

**Most suitable for
PROFESSIONALS, JOB SEEKERS, STUDENTS, AND HOUSEWIVES**



SPEAK ENGLISH LIKE A STAR

Yogesh Vermani

Beginner's Edition

Learning English was never so easy
अंग्रेजी सीखना इतना आसान कभी नहीं था

- **हिन्दी - Hindi-English version**
- **Step-by-step approach for effective spoken English**
- **Covering golden rules for spoken English and effective communication**

***Speak English
Like a Star***

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*New step by step approach for
effective spoken English*

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*To my Bosses and friends
who
always reminded me
about my potential*

Golden Rules for Spoken English

‘The Golden Rules of Spoken English’ provides a potential learner with a handful of essential rules to practice speaking English. This write-up identifies some tried and tested rules to improve spoken English skills and explains them with examples. The list includes helpful tips for building vocabulary, individual speaking styles and confidence level. One can learn a language most effectively through a practice-based approach rather than just learning the rules. Learners can follow these points as a checklist and utilize each one of them for effective communication:

1. When to build your vocabulary: First focus on speaking English and listening to English with whatever vocabulary you have; once you are comfortable in speaking and understanding, then start building advanced vocabulary.

2. The importance of grammar: You can speak English even if you have little knowledge of grammar. Do you remember your childhood when you started speaking Hindi or your mother tongue without going to school and without learning any grammar? Moreover, there are thousands of people who never attended school and can speak their mother tongues or other languages comfortably.

3. Do not blame your atmosphere: If you do not want to do something, it is easy to blame your circumstances. But the fact is that you can always create your own situations. For example, if you say that you do not have any friend to speak English, you can practice before the mirror. Another example would be saying that no one speaks English at your home; watch TV and listen to people who speak English.

4. Practice before the mirror: When you practice speaking English with your friend, you cannot watch your confidence level and facial expressions. But when you practice before the mirror, you can always evaluate your

confidence level, see your facial expressions and body language, and correct them if needed. Practicing before the mirror will improve your spoken English skills faster.

5. Using a dictionary with pronunciation: When you start speaking English, you always fear to mispronounce words. You can overcome this fear by listening to people who speak good English and buying a dictionary with CD for pronunciation so that you can understand and copy correct pronunciation.

6. Observe different speaking styles: Everyone wants to develop a good style of speaking. The best way to develop this is to observe and listen to people who speak good English.

7. Practice different tones of voice: To develop confidence in speaking it is a best to practice speaking a single sentence in different tones. You will feel comfortable if you practice speaking in different tones, i.e., speak confidently for two minutes or speak angrily for two minutes.

8. Record yourself: For better results, audiotape or videotape yourself. Find out what you really like in your speaking style and make it stronger; if you feel that you need to improve something in your speaking, work on that also.

9. Speak without fear: Last but not the least, you cannot make a good impression with a shaky voice, so always make sure you speak with confidence. Just like your favorite artist in a movie who speaks with power and authority in his/her voice, try to articulate your speech.

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Chapter 1: How to Make Informal Requests

Usage: We make informal requests with friends, family, and relatives. We also use some informal requests in official atmosphere e.g. let me complete my point, let me complete my work

Instructions for use (): Let

(request)

Official situations

Let

Let me complete my work.

- | | | | |
|----|----------------------|--|--|
| 1 | Let me go. | | |
| 2 | Let me eat. | | |
| 3 | Let me play. | | |
| 4 | Let him sing. | | |
| 5 | Let me speak. | | |
| 6 | Let me see. | | |
| 7 | Let him paint. | | |
| 8 | Let them go out. | | |
| 9 | Let me do this work. | | |
| 10 | Let me stand there | | |

11 Let me paint the door

12 Let him go to the market.

13 Let them go to office.

14 Let him go to Delhi.

15 Let us go shopping.

16 Let her go for lunch.

17 Let me meet him.

18 Let me meet my brother.

19 Let him eat an apple.

20 Let me eat your food.

21 Let us meet a new client.

22 Let me speak something.

23 Let her complete her work.

24 Let me plan for tomorrow.

25 Let me clean the room.

26 Let me make a call.

27 Let me play carom.

28 Let us come in.

29 Let us have dinner.

30 Let us eat something.

31 Let us drink water.

32 Let them play.

33 Let her sleep.

34 Let her use your pen.

35 Let him use your computer.

36 Let me read this book.

37 Let me speak to the manager.

38 Let me speak to him.

39 Let me speak to the doctor.

40 Let her see this picture.

41 Let us buy a pair of jeans.

42 Let me buy another pair of (one more) jeans

43 Let me see the other designs.

44 Let her drink hot water.

45 Let him write a new poem.

46 Let the baby lessen the sound.

47 Let her find a new restaurant.

48 Let them go.

49 Let them sleep.

50 Let them play.

51 Let them work.

Note: **Use of to** : - when you are saying you are going from one place to another (fixed destination) or when you are talking to someone.

1 Let me go to the market.

2 Let me go to college.

3 Let me go to office.

4 Let me go to Delhi.

5 Let me speak to/talk to the doctor.

6 Let me speak to/talk to the manager.

Use of for : When you are saying you are going for any work/activity.

1 Let me go for lunch.

2 Let me go for a movie.

Exercise for practice :

- 1
- 2 (hire)
- 3 (boil)
- 4 (crunchy)
- 5 (pour)
- 6 (earthquake)
- 7 weeding
- 8 (grandson)
- 9 (stepfather)
- 10 keyboard
- 11 (strawberry)
- 12
- 13
- 14 (trendy clothes)

15

|

(pianist)

|

Chapter 2: How to Take and Give Advice

In everyday conversation we take and give lots of advice in social, personal and official conversations. This section covers numerous examples of advice:

Instructions for use () : Should |
(advice)

1 Should I do this?

?

2 Should I go there?

?

3 Should I come here?

?

4 Should I clean the table?

?

5 Should I move the chair?

?

6 Should he sit here?

?

7 Should I take the Damdama route
to reach Gurgaon?

?

8 Should I read the whole

?

paragraph?

?

9 ?
Should he come with you?

?

10 ?
Should I obey my boss?

?

11 ?
Should I complete my office
work?

?

12 ?
Should we help the needy?

?

13 ?
Should she work hard to pass this
examination?

?

14 ?
Should I do my work neatly?

?

15 ?
Should I respect my parents?

?

?

16 Should they like every person?

?

17 Should she eat this?

?

18 Should I wear this?

?

19 Should he run a shop?

?

20 Should I collect money for the poor?

?

21 Should I gather the complete information?

?

22 Should I hire a truck?

?

23 Should I fit the wire?

?

24 Should I mix these vegetables?

?

25 Should I stop the car?

?

- 26 Should I inform you? ? ?
- 27 Should I stretch this? ? ?
- 28 Should I shut my mouth? ? ?
- 29 Should I feed the cow? ? ?
- 30 Should I read history? ? ?
- 31 Should I follow the modern society? ? ?
- 32 Should I hit him? ? ?
- 33 Should she tell you? ? ?
- 34 Should he take a horse ride? ? ?
- 35 Should we sell our crop? ? ?
- 36 Should I trust you? ? ?

37 Should they buy an oxygen cylinder?

?

38 Should I claim this prize?

?

39 Should I open the door?

?

40 Should I take this coffee?

?

41 Should I go to the edge of the jungle?

?

42 Should I call you?

?

43 Should I stay alone?

?

44 Should I write here?

?

45 Should we wash these clothes?

?

46 Should I come to your home?

?

?

47 Should I buy a cell for the battery?

?

48 Should they apply for this job?

?

49 Should I go to bed?

? /

?

50 Should she join SVI?

?

51 Should we wait for you at
the station?

?

?

52 Should I visit her?

? /

?

53 Should we ask him?

?

?

54 Should I bring it?

?

?

55 Should I tell a lie?

?

?

?

56 Should I take this medicine?

?

57 Should I pray to God?

?

58 Should I go to the office?

?

59 Should I sing a song?

?

60 Should we take this challenge?

?

61 Should she interfere in your work?

?

62 Should I be proud of you?

?

63 Should he leave this city?

?

64 Should I not talk to you?

?

65 Should I stand in this position?

?

- 1 You should do this.
- 2 You should go there.
- 3 You should not come here.
- 4 You should clean the table.
- 5 You should move the chair.
- 6 He should sit here.
- 7 You should not take the damdama route.
- 8 You should read the whole paragraph.
- 9 He should come with me.
- 10 You should obey your boss.
- 11 You should complete your office work.

12 You should help the needy.

13 She should work hard to pass this examination.

14 You should do your work neatly.

15 You should respect your parents.

16 They should like every person.

17 She should not eat this.

18 You should not wear this.

19 He should run a shop.

20 You should collect money for the poor.

21 You should gather the complete information.

22 You should hire a truck.

23 You should fit the wire.

24 You should mix these vegetables.

25 You should not stop the car.

26 You should inform me.

27 You should stretch this.

28 You should shut your mouth.

29 You should feed the cow.

30 You should read history.

31 You should follow the modern
society.

32 You should hit him.

33 She should not tell me.

34 He should take a horse ride.

35 You should sell your crop.

36 You should trust me.

37 They should buy an oxygen
cylinder.

38 You should claim this prize.

39 You should open the door.

40 You should take this coffee.

41 You should not go to the edge of
the jungle.

42 You should call me.

43 You should not stay alone.

44 You should not write here.

45 You should wash these clothes.

46 You should come to my home.

47 You should buy a cell for the
battery.

48 They should apply for this job.

49 You should go to bed.

?

50 She should join SVI.

51 You should wait for me at the station.

52 You should visit her.

53 You should ask him.

54 You should not bring it.

55 You should not tell a lie.

56 You should take this medicine.

57 You should pray to God.

58 You should go to the office.

59 You should sing a song.

60 You should take this challenge.

61 She should not interfere in my
work.

62 You should be proud of me.

63 He should not leave this city.

64 You should talk to me.

65 You should stand in this position.

66 You should watch this movie.

67 You should respect your staff.

68 You should rely on our services.

69 You should throw the ball.

70 They should not stay in the
refugee camp.

71 He should meet me.

72 He should buy a computer.

73 She should sit in that corner.

74 She should not invest more
capital in the business.

75 They should look forward.

76 They should score good marks.

77 A teacher should guide the
students.

78 Ram should remove the shell.

79 They should buy fresh vegetables.

80 You should sell your products.

81 You should not visit the coal mine.

Exercise for practice :

- 1 (expel)
- 2 ? (soccer)
- 3 Basketball ?
- 4 skiing
- 5 ? (key)
- 6 ring) (replace) ? (spine)
- 7 (straight) ? (cap) (take off)
- 8 ? (run away)
- 9 ? (short) ?
- 10 ? (half sleeve shirt)

11				(tear)
	?			
12				(swear)
	?			
13				(bear)
	?			
14				(bite-
)	?	
15				(shaking voice)
		?		
16				(shine)
				?
17		(frozen)		
	?			
18		(stomach ache)		
		?		
19				(elder brother)
		?		
20				(nephew)
		?		
21				(subway/ underpass)
		(cross)		?
22				(wallet)
	?			
23			(fort)	?
24	-	(mugging)		(prevent/stop)
			?	
25				(sunny weather)
		?		

Chapter 3: Making Formal Requests and Permissions and Answering Them

In official and social situations we make lots of requests. This chapter presents the practical guide on making requests covering several examples.

Instructions for use () : Can, May , Could, Would (request)
 (permission) |

- | | | |
|---|-----------------------|---|
| 1 | Can I come? | ? |
| | ? | |
| 2 | Can I go? | ? |
| | ? | |
| 3 | Can I go now? | ? |
| | ? | |
| 4 | Can I sit? | ? |
| | ? | |
| 5 | Can I sing? | ? |
| | ? | |
| 6 | Can I stand? | ? |
| | ? | |
| 7 | Can I use your pen? | ? |
| | ? | |
| 8 | Can I use your phone? | ? |

- 9 Can I paint? ? ?
- 10 Can I speak? ? ?
- 11 Can I write? ? ?
- 12 Can I try this? ? ?
- 13 Can I change this picture? ? ?/ ?
- 14 Can I switch on the light? ? ?
- 15 Can I touch this? ? ?
- 16 Can I see your watch? ? ?
- 17 Can I take two pens? ? ?
- 18 Can I drink water? ? ?

- 19 Can I take more pictures? ?
- 20 Can I say something? ?
- 21 Can you please go? ?
- 22 Can I come after you? ?
- 23 Can I sit here? ?
- 24 Can I come to this side? ?
- 25 Can I come late by half an hour? ?
- 26 May I interrupt you? ?
- 27 May I say something? ?
- 28 May I participate in the match? ?

29 May I take this responsibility?

?

30 May I join the meeting?

?

?

31 Can I close the door?

?

?

32 May I know about this project?

?

?

33 Could I take leave of you?

?

?

34 Could you please wait?

?

?

35 Could I make a call, please?

?

?

36 Could I take your 5 minutes?

?

?

37 Could I meet you in the evening?

?

?

38 ?
Would I take the 2nd half off?

?

39 ?
Would I take tomorrow off?

?

40 ?
Would I see this pen?

?

41 ?
Would I stay here for two days?

?

42 ?
Would I use your laptop for five

minutes?

?

43 ?
Would you close your eyes?

?

44 ?
Would you keep my bag for 5 days?

?

45 ?
Would you please hold it for

2 minutes?

?

46 Would you please cover it?

47 Would you please spell it?

48 Would you please answer

my question?

49 Would you please open page no 13?

50 Would you please repeat it?

51 Would you please raise your hands?

52 Would you please put the garbage in
the dustbin?

53 Would you please go to

?

?

?

?

?

?

?

?

?

?

?

?

?

?

?

/

10 Yes, you can speak.

11 Yes, you can write.

12 Yes, you can try this.

13 Yes, you can change this picture.

14 Yes, you can switch on the light.

15 Yes, you can.

16 Yes, why not.

17 Yes, you can.

18 Yes, you can drink water.

19 Yes, you can take more pictures.

20 Please tell me.

21 Yes, why not?

22 Yes, you can come after me.

23 Yes, you can sit here.

24 Yes, sure.

25 You can not come late.

26 I am busy now.

27 Please tell me.

28 No, you can not participate
in the match.

29 Yes, you can take this responsibility.

30 Yes, you can join the meeting.

31 Yes, you can.

32 No, please.

33 As you wish.

34 Yes, sure.

35 Yes, you can make a call.

36 Yes, you can.

37 Yes, you can meet me
in the evening.

38 Yes, you can take 2nd half off.

39 No, you can not do this.

40 Yes, you can see this pen.

41 You can stay here for 2 days.

42 You can not use my laptop.

- 43 No, I can not close my eyes. , |
- 44 I am busy, I can not. , |
- 45 Yes, I can. , |
- 46 Yes, why not? , |
- 47 Yes, why not? ? , |
- 48 Yes, I can answer your question. , |
- 49 Yes, I can open page no. 13. , |
- 50 Yes, sure. / |
- 51 Yes, sure. / |
- 52 Yes, sure. / |
- 53 Yes, why not. , |
- 54 Yes, sure. / |

55 No, please.

Exercise for practice:

- 1 (turn off) TV ?
- 2 ? (put down on floor)
- 3 card business ?
- 4 (hole) (dig) ?
- 5 (flour) (knead) ?
- 6 clothes) ? (wring out the ?)
- 7 exam ? (get through)
- 8 ?
- 9 (carry/ take) ?
- 10 ? (fix/ repair)
- 11 (vet) ?
- 12 (installment) ? (debt)
- 13 (worth) ?

14 (annual programme) ?

(procession)
?

15 (pampered son)
?

Chapter 4: Making Compulsions for Yourself and Others

We use have to/has to and must for making compulsions for ourselves as well as others. You must have seen many situations where you compel/insist your friends, colleagues, and seniors on various matters. For compulsion in past we use “had to”.

Instructions for use (): Have to, has to (past - had to, future - will have to)

- 1 You have to go there.
- 2 She has to complete this work.
- 3 You will have to get this order.
- 4 You had to convince the client.
- 5 She has to meet a new client.
- 6 I must attend this seminar.

7 I must do something.

8 We have to attend the meeting.

9 We have to teach him a lesson.

10 I will have to read this letter.

11 We have to take care of pets.

12 I have to wait until he comes.

13 We have to complete this project.

14 You have to choose (pick)

either science or arts.

