, arm, leg, eye, ear, nose finger are the names of **parts of the body**.
7. Table, book, pen, pencil, box, water, milk are the names of **things**.
8. Gold, silver, copper, iron are the names of **metals**.
9. Mango, apple, orange, banana, brinjal, onion are the names of **fruits and vegetables**.
10. School, room, shop, station, hospital, office are the names of **places**.

2. Pronoun

Such words, as are used in place of nouns are called Pronouns. The word Pronoun means “for a noun.” A pronoun is used instead of Noun. In the following examples, words in red colour are Pronouns.

1. **I** have a mango. **It** is very sweet.
2. Mohan has not come. **He** is ill.
3. Listen to Abhijit. **He** is singing.
4. Abhijit and Jitu are here. **They** have come from Guwahati. Let **me** see **them**.

5. Aparajita is **my** sister. **I** love **her**.
6. Gopal has taken **my** book. **I** do not like **him**.
7. Archana is **my** friend. **She** will lend me this book.

Pronouns sit in place of Nouns.

I, we, my, our, me, us

You, your.

He, she, it, his, her, they, their, him, them.

That, these, who, what, where, whom, whose, which.

Remember, when using Pronoun, 'he' and 'she' are only be used with living things and 'it' is used for non-living things. In a certain case, if the sex of an animal is unknown or can't be determined, 'it' can be used to refer to such animals.

3. Adjectives

An adjective is a describing word. It qualifies a noun and pronoun. It will be clear from the following: -

1. Rama is a **good** boy.
2. Mohan is a **clever** boy.
3. My shirt is **purple**.
4. I have **many** books.
5. Suraj has **two** brothers.
6. Where is my **new** book?
7. **Lazy** students fail.
8. The U.S.A. is a **developed** country.

All the red coloured words are Adjectives because they describe something about Noun or Pronoun.

4. The Verb

In English, when we say or write something or describe a thing or a person, such a word in grammar is called Verb. A verb is a word that tells something about the subject.

1. I **go** to school.
2. Mohan **reads** a book.
3. The wolf **killed** the lamb.
4. The girl is **singing**.

5. I shall **come** tomorrow.
6. The boys are **playing**.
7. Children **love** sweets.
8. The old woman **lives** all alone.
9. The street is **narrow**.
10. Jitu was **late**.

All the words in red colour are verbs. Verbs are very important in a sentence and it is also called a 'saying word' because it says or tells the work of the subject in a sentence. Without a verb, a sentence cannot be made.

5. Adverb

An Adverb is a word that adds something to the meaning of a verb by showing time, place or manner.

1. He walks **slowly**.
2. He goes to school **daily**.
3. The shines **brightly**.
4. Rama plays hockey **very well**.

Those words that tell about a noun is called Adjective and those words that tell about a verb is called Adverb. All the above words in red colour are called Adverb. It will be better understood with the following examples showing different types of Adverbs: -

- (i) Early, late, today, soon, always, before, every day, daily, often, once, tomorrow, yesterday, now, again, often, shortly, rarely express in reference to time thus called Adverb of time.
- (ii) Here, there, in, out, down, up, upside, outside, back, away, everywhere describe where work has been done and is called Adverb of place.
- (iii) Hard, wisely, foolishly says how work has been done. They are called Adverbs of Manner.
- (iv) Very, almost, fully, much, nearly, entirely tells about the quantity of something and thus called Adverbs of Quantity.
- (v) No, not, never are negative words and called negative adverbs.

6. Preposition

A Preposition is a word placed before a noun (or a Pronoun) to show in what

relation the person or thing denoted by the noun stands to something else.

1. Look **at** the map.
2. The cat is **under** the table.
3. Let us go **for** a walk.
4. He lives **near** us.
5. There is a path **across** the field.
6. She walked **along** the river.
7. Oranges grow **in** Nagpur.
8. There is a bridge **over** the river.
9. I sat **beside** him in the hall.
10. I met him **on** the way.

Look at the words above in red colour, they are prepositions set before a noun or pronoun to establish a relationship with the subject.

7. Conjunction

A conjunction joins words or sentences. A Conjunction is a joining word.