()

15 They had to join us.

16 They will have to make this deal.

17 They have to suffer this loss.

18 They had to listen to us.

19 He has to attend the party.

20 He has to come with me.

21 You will have to meet the

deadline. (future tense)

22 You will have to manage

all the staff members. (future tense)

23 He had to settle in London.

(Past tense)

24 She had to join this

company. (Past tense)

Exercise for practice :

1 (work out)

2 (twin brother)

3 (robber) (get/

catch)

4 (rolling pin)

(sieve)

5

(cardigan)

6

7

(expel)

8

(counsellor)

9

(wildlife)

10

(bad deeds)

(condemn)

11

(achieve)

(goals)

12

(go around the garden)

13

(pay)

14

(mystery)

15

|
(detective)

|

Chapter 5: Most Common Small Sentences in the English Language

These are some most common small sentences used by native speakers of English language. Knowledge of these sentences is essential for English learners.

- 1 Good morning
- 2 Good evening
- 3 Good afternoon
- 4 Good night
- 5 Take care
- 6 Come to the point
- 7 Do not be late
- 8 Follow me
- 9 Keep your house clean
- 10 Mind your own business
- 11 Watch him.
- 12 Vacate the place

- 13 As you wish |
- 14 Take this dose of medicine. |
- 15 Please be seated |
- 16 Please come here |
- 17 Keep silence |
- 18 Please wait for a bit |
- 19 Please sign here |
- 20 Please lay the carpet in the hall. |
- 21 Do not talk nonsense? |
- 22 Drive slowly ?
- 23 Please change the bed sheet. |
- 24 Do not disturb me? |
- 25 Do not laugh at others? |
- 26 Do not sit idle? |

- 27 Wait a moment ?
- 28 I am excited (feeling happy and enthusiastic)
- 29 Just a moment (a very short period of time)
- 30 Good bye
- 31 Speak quickly
- 32 Oh (used to express surprise, disappointment, pleasure) !
- 33 Come soon/quickly !
- 34 Do come /
- 35 No noise
- 36 Do not loose your temper
- 37 Keep to the left
- 38 Sow the seeds
- 39 It's natural(normal/expected)
- 40 Not at all
- 41 Very well
- 42 As you wish

43 Get lost

44 Just listen

45 Please do come

46 Do not worry

47 Hurry up

48 May I help you?

49 Be careful, do not fall

50 Be strong

51 Have fun (enjoy yourself)

52 I can not bear the suspense.

53 I can not bear this noise.

54 I can not bear him.

55 Do not touch the dog's tail

Chapter 6 : Telling About Possibility, Making inquiry at a Strange Place

Telling about the possibility: While talking you express lots of possibilities for happening or non-happening of an event or activity. This section is a brief guide on how to express a possibility.

Might represent the least possibility

May and can represent possibility more than might.

Instructions for use () :

may, might, can

1 He might be coming today.

2 I might complete my work today.

3 It might rain today.

4 She might be in her class.

5 Boss may be in his cabin.

6 They may be going out for lunch.

7 They may be in the play ground.

8 I may meet a new client today.

9 Ram might be going to Delhi.

10 He can come any time.

11 She can be in the party.

12 She might be attending the seminar.

Exercise for practice :

1 (drought victims)

2 (deceive)

3 (dinner/ supper)

4				(competition)	
	(conquer)			(scissors)	
5					(bribe)
6					
7	(sacrifice)				
8					(upset/ wound)
9					
	(extraordinary)				
10			(conflict)		(create)
11					(go
	on strike)				
12			(bail)		(refer)
13				CBI	
14			library		
15				(promotion)	

How to make inquiry about something in your city or any strange place

Instructions for use ():
 (enquiry) is
 there any |

1 Is there any good school?

?

?

2 Is there any parking?

?

?

3 Is there any bus stop?

?

?

4 Is there any good hospital?

?

?

5 Is there any good restaurant?

?

?

6 Is there any net café?

?

?

7 Is there any grocery store?

?

?

8 Is there any book shop?

?

?

9 Is there any departmental store?

?

?

10 Is there any law college in Sohna?

?

?

Answer :

1 There is one good school.

|

2 There is no parking.

|

3 There is no bus stoppage.

4 There are 2 good hospitals.

5 There is no good restaurant.

6 There is one good net café.

7 There are 2 grocery stores.

8 There are many book shops.

9 There are plenty of

departmental stores.

10 There is no law college in Sohna.

Exercise for practice

- | | | | |
|-----|---|--------------|---------------|
| 1 | | / | (barber) |
| | ? | | |
| 2 | | / | (carpenter) |
| | ? | | |
| 3 | | (orphanage) | ? |
| 4 | | (mosque) | ? |
| 5 | | | (skyscraper) |
| | ? | | |
| 6 | | (pub) | ? |
| 7 | | | (archer) ? |
| 8 | | | (goldsmith) ? |
| 9.. | | (bookbinder) | ? |
| 10 | | | (plumber) |
| | ? | | |
| 11 | | | (ice factory) |
| | ? | | |
| 12 | | | (drummer) ? |

Chapter 7: How to Ask for Power, Abilities, and Answering Them

Asking and telling about power, abilities, and skills

Instructions for use (): ,

can

It generally covers following powers and abilities

Physical ability: I can lift a weight of 50 Kg.

Mental ability: I can solve this problem.

Ability developed through practice: I can run fast.

Skills developed through learning and practice : I can speak French/English fluently.

Questions for practice

1 Can you lift a weight of 50 kg?

?

?

2 Can you solve this puzzle?

?

?

3 Can you drive?

?

?

4 Can you swim?

?

?

5 Can you accept this challenge?

?

?

6 Can you scold your wife?

?

?

7 Can you polish shoes?

?

?

8 Can you deal with an

?

argumentative person?

?

9 Can you run this company?

?

?

- 10 Can you invent something?
?
- 11 Can you run fast?
?
- 12 Can you spread butter on the bread?
?
- 13 Can you take this responsibility on
your shoulders?
?
- 14 Can you complete this quickly?
?
- 15 Can you come today in the
evening?
?
- 16 Who can compare these products?
?
- 17 Can you operate this machine?
?

26 Can you imagine (to form a mental picture of something) your dream house?

?

?

Answer :

1 Yes, I can lift a weight of 50 kg. ,

,

2 Yes, I can solve this puzzle. ,

,

3 Yes, I can drive. ,

,

4 No, I can not swim. ,

,

5 Yes, I can accept this challenge. ,

,

6 Yes, I can scold my wife. ,

,

7 Yes, I can polish shoes. ,

|

8

Yes, I can deal with an

argumentative person.

9

Yes, I can run this company.

10

Yes, I can invent something new.

11

Yes, I can run fast.

12

Yes, I can spread butter

on the bread.

13

Yes, I can take this responsibility on
my shoulders.

14

Yes, I can complete this quickly.

15 Yes, I can come today evening. , |

,
16 I can compare these products. |

|
17 Yes, I can operate this machine. , |

,
18 Yes, I can guess who is coming today. , |

,
19 Yes, I can create a new policy. , |

,
20 Yes, I can control everything. , |

,
21 Yes, I can describe this method. , |

,
22 Yes, I can save the environment. , |

23

Yes, I can catch the ball.

24

Yes, I can walk on the rope.

25

Yes, I can control my anger.

26

Yes, I can imagine my dream house.

Exercise for practice

1

/ (fog) drive

?

2

(grilled food)

?

3

(kidnap)

?

4

- (mugging)

?

5

(break the law)

?

6

(typhoon/ storm)

?

7

(invent) (gadget) ?

8

(valley)

?

9

(whistle)

?

10

(guilties)

?

Chapter 8: How to Ask for Wishes (asking for snacks, dinner, tea etc.)

We often ask for wishes from our friends, relatives and guests on various aspects like visiting city, having dinner or snacks. We also ask wishes from clients and business associates. This also shows using good manners.

Instructions for use (): ,

would like to |

1 Would you like to have dinner with us?

?

2 Would you like to have some soup?

?

3 What would you like to have tea or coffee?

?

4 What would you like to have for breakfast?

?

5 What would you like to have for lunch?

?

plane?

?

?

15 Would you like to buy any electric item?

?

?

16 Would you like to participate in the race?

?

?

17 Would you like to save this planet from terrorists?

?

?

18 Would you like to attract masses through your advertising?

?

?

Answers :

1 Yes, I would like to have dinner with you.

,

2 Yes, I would like to have mix vegetable soup.

,

|

|

- 3 I would like to have tea. |
- 4 I would like to have bread
and butter for breakfast. |
- 5 I would like to have fried
rice for lunch. |
- 6 I would like to have my
breakfast at 9.30 a.m. |
- 7 I would like to have my
breakfast at home. |
- 8 Yes, I would like to have
some snacks. , |
- 9 Yes, I would like to come
with you. , |
- 10 Yes, I would like to visit
the city. , |
- 11 Yes, I would like to walk
with you. , |
- 12 Yes, I would like to join
you in
the party. , |
- 13 Yes, I would like to taste
this dish. , |
- 14 No, I would not like to
travel by plane. , |
- 15 Yes, I would like to buy an
electric item. , |
- 16 Yes, I would like to
participate in the race. , |
- 17 Yes, I would like to save ,

this planet from terrorists.

- 18 Yes, I would like to attract masses through my advertising.

Telling your wish: “would you like to” also used for expressing your wishes

- 1 I would like to visit London the next year.

- 2 I would like to have a cup of coffee first.

- 3 I would like to take stuffed paratha for breakfast.

- 4 I would like to watch a movie.

- 5 I would like to go to the market.

- 6 I would like to do this job.

7 I would like to get up early in the morning.

8 I would like to go for an evening walk.

9 I would like to join some play club.

10 I would like to buy a pair of new jeans.

11 I would like to travel by plane.

12 I would like to have lunch in a five star hotel.

13 I would like to stay with my friend.

14 I would like to sleep now.

Note on another usage of would:

I would love to meet you.
(expressing wish)

I would love to work with you. (Expressing wish)

I would be back in the city the next week.
(Expressing possibility)

Exercise for practice :

- 1 (replace)
- 2 ?
- 3 (mechanism) ?
- 4 (screwdriver)
- 5 ? (harbor)
- 6 (visit) ?
- 7 (sand)

6

(peculiar)

(features)

?

7

(corridor)

?

8

(beard)

(moustache)

?

9

(mess)

?

10

(propose)

?

Chapter 9 : Asking About Possessions

Instructions for use ()::

Do you have

|

“Do you have” is used for asking about possessions, checking facts or knowledge of some subject and making other enquiries.”

1 Does she have a car?

?

?

2 Do you have any friend in this area?

?

?

3 Do you have any question?

?

?

4 Do you have any recommendation?

?

?

5 Does she have any new idea?

?

?

6 Do we have any imported item?

?

?

7 Do you have branded goods?

?

8 Do we have his phone number?

?

9 Do you have a spare pen/gas cylinder?

/

?

10 Do you have a clock (alarm clock)?

/

?

?

11 Do they have any college degree?

()?

?

12 Does Mohan have a map?

?

?

13 Do we have a busy schedule on Sunday?

?

?

14 Do you have music collection?

?

?

15 Do you have some time for me?

?

?

16 ?
Do you have time to watch this
movie?

?

17 ?
Do you have a spare bag?

?

18 ?
Do you have any gold or silver
ornaments?

?

19 ?
Do you have any good jacket?

?

20 ?
Does Mahesh have any property in
Delhi?

?

21 ?
Do you have flat TV at home?

?

22 ?
Does he have any expensive
watch?

?

23 ?
Do we have a track suit?

?

?

- 24 Do you have deep thoughts? ?
- 25 Does she have any garden in her house? ?
- 26 Do they have any demat account? ?
- 27 Do they have any insurance policy? ?
- 28 Do you have good savings? ?
- 29 Do they have white paint? ?
- 30 Do you have a good/bad neighborhood? / ?
- 31 Does he have a good boss? ?
- 32 Does he have any base for this answer? ?
- 33 Do you have any specialization? ?

34 Does he have a good command of English?

?

35 Do you have good communication skills?

?

36 Do you have any experience of mountain climbing?

?

37 Does she have any experience of horse riding?

?

?

Answer :

1 Yes, she has a car.

,

|

2 Yes, I have many friends in this area.

,

|

3 I have many questions.

|

4 I have many recommendations.

5 She has a new idea

6 We have no imported item.

7 I have many branded goods.

8 We do not have his phone no.

9 I do not have a spare pen.

10 Yes, I have an alarm clock.

11 Yes, they have a college degree.

12 No, Mohan has no map.

13 No, we don't have a busy

schedule on Sunday.

14 I have many music collections.

15 I have no time for you.

16 I don't have time to watch this movie.

17 I don't have any spare bag.

18 I have neither gold ornaments nor silver ornaments.

19 I have many good jackets.

20 Mahesh doesn't have any property in Delhi.

- 21 I don't have a flat TV at home. |
- 22 He doesn't have any expensive watch. |
- 23 We have one track suit. |
- 24 Yes, I have deep thoughts. , |
- 25 She has no garden in her house. |
- 26 No, they don't have any demat account. , |
- 27 They have two insurance policies. |
- 28 Yes, I have good savings. , |
- 29 No, they don't have white paint. , |

- 30 Yes, I have a good neighborhood. , |
,
- 31 Yes, he has a good boss. , |
,
- 32 Yes, he has a strong base for this answer. , |
,
- 33 Yes, I have two specializations. , |
,
- 34 Yes, he has a good command of English. , |
,
- 35 Yes, I have good communication skills. , |
,
- 36 I have no experience of mountain climbing. |
- 37 She does not have any experience of horse riding. |

|

Exercise for practice:

- 1 shoes) ? (Scottish
- 2 (Euro currency)
- 3 ? /
- 4 (botany) ? (painkiller
- 5 medicine) ?
- 6 (valuable items) ? /
- 7 (prosperous life) ? (stingy client)
- 8 ? (throat) /
- 9 ?
- 10 (illegal property) ? (fist) ?
- 11 (imaginative idea) ?
- 12 (sharp knife) ?
- 13 (stone)
- 14 ?
- 15 (contract) ? (elbow) ?
- 16 (bucket)
- ?

Chapter 10: How to Tell About Repeated Activity in Past and Use of How Long

We use “used to” to Describe Repeated Activity in Past:

Instructions for use ():
Repeated activities used to

1 I used to attend parties when I was in orient craft.

2 I used to be atheist when I was in school.

3 I used to play cricket a lot when I was in school.

4 I used to be confident when I was in school.

5 I used to study a lot when I was in college.

Exercise for practice:

- 1 (countryside)
- 2 (energetic)
- 3 (intelligent)
- 4 (optimistic)
- 5 (servile)
- 6 (climb) (hill)
- 7 (ride)
- 8 (fatty)
- 9 (rigid)
- 10 (humorous)

“How long” used for

How long

a. Checking/asking about time to be taken to complete a task or activity (future tense);

b. It is also used to check estimated time to complete a task (present tense);

c. And time earlier taken to complete a task (past tense).

- 1 How long will you take to complete your work? (future tense) ?

- 2 How long do you take to reach there? ?

- 3 How long did you take to reach Gurgaon? ?

- 4 How long will you take to construct the new house? ?

- 5 How long does he take to paint a door? ?

- 6 How long will you take to solve this sum? ?

- 7 How long did you take to finish your assignment? ?

8 How long do you take to finish this work? (present tense)

?

9 How long does she take to reach her home?

?

10 How long did you take to finish this assignment? (Past tense)

?

?

Answer :

1 I will take 2 hours to complete my work.

|

2 I hardly take 15 minutes to reach there.

|

3 I took half an hour to reach Gurgaon.

|

4 I will take one month to construct
my house.

5 He takes two hours to paint a door.

6 I will hardly take 15 minutes to
solve this sum.

7 I took two hours to finish this
assignment.

8 I take 30 minutes to finish this work.

9 She hardly takes 10 minutes to reach
her home.

10 I took one month to finish this

assignment.

|

|

Exercise for practice :

- 1 (resolution)
- 2 (trench/ hole) (dig)
?
- 3 (household chores)
?
- 4 (peanut) (roast)
?
- 5 (conclave)
?
- 6 (dictate)
?
- 7 (penetrate)
?
- 8 (curtain) (hang)
?
- 9 (imitate)
?
- 10 (expand)
?

Chapter 11: Using it's High Time, About to and How Often

“**High time** ” is used to tell when is the right time to start or end a task or activity.

Instructions for use (): High time

1 It's high time to learn English.

2 It's high time to say sorry.

3 It's high time to join the party.

4 It's high time to join swimming classes.

5 It's high time to update yourself.

6 It's high time to join a new group.

Exercise for practice

- 8 I am about to cross the river.
- 9 We are about to start the prayer.
- 10 He is about to say something.
- 11 They are about to start the party.