1. I have a pen **and** an exercise book.
2. He is poor **but** honest.
3. Do your work **or** you will fail.
4. Either you take this **or** that.
5. Do not go **before** I come.
6. I can sketch **as well as** paint.
7. The train left the station **before** I reached it.

In the above sentences, words in red colour are conjunction words because it joins two sentences together.

8. Interjection

An Interjection is a word that expresses sudden emotions or excitements. An Interjection is a word used merely to express some strong feeling of joy or sorrow.

1. **Hurrah!** I have won the first prize.
2. **Alas!** I missed the train.
3. **Oh!** What a fine flower!

4. **Hello**, friend! How are you?
5. **Ah!** What a nice catch.
6. **Oh my goodness!** What a mess!

Revision

(Parts of Speech)

A noun is the name of anything.
As school or garden, ball or ring.
Adjectives tell the kind of noun.
As great or small or black & brown.
Instead of nouns, Pronouns stand.
My head, your pen, his face, her hand.
Verbs tell of an action being done.
Write or read, or sing or run.
How things are done, Adverbs tell.
As quickly, slowly, soon and well.
Conjunctions join the words together.
As men and women, cloth or leather.
A Preposition stands before a noun.
As on the door and in the gown.
An Interjection shows surprise.
As oh! how pretty! oh! how wise!
All these are called Parts of Speech.

3 NOUN

I. Numbers

It is clear now that Noun is used for one person/thing or many persons/things. Say for an example, one king or two kings. One Apple or many Apples. Let us see some examples: -

1. A **Boy** plays. (Singular)
Boys play. (Plural)
2. A **girl** sings. (Singular)
Girls sing. (Plural)
3. A **cow** gives milk. (Singular)
Cows give milk. (Plural)
4. I have a **book**. (Singular)
I have many **books**. (Plural)

A noun standing for one person or a thing is said to be Singular number.
A noun standing for more than one is said to be Plural number.

Singular to Plural by adding 's' to the singular			
Leg	Legs	Slate	Slates
Book	Books	Hand	Hands
Cow	Cows	Brother	Brothers
Boy	Boys	House	Houses
Pencil	Pencils	Tree	Trees
Toy	Toys	Essay	Essays
Key	Keys	Mug	Mugs
Play	Plays	Day	Days
By adding 'es' to the Singular			
Bush	Bushes	Match	Matches
Bench	Benches	Tax	Taxes
Watch	Watches	Box	Boxes
Class	Classes	Batch	Batches
Ass	Asses	Brush	Brushes
Mango	Mangoes	Buffalo	Buffaloes
Tomato	Tomatoes	Mosquito	Mosquitoes
By adding 'y' and 'i' and then adding 'es'			
Baby	Babies	Copy	Copies

Lady	Ladies	Fairy	Fairies
Family	Families	City	Cities
Miscellaneous			
Wolf	Wolves	Knife	Knives
Thief	Thieves	Wife	Wives
Life	Lives	Loaf	Loaves
Foot	Feet	Woman	Women
Mouse	Mice	Tooth	Teeth
Man	Men	Louse	Lice
Ox	Oxen	Child	Children

II. Gender

There are four types of Gender

1. Masculine Gender
2. Feminine Gender
3. Neuter Gender
4. Common Gender

The gender that represents Male is called Masculine Gender and Female is called Feminine Gender. Non-living things are denoted by Neuter Gender. Common gender is denoted to both Male and Female.

Some examples of Masculine and Feminine genders are shown below:

Horse	mare
Dog	bitch
Cock	hen
Fox	vixen
Boy	girl
Father	mother
Son	daughter
Sir	madam
Nephew	niece
Bachelor	maid
Papa	mamma
Gentleman	gentlewomen
Husband	wife
King	queen

Monk	nun
Poet	poetess
Tiger	tigress
Master	mistress
God	goddess
Actor	actress
Man-servant	maid-servant
He-goat	she-goat
Pea-cock	pea-hen
Cock-sparrow	hen-sparrow
Step-father	step-mother
Land-lord	land-lady
Brother-in-law	sister-in-law
Washerman	Washerwomen
Hero	heroine
Widower	widow

4. KINDS OF VERB

A. Types of Verbs

There are two types of verbs, – (1) **Transitive Verb** and (2) **Intransitive Verb**.