Exercise for practice

- 1
- 2 (get ready)
- 3 (boil)
- 4 (leave)
- 5 (decorate)

“**How often**” is used to check/ ask about frequency or regularity of any task or activity.

Instructions for use (): /
 (Repetition) How often

- 1 How often do you go for a picnic? ?
- 2 How often do they go for dinner outside? ?

?

- 3 How often do you meet your friends?
- 4 How often does he go for a morning walk?
- 5 How often do you exercise?
- 6 How often does she visit her relatives?
- 7 How often does Ravi wash his car?
- 8 How often does she go shopping?
- 9 How often does he go to the temple?
- 10 How often do you drink?

Answer :

1 I go for a picnic off and on.

2 They go for dinner outside
once in a week.

3 I meet my friends once in a
week.

4 He goes for a morning walk
every single day.

5 I take exercise every day.

6 She visits her relatives off and
on.

7 Ravi washes his car daily.

8 She goes shopping on monthly
basis.

9 He hardly goes to the temple.

10 I never drink.

Exercise for practice :

- 1 (fried food)
- 2 (trekking)
- 3 (cookies)
- 4 (serve) |
- 5 (downtown) ?
- 6 / (feast)
- 7 (celebrate) ?
- 8 (each other)
- 9 (yell/ shout) ?
- 10 (wink) ?
- 11 (betray/ cheat) ?
- 12 (forbid) ?
- 13 (recklessly)
- 14 ?
- 15 (panic)
- 16 ?
- 17 / (wimp)
- 18 ?

Chapter 12: Telling time and questions on time

4 PM – 4’O clock. (‘O clock is used to express full fraction of time e.g. 4 p.m., 5 p.m. or 6 p.m.)

5 AM - 5’O clock.

4.30 – 4.30 or half past four

2.30- 2.30 or half past two

3.15 – 3.15 or quarter past three

3.10 - 3.10 or ten past three

3.05 – 3.05 or five past three

3.45 – 3.45 or quarter to four

4.45 – 4.45 or quarter to five

4.50 – 4.50 or ten to five

5.50 – 5.50 or ten to six

4.55 – 4.55 or five to five

3.35 – or twenty-five to four

Questions on Time

1 What’s the time by your watch?

?

?

2 When do you wake up?

?

?

3 Can you spend some time with me?

- 4 Am I half an hour late?
- 5 Is it time to wake up?
- 6 Do you think the time is flying?
- 7 Why are you wasting your time?
- 8 Do you make the best use of your time?
- 9 Are you really good at time management?
- 10 Are you punctual?
- 11 What's the date today?
- 12 At what time does your father leave office?

2 I wake up at 7 a.m.

3 I can surely spend some time
with you.

4 You are late by half an hour.

5 Yes, it is time to wake up.

6 Yes, I think so.

7 I am not wasting my time.

8 I always make the best use of
my time.

9 I am really good at time
management.

10 Yes, I am punctual.

11 I think it's sixth June.

12 My father leaves office at 5 P.m.

13 I shall reach home at 7 p.m.

14 I take my lunch break at 2 p.m.

15 I leave my office at 8 p.m.

16 I always use diary for time management.

17 Yes, you can see me little before 9.

18 I take my breakfast at 9 a.m.

|

9 He wants to sleep. |

10 We want to go shopping. |

Exercise for practice:

1 (soccer) |

2 (spicy food)

3 (salted lassi) |

4 (architect) |

5 (editor)

6 (cottage) |

7 (urban area)

8 (scan)

9 (winter season) |

10 (scorching

weather) |

Chapter 14: Telling Your Intentions and Feelings

Instructions for use (): feel find

Telling your feeling:

1 I am feeling great.

2 I am feeling wonderful.

3 I am feeling bad.

4 I found him very interesting.

5 I found his house awesome.

6 I found him very talkative.

Telling your intention:

Instructions for use (Responsibility)	Supposed to	(Intention)
1 I am supposed to attend today's meeting. (Intention)	/	
2 I am supposed to meet her today. (Intention)		
3 I am supposed to start a new business this year.(Intention)		
4 I am supposed to read a new book.(Intention)		
5 Am I supposed to remind you? (Responsibility reminder)		?
6 Is he supposed to do your work? (Responsibility reminder)	?	?
7 You are supposed to sit here for 8 hours. (Responsibility reminder)	?	

8 Am I supposed to clean this?
(Responsibility reminder) ?

?

Exercise for practice :

1 |
2
(publisher) |
3 |
4 |
5 (serious) |
6 (possessive)
|
7 (enjoy) |
8 (rude) |
9 (submit)
|
10 / (look after)
|

Chapter 15: How to Guess About Others

Instructions for use (): _____

_____ seem to be and

must _____

1 You seem to be a doctor.

2 She seems to be an interior designer.

3 He seems to be an advocate.

4 You must be a singer.

5 You must be a chartered accountant.

6 It seems you are feeling hungry.

7 It seems you are going somewhere.

|

Exercise for practice:

1

(disturb)

|

2

(recognize)

|

3

(genius writer)

|

4

(toddler)

|

5

|

6

(technician)

|

7

(diver)

|

8

(inventor)

|

9

(fraud)

|

10

(politician)

|

Chapter 16: Telling About Way or Giving Directions

- 1 Go straight
- 2 Take first left turn
- 3 Take a right turn
- 4 Go along this road
- 5 Go straight until you reach the T-point
- 6 Meet me at Radisson Hotel.
- 7 Cross the first red light and then right turn immediately.
- 8 My office is next to bus stand
- 9 Our office is under the Reliance

store in the basement.

|

|

Exercise for practice:

- 1 (towards) |
- 2 (by) |
- 3 (on) |
- 4 ? (How do I get to the
bus stand?)
- 5 () (School is
round the corner)
- 6 (on the corner) |
- 7 (behind) |
- 8 (main market) |
- 9 (left turn) |
- 10 (straight) |

Chapter 17: Conditional Sentences

- 1 If I meet him today, I will scold him. , |
- 2 If I call her today, I will ask her to come for dinner. , |
- 3 How do I know whom to ask? ?
- 4 How do I know where to go? ?
- 5 How do I know where to sit? ?
- 6 How do I know which movie is the best? ?
- 7 How do I know who is coming today? ?

8 Unless he comes here, I can not help him.

9 Unless he works hard, he can not pass the examination.

10 Ram is better than Shyam.

11 Product A is superior to product B.

12 Mr Sharma is senior to Mr. Verma.

13 He is too weak to run.

14 He is too smart to be true.

|

Exercise for practice:

1

,

|

2

,

|

3

(raincoat)
?

4

(slipper)
(keep) ?

5

(sneaker)
?

6

,

|

7

(trendy)
(modern society)

,

|

8

|

9

|

10

(snake charmer)
?

Chapter 18: Telling Your Likes and Dislikes

Instructions for use ():
like/ don't like/ doesn't like

- 1 I like my teacher.
- 2 He likes ice-cream very much.
- 3 I like chocolate.
- 4 He likes traveling.
- 5 I like watching movies.
- 6 She likes reading books.
- 7 I hate wasting my time.

8 They hate sweets.

9 She doesn't like sweets.

10 I like learning something new.

Exercise for practice:

1

2

jokes
(telling)

3

4

5

6

7

8

(fishing)

9

10

(visit) (new places)

Chapter 19: Asking for Price, Rate, and Fee

1 How much is that for? ?

?
2 What is the cost of this toy? ?

?
3 What is your consultation fee? ?

?
4 How much will you charge for one month? ?

?
5 How much do you charge for an hour? ?

?

Chapter 20: Telling Other's Expectations

1 Does she want me to leave this city?

?

?

2 Do you want me to come with you?

?

?

3 Do you want me to play with you?

?

?

4 He wants me to deliver a lecture.

|

5 He wants me to meet his friends.

|

6 He wants me to stay at his home
today.

|

7 He wanted me to wait for Ram.

|

8 Did he want me to play with him?

?

?

Exercise for practice:

1 (never)

2

3

4 (threaten) ?

5

(wrong deed)
(encourage) ?

6

?

(company's policies)

(protest)

7

(beat)?

8

?

(boundary)

9

10

-
(discriminate) ?

Chapter 21: Using How Much, How Many etc.

Instructions for use ()	Countable
	How many & uncountable		How much
1	How many students are there in the classroom?		?
		?	
2	How many packets does she need?		?
		?	
3	How many laptops do you want?		?
		?	
4	How much sugar does he take?		?
		?	
5	How much money do you want?		?
		?	
6	How much oil does he need?		?
		?	

Exercise for practice:

1
2
3
4
5
6
7
8
9
10

(chapatis) ?
(excuses) ?
(leaves) ?
bottles ?
?
?
?
?
?
?

Chapter 22: Using Get Rid of

Instructions for use (): ,

Get rid of |

1 I want to get rid of this person.

|

2 She wants to get rid of this
situation.

|

3 I want to get rid of this
machinery.

|

4 He wants to get rid of this
mobile.

|

5 He wants to get rid of this
furniture.

|

|

Other

1 He is the best person to explain.

|

2 He is the right person to ask.

|

3 There is someone in the room.

|

4 There is a rat in the kitchen.

|

5 There is someone waiting for
you at the reception.

|

|

Exercise for practice:

1

|

2

|

3

(demon)

/

4

(mischievous)

|

5

/

(embezzlement)

6

|

(resolve)

7

(pickpocket)

|

8

|

(reception room)

?

9

(hot spring)

10

|

(ruin)

|

Chapter 23: “WH Family Questions”

Importance: We use “WH family” very often while asking questions. Without this knowledge of English language is incomplete. So before proceeding further develop good command over these questions and how to answer these.

What

- 1 What should he study? ?
- 2 What can I do for you? ?
- 3 What should I do to learn martial arts? ?
- 4 What do you want to tell? ?
- 5 What does he want to drink? ?
- 6 What would you like to see at the zoo? ?
- 7 What are they searching for in ?

the room? ?

- 8 What should I bring from the market? ?
- ?

Where

- 1 Where should we play cricket? ?
- 2 Where would you like to have lunch? ?
- 3 Where can I get this book from? ?
- 4 Where are you working these days? ?
- 5 Where should I start my business? ?
- 6 Where should he rest? ?
- 7 Where should we call them? ?
- 8 Where should I go for study? ?

?

?

Why

1 Why should they not play here?

?

2 Why should everyone exercise?

?

3 Why should I not start the next topic?

?

4 Why can't you give some more discount on this book?

?

5 Why should she throw this out?

?

6 Why do you want to postpone your programme?

()

?

7 Why should he not drive fast?

?

8 Why are you coming late?

?

?

When

1 When can you provide us this material?

/

?

2 When would you like to join us?

?

3 When does she wake up?

?

4 When does the sun set?

?

5 When should they start the party?

?

6 When can I use your computer?

?

7 When should I reply to his mail?

?

8 When should he take medicine?

?

?

Whom

1 Whom would you like to approach for this case? ?

2 Whom should I not allow to enter the college? ?

?

3 Whom should she select? ?

?

4 Whom are you scolding? ?

5 Whom should I tell about this? ?

?

6 Whom should the captain give the next over? ?

?

7 Whom should the police catch? ?

?

8 Whom can we meet there? ?

?

?

Who

- 1 Who can climb up this wall?
?
- 2 Who should be responsible for this huge loss?
?
- 3 Who can lift this stone?
?
- 4 Who can be the winner this time?
?
- 5 Who can correct this sentence?
?
- 6 Who can change this report?
?
- 7 Who can differentiate between these two products?
?
- 8 Who can fight with that wrestler?
?

?

Which

- 1 Which city would you like to visit? ?
 - 2 Which show do you watch? ?
 - 3 Which shirt should they buy? ?
 - 4 Which car should he wash first? ?
 - 5 Which game do you like the most? ?
 - 6 Which subject can you teach? ?
 - 7 Which method should I implement? ?
 - 8 Which question should I solve first? ?
- ?

Whose

- 1 Whose camera is this? ?
- 2 Whose advice should they take? ?
- 3 Whose socks are there under the table? ?
- 4 Whose idea is this? ?
- 5 Whose painting can you make easily? ?
- 6 Whose call are you attending? ?
- 7 Whose car are you washing? ?
- 8 Whose camera are you using? ?

How

- 1 How can we plan this journey? ?
- 2 How can she lie to us? ?

- ?
- 3 How quickly can you come here? / ?
- 4 How can we cross this river? ?
- 5 How do you go to school? ?
- 6 How should I travel to Mumbai? ?
- 7 How should I handle multiple tasks? ?
- 8 How can we achieve our goals? ?
- ?

Answers:

What

- 1 He should study religious books.

?

|

2 I need a cup of coffee. Can you bring a cup of coffee? | ?

?
3 You should take help from a martial art coach. ?

4 I want to tell you some secrets. ?

5 He wants to drink/ have the coke. |

6 I would like to see all the animals there. |

7 They are searching for their socks. |

8 You should bring vegetables and milk from the market. |

Where

1 You should play cricket in the stadium or in any free space.

2 I would like to have lunch at my home.

3 You can get this book from the library.

4 I am working in IBM company in Gurgaon.

5 You should start your business in Delhi.

6 He should rest in the restroom.

7 We should call them in our office.

8 You should go to the US for

study.

Why

1 This is not a right place to play, so you should play on the ground instead of playing here.

2 Everyone should exercise because it helps everyone to be/ remain fit.

3 We have some doubts in previous Chapters, so you should not start the next topic.

4 It is our limitation. That's why we can't provide you more discount.

5 It is of no use, so she should throw this out.

6 I have to go to Chandigarh

urgently. So I want to postpone
my program.

7 He should not drive fast because
it may cause an accident.

8 I got stuck in traffic, so I am
coming late.

When

1 We can provide you this
material on Wednesday.

2 I would like to join you the next
week.

3 She wakes up around 5 a.m.

4 The sun sets in the evening.

5 They should start the party after
the arrival of all the guests.

6 You can use my computer after
20 minutes.

7 You can reply anytime.

8 He should take medicine at right
time.

Whom

1 I would like to approach my
advocate in this case.

2 You should not allow outsiders to
enter the college.

3 She should select an honest,
dedicated and knowledgeable
person.

4 I am scolding my junior.

5 You should not tell anybody about
this.

6 The captain should give the next
over to Rohan.

7 The police should catch the
thieves.

8 You can meet the general
manager of our company there.

Who

1 Only I can climb up this wall.

2 This is whole team's mistake, so
one person should not be
responsible for this loss.

3 My friend can lift this stone.

4 It is difficult to predict the
winner.

5 Mohan can correct this
sentence.

6 Radha can change this report.

7 I don't know who can
differentiate between these2
products.

8 Undertaker can fight with that
wrestler.

Which

1 I would like to visit Mumbai.

2 I watch Big Boss.

3 They should buy the pink shirt.

4 First, he should wash my car.

5 I like cricket the most.

6 I can teach both Hindi and English.

7 You should implement the first method.

8 You should solve the fifth question first.

Whose

1 This is my cousin's camera.

2 They should take their seniors' advice.

3 I don't know about those socks.

4 This is my teacher's idea.

5 I can make all types of paintings easily.

6 I am attending my brother's call.

7 I am washing my car.

8 I am using my uncle's camera.

How

1 For this, I will have to discuss
with my team members.

2 I don't know the reason for
telling a lie.

3 I can come there in 25 minutes.

4 We can cross the river either by
swimming or by boat.

5 I go to school by school bus.

6 You should travel to Mumbai
by train.

7 You should handle multiple
tasks one by one.

8 We can achieve our goals by
hard work.

|

|

Chapter 24: Present Continuous Tense

Usage: Present continuous is generally used in following situations

- 1 I am going to market.
(Continuous activity in present/current moment) |

- 2 I am cooking food. (Continuous activity in present/current moment) |

- 3 I am going to London next week. (to express future) |

Present Continuous Tense

Subject+ Is/am/are + first form of the verb+ ing+ object

Helping verbs:

You, we, they and other plural - (are)

I - (am)

He, she, it and any other 3rd person singular - (is)

Example

Ram is going to Delhi |

I am eating food

We are praying to God

Negative

Ram is not going to Delhi

Interrogative

Am I eating food?

Sample Questions Answer:

Are you feeling sleepy?

Yes, I am feeling sleepy.

Are you waiting for me?

Yes, I am waiting for you.

Am I always eating food?

Yes, you are always eating food.

'
|
Is he going to Delhi?

?
?
No, he is not going to Delhi.

'
?
Are the birds flying in the sky?

?
Yes, the birds are flying in the sky.

'
|
Is she singing a song?

?
Yes, she is singing a song.

'
|
Are you reading a book?

?
Yes, I am reading a book.

'
|
Am I going to school?

?
Yes, you are going to school.

|
Are we praying to God?

?

Yes, we are praying to God. ,

|

,
|
Are you exercising daily?

?

?
Yes, I am exercising daily. ,

|

,
|

Questions Answer for Practice:

1 Are the birds chirping?

?

2 Is your happiness mounting
(increasing or rising)?

?

3 Is the postman delivering the
mail?

?

4 Are you wasting your time?

?

?

5 Is the moon shining in the sky? ?

6 Are you looking after the children? ?

7 Are you observing the situation? / ?

8 Are you learning a new language? ?

9 Are you bringing a gift for me? ?

10 Are you feeling tired? ?

11 Are you planning for distance education? ?

20 Are you saving your skin
from the sun? ?

21 ?
Who is going with you? ?

22 ?
Where are you putting up? ?

23 ?
Which book are they
reading? ?

24 ?
Whom are you appointing? ?

25 ?
Are you giving him a surprise
party? ?

26 ?
Are you changing the design
of the product? ?

27 ?
When are you resigning from
the company?

- 59 Are you searching for the keys?
- 60 Is the teacher beating a child with the stick?
- 61 Are you enjoying the weather?
- 62 Whose help are you taking?
- 63 Who is raising the fund for the flood victims?

Answer :

- 1 The birds are chirping.
- 2 Yes, my happiness is mounting.

3

Yes, the postman is
delivering the mail.

4

I am not wasting my time.

5

Yes, the moon is shining in
the sky.

6

Yes, I am looking after the
children.

7

Yes, I am observing the
situation.

8

I am learning a new
language.

9

Yes, I am bringing a gift for
you.

10 I am not feeling tired. |

11 Yes, I am planning for distance education. , |

12 She is watching Ramayana. |

13 The washerman is ringing the door bell. |

14 I am going tomorrow. |

15 I am not making a hole in the wall. |

16 I am not searching for a new candidate. |

|

17 I am not making crease in
your dress.

18 I am doing great.

19 I am not smiling at you.

20 I am saving my skin from the
sun.

21 Ram is going with me.

22 I am putting up in
Chandigarh.

23 They are reading History.

24 I am appointing Ram.

25 I am giving him a surprise
party.

26

I am changing the design of
the product.

27

I am not resigning from the
company.

28

I am writing a new poem.

29

He is going to watch a movie
in the evening.

30

They are doing a new
experiment.

31

He is traveling by bus.

32

I am coming for the party.

33

I am going to celebrate the
New Year party in Raddison.

34

I am planning to learn French
by the end of the next month.

35

I don't know.

36

I am cooking fried rice today.

37

I am going to Omaxe Mall
for shopping.

38

They are playing tennis.

39

I am going to London to
study.

40 Yes, I am taking advantage of the off season-sale.

41 I am planning to buy a new car.

42 He is traveling by train.

43 I am getting my car repaired from the mechanic.

44 I am searching for a new method.

45 He is exercising to lose his weight.

46 I am calling my friend.

- 47 I am meeting Aishwarya Rai today. |
- 48 She is driving her brother's car. |
- 49 I am repairing my radio only. |
- 50 I am going to village. |
- 51 Yes, my office is located near the City center. , |
- 52 Yes, they are helping the poor. , |
- 53 Yes, I am enjoying my stay at Sohna. , |
- 54 I am not searching for an organ donor. |

55

I am not sitting quiet.

56

An advocate is fighting my case.

57

Yes, I am reading at the bottom of the page.

58

Yes, I am breaking this tiny stone.

59

I am not searching for the keys.

60

The teacher is beating a child with the stick.

61

I am enjoying the weather.

62

I am taking my sister's help.

63

The govt. is raising fund for the flood victims.

Exercise for practice :

1

(neck)

2

(clap)

3

(geology)

4

(sniff)

5

(breezy weather)

6

(ancestors)

7

(discuss)

(slum)

8

(insult)

9

(instigate)

10

(debate)

11

12	(curtail)	?	(chit-chat)
		?	
13			(deceive)
		?	
14			(whose
	picture)	(hang)	?
15			(kick)
		?	
16			/
			(mentor)
		?	
17			
	(sympathetically)		?

Chapter 25: Past Continuous Tense

Usage: Past continuous is generally used in following situations:

- a. I was going to market.
(Continuous activity in past moment) |
- b. I was cooking food yesterday at 9 P.m. (Continuous activity at a specific time in past) | /
- c. I was watching TV when she came to my house. (Continuous activity at a specific time in past). |

Past Continuous Tense: Sub + Was/were + Verb (first form) + ing+ object

Helping verbs:

I, He, She & any other 3rd person singular – was

You, We, they and other Plurals – Were

Example

I was enjoying strolling (to

walk in a relaxed manner) |

You were making a noise |

He was going home |

Negative

I was not abusing you |

We were not plucking the flowers |

Interrogative

Was I abusing you? ?

?
Were we plucking the flowers? ?

Negative + interrogative

Was I not abusing you? ?

?
Were we not plucking the flowers? ?

?

Sample Question answer:

Were you not telling a lie?

?

?

No, I was not telling a lie.

,

|

,

|

Were they not helping you?

?

?

No, they were not helping me.

,

|

,

|

Were the boys playing
football?

?

?

Yes, the boys were playing
football.

,

|

,

|

Was the fountain running?

?

?

Yes, the fountain was running.

,

|

,

Were you playing cards most
of the time?

?

?
No, I was not playing cards ,

,
Was he cheating on you? |
?

?
Yes, he was cheating on me. ,

,
Was he going? | ?

?
Yes, he was going. , |

,
Was he beating you yesterday night? | ?

?
Yes, he was beating me ,
yesterday night. |

,
Were you making a noise the |
last week? ?

?
No, I was not making a noise ,
the last week. |

,
Were we plucking the |
flowers? ?

house.

,
|
Was he wasting his time?
?

?
Yes, he was wasting his time.
,
|
,

|
Was I speaking the truth?
?

?
Yes, you were speaking the
truth.
,
|
,

Questions Answer for Practice:

1 Where was he staying in the
town?
?

?
2 How was he performing in the
office?
?

?
3 Where were you playing
cricket?
?

?
4 Where were they sitting?

- company? ?
- 13 Who was pulling/ pushing the door? ?
- 14 Were you hearing my voice? ?
- 15 Who was writing the notice for the meeting? ?
- 16 Was he using his power wrongly? ?
- 17 Was he giving a speech in the center (mid) of the city? / ?
- 18 () Who was running the machine in the unit? ?
- 19 Were you leading a team? ?

restroom.

5 I was dancing on the stage.

6 I was taking care of the pets.

7 He was enjoying his school time.

8 I was studying here.

9 I was not playing football.

10 He was not working against us.

11 My nose was not blowing.

12 Mr. Tanwar was governing the company.

13 Shyam was pulling the door.

14 I was hearing your voice.

15 My secretary was writing the notice for the meeting.

16 He was not misusing his power.

17 He was giving a speech in the center of the city.

18 A worker was running the machine in the unit.

19 I was leading a team.

20

They were crying in the dark.

21

I was watching the stars.

22

He was standing opposite to
SVI.

23

I was throwing the boxes.

Practice for exercise:

1

?

2

(audience)

3

(chew)

4

(shrug)

5

(vandal)

6

(wind)

?
/ (blow)

7

(emotional)

8

(shuffle)

Chapter 26: Future Continuous Tense

Usage: Future continuous is generally used in following situations

1 I will be watching
TV. (Continuous activity in
future) ?

2 We will be having dinner
tomorrow at 8 p.m. (continue
activity at a specific time in
future) |

3 I will be cooking food when
you arrive from
office. (Continuous activity at a
specific time in future). |

Formation: Sub + will + be + first form + ing + Object

Example :

We will be studying tomorrow at 8
p.m. |

He will be watching TV day after
tomorrow at 10 a.m. |

I will be playing in the playground
the next week.

Negative :

We will not be reading

He will not be watching TV

Interrogative :

Will he be watching TV?

?

Negative & interrogative:

will we not be reading?

?

Will we not be reading?

?

Will he not be watching TV?

?
Won't he be watching TV?

?

?

Sample question answer:

Will we be reading?

?

Yes, we will be reading.

?

,

|

Will the sun be rising?

,

|

?

Yes, the sun will be rising.

?

,

|

Will you be wasting our time?

,

|

?

No, I will not be wasting your time.

?

,

|

Will you be going abroad the next week?

,

|

?

Yes, I will be going abroad the next week.

?

,

|

,

|
Will I be playing a match
tomorrow?

?

?
Yes, you will be playing a match
tomorrow.

,

|

,
|
Will the prime minister be
delivering a lecture in trade fair?

?

?
Yes, the prime minister will be
delivering a lecture in the trade
fair.

,

|

,
|
Will we be taking the annual
examination day after tomorrow?

?

?
Yes, we will be taking the annual
examination day after tomorrow.

,

|

,
|
Will he not be helping his father
these days?

?

?
No, he will not be helping his father these days.

|
Will I be going home at this time tomorrow? ?

?
Yes, you will be going home at this time tomorrow.

|
Will he be going to his office? ?

?
Yes, he will be going to his office.

|
Will we be doing social welfare work? ?

?
Yes, we will be doing social welfare work.

|
Will he be taking exercise regularly? ?

Yes, he will be taking exercise regularly.

Will he be sleeping at that time?

No, he will not be sleeping at that time.

Further questions for practice

1 Will he be buying a new dictionary?

2 Will you be watching a movie tonight at 10 p.m?

3 What will you be doing tomorrow morning?

4 Will you be participating in Mumbai marathon the next year?

5 Will you be planning for London
visit during your summer
vacation?

?

6 Will you be enjoying your stay
in London?

?

7 Will he be preparing for the
tournament?

?

8 Will they be playing cricket
match the next month?

?

9 Will he be enjoying with his
friend in Goa?

?

- 17 Will he be shouting at you? ?
- 18 Will I be standing here? ?
- 19 Where will you be enjoying your holidays? ?
- 20 Where will you be partying next week? ?
- 21 When will you be going to London? ?
- 22 What will you be doing after five years? ?
- 23 Will they be learning French? ?
- 24 Will they be advertising their business? ?

- ?
- 25 Will I be running my business? ?
- ?
- 26 Will he be running? ?
- ?
- 27 Will I be buying a new house? ?
- ?
- 28 Will you be participating in the race? ?
- ?
- 29 Will you be praying to God? ?
- ?
- 30 Will you be cleaning the room? ?
- ?
- 31 Will you be planting a tree? ?

- 32 Will you be getting your car painted? ?
- 33 Will you be ordering snacks? ?
- 34 Will you be arranging for the party? ?
- ?

Answer :

- 1 He will be buying a new dictionary. |
- 2 I will be watching a movie at 8 P.m. |
- 3 I will be attending the seminar tomorrow morning. / |
- 4 I will be participating in Mumbai marathon the next year.

5

I will be planning for London in
my summer vacation.

6

Yes, I will be enjoying my stay
in London.

7

Yes, he will be preparing for the
tournament.

8

Yes, they will be playing cricket
match the next month.

9

Yes, he will be enjoying with his

friend in Goa.

10

Yes, we will be joining summer classes.

11

Yes, I will be having dinner with the film stars.

12

Yes, I will be sleeping when he arrives.

13

Yes, I will be driving tonight at 8 P.m.

14

Yes, I will be sleeping at home.

- 15 Yes, she will be studying. , |
,
- 16 Yes, they will be playing football. , |
,
- 17 Yes, he will be shouting at me. , |
,
- 18 Yes, you will be standing here. , |
,
- 19 I will be enjoying my holidays in Malaysia. |
- 20 I will be partying in Goa the next week. |
- 21 I will be going to London the next year. |
|

22 I will be starting an additional business after five years.

23 Yes, they will be learning French.

24 Yes, they will be advertising their business.

25 Yes, you will be running your business.

26 No, he will not be running.

27 Yes, you will be buying a new house.

28 Yes, I will be participating in the race.

- 29 Yes, I will be praying to God. , |
- 30 Yes, I will be cleaning the room. , |
- 31 Yes, I will be planting a tree. , |
- 32 Yes, I will be getting my car painted. , |
- 33 Yes, I will be ordering snacks. , |
- 34 Yes, I will be arranging for the party. , |

Exercise for practice :

- 1 (woodcutter) ?
- 2 (spectators)

3 ?
3 (feeling
guilty) ?
4 (innocent) ?
5 ?
5 (foggy weather)
6 ?
6 (magician)
7 (magic)
7 ?
7 (spring
season) ?
8 (purple) ?
9 (in-
laws) ?
10 -
10 (siblings) ?
11 (hiccup)
12 ?
12 (yawn)
13 ?
13 (blanket)
14 ?
14 (corridor)
15 (chit-chat)
15 ?
15 (mattresses)
?

Chapter 27: Present Perfect Tense

Usage: Present perfect is generally used in following situations:

I have completed my work. (to describe
a work completed recently)

I have visited London several
times. (To describe an activity for
which no time has been specified)

I have been to the USA thrice. (telling
an experience)

I have not seen her since last two years.
(to describe something started in past
and still continue)

Formation: Sub +has/have + third form of the verb+ object

Helping verbs:

I, You, they, we and other plural - (Have)

He, she, it & any other 3rd person singular - (Has)

Example:

I have finished my work.

The train has arrived at the station.

They have come back.

Negative :

The patient has not died.

Interrogative

Have I read?

?

?

Negative + interrogative

Has the train not arrived at the station?

?

Hasn't the train arrived at the station?

?

Haven't you posted the letter?

?

Have you not posted the letter?

?

?

Sample question answers:

Have you read this book?

?

Yes, I have read this book.

?

Has the train arrived at the station?

?

No, the train has not arrived at the station

?

Have you sold my horse?

?

No, I have not sold your horse.

?

Have you brushed your teeth?

?

Yes, I have brushed my teeth.

?

Have you received my letter?

?

Yes, I have received your letter.

?

'
|
Have you given up smoking?

?

?
Yes, I have given up smoking.

'
|
Have you considered all the price options?

?

?
Yes, I have considered all the price options.

'
|
Have you gone there?

?

?
Yes, I have gone there many times.

'
|
Has he come here before?

?

?
Yes, he has come here before.

'
|
Has he been to Lucknow?

?

?
Yes, he has been to Lucknow thrice.

Have you not finished your work?

Yes, I have finished my work.

Has the sun not set yet?

No, the sun has not set yet.

Has he gone mad?

No, he has not gone mad.

Have you not seen the Tajmahal as yet?

Yes, I have not seen the Tajmahal as yet.

Questions Answers for practice:

What have you taught today?

Have you seen the ocean?

?

?

Have you written a letter to your father?

?

?

What have you done today?

?

?

Have you thrown the garbage out of the house?

?

?

When have you woven the sweater?

?

?

Have you ever taught any subject?

?

?

Why has he changed the password of the computer?

?

?

Have you ever made a century?

?

?

Which mobile have you bought?

?

?

Have you ever visited Leisure Valley

Park? ?

?
Have you ever donated blood? ?

?
Whom have you given my mobile? ?

?
Have you ever told a lie? ?

?
Have you got a free ticket for the
movie? ?

?
Why have we not supported him? ?

?
Where have you bought this suit
from? ?

?
Have you done anything wrong? ?

?
Have you sent the parcel? ?

?
What have you had for breakfast? ?

?

How have they come here? ?

Why have you scolded him? ?

?
Have you counted the number of the students? ?

?
Have you included Ram's name in the list? ?

?
Who has won IPL 2012? 2012 ?

?
Which lesson has the teacher started? ?

?
Have the police caught the thieves? ?

?
Have you decided about this matter? ?

?
How has she reduced her weight? ?

?
Whom have they selected?

Have you learnt swimming?

Have you seen Dumdama Lake?

Who has put my guitar here?

Whose plan have you rejected?

Which medicine have you taken first?

Have you got an opportunity to meet your new boss?

Have you got an opportunity to meet the President?

Have you got an opportunity to learn cricket?

?

Have you ever joined any play club?

?

?

Have you ever visited the Red Fort?

?

?

Whose proposal have you accepted?

?

?

Who has stolen her purse?

?

?

Have you heard of Michael Jackson?

?

?

Whom have you sent to Delhi?

?

?

How has he become famous?

?

?

Whose number have you dialed?

?

?

How many of you have applied for
PAN card?

?

How many of you have seen this movie?

How many of you have visited London before?

Have you completed your assignment?