The verb which requires an object in a sentence to complete the sense is

called a Transitive Verb. For example, “The boy **made a kite**”.

The verb that doesn't need an object in a sentence but makes good sense by itself is called an Intransitive Verb. For example, “The boy **laughed**”.

B. Active and Passive Voice

Read the following sentences: -

1. The teacher **punished** the boy.
2. The boy was **punished** by the teacher.

Are these two sentences cited above is different? No, both the sentences above mean the same thing but only convey it differently. In the first sentence, the word teacher is the subject who does the work. In the second sentence, the word boy is the subject and the verb was punished tells that the boy was punished. In the first sentence the verb was in Active voice and in the second sentence the verb is in Passive voice.

1. Children love toys. (Active Voice)
Toys are loved by children. (Passive Voice)
2. The cat killed the mouse. (Active Voice)
The mouse was killed by the cat. (Passive Voice)
3. The teacher praised the boy. (Active Voice)
The boy was praised by the teacher. (Passive Voice)

It is clear from the above that to convert a verb in a sentence from Active voice to Passive voice, we change the object of a sentence in Active voice to subject in a Passive voice sentence. But in the case of Intransitive verb, conversion is not possible because of the absence of an object in such sentences.

Following are some examples of Active Voice and Passive Voice for practice.

1. I write a letter
A letter is written by me.
2. He writes a letter.
A letter is written by him.
3. You write a letter.
A letter is written by you.

4. They write letters.
Letters are written by them.
5. We write letters.
Letters are written by us.
6. I am writing a letter.
A letter is being written by me.
7. He is writing a letter.
A letter is being written by him.
8. You are writing a letter.
A letter is being written by you.
9. They are writing letters.
Letters are being written by them.
10. We are writing letters.
Letters are being written by us.
11. I have killed a bird.
A bird has been killed by me.
12. He has killed a bird.
A bird has been killed by him.
13. You have killed a bird.
A bird has been killed by you.
14. They have killed birds.
Birds have been killed by them.
15. We have killed birds.
Birds have been killed by us.
16. I sang a song.
A song was sung by me.
17. He sang a song
A song was sung by him.
18. You sang a song.
A song was sung by you.
19. They sang songs.
Songs were sung by them.
20. We sang songs.
Songs were sung by us.
21. I was doing this work.
This work was being done by me.
22. He was doing this work.

- This work was being done by him.
23. You were doing this work.
This work was being done by me.
24. They were doing this work.
This work was being done by them.
25. We were doing this work.
This work was being done by us.
26. I had bought a horse.
A horse had been bought by me.
27. He had bought a cat.
A cat had been bought by him.
28. You had bought a dog.
A dog had been bought by you.
29. They had bought a pig.
A pig had been bought by them.
30. We had bought a horse.
A horse had been bought by us.
31. I will give you a book.
A book will be given to you by me.
32. He will give you a book.
A book will be given to you by him.
33. You will give me a book.
A book will be given to me by you.
34. They will give me a book.
A book will be given to me by them.
35. We will give you some books.
Some books will be given to you by us.
36. Write a letter.
Let a letter be written by you.
37. Shut the door.
Let the door be shut.
38. Open the window.
Let the window be opened.
39. Help your brother.
Let your brother be helped.
40. Who killed the bird?
By whom the bird was killed?

41. Wash your hands.
Let your hands be washed.
42. Who killed this bird?
By whom was this bird killed?
43. Who has done this work?
By whom this work has been done?
44. Who has bought this pen?
By whom has this pen been bought?
45. He can help me.
I can be helped by him.
46. You should do this work.
This work should be done by you.
47. I will help you.
You will be helped by me.
48. You may buy this book.
This book may be bought by you.
49. He might write a letter.
A letter might be written by him.