Have you got your motorcycle repaired?

Where have you been since last week?

Where have you been since Christmas?

Answer :

I have taught three lessons today.

I have seen the ocean.

I have written a letter to my father.

I have completed my pending work.

I have thrown the garbage out of the house.

I have not woven the sweater.

I have taught two subjects.

I don't know.

I have made a century only once.

I have bought Samsung mobile.

I have not visited Leisure Valley Park yet.

I have never donated blood

I have given your mobile to your brother.

I have never told a lie.

I have not got a free ticket for the movie.

He is not a reliable person.

I have bought this suit from Karol Bagh.

I have not done anything wrong.

Yes, I have sent the parcel.

I have had bread and milk for breakfast.

They have come here by metro.

He has not completed work.

I have counted the number of the students.

I have not included Ram's name in the list.

KKR has won IPL 2012.

2012

The teacher has not started any lesson.

Yes, the police have caught the thieves.

I have decided about this matter.

She has reduced her weight by yoga.

They have selected the toppers only.

Yes, I have learnt swimming.

Yes, I have seen Dumdama Lake.

Your father has put your guitar here.

I have not rejected any plan.

I have forgotten.

I have got an opportunity to meet my new boss.

I have not got an opportunity to meet the president.

I have not got an opportunity to learn

cricket.

I have not joined any play club.

I have visited the Red Fort once.

I have accepted Ram's proposal.

I don't know.

Yes, I have heard of Michael Jackson.

I have sent Rohit to Delhi.

His hard work has made him famous.

I have dialed my father's number.

All of us have applied for PAN card.

Some of us have seen this movie.

None of us have visited London.

Yes, I have completed my assignment.

Yes, I have got my motorcycle repaired.

I have been in Delhi since last week.

I have been in London since Christmas.

Exercise for practice :

1

(jaguar)

?

2

		(deceive)	
3	?		
		(weapon)	(find, found, found)
4		?	
	(museum)		?
5		/	
	(hooligan)		
6	?		
		(clay)	
7			
		(courageous act)	
8		(prevent, prevented, prevented)	?
		(facilities)	
9	?		
		(business conference)	
10		?	
		/	(battle)
		(participate, participated, participated)	
11	?		
		(rock)	
		(enjoy)	
12		?	
	(beach)		
13		?	
	(Lord Shiva)		?

14

(admire, admired, admired) ?

15

fostered, fostered) ? (foster,

4

When I reached there, the train
had already left.

Formation: Sub+ had+ third form of the verb+ object

Example :

The patient had died before the doctor
came.

We had cooked food before the
telephone rang.

The thief had run away before the police
came.

Sample Questions answers:

Had you had the meal before
you went?

?

Yes, I had had the meal before
I went.

|
Had you finished your work
before you went to school?

?

?
Yes, I had finished my work
before I went to school.

,

|

,
?
Had you had milk before you
slept

?

?
Yes, I had had milk before I
slept.

,

|

,
?
Had you read that interesting
story before you slept?

?

?
Yes, I had read that interesting
story before I slept.

,

|

,
|
Had you not had anything
before the party started?

?

?

Yes, I had not had anything before the party started.

,

|

,

|

Had you sought permission to meet the patient before you entered the room?

?

?

Yes, I had sought permission to meet the patient before entering the room.

,

|

,

?

Had the bell rung before you reached the school?

?

?

Yes, the bell had rung before I reached the school.

,

|

,

|

Had he left his house before I came?

?

?

Yes, he had left his house before you came.

,

|

,

|

Had they gone to school

before she arrived?

?

?

Yes, they had gone to school
before she arrived.

,

|

,

?|

Had you taken the medicine
before the doctor came?

?

?

Yes, I had taken the medicine
before the doctor came.

,

|

,

|

Exercise for practice :

1

(muggers)

(run away)

?

2

(prisoner)

?

3

switched off, switched off)

(switch off,

?

4

(hijackers)

(hijack, hijacked, hijacked)

?

5

/

(fire brigade)

(fire)

6

?

(stain)

?

7

(traditional thought)

(give up)

?

8

(palace)

(leave, left, left)

?

9

(vocational course)

?

10

(disappear,

disappeared, disappeared)

?

11

(accused)

?

12

(gangsters)

(threaten, threatened, threatened)

?

13

(insist)

14

(gift, gifted, gifted)

?

15

(preach)

?

16

?

?

Chapter 29: Future Perfect Tense

(to describe a task which will have completed before a particular time in future)

I will have completed my course before next November.

She will have started her business by the end of the next week.

Sub + will have + third form of the verb + object

Example :

They will have slept

He will have done his work before next month.

We will have reached Delhi

I will have completed my speaking

course by 15th July.

|

Negative

They will not have slept |

|
He will not have done his work.

|
We will not have reached Delhi.

|
I will not have completed my

|
speaking course by 15th July.

|

Interrogative

Will they have slept?

?

Will you have arrived?

?

?

?

Questions :

Will you have gone for the morning walk before I get up?

?

?

Yes, I will have gone for the morning walk before you get up.

,

|

,

?

Will you not have exercised?

?

?

No, I will not have exercised.

,

|

,

?

Will you have attended the seminar before the lunch break?

?

?

Yes, I will have attended the seminar before lunch break.

,

|

,

|

Will he have taken bath before I have my breakfast?

?

Yes, he will have taken bath before you have your breakfast

Will he not have paid his fee before the end of the next month?

I think, he will have paid his fee before the end of the next month.

Will we have taken our breakfast before father arrives?

Yes, we will have taken our breakfast before father arrives.

Will I have reached Amritsar before it starts raining?

?

Yes, you will have reached Amritsar ,
before it starts raining.

,

|

|

Will all the witnesses have given /
their evidence before 2 P.M.?

?

?

Yes, all the witnesses will have given ,
their evidence before 2 P.m. /

,

|

|

Will I have reached the top of the hill
before she comes back?

?

?

Yes, you will have reached the top of ,
the hill before she comes back.

,

|

|

Will they have packed their luggage

before you finish your lunch?

?

?
Yes, they will have packed their
luggage before I finish my lunch.

,

|

,

|
Will I have taken my bath by then?

?

?
Yes, you will have taken your bath by
then.

,

|

,

|
Will I have completed my work by
that time?

?

?
Yes, you will have completed your
work by that time.

,

|

,

Will he have reached Aligarh by
now?

?

?
Yes, he will have reached Aligarh by

,

now.

Will we have done this work by tomorrow?

Yes, we will have done this work by tomorrow.

Questions for Practice:

Will you have arrived at home by 8 P.M.?

Will you have visited London before the next year?

Will the train have left before I arrive?

Will I have received my parcel before the next October?

Will you have cleaned your room before your mother arrives?

?

?

Will you have learnt French before I
come back from the US?

?

?

Will we have done this work by
tomorrow?

?

?

Will I have completed my work by
that time?

?

?

Will I have taken my bath by then?

?

?

Will they have packed their luggage
by 10 o'clock?

?

?

Will you have white-washed the
whole house within a week?

?

?

Will we have taken our meal before

you arrive?

?

?

Will you have attended the seminar
before lunch break?

?

?

Will you not have exercised?

?

?

Will you have come out of bed
before sunrise?

?

?

Will you have learnt English by the
end of the next month?

?

?

Will I have joined a good company
in next two years?

?

?

Will I have started my business after
six months?

:

?

?

Will you have taken your final exam
by that time?

?

?
Will you have got married?

?

?
Will they have visited London by
that time?

?

?
Will I have completed my project by
then?

?

?

Answer:

I will have arrived at home by 8
P.M.

|

|
Yes, I will have visited London
before the next year.

,

,

|
Yes, the train will have left before
you arrive.

,

?

,

|
You will have received your parcel

before the next October.

I will have cleaned my room before
my mother arrives.

I will have learnt French before you
come back from the US.

Yes, we will have done this work by
tomorrow.

You will have completed your work
by that time.

You will have taken bath by then.

They will have packed their luggage
by 10 o'clock.

I will have white washed the whole

house within a week.

Yes, you will have taken your meal
before I arrive.

I will have attended the seminar
before Lunch break.

I will have taken exercise by then.

I will have come out of bed before
sunrise.

I will have learnt English by the end
of the next month.

?
You will have joined a new
company in next two years.

You will have started your own ? :
business after six months.

I will have taken my final exam by ?
that time.

I will have got married. ?

They will have visited London by ?
that time.

You will have completed your ?
project by then.

?

Exercise for practice:

1

(persuade)
?

2

(shore)
?

3

4		(bombs) (ruin) ?	
5		(melt) ?	
6		?	(creep/ crept/ crept)
7		31st December (resolution)	?
8		(seize) ?	
9	cured)	(insane man) ?	(cure, cured,
10	of the hill)	?	(top
11		(dig, dug, dug) ?	(canal)
12	(criminal)	/	(absolve)
13	replanted)	(seeds) ?	(sow)
			(replant, replanted,

14

(hilly area/ hill station)
?

15

?

Chapter 30: Present Perfect Continuous Tense

Work or event started in past and still continue

Sub + has been/have been+ first form of the verb+ ing+object

Helping verbs:

He, she, it & any other 3rd person singular - (Has been)

You, I, we, they and other plural - (have been)

A Short guide on using since and for:

Point of time (since) – 1989, 1990, last one years, last 15 years, last ten days, Tuesday, Diwali

Period of time (for) – 10minute, 3 hours, one year, two year etc., 10 days

Example :

We have been playing since morning

That girl has been playing the piano
for 15 minutes

Negative :

We have not been playing since
morning

Interrogative :

Has the girl been playing the guitar for ten minutes?

?

?

Interrogative + negative :

Has the girl not been playing the guitar for 10 minutes?

?

?

Questions :

Have you been waiting for me since 2 o'clock?

?

?

No, I have not been waiting for you since 2 o'clock.

,

|

,

?

Has India been winning soccer tournament for two years?

?

?

Yes, India has been winning soccer tournament for two years.

,

?

Have you been living at Sohna for ten years?

?

?

Yes, I have been living at Sohna for ten years.

,

|

Have I been calling you since morning?

?

?

Yes, you have been calling me since morning.

,

|

Has he been playing in the ground since morning?

?

?

No, he has not been playing in the ground since morning.

,

|

Have I been taking coaching classes since last one year?

?

Yes, you have been taking coaching classes since last one year.

Has he been exercising since childhood?

Yes, he has been exercising since childhood.

Has she been working here since last four years?

No, she has not been working here since last four years.

Have they been swimming for three hours?

Yes, they have been swimming for

three hours.

Has Ramu been cooking food since last one year?

Yes, Ramu has been cooking food since last one year.

Have I been working here since last three years?

No, you have not been working here since last three years.

Have they been waiting for a vehicle for three hours?

Yes, they have been waiting for a vehicle for three hours.

Have you been working in this group since 2008?

?

?

No, I have not been working in this group since 2008.

,

|

,

|

Questions for practice:

1 Have you been learning driving since last six months?

:

?

?

2 Have you been cooking since last five years?

?

?

3 Has he been studying in U.K for ten years?

?

?

4 Have you been playing here since last two hours?

?

5 ?
Have they been staying in Canada
since 1997?

?

6 ?
Has he been breaking the rules for
two years?

?

7 ?
Have you been writing poems
since your childhood?

?

8 ?
Has she been hiding the truth since
last two years?

?

9 ?
Have you been winning matches
since last one year?

?

10 ?
Have you been taking sleeping
pills for three years?

?

?

11 Have you been speaking the truth
always? ?

?
12 Have they been building the bridge
for several months? ?

?
13 Have you been staying here since
last five years? ?

?

Answer :

1 Yes, I have been learning driving
since last six months. , :

|
2 Yes, I have been cooking since last
five years. ,
|

|
3 Yes, he has been studying in the
UK for ten years. ,
?

|
4 Yes, I have been playing here ,

since last two hours.

,

5 Yes, they have been staying in
Canada since 1997.

,

6 Yes, he has been breaking the rules
for two years.

,

7 Yes, I have been writing poems
since my childhood.

,

8 Yes, she has been hiding the truth
since last two years.

,

9 Yes, I have been winning matches
since last one year.

,

10 I have not been taking sleeping
pills for three years.

11 I have been speaking the truth
always.

12 Yes, they have been building the
bridge for several months.

13 Yes, I have been staying here since
last five years.

Also used for the result of past action:

1 Your eyes are red. You have been
crying.

2 There is a lot of water on the roof.
It has been raining since last two
hours.

Exercise on using since and for:

- 1 We have been waiting..... 4 o'clock.
- 2 Ram has only been waiting..... 20 minutes.
- 3 Tina has been learning English..... six years.

- 4 They have been learning French..... 1998.
 5 They have been going out together..... Valentine's Day.
 6 I have not been on holiday..... last July.
 7 Seema has been saving her money..... many years.
 1.since 2. for 3.for 4.since 5.since 6.since 7.for

Exercise for practice:

- 1 (long breathes)
 ?
 2 (knit) ?
 3 (chew)
 ?
 4 (wrist) ?
 5 ?
 6 ?
 7 ?
 8 (tale)
 ?
 9 (crisis)
 ?
 10 (restrictions) (impose) ?
 11 -
 (ranch) (running) ?
 12 (dream house) (conceive) ?
 13 /
 (shelter) ?
 14 /
 (bargaining power)
 ?
 15 (decade)
 (rule) ?
 16 (instigate)
 ?

Chapter 31: Past Perfect Continuous Tense

To describe an activity started in past and was continued up to a specific time in past

1 She had been working with that company for ten years before she gave resignation.

2 She had been working with a company for five years before she started her business.

Formation: Sub+ had been+ first form of the verb + ing + objects

Example:

He had been writing a poem since morning.

The sun had been shining for two hours.

Negative:

Had the sun been shining for two hours?

?

?

Interrogative:

Had the sun not been shining for two hours?

?

?

Negative + interrogative

Had the sun not been shining for two hours?

?

?

Questions

Had birds been chirping since morning?

?

?

Yes, birds had been chirping since morning.

,

|

,

|

Had you been dominating Indian market since last two years before the new company came?

?

?

Yes, we had been dominating

,

Indian market since last two years before the new company came into the market.

Had he been waiting for you for ten minutes before he caught the bus?

Yes, he had been waiting for me for ten minutes before he caught the bus.

What had you been doing there for so many days before you started this job?

I had been learning a new language for many days before I started this job.

Had he been playing since seven in the morning before he opened his shop?

Yes, he had been playing since seven in the morning before he opened his shop.

Had the baby been sleeping for two hours before she woke up?

?

?

?
Yes, the baby had been sleeping for two hours before she woke up.

,

|

,

|
Had it not been raining for two hours before I came?

?

?
No, it had not been raining for two hours before you came.

,

|

,

?
Had you been running this shop since last 15 years before joining this job?

?

?
Yes, I had been running this shop since last 15 years before joining this job.

,

|

Had he been waiting for me since last two years?

No, he had not been waiting for you since last two years.

Had he been visiting the employment exchange for many weeks before he got the job?

Yes, he had been visiting the employment exchange for many weeks before he got the job.

Exercise for practice:

1

2

3

4

?

(sugarcanes)

(drizzling)

?

?

,

?

?

,

?

|

|

?

-

(load)

?

Chapter 32: Future Perfect Continuous Tense

We use future perfect continuous tense to show something will continue in future up to a particular event or time in future.

1 I will have been doing my business for two years before I start a new line of business.

2 She will have been applying for the passport for two years by the time she gets her passport.

3 We will have been talking for two hours by the time movie gets finished.

Example:

They will have been writing a letter for two hours

He will have been living in Delhi since

1990

I will have been swimming for four hours

Negative:

They will not have been writing a letter for two hours

He will not have been living in Delhi since 1990

I will not have been swimming for four hours

Interrogative :

Will they have been writing a letter for two hours?

Will he have been living in Delhi since 1990?

Will I have been swimming for four hours? ?

?

Negative + interrogative:

Will they not have been writing a letter for two hours? ?

Will he not have been living in Delhi since 1990? ?

Will I not have been swimming for four hours? ?

?

Question :

Will we have been sleeping for two hours? ?

Yes, we will have been sleeping for two hours. , |

Will it have been raining since last night?

Yes, it will have been raining since last night.

Will he have been working on this project for two hours?

No, he will not have been working on this project for two hours.

Will we have been learning French for three months?

Yes, we will have been learning French for three months.

Will they have been cooking rice since morning?

Yes, they will have been cooking rice since morning.

Will Mohan not have been attending the dance classes for two days?

No, Mohan will not have been attending the dance classes for two days.

Will the boys have been chatting since morning?

Yes, the boys will have been chatting since morning.

Will Mohan have been learning German for two months?

Yes, Mohan will have been learning German for two months.

|
Will workers have been working in this building for many years?

?

?
Yes, the workers will have been working on this building for many years.

|
Will Diwaker not have been smoking for two months?

?

?
No, Diwaker will not have been smoking for two months.

|
Will he have been taking the examination since Monday?

?

?
Yes, he will have been taking the examination since Monday.

|
Will he have been crying for one hour before he gets a car?

?

?

No, he will not have been crying for one hour before he gets a car.

,

|

,

|

Will Meena have been singing for two hours before she takes breakfast?

?

?

Yes, Meena will have been singing for two hours before she takes breakfast.

,

|

,

|

Will she have been playing badminton for two hours?

?

?

No, she will not have been playing badminton for two hours.

,

|

,

|

Exercise for practice:

1

(investigate)

?

/

2 orchestra
3 ?
4 (graze) ?
5 mill) (sugar ?
6 (discount) (avail)
7 ?
8 (confront) ?
9 (console)
10 (contaminate) ?
11 ? (contemplate)
12 (protect) (delicate) ?
13 (concert) ?
14 (agitate) ?
15 ? (lying)
16 (bankrupt person) ?

16

(pond)

(boating)

?

17

?

(gamble)

Chapter 33: Practice on Present Perfect Continuous Tense

- 1 What have you been doing since morning? ?
- 2 Where have they been taking coaching classes since last three months? ?
- 3 Why have the students been making a noise for one hour? ?
- 4 Whom have you been calling for ten minutes? ?
- 5 Who has been listening to music in my room since morning? ?
- 6 Whose work have you been completing since morning? ?

outside for one hour?

?

22 How long has she been talking
on the phone?

?

23 How long has she been washing
clothes?

?

24 How long have you been
working in this company?

?

25 How long has Rahul been
checking this paper?

?

26 How has she been performing for
seven years?

?

?

Answer :

1 I have been watching tv since
morning.

|

2 They have been taking coaching
classes in Gurgaon since last
three months.

|

3 Because the teacher is not there
in class.

4 I have been calling my uncle for
ten minutes.

5 Your son has been listening to
music in your room since
morning.

6 I have been completing my work
since morning.

7 They have been learning
German for five months.

8 I am not reading any book.

9 She has been playing Rekha's
guitar since morning.

- 10 Aman has been playing with me since morning.
- 11 She has been disturbing her husband since last three hours.
- 12 I have been waiting for someone since morning.
- 13 They have been celebrating a party in the Hotel Taj since morning.
- 14 I have been learning dancing for two months.
- 15 She has been teaching Hindi for five years.
- 16 She has been cooking rice for ten minutes.

17 I have been living in Sohna for
ten years.

18 I don't know.

19 She has been scolding her junior
for ten minutes.

20 Advocate Harish is fighting my
case.

21 Rohan's parents have been
waiting outside for one hour.

22 She has been talking on phone
for half an hour.

23 She has been washing clothes
since morning.

24 I have been working in this
company since last seven years.

25 Rahul has been checking this
paper since morning.

26 She has been performing well
for seven years.

Chapter 34: Present Indefinite Tense

Instructions for use: Present indefinite is used in following situations:

1 I play cricket. (repeated activity)

2 I go for morning walk
daily. (repeated activity)

3 He always sits in the first row.
(repeated activity)

4 He likes Delhi. (facts)

5 I visit Chandigarh every month.

Formation: Subject+ first form of the verb+ object

Helping verbs (only for questions and negative sentences):

I, You, we, they & other plural - do

He, she, it & any other 3rd person singular – does

Example:

He eats

I go

They know swimming

I know you

Ram goes to his home on Sunday

Interrogative:

Do I know you?

Does ram go to his home every

Thursday?

Negative:

Ram does not go to his home every
Thursday.

Interrogative + Negative:

Does ram not go to his home on
Sunday?

?

Question:

Do I run very fast?

?

Yes, you run very fast.

?

Do you tell a lie?

?

No, I don't tell a lie.

?

Do you know singing?

?

Yes, I know singing.

?

Do you know him?

?

Yes, I know him.

?

Do you go to school?

?

Yes, I go to school.

?

Do we pray to God?

?

Yes, we pray to God.

?

Do you know dance?

?

Yes, I know dance.

,
|

Does the sun rise in the east?

?

Yes, the sun rises in the east.

,

|

Does peon ring the bell?

?

Yes, peon rings the bell.

?

,

|

Do you obey your parents?

|

-

?

Yes, I obey my parents.

?

,

-

|

Do stars shine at night?

?

Yes, stars shine at night.

?

,

|

,

Does he eat eggs? ?

Yes, he eats eggs. , |

Do you take meal daily? | ?

Yes, I take meal daily. ? , |

Questions for practice:

1 Do you enjoy the party? ?

2 Do you visit the doctor regularly? ?

3 Do you go shopping regularly? ?

4 Does he take care of everyone? ?

5 Do you drive a car? ?

6 Do you take sleeping pills? ?

- 7 Do you take excess sugar? ?
- 8 How often do you go for a picnic? ?
- 9 Where do you go for a morning walk? ?
- 10 Which game/ what do you play in the evening? / ?
- 11 How does he clean his room? ?
- 12 How do you complete your homework? ?
- 13 When do you sleep? ?
- 14 When do you take your lunch break? ?
- 15 Where do you want to go? ?
- 16 Which subject do you like the most? ?

- ?
- 17 Which picnic spot do you like the most?
?
- 18 Why don't you join a gym?
?
- 19 Why don't you play football?
?
- 20 Why doesn't she come for the evening walk?
?
- 21 Who comes here after me?
?
- 22 Where do you go for the movie?
?
- 23 Where do you buy vegetables?
?
- 24 How often do you go for an evening walk?
?
- ?

- 25 Whom do you know in town?
?
- 26 Whom do you want to meet?
/
?
- 27 Whom do you want to give this
information?
?
- 28 Why do you shout always?
?
- 29 Do you love success?
?
- 30 Why don't you join French classes?
?
- 31 Who goes to Delhi with you?
?
- 32 When does he start the office in
morning?
?
- 33 Do you brush your teeth daily?
?

- 34 Do you get pain in your neck? ?
- 35 What do you do? ?
- 36 Do you like liquid or solid food? ?
- 37 Do you like pets like dogs, cat? , ?
- 38 Do you follow the right path? ?
- 39 What do you want? ?
- 40 Do you spend time in nature? ?
- 41 Do you support your father? ?
- 42 Do you eat fat food? ?
- 43 Do you buy original CD or pirated ?

also?

?

?

44 How often do you reply to e-mails?

?

?

45 What do you have in breakfast?

?

?

46 Who sleeps here?

?

?

47 What do you like summer or winter?

?

?

48 How does he go to school?

?

?

49 Which country do you like the most?

?

?

50 Which car do you like the most?

?

?

51 Does money grow on trees?

?

?

52 Do you need any information?

?

53 Do you know anyone who is
suffering from a heart attack?

?

54 Do you borrow money from your
friends?

?

55 Do you know the effect of the
environment change?

?

56 Do you know the cost of this
expensive watch?

?

57 Do you know the basics
(fundamentals or ABC) of the
computer?

?

?

58 Do you know the chief of this
company?

?

59 Do you know the current economic

situation?

?

?

60 Do you need a new suit for the party?

?

?

61 Do you represent this company?

?

?

62 Do you know his character (combination of qualities in a person)?

?

?

63 Do you copy the way of dressing from someone?

?

?

Answer :

1 Yes, I enjoy party.

,

|

2 I do not visit the doctor regularly.

,

|

|

3 I go shopping regularly.

|

|

4 He takes care of everyone.

5 Yes, I drive a car.

6 I do not take sleeping pills.

7 I do not take excess sugar.

8 I go for picnic off and on.

9 I go for a morning walk in a park.

10 I play badminton in the evening.

11 He does not clean room. His mother
cleans his room.

12 I complete my home work myself.

13 I sleep at 10 P.m.

14 I take my lunch break at 2 P.m.

15 I want to go to London.

16 I like personal development the most.

17 I like Goa the most.

18 I don't want to join a gym.

19 I don't get time to play football.

20 She does not like to go for an evening walk.

21 No one comes here after you.

22 I go for a movie in PVR.

23 I buy vegetables from the vegetable market.

24 I go for evening walk daily.

25 I know many people in town.

26 I want to meet your boss.

27 I want to give this information to my friend.

28 I never shout.

29 Yes, I love success.

30 I do not want to join French classes.

31 My uncle goes to Delhi with me.

32 He starts his office at 8 A.m.

33 Yes, I brush my teeth daily.

34 I hardly get pain in my neck.

35 I work as soft skill coach.

36 I like liquid and solid food both.

37 Yes, I like pets.

38 Yes, I follow the right path.

39 I want a big palace.

40 Yes, I spend time in nature.

41 Yes, I support my father.

42 I hardly eat fast food.

43 I buy original and pirated both.

44 I reply to e-mails once in a day.

45 I have fruits or any light breakfast.

46 My father sleeps here.

47 I like winter more.

48 He goes to school by school bus.

49 I like India the most.

50 I like Toyota the most.

51 Money grows on trees.

52 I do not need any information.

53 I do not know anyone who is suffering from a heart attack.

54 I don't borrow money from friends.

55 I know some effects of the environment change.

56 I don't know the cost of this expensive watch.

57 I know the basics of computer.

58 I know the chief of this company.

59 I don't know the current economic situation.

60 Yes, I need a new suit for the party.

61 Yes, I represent this company.

62 Yes, I know his character.

63 I don't copy my way of dressing
from someone.

Using never, hardly & do

a. I hardly go for a picnic.

b. I never go for a picnic.

c. I do go for a picnic every week.

d. I hardly go for a movie.

e. I never go for a movie.

f. I do go for a movie every month.

g. I never take exercise.

h. I hardly take exercise.

i. I do take exercise daily.

j. I hardly meet my friends.

k. I never meet my friends.

l. I do meet my friends every month.

Exercise for practice:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16

(inventor)
?
(foggy weather)
(cloudy weather)?
(psychologist)
?
(pocket
money)
?
(whispering)
/
(defense)
?
(religious books)
?
(lead) ?
(postpone)
?
(admit) ?
(things)
(forget)
?
(wring out) ?
(hire) ?
(quarrel) ?
(appreciate) ?
/

17 country) (democratic
? (well)
18 (depth) ? (rumor)
19 (spread) ?
20 (superstitions)
? (rainbow)
/
?

Chapter 35: Past Indefinite Tense

Instruction for use : Past indefinite is used in following situations:

1 He always spoke the truth. (Habitual action)

2 I saw many plays during my college. (Experience in past)

3 I attended many seminars during my CA. (Experience in past)

4 I visited Goa in September. (Action completed in past at specific time)

5 I went to Laxmi Nagar last week. (Action completed in past at specific time)

Sub + second form of the verb+ object

With did we use the first form of verb (we usually use did in interrogative and negative sentences)

Example:

You wrote a letter.

I went there.

We won the match.

Negative:

You did not write a letter.

Interrogative:

Did you write a letter?

Negative + interrogative:

Did you not write a letter?

Question:

1 Did you go to school yesterday?

Yes, I went to school yesterday.

2 Whom did you give my pen?

?

?

I gave your pen to Ram.

3 Did you not water the plants yesterday?

?

No, I didn't water the plants yesterday.

4 Did you never abuse him?

?

No, I never abused him.

5 Did India become independent in 1947?

?

Yes, India became independent in 1947.

6 Did you always give feedback?

?

?

Yes, I always gave feedback.

,

|

,

|

7 Did you exercise?

?

?

Yes, I exercised.

,

|

,

|

8 Did you revise your lesson?

?

?

Yes, I revised my lesson.

,

|

,

|

9 Did you go to see him?

?

?

Yes, I went to see him.

,

|

,

|

10 Did you beat that child?

?

?

No, I did not beat that child.

,

?

,

|

11 Did our team not play the match?

?

?

No, our team did not play the match.

,

|

,

12 Did I learn Hindi in Kanpur?

?

?

Yes, you learnt Hindi in Kanpur.

,

|

,

13 Did I leave school last year?

?

?

Yes, you left school last year.

,

|

,

14 Did he take care of his duty?

/

?

?

Yes, he took care of his duty.

,

/

|

,

|

Questions for practice:

1 Did you get the first prize?

?

2 Did you win the race?

?

3 Did he fall down from a tree?

?

4 Did the doctor check body temperature?

?

5 Did you fight with your friends?

?

6 Did you argue with your teachers?

?

7 Did you visit London last year?

?

8 Did you help your father?

?

9 Did you read any new book?

?

10 Where did you meet her?

- 11 Where did you buy your car from? ?
- 12 Where did you go shopping? ?
- 13 Where did you sell your old car? ?
- 14 How did you overcome that challenge? ?
- 15 How did you travel to Shimla? ?
- 16 When did he drink milk? ?
- 17 When did he get this job? ?
- 18 When did you join these classes? ?
- 19 When did you start learning French? ?

- 20 When did you participate in a cricket match?
- 21 When did you meet bachchan family?
- 22 When did he go last night?
- 23 When did the movie finish last night?
- 24 When did you write this poem?
- 25 When did you make this picture?
- 26 When did you buy a new house?
- 27 Where did you keep your purse?
- 28 What did you cook yesterday?

29 Which movie did you see last week?

?

30 Where did you stay in London?

?

31 How long did you wait for him?

?

32 How long did you stay in the hotel?

?

33 How long did you take to learn French?

?

?

Answer :

1 Yes, I got the first prize.

,

/

,

|

,

2 Yes, I won the race.

,

|

3 Yes, he fell down from a tree.

,

|

,

4 Yes, the doctor checked the body temperature.

5 I did not fight with my friends.

6 I did not argue with my teachers.

7 I did not visit London last year.

8 I helped my father.

9 I read a new book.

10 I met her in the market.

11 I bought my car from Sohna.

12 I went shopping to omaxe mall.

13 I sold my old car in Gurgaon.

14 I overcame that challenge with my winning attitude.

15 I traveled to Shimla by bus.

16 He drank milk in the morning.

17 He got his job last month.

18 I joined these classes two months ago.

19 I started learning French six months ago.

20 I participated in cricket match around ten years ago.

21 I did not meet bachchan family.

22 He went at 10 P.m.

23 The movie finished at 10 P.m.

24 I wrote this poem yesterday.

25 I made this picture one month ago.

26 I bought a new house one year ago.

27 I kept my purse on the window shelf.

28 I did not cook anything yesterday.

29 I saw "Wanted" last week.

"

"

30 I stayed in a 7 star hotel in London.

31 I waited for him for two hours.

32 I stayed in the hotel for three days.

33 I took three months to learn French.

Exercise for practice :

- 1 checked) (lungs) (check, checked, ?
- 2
- 3 (reappear) ? (elbow) (operate, operated, operated) ?
- 4 (scarf) ?
- 5 (jury's decision) (accept, accepted, accepted) ?
- 6 (exhibition) ?

7 (earthquake victims)
?
8 (assault, assaulted,
assaulted) ?
9 (gloves)
?
10 (cosmonaut)
?
11 (arrest, arrested,
arrested) ?
12 (culprit) (punish,
punished, punished) ?
13 (oppose, opposed, opposed)
?
14 - (overstate)
?
15 (proposal)
(withhold, withheld, withheld)?
16 (terrorists) (parliament)
(attack) ?
17 (legacy)
?
18 (blanket)
(cover, covered, covered) ?
19 (bet) ?
20 /
(limit) ?

Chapter 36: Future Indefinite Tense

Instruction for use : to express an action or activity in future

Sub + will + first form of the verb + object

Example:

We will pluck the flowers. |

|
He will pluck the flowers. |

Negative :

We will not pluck the flowers |

Interrogative :

Will we pluck the flowers? ?

?
Will he meet you in the school? ?

Negative + interrogative :

Will we not pluck the flowers? ?

?

Questions

1 Will you go home today? ?

Yes, I will go home today.

2 Will he help you?

Yes, he will help me.

3 Will they come tomorrow?

Perhaps, they will come tomorrow.

4 Will he come here?

No, he will not come here.

Questions for Practice:

1 Will he go to the market?

2 Will you go to see your friend?

?

3 Will you lend me your book?

?

4 Will you solve this sum?

?

5 Will we go there?

?

6 Will I get something to eat?

?

7 Will you stay here?

?

8 Will he come to see you?

?

9 Will I go home today?

?

10 Will they go for a walk?

?

11 Will you meet him?

?