5. TENSE

A. Indefinite (Present, Past & Future)

Please read the following sentences carefully:

1. The sun shines.
2. I wrote this letter.
3. I shall write tomorrow.

The verb '**shines**' in the first sentence denotes the present time. The word '**Wrote**' in the second sentence indicates the past time and the word '**shall write**' indicates the future.

1. When the action refers to the present time, the verb is said to be in the **Present Tense**.
2. When the action refers to the past time, the verb is said to be in the **Past Tense**.
3. When the action refers to the future time, the verb is said to be in the **Future Tense**.

B. Continuous and Present Perfect Tense

Verb express the time of Present, Past and Future. The verb in a sentence tells us when the work is begun or finished. It also tells us whether a work is continuing.

Read the following sentences:

1. **I am reading** my book.
2. **I have read** my book.

In the first sentence, 'am' denotes the time of work and 'reading' denotes that the work has not finished but continues. Thus, 'am reading' is a Present Continuous Tense.

In the second sentence, 'have' also denotes the present time but the word 'read' tells us that the work is finished. Thus, 'have read' is a Present Perfect Tense.

Now see the following sentences:

1. Yesterday **I was reading** when it struck ten.
2. Yesterday **I had read** before it struck ten.

Both 'was' and 'had' expresses the past time. 'Was reading' is Past Continuous Tense and 'had read' is Past Perfect Tense.

Read the following sentences:

1. Tomorrow **I shall be reading** my textbook after 9 O'clock.
2. Tomorrow **I shall have read** my textbook long before 9 O'clock.

The verb in both the above sentences denotes the time of future tense. The first sentence is Future Continuous and the second sentence is Future Perfect. In certain cases, the verb used in a sentence doesn't clearly express whether a sentence is perfect or continuous. For example, see the following sentences:

1. **I read** my book daily.
2. **I read** my book yesterday.
3. **I shall read** my book tomorrow.

In all the above sentences, the action is indefinite that is why all the three sentences are called Present Indefinite, Past Indefinite and Future Indefinite respectively.

There are thus three forms of the present tense, three forms of past tense and three forms of future tense. Let us see some examples:

Present Indefinite I work hard.

Present Continuous I am working hard.

Present Perfect I have worked hard.

Past Indefinite I worked hard.

Past Continuous I was working hard.

Past Perfect I had worked hard.

Future Indefinite I shall work hard.

Future Continuous I shall be working hard.

Future Perfect I shall have worked hard.

6. CONJUNCTION OF VERB

Every verb has three forms, the first form is called Present, the second form is called Past and the third form is called Past Participle. Let's see these three forms of verbs that determine the tense in a sentence.

Present	Past	Past Participle
Abide	Abode	Abode
Am/is/be	Was	Been
Arise	Arose	Arisen
Awake	Awoke	Awoken
Beat	Beat	Beaten
Beget	Begot	Begotten
Bend	Bent	Bent
Bid	Bade	Bidden
Bleed	Bled	Bled
Break	Broke	Broken
Breed	Bred	Bred
Bring	Brought	Brought
Build	Built	Built
Buy	Bought	Bought
Beg	Begged	Begged
Begin	Began	Begun
Bite	Bit	Bitten
Blow	Blew	Blown
Burn	Burnt	Burnt
Can	Could	Could
Call	Called	Called
Catch	Caught	Caught
Change	Changed	Changed

Choose	Chose	Chosen
Climb	Climbed	Climbed
Clothe	Clothed/Clad	Clothed/Clad
Come	Came	Come
Cost	Cost	Cost
Cut	Cut	Cut
Dare	Dared	Dared
Deal	Dealt	Dealt
Dig	Dug	Dug
Dip	Dipped	Dipped
Do	Did	Done
Draw	Drew	Drawn
Drink	Drank	Drunk
Eat	Ate	Eaten
Fall	Fell	Fallen
Fight	Fought	Fought
Find	Found	Found
Flee	Fled	Fled
Flow	Flowed	Flowed
Flow	Flowed	Flowed
Fly	Flew	Flown
Forget	Forgot	Forgotten
Freeze	Froze	Frozen
Give	Gave	Given
Go	Went	Gone
Hear	Heard	Heard
Hide	Hid	Hidden
Know	Knew	Known
Lie	Lay	Lain
Lay	Laid	Laid
Look	Looked	Looked
May	Might	Might
Meet	Met	Met
Put	Put	Put