12 Will he get the first division?

?

13 Will you start a new business?

?

14 Will they appear for the exam?

?

15 Will you complete my homework?

?

16 Will you play in the playground?

?

17 Where will you go during summer holidays?

?

18 Where will you go for a picnic?

?

19 Where will you go for higher studies?

?

20 Where will you go for skydiving?

?

21 Where will you meet him?

?

22 When will you start your

?

business? ?

23 When will you get your AC repaired? ?

24 When will you apply for a Visa? ?

25 When will you meet the Prime Minister? ?

26 How will you reach Mumbai? ?

27 How long will it take me to learn French? ?

28 How long will it take me to reach the station? ?

29 How long will it take me to learn painting? ?

30 Who will come today? ?

31 Who will die for other's rights? ?

- ?
- 32 Who will distribute (to put information into a specific place in a document /electronic form) this information? ?
- ?
- 33 Who will train and develop our employees? ?
- ?
- 34 Who will arrange for the party? ?
- ?
- 35 How often will you go for the movie? ?
- ?
- 36 How often will you have dinner outside? ?
- ?
- 37 What will you do next weekend? (?)
- ?
- 38 What will happen today? ?
- ?
- 39 What will you change? ?
- ?

Answer :

1 Yes, he will go to market.

2 Yes, I will go to see my friend.

3 I will not lend you my book.

4 Yes, I will solve this sum.

5 We will not go there.

6 Yes, I am hungry.

7 I will not stay here.

8 He will not come to see me.

9 Yes, you will go home today.

10 Yes, they will go for a walk.

11 Yes, I will meet him.

12 Yes, he will get the first division.

13 Yes, I will start a new business.

14 Yes, they will appear for the exam.

15 No, I will not complete your homework.

16 Yes, I will play in the playground.

17 I will go to Mahablashwer during my summer holidays.

18 I will go to Bikaner for a picnic.

19 I will go to Canada for higher studies.

20 I will go to U.K for skydiving. |

21 I will meet him in Mumbai. |

22 I will start my new business next year. |

23 I will get my AC repaired today. |

24 I will apply for a VISA soon. |

25 I will meet the Prime Minister next year. |

26 I will reach Mumbai next year. |

27 It will take six months to learn French. | :

28 It will take 10 minutes to reach the station.

29 It will take one month to learn painting.

30 The Prime Minister will come today.

31 You will die for other's rights.

32 Our Manager will distribute this information.

33 Mr. Sharma will train and develop our employees.

34 Mr. Mehta will arrange for the party.

/

35 I will go for a movie once in a month.

36 I will have dinner outside twice in a week.

37 I will attend the seminar next weekend.

38 Nothing will happen today.

39 I will change all the policies.

Exercise for practice:

- 1 (murderer) (death penalty/ death sentence) ?
- 2 (robber) (corporal punishment) ?
- 3

4			(qualify)	?	
5			(interest)		?
			(case)		(withdraw)
		?			
6		(wheat)		?	
7			(width)		
	(measure)?				
8			(uneven)		(distribution)
		?			
9		(testament)		?	
10		(tangle)			?
11			(sweep)		?
12			(successor)		
	(appoint)	?			
13			(subsidy)		?
14			(spiritual)		?
15			(shortcomings)		
	(overcome)	?			

Chapter 37: Some Important Aspects of Grammar

- A. Subject and predicate
- B. Verb
- C. Adjective
- D. Adverb
- E. Noun and pronoun (check it from book once)
- F. Infinitive
- G. Gerund
- H. Auxiliary and main verb
- I. Conjunction
- J. Interjection
- K. Sentence
- L. Compound sentence
- M. Complex sentence
- N. Vowels and consonants
- O. Articles
- P. Preposition
- Q. Punctuation marks

A. Subject and predicate:

A sentence has two parts:

Subject: About which/whom something is being said

Predicate: what is being said about the subject? (The remaining part of sentence)

Ram (subject) — is playing in the playground (predicate).

He (subject) — is coming (Predicate) tomorrow.

He (subject) is going to Mumbai (Predicate) tomorrow.

They (subject) Love each other. (Predicate)

Mary and her friend (subject) never go for morning walk. (Predicate)

B. Verb:

A verb describes what a subject does, is doing, has done or will do:

Ram is **going** to market.

Ram **goes** to market.

Ram has **gone** to market.

Ram will **go** to market.

C. Adjective :

Adjective adds something to the meaning of noun or pronoun. An **Intelligent** boy, a **brave** girl

Have you seen **these** shirts? (Kind of shirt; and shirt here is noun)

He does like **blue** jeans? (Color of jeans; jeans here is a noun)

She is a **courageous** girl. (Quality of girl)

He is a **smart** man. (Quality of man)

He is a **young/old/fat/slim/tall/short** guy. (quality of man)

D. Adverb :

An adverb modifies the meaning of a verb, adjective or adverb.

He speaks **softly** . (Changing meaning of verb)

She ran **fast** . (Changing meaning of verb)

He worked **hard**. (Changing meaning of verb)

He drinks **very** hot tea. (Changing meaning of adjective)

It's **very** sweet apple. (Changing the meaning of adjective)

I worked **very** hard. (Changing meaning of adjective)

He played cricket **very carefully**. (Changing the meaning of adverb “carefully”)

He completed his work **very quickly** . (Changing the meaning of adverb “quickly”)

E. Noun and Pronoun:

Nouns : These are names of person, place, things, ideas, concept, and qualities. A noun is a word that names something. Nouns are used as object and subject both in a sentence. Nouns have following types

1. Common noun : it refers to the name of a person, place or thing of the same kind .

b. Name of people: Man, Woman etc.

c. Name of animal: Cow, Dog, Monkey,

d. Name of places: town, city, villages,

e. Name of things: soap, detergent, brush

2. Proper noun : It refers to the name of particular person, place, animal or thing.

a. Name of people: Yogesh, Neeraj, Ajay, Gaurav

b. Name of city: Patiala, Ambala, Delhi, Gurgaon

c. Name of institutes: ICICI Bank, SVI

3. Collective noun : It represents the group of people or animals. Following are examples of collective noun

a. Group of people: Team, Group, and Police

C. Business groups: band (group of people who play music), Company (group of people who work together)

4. Abstract noun : it represents idea, experience or quality rather than an object. Confident, energetic, good, excellent, great etc.

Other forms of a noun:

a. Countable Nouns : can be in singular and plural forms.

Use of singular form: used to refer one person or thing

Use of plural form: used to refer more than one person or thing e.g.

Singular	Plural
Bag	Bags
Key	Keys
Woman	Women
Child	Children
Car	Cars

b. Uncountable Nouns : have only one form i.e. singular form

Liquid: Tea, oil, Ghee, water etc.

Metals: silver, copper, aluminum

Gases: oxygen, carbon, hydrogen,

Other: Sugar, sand, fire, ice

C. Noun Possessive

We show possession in English by using the possessive form of a noun

We use apostrophe + ('s) for possessives after the noun

I like **Shyam's house**.

Don't touch the **dog's tail**.

That was **Shefali's camera**.

Pronoun:

Have a look at this paragraph. Ram went to the house; Ram took his umbrella; Ram was searching for money;

Ram found money and Ram came out of the house. In above sentence, Ram has been repeated so many times and the sentence does not look proper. Instead we could have made this sentence like, " Ram went to the house, **he**

(pronoun) took an umbrella and **he (pronoun)** was searching for money. **He (pronoun)** found money and he came out.”

So to make a proper sentence we used he in place of Ram. A pronoun (here “ he”) is a word used in place of a noun.

Various forms of pronouns

Personal pronoun (as subject): I, you, He, She, We, they

Personal pronoun (as object): me, you, him, her, us, them

Possessive pronoun: my, your, his, her, our, their, mine

Reflexive pronoun: myself, yourself, himself, ourselves, themselves

F. Infinitives: (to + 1st form)

Infinitives are used as subject, verb, giving reason, Preposition’s object

To walk is a good exercise. (As a subject)

To respect our parents is our duty. (As a subject)

I want **to meet** him tomorrow (After verb)

I need **to buy** a computer. (After verb)

I sit here **to feel** silence. (Reason for doing something)

I went there **to learn** something new. (Reason for doing something)

He has no choice but **to join** our company. (With preposition “but”) The meeting is about **to start**. (With preposition “about”) She stands up **to make** her point. (With preposition “up”)

I am glad **to see** you again. (Other)

I need something **to eat** . (Other)

This book is good **to buy** . (Other)

G. Gerund : (1st form of verb+ing)

Smoking is injurious to health. (As a subject)

Swimming is good for health. (As a subject)

Dreaming will take you nowhere. (As a subject)

I have started **teaching**. (As object)

He has stopped **driving** fast. (As object)

You should start **working**. (As object)

I am fond of **singing**. (With preposition)

He is tired of **waiting**. (With preposition)

He is good at **cooking** food. (With preposition)

She is good at **speaking** German. (With preposition)

My **driving** is excellent. (Other)

His **cooking** is beyond doubt. (Other)

I don't mind your **sitting** here. (Other)

I won't bear Ram's **interfering** in my work. (Other)

H. Auxiliary and Main verb

You **should go** to the market. (Should is auxiliary verb and go is the main verb)

I **did not play** football. (Did is auxiliary verb and play is the main verb)

He **can do** it. (Can is auxiliary verb and do is the main verb)

I. Conjunction:

A word used to connect word, phrases and clauses e.g. and, but, if, both, not only, as well as, as soon as, but, still, yet, however, only, while, whereas, neither, nor, either, or, or, therefore for etc.

J. Interjection:

Words which express sudden feeling and expressions of sadness, happiness or excitement

Hello! How are you?

Alas! We lost the tournament.

Hurry! We won the competition.

Bravo!

AH!

K. Sentence:

A sentence is a group of words which express a statement, question, order or feeling or any other form of thought.

I am going to market. (Statement)

Who are you? (Question)

Get lost! (Order)

This is so wonderful! (Feeling)

L. Compound Sentence:

Compound sentences consist of two or more simple sentences separated by conjunctions (and each of the simple sentences is complete in itself)

She has gone to market and Ram is coming here.

Explanation 1: “She has gone to the market” and “Ram is coming here.” Both are complete sentence and can be used independently.

I want to join the party but I am busy in the office.

Explanation 2: “I want to join the party” and “I am busy in the office” both are complete sentence and can be used independently.

She came here early therefore she left early.

M. Complex sentence:

A complex sentence has two part namely dependent and independent:

I went to Shimla last week although I couldn't get my ticket booked.

The client told him all the requirement but he could hardly understand any.

We will continue with this client although we have lost this deal.

In above three examples, bold represents independent clause while normal font represents dependant clause.

N. Vowel and Consonants:

Vowel: A, E, I, O, U

Consonants: Rest of alphabets apart from those stated above

O. Articles

A: A is used with a consonant sound

I have a beautiful palace. |

Once there was a king. |

She has lost a bag. |

He is a boy. |

Before a word starting with a vowel having consonantal sound – A union,
A University,

An - it is used with vowel sound

He is an M.A. from Delhi
University. |

He is an honest man. |

India is an agricultural country

Before a word beginning with vowel sound even though starting with consonant

E.g an hour, an honest man,

Using “The”

The sun, the moon, – Before nouns that are unique

For specific Person / Group of person

Can I see the director?

The manager will go to America.

The South African team is one of the best teams. (Group of person)

The Indians are very hardworking.

Before the names of organizations, newspapers, hotels, restaurants, theatres, cinema halls, oceans

The Microsoft, the Airtel, the Reliance (have you ever seen an airtel)

The Hindu, The Times of India – Name of newspapers

The Taj, the Oberoi – Names of hotel

The regal, the delight, (theater)

The Atlantic Ocean. – Name of oceans

The Ganga, The Yamuna – Name of rivers

The Ramayana, The Geeta – Classical books of scriptures

The great Amitabh Bachchan – Before proper noun when qualified by adjective

The great Sachin Tendulkar

When emphasis needs to be given

He is the man of confidence.

He is the man of principle.

With ordinals

The third page of this book is very boring.

Let me read the 5th chapter.

Example where you need not use any article:

1. Relations: mummy, daddy, aunt, uncle not the mummy, the daddy...
2. Language: Hindi, English, Urdu not the Urdu, the English....
3. Abstract noun: Action is the key to success not The action is the key to success

4. Before Proper noun: Chandigarh is the capital of Haryana not The Chandigarh is the capital of the Haryana.

5. Material noun: Gold, silver not the Gold or the Silver.

6. When man or woman represents the whole class: Man is the most intelligent of all creatures.

Note: there are 26 alphabets in the English language. Out of that five are called vowel namely a, e, I, o and u and rest are called consonants.

Some practical example on important prepositions

Use of To

From one place to another

I am going to Delhi.

I am going to market.

Infinite verb

I want to go now.

He went to the market to buy vegetables.

She was glad to see you.

For telling time

It's five to five.

|

For passive voice

A pen was given to me by him.

|

|

Prize has been given to him.

|

|

Use of On

For date and day
I will reach there on Monday.

|

|

There will be a function on Saturday.

|

|

Let us plan our lunch on 22nd June.

|

|

Other

He is sitting on the table.

|

|

I have left my purse on the bed.

|

|

He will make a speech on the
Ramayana.

Use of In

For telling period of time

He will complete this
assignment in one month.

I shall reach home in two hours.

The train will leave for Mumbai in 3
hours.

For big cities or countries

1 I live in Mumbai.

2 She was born in the USA.

For telling about dress

He was in school uniform.

She was in saree.

He was in jeans.

Other

He is in the room.

Into

To go inside

He jumped into the river.

He walked into the room.

To change speech/ language

Explain this German report into English.

Use of by

Something has done by someone:

This work has been done by Mr.
Ram.

This book is written by Brian Tracy.

Theft has been made by thief only.

The door has been opened by someone.

Another usage:

Come and sit by me.

There is a switch by the door.

To say how somebody travel

He traveled by car/road/plane/ship

To express how we do something

2 Send it by courier

3 Pay by credit card

4 Do something by hand

|

|

Something can happen by mistake, by chance, and by accident

1 I called you by mistake.

|

2 My friend met me there
by chance.

|

3 It was by accident.

|

|

To tell time

It's 4 P.M by my watch.

|

|

To show when a work will complete

I will complete this by today
evening.

|

I will reach there by 5 p.m.

|

(Means on or before 5 P.m.)

|

I will send this mail by tonight.

(Means on or before tonight)

Beside (means near)

Besides (Apart from this)

She is sitting beside me.

Mohan is sitting beside Shyam.

Besides Santro, I have civic.

Besides a computer, I have a laptop.

Of: to show relation

Mr. Sharma is the CEO of this company.

To show quality or reason

He is a man of confidence. (Value)

He died of cancer. (Reason)

Around :

Ram must be around (nearby).

()

Please walk around the table.

Above or over

The air conditioner is above the workstation.

The fan is above/over the table.

Behind

He was behind the door.

He is behind the table.

Q. Punctuations Marks:

- 1 Exclamation mark (!): used to express strong/ strange feeling-
I am not Sushant!
How can he do this!
- 2 Quotation marks (E.g He said to me” I am good”) – to express something said by someone
- 3 Semicolon (;): used to separate big parts of sentence
Yesterday I was in Delhi; I had ten meeting there.

4 Question mark (?) is used whenever you are asking a question.
E.g. Are you coming?

5 Full stop/dot or period (.): is used to end a sentence.

6 Hyphen (-) used to join or separate the words E.g twenty-four, re- entry, and light-blue. Also to start a list

Following is the list of people who will be participating in the race :

7 Comma (,) comma is used to separate the words, phrase e.g. apple, banana, grapes etc.

8 Colon (:) –used to introduce a list in the sentence or a quote
To indicate ratio (1:2)

To indicate time (12:15)

9 Ellipsis (...) used to say something implied

Today we have a party. He will come here and enjoy....

He got married yesterday. He is going to Paris for.....

10 Ampersand (&) used for and: We are inviting Ram, Shyam, Sohan, Sonam, Priyanka, Karishma and Hrithik, Kamal & Akshay.

11 Apostrophe ('e.g. can't) is a symbol used to show that some letters have been omitted from the word

I've (have) done this.

I can't (can not) do this.

I don't (do not) like this.

I shan't (shall not) do this.

He won't (will not) come here.

11A. Check (✓): something has been done or rightly done.