Read	Read/Red	Read/Red
Run	Ran	Run
See	Saw	Seen
Say	Said	Said
Sell	Sold	Sold
Set	Set	Set
Send	Sent	Sent
Sew	Sewed	Sewed
Shut	Shut	Shut
Shoot	Shot	shot
Sing	Sang	Sung
Sit	Sat	Sat
Sleep	Slept	Slept
Smell	Smelt	Smelt
Take	Took	Taken
Teach	Taught	Taught
Tell	Told	Told
Think	Thought	Thought
Try	Tried	Tried
Walk	Walked	Walked
Wait	Waited	Waited
Wear	Wore	Worn
Weep	Wept	Wept
Win	Won	Won
Wish	Wished	Wished
Work	Worked	Worked
Write	Wrote	written

It is very important to memorise these three forms of verbs shown above.

7. COMPARISON OF ADJECTIVES

Adjectives are used for comparison. There are three degrees of comparison. When adjectives are only used to describe a noun or pronoun, the Adjectives of **Positive Degree** is used. When we compare between any two things, **Comparative Degree** is used. When any one thing has to compare with every other thing, we use **Superlative Degree**.

All adjective words have Positive, Comparative and Superlative Degree. Read the following comparison of adjectives.

Positive	Comparative	Superlative
Tall	Taller	Tallest
Small	Smaller	Smallest
Big	Bigger	Biggest
Great	Greater	Greatest
Thin	Thinner	Thinnest
Fat	Fatter	Fattest
Kind	Kinder	Kindest
Weak	Weaker	Weakest
Strong	Stroner	Strongest
High	Higher	Highest
Rich	Richer	Richest
Poor	Poorer	Poorest
Long	Longer	Longest
Large	Larger	Largest
Wise	Wiser	Wisest
Happy	Happier	Happiest

Good	Better	Best
Well	Better	Best
Old	Older	Oldest
Bad	Worse	Worst
Ill	Worse	Worst
Little	Less	Least
Many	More	Most
Much	More	Most
Beautiful	More Beautiful	Most Beautiful
Intelligent	More Intelligent	Most Intelligent
Selfish	More Selfish	Most Selfish
Old	Older, Elder	Oldest, Eldest
Late	Later	Latest
Out	Our	Outermost
In	Inner	Innermost
Far	Farther	Farthermost
Up	Upper	Uppermost

8. COMPARISON OF ADVERBS

Like adjectives, Adverb also has three degrees of comparisons. Read the following examples.

Positive	Comparative	Superlative
Fast	Faster	Fastest
Long	Longer	Longest
Loud	Louder	Loudest
Soon	Sooner	Soonest
Near	Nearer	Nearest
Far	Farther	Farthest
Ill	Worse	Worst
Late	Later	Latest, Last
Little	Less	Least
Much	More	Most
Well	Better	Best
Early	Earlier	Earliest
Bravely	More Bravely	Most Bravely
Carefully	More Carefully	Most Carefully
Wisely	More Wisely	Most Wisely
Slowly	More Slowly	Most Slowly

9. PREPOSITION

A preposition is a word or group of words used before a noun, pronoun or noun phrase to show direction, time, place, location, spatial relationship, or to introduce an object. Examples are given below:

1. In, At—

‘In’ is used before countries and large towns, as—in England, in Bombay.

‘At’ is used before the names of small towns and villages; as—at Rewari, at Moga, at Najafgarh.

2. In, Into, To—

‘In’ means inside a thing, as—He is in the room.

‘Into’ means to go from a place to a place, as; He went into the room.

‘To’ means moving from one place to another as—He went to the temple.

3. With, By—

‘With’ shows the thing with which something is done;

‘By’ is used for the doer, as—

The bread was cut by him with a knife.

The letter was written by me with a pen.

4. Since, For—

‘Since’ shows a point of time and is used with the Present Perfect and the Present Perfect Continuous Tenses; ‘For’ shows a period of time and is used with all Tenses: as :

He has been ill since last Monday.

He has been living here since 1950.

Hari has been working for two hours.

Sohan has worked for three hours.

Gopal will work for four hours.

Mohan worked for three hours.

5. After, In—

‘After’ denotes a period of time in the past; ‘In’ denotes a period of time in the future, as:

He returned after a week. He will return in a week.

6. From, Since—

Both are used for time. ‘From’ is used in all tenses but ‘Since’ is used only with Perfect Continuous Tense-

- She has been ill *since* yesterday.
- He began English *from* class six. (Past)
- He begins school *from* today. (Present)

- He will *begin* school from tomorrow. (Future)

10. CONJUNCTION

Conjunctions are those words that connect words, phrases, or clauses together and called the conjuncts of the conjunctions. It is used to form complex, elegant sentences and avoid the incorrect form of multiple short sentences.

1. **As**—She cried as she spoke.
She fell down as she entered the room.
2. **As-as**—He is not as hard-working as his brother.
He ran as fast as he could
3. **Such-as**—Such persons as are hard-working succeed in the end.
Bimla is not such a fool as she appears to be.
4. **If**—you work hard, you will never fail.
5. **That**—She told me that she was not well.
6. **Since**—What have you been doing since you came here ?
It is now a year since it happened.
7. **Than**—He is taller than his father.
She is richer than her sister.
8. **Lest**—Work hard lest you should fail.
The thief ran away lest he should be caught.

9. **Either-or**—Either he or she has done this.
10. **Neither-nor**—Neither Kamla nor Bimla got the prize
Neither heat nor cold could stop him.
11. **Though-yet**—Though she is ill, yet she does her work.
12. **No sooner-than**—No sooner did I reach the station than the train left.
13. **Hardly-when**—I had hardly come out of my room when it began to rain-
14. **As well as**—She is honest as well as active-
15. **Not only-but also**—Not only Hari hut Sohan went to Bombay also.
16. **Otherwise**—Work hard, otherwise you will fail in the examination.
17. **Unless**—You will not pass unless you work hard.

11. DIRECT & INDIRECT SPEECH

The speech which uses the actual words of the speaker is called **Direct Speech**. Direct speech is divided into - Reporting Speech and Reported Speech.

The speech which reports the speech of another in our own words is called **Indirect Speech**.

There are four kinds of sentences we can convert from Direct to Indirect Speech.

1. Simple Statements
 - a. I am going home today.
 - b. You are in the wrong place.
 - c. Archana is a good girl.
2. Question Statements
 - a. Where are you going today?
 - b. How did you come here?
 - c. When did you come here?
 - d. Is this the way to work?

- e. Are you returning home tonight?
- f. Did you keep him?
- g. Have you done your homework?
- h. Will you help me?

3. Imperative Sentences

- a. Go away.
- b. Help your friend, please.
- c. Run home.
- d. Do your task.
- e. Be kind to the poor.

4. Exclamatory and Optative Sentences

- a. What a cute bird it is!
- b. How happy I am today!
- c. May you live long!
- d. May God help you!
- e. Wow! What a wonderful idea!

Let's see some examples based on the four kinds of sentences.

	Direct	Indirect
1.	He says, "I am busy".	He says that he is busy.
2.	He says, "I will help you."	He says that he will help me.
3.	He says, "I cannot do this work."	He says that he cannot do that work.
4.	He says, "I killed this bird."	He says that he killed that bird.
5.	He will say, "I am sorry."	He will say that he is sorry.
6.	He will say, "I had done this work."	He will say that he had done that work.
7.	He'll say, "I can't help you".	He'll say that he can't help me.
8.	He said, "I am busy now".	He said he was busy then.
9.	He said, "I will help you".	He said that he would help me.
10.	He said, "I wrote a letter".	He said that he had written a letter.
11.	He said, "I have bought a book".	He said that he had bought a book.

12.	He said, "I can do this work".	He said that he could do that work.
13.	He said, "I have been cheated".	He said that he had been cheated.
14.	He said, "Honesty is the best policy."	He said that honesty is the best policy.
15.	He said, "The earth is round."	He said that the earth is round.
16.	He said, "Man is mortal".	He said that man is mortal.
17.	He said, "Work hard."	He advised me to Work hard.
18.	He said, "Help your neighbour."	He suggested me to help my neighbour.
19.	The father said to his son, "Go away at once."	The father ordered his son to go away at once.
20.	Mohan said to his officer, "Pardon me, sir."	Mohan requested his officer to pardon him.
21.	She said, "Let us go to the garden."	She proposed that they should go to the garden
22.	The father said to his son, "Work regularly."	The father advised his son to work regularly.
23.	The students said to the headmaster, "Please pardon us."	The students begged the headmaster to pardon them.
24.	He said, "Where is your book ?"	He asked where my book was.
25.	He said, "When will you come back"?	He asked when I would come back.

26.	He said, "Who helps you?"	He asked as to who helped me.
27.	He said, "What is your father?"	He asked what my father was.
28.	I said to him, "Will you sing a song tomorrow?"	I asked him if he would sing a song the next day.
29.	The father said to his son, "Have you a pencil?"	The father asked his son if he had a pencil.
30.	Ram said to me "Are you going to school?"	Ram asked me if I was going to school.
31.	She said to me, "Do you play cricket?"	She asked me if I played cricket.
32.	Rani said, "Did you go to the station yesterday?"	Rani asked me if I had gone to the station the previous day.
33.	He said, "May you live long?"	He prayed to God that I might live long.
34.	He said, "May you prosper!"	He prayed to God that I might prosper.
35.	He said, "Alas! I have lost my book."	He exclaimed with sorrow that he had lost his book.
36.	He said, "Hurrah! My brother has come!".	He exclaimed with joy that his brother had come.
37.	The teacher said to Ram, "Bravo! You have played very well".	The teacher praised Ram saying that he had played very well.
38.	He said, "Goodbye my friend".	He bade his friend goodbye.

12. TENSE CHART

1. PRESENT

- a. Indefinite
 - i. I eat.
 - ii. We eat.
 - iii. You eat.
 - iv. He eats.
 - v. They eat.
- b. Continuous
 - i. I am eating.
 - ii. We are eating.
 - iii. You are eating.
 - iv. He is eating.
 - v. They are eating.
- c. Perfect
 - i. I have eaten.
 - ii. We have eaten.
 - iii. You have eaten.
 - iv. He has eaten.
 - v. They have eaten.
- d. Perfect Continuous
 - i. I have been eating.
 - ii. We have been eating.
 - iii. You have been eating.
 - iv. He has been eating.
 - v. They have been eating.

2. PAST

- a. Indefinite
 - i. I ate.
 - ii. We ate.
 - iii. You ate.
 - iv. He ate
 - v. They ate.
- b. Continuous
 - i. I was eating.

- ii. We were eating.
- iii. You were eating.
- iv. He/She was eating.
- v. They were eating.

c. Perfect

- i. I had eaten
- ii. We had eaten.
- iii. You had eaten.
- iv. He had eaten.
- v. They had eaten.

d. Perfect Continuous

- i. I had been eating.
- ii. We had been eating.
- iii. You had been eating.
- iv. He had been eating.
- v. They had been eating.

3. FUTURE

a. Indefinite

- i. I shall eat
- ii. We shall eat
- iii. You will eat.
- iv. He will eat.
- v. They will eat.

b. Continuous

- i. I shall be eating.
- ii. We shall be eating.
- iii. You will be eating.
- iv. He will be eating.
- v. They will be eating.

c. Perfect

- i. I shall have eaten.
- ii. We shall have eaten.
- iii. You will have eaten.
- iv. He will have eaten.
- v. They will have eaten.

d. Perfect Continuous

- i. I shall have been eating.

- ii. We shall have been eating.
- iii. You will have been eating.
- iv. He will have been eating.
- v. They will have been eating.

English is a very easy language to learn. I hope this Concise “Easy English Grammar” Book helped you a lot. Now, I hope; my readers have learnt to write English correctly.

Thank you for reading. I wish you a bright future.
Best of Luck.

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