12 At the rate of (@): used for giving e-mail address: e.g. yogesh@sviindia.com, info@sviindia.com

13 Forward slash (/): To indicate meaning of either word can apply

Ram / Shyam will attend the meeting. (It means either Ram or Shyam will attend the meeting)

Other usages: A/c no (giving account no.) and date like 08/02/03

14 Parentheses (): used for giving clarification to the meaning

a. Mr. Ram (chairman of this company) is coming on next Monday.

b. Mr. P.C. Chopra (former director of ABC Ltd.) has been

appointed our regional director.

Chapter 38: How to Use Need not, How Dare You

Instructions for use: ():

	How dare	Need
not		
How dare you come here?	?	
How dare you enter my cabin?	?	?
How dare you attend the party?	?	?
How dare you shout at me?	?	?
How dare you speak this?	?	
How dare you abuse me?	?	?
How dare you meet him?	?	?
You need not go to the market.		

You need not come here.

You need not complete this
work.

You need not play here.

You need not buy a sharp
knife.

You need not sing a song.

You need not touch my pen.

- ?
- 8 Could I meet you in the evening? ?
- 9 ?
Would I take 2nd half off? ?
- 10 ?
Would I take tomorrow off? ?
- 11 ?
Is there any bus stop? ?
- 12 ?
Is there any good hospital? ?
- 13 ?
Is there any good restaurant? ?
- 14 ?
Is there any departmental store? ?
- 15 ?
Is there any law college in Sohna? ?

- 16 Can you lift 50 kg Weight? ?
- 17 Can you solve this puzzle? ?
- 18 Can you save the environment/
jungles? /
- 19 Can you control your anger? /
- 20 Can you imagine (to form a
mental picture of something)
your dream house? ?
- 21 What would you like to have in
Lunch? ?
- 22 When would you like to have
breakfast? ?
- 23 Would you like to join us in the
party? ?

32 How long did you take to finish this assignment? (Past tense)

?

33 How long will it take to reach Gurgaon?

?

?

34 How long will it take to construct your new house?

?

?

35 How long will you take to solve this sum?

?

?

36 How often do you visit your relatives?

?

?

37 How often do you wash your car?

?

?

38 How often do you go for shopping?

?

?

39 How often do you go for dinner outside?

?

?

- 40 How often do you meet your friends? ?
- 41 Who is looking after the baby? ?
- 42 Whom are you meeting today? ?
- 43 Where are you partying? ?
- 44 Whom are you calling now? ?
- 45 When are you joining the badminton club? ?
- 46 How was he performing in the office? ?
- 47 Where were you playing cricket? ?
- 48 What were you doing here? ?

?

57 ?
Have you ever donated blood?

?

58 ?
Where have you got your shoes
polished?

?

59 ?
How many of you have seen
this movie?

?

60 ?
Have you ever taught any
subject?

?

61 ?
Had the bell rung before you
reached the school?

?

62 ?
Had you not taken anything
before the party started?

?

63 ?
Had you read that interesting
story before you slept?

?

- 64 Had you finished your work before you went to school? ?
- 65 Had you taken your meal before you went? ?
- 66 Will you have visited London before the next year? ?
- 67 Will you have cleaned your room, before your mother arrives? ?
- 68 Will they have packed their luggage by ten? ?
- 69 Will I have completed my project by then? ?
- 70 Will you have come out of bed before sunrise? ?

- ?
- 71 Have you been learning driving since last six months? ? :
- ?
- 72 Has he been breaking the rules for two years? ?
- ?
- 73 Has she been hiding the truth since last two years? ?
- ?
- 74 Have you been taking sleeping pills for three years? ?
- ?
- 75 Have you been staying here since last five years? ?
- ?
- 76 Had the sun not been shining for two hours? ?
- ?
- 77 Had he been waiting for me since last two years?

?

78 Had it not been raining for two hours before I came?

?

79 Had the baby been sleeping for two hours before she woke up?

?

80 What had you been doing there for so many days before you started this job?

?

81 Will it have been raining since last night?

?

?

82 Will they not have been writing a letter for two hours?

?

83 Will he have been working on this project for two hours?

?

84 Will we have been learning

?

French for three months?

?

?

85 Will Mohan not have been attending dance classes for two days?

?

?

86 What do you have for breakfast?

?

?

87 What do you like summer or winter?

?

?

88 Which country do you like the most?

?

?

89 Why don't you speak French?

?

?

90 Whom do you want to meet?

/

?

?

91 When did you participate in the cricket match?

?

?

- 92 How did you overcome that challenge? ?
- 93 Where did you go for shopping? ?
- 94 What did you cook yesterday? ?
- 95 Which movie did you see last week? ?
- 96 Where will you go for a picnic? ?
- 97 Will you start a new business? ?
- 98 When will you apply for Visa? ?
- 99 How will you reach Mumbai? ?
- 100 Who will train and develop our employees? ?

?

Chapter 40: Making Day to Day Friendly Inquiries - part 1

Note: We make hundreds of inquiries every single day in social and official conversation. So it is really important to learn how to answer or handle those inquiries simply. Here are some friendly and business inquiries we make every day with their sample answers. You can change these answers according to a specific situation or need.

- 1 Can I join the grand (luxurious) party?
?
- 2 Will you please go there?
?
- 3 Can I follow you?
?
- 4 Should I throw this?
?
- 5 May I come in?
?
- 6 Are you particular (choosy/ selective) about your garments?
?
- 7 Should we eat something?
?

- 8 Can I sing a song? ? ?
- 9 Will you watch this movie? ? ?
- 10 Have you completed your homework? ? ?
- 11 Do you clean your desk daily? ? ?
- 12 Do you follow the instructions? ? ?
- 13 Can I set up my own business? ? ?
- 14 When will you apply for this job? ? ?
- 15 Can I take leave of you? ? ?
- 16 Should I interact with him? ? ?

- 17 Have you read the notice board? ?
- 18 Can you complete this right now? ?
- 19 Shall I bring something to eat? ?
- 20 Will you please stop? ?
- 21 Do you smoke daily? ?
- 22 Can you study for three hours? ?
- 23 Can you go instead of her? / ?
- 24 Do you exercise daily? ?
- 25 Will you please shut your mouth? ?
- 26 Can I start it now? ?

- ?
- 27 Can you see the future? ?
- 28 Is the machine rolling (operating)? ?
- 29 How old are you/what's your age? ()? / ?
- 30 Do you also provide home supply? / ?
- 31 Have you seen the Taj Mahal? ?
- 32 Are you computer savvy? ?
- 33 Why is there so much heat in the room? ?
- 34 Are you full of energy? ?
- ?

35 Are you a money magnet?

?

36 Whose pen is this?

?

37 Is it fair (right) to cheat on your customer?

?

38 Whose purse is this?

?

39 Where did you find this book from?

?

40 Have you finished your work?

?

41 When will you come back from Delhi?

?

42 When should we expect improvement in the economy?

?

43 Should I complete this work now?

?

?

44 What do you want to tell us
about this matter?

?

45 What do you want to become?

?

46 Will you go to the party with
me?

?

?

Answer:

1 Yes, sure.

,

|

2 I will go there.

|

3 Yes, you can follow me.

,

|

4 You should not throw this.

|

5 Yes, you may come in.

,

|

6 Yes, I am particular about my
garments.

,

|

7 Yes, we should eat something.

,

|

- 8 Yes, you can sing a song. , |
- 9 Yes, I will watch this movie. , |
- 10 Yes, I have completed my homework. , |
- 11 Yes, I clean my desk daily. , |
- 12 Yes, I follow the instructions. , |
- 13 Yes, you can set up your own business. , |
- 14 I will apply for this job next month. ? |
- 15 As you wish. |

- 16 Yes, you should interact with him. , |
- 17 Yes, I have read the notice board. , |
- 18 No, I can not complete this right now. , |
- 19 Yes, I am feeling hungry. , |
- 20 I will not stop. , |
- 21 I do not smoke at all. , |
- 22 Yes, I can study for 3 hours. , |
- 23 No, I can not go instead of her. , |
- 24 Yes, I exercise daily. , |
- 25 No, I will not shut my mouth. , |

26 Yes, you can start it now.

27 No, I can not see the future.

28 Yes, the machine is rolling.

29 I am 30 years old.

30 Yes, we also provide home supply.

31 Yes, I have seen the Taj Mahal.

32 Yes, I am computer savvy.

33 Actually, the AC is not working.

34 Yes, I am full of energy.

- 35 Yes, I am a money magnet. ,
- 36 This is my pen. |
- 37 No, it's not fair to cheat on customer. , |
- 38 This is Ram's purse. |
- 39 I came upon this book in a shop. |()
- 40 I am through. |
- 41 I will come by 5'o clock.
(Means at 5 or before 5) |
- 42 Very soon, we will experience an upturn in the economy. |
- 43 Sooner or later you have to do it, why not now? |
- 44 Let us finish this matter once for all. |

45 I want to become
communication expert through
and through.

46 By no means, I will come to
the party.

Chapter 41: Making Day to Day Friendly Inquiries - Part 2

1 Would you mind if I have the
radio on?

?

2 Do you mean that you actually
liked it?

?

3 Would you mind waiting a bit
longer?

?

4 Can you please blow this
balloon?

?

5 Are you looking for a new car
or used one?

?

6 Can you please give me his

phone no.?

?

7 Can you please lend me 500 rupees?

?

8 Can you keep a secret?

/
?

9 Can you please help me in finding autobiographies?

?

10 Can I have this afternoon off?

?

11 Could you please stop doing that?

?

12 Could you pour some more milk in the glass?

?

13 Could you turn off the air conditioner?

?

?

- 14 May I shut the window? ?
- 15 Would you like to see the dessert menu? ?
- 16 Would you like to talk about politics? ?
- 17 Would you mind helping me? ?
- 18 Would you mind passing the book? ?
- 19 What are you trying to say? ?
- 20 At what time do you go to bed? ?
- 21 When do you want this pen back? ?
- 22 When does the train get in? ?
- 23 When do you want me to start? ?

- ?
- 24 When would you like your next appointment? ?
- 25 Where did you come from? ?
- 26 Where will you be at eight? ?
- 27 Where do you want me to go? ?
- 28 How much is it? ?
- 29 How difficult is it to learn Arabic? ?
- 30 Does it matter that much? ?
- 31 Does this product contain fat? ?
- 32 Does it contain proteins and vitamins? ?
- 33 Whom have you told about it? ?

?

34 Do you know what your kid is
drinking?

?

35 What is your opinion about this
book?

?

36 Will it make any difference?

?

37 When did you last see him?

?

38 When will you learn driving?

?

39 When is downloading
possible?

?

40 Do you want a cup of coffee
before you leave?

?

41 Do you like my new shirt?

?

42 What is your home worth?

- 43 What is your educational qualification? ?
- 44 Whom do you want to see? ?
- 45 What is your hobby? ?
- 46 What does your father do? ?
- 47 How do you spend most of your time? ?
- 48 How many siblings do you have? / ?
- 49 What is your ambition in life? ?
- 50 Why are you the best candidate for this job? ?
- 51 What is the news? ?

- 52 What have you seen in Delhi? ?
- 53 Where are you living? ?
- 54 What do you have in your pocket? ?
- 55 Do you have a sitting job or a field job? ?
- 56 Where will you go now? ?
- 57 Which is your favorite book? ?
- 58 What brings you here? / ?
- 59 Which doctor do you usually refer to? ?
- 60 Can I drive your car? ?
- 61 How did you spend your holidays? ?

62 Have you ever experienced any
downturn in your business?

63 Are you sure he will come
here?

64 How often can I donate blood?

65 How often do you see movies?

66 Do we have any other option
now?

Answer :

1 I will not mind, please have
the radio on.

2 Yes, I actually liked it.

3 I will not mind, please take
your time.

- 4 Yes, I can blow this balloon. , |
- 5 I am looking for a new car. |
- 6 Yes, why not, just wait for a moment. , , |
- 7 No, I can not lend you any money. , |
- 8 Yes, I can. , |
- 9 I can help you to find autobiographies in any bookstore. |
- 10 Yes, you can have this afternoon off. , |
- 11 No, I can not stop doing that. , |
- 12 Yes, sure. , |
- 13 Yes, I can turn off the air ,

conditioner.

,

14 You may shut the window.

15 Yes, I would like to see the
dessert menu.

,

16 I would not like to talk about
politics.

17 I would not mind helping
you.

18 I would not mind at all.

19 I am not trying to say
anything.

20 I go to bed at 10 p.m.

21 I want this pen back by the

today evening.

22 The train gets in at 7 A.M.

23 You can start at any time.

24 I would like my next
appointment on Monday.

25 I am from Sohna.

26 I will be at home at 8.

27 I think you should go to the
temple.

28 It is for Rs. 100.

29 It is slightly difficult to learn
Arabic.

30 It does not matter at all.

31 This product does not contain fat.

32 It does not contain protein and vitamin.

33 I have not told anyone about this.

34 My kid is drinking sugarcane juice.

35 This is a very good book.

36 This will not make any difference.

37 I saw him on Diwali last time.

38 I have learnt driving.

39 Downloading is easily possible at night.

40 Yes, I want a cup of tea before I leave.

41 Yes, I like your new shirt.

42 My home is worth Rs 10 lakh.

43 I am a commerce graduate.

44 I want to see the Manager.

45 My hobby is reading books.

46 My father is a businessman.

47 I spend most of my time in
research and training.

48 We are two brothers and one
sister.

49 I want to become a world
class communicator.

50 I have rich experience in this
field.

51 There is no news.

52 I have seen Pragati Maidan in
Delhi.

53 I am living at Sohna.

54 I have a purse in my pocket.

55 I have sitting as well as field
job.

56 I will go to the office now. |

57 My favorite book is "Give me
back my guitar". "Give me back my guitar" |

"
58 I wanted to meet you. |

59 I usually refer to Dr. Nagpal. |

60 You can drive my car as long
as you drive it carefully. |

61 We met lots of people during
our holidays. |

62 Yes, I have experienced a
downturn in my business
once. |

63 He will come here for certain. |

64 You can donate blood once in
two months.

65 I see movies off and on.

66 At present, we don't have any
other option.

Chapter 42: Making Day to Day Friendly Inquiries - Part 3

- 1 How are you feeling
now? ?
- 2 How are you finding
your new house? ?
- 3 How are you finding
your new job? ?
- 4 How are you finding
your new boss? ?
- 5 How can we learn to
paint? ?
- 6 How did you get into this
line of work? ?
- 7 How do you manage
your day? ?

- 16 Am I overweight? ?
- 17 How many people could she meet? ?
- 18 How long will you stay with this company? ?
- 19 How long have you been working with this company? ?
- 20 Are you aware whether the water level (height) of the Ganga is increasing or decreasing? ?
- 21 If you are not too busy, could I ask you something? , ?
- 22 Is he really well known? ?
- 23 Is he hurt badly? ?
- ?

- 24 Is there anything else
you want to know? ? ?
- 25 Is there anything special
about this client? ?
- 26 Isn't this terrible waste
of money? ?
- 27 Do you think it's
rational? ?
- 28 Is he gentle (calm, kind
or soft) with his
employees? / ? /
- 29 Is it customary to do like
that? ?
- 30 Can I make a point about
this proposal? ? ?
- 31 May I make a
suggestion? ?
- 32 Was the traffic heavy
today? ?

- 33 Was there anyone around? ?
- 34 How good are apples for your health? ?
- 35 What are you doing this evening? ?
- 36 What do you like the best about your present job? ?
- 37 What do you like to do in your spare time? ? ?
- 38 What do you look for in a subordinate? ?
- 39 What contribution can you make to the society? ?
- 40 Have you ever participated in any social activity? ?
- 41 Who do you think will ?

be elected? ?

42 Which color do you
prefer – yellow or red? ?

43 Where did you have
breakfast? ?

44 Where will we go for
dinner? ?

45 Do you have any
outstanding loan? / ?

46 Have you phrased (to
express something with a
particular choice or
words) this speech
carefully? ?

47 Do you have any view
(opinion /idea/belief)
what we should do now? ?

48 Does it make sense

- (good judgment) to buy a pair of jeans? ?
- 49 Was motion (movement) of the ship violent? ? ?
- 50 Do crops depend upon rain? () ? ?
- 51 Are you open on Sunday? ? ?
- 52 Were you present till the end of the meeting? ? ?
- 53 Will you attend the party? ? ?
- 54 What were you doing while I was having breakfast? ? ?
- 55 What will you charge to and fro (round trip)? ?
- 56 How often do you go to Delhi? ? ?
- 57 How do you feel in your house? ?

58 How did you know her
behavior?

?

?

59 Who will attend the
party Ram or Sham?

?

?

?

Answer:

1 I am feeling great.

|

2 My house is truly
wonderful.

|

3 I am enjoying my job.

|

4 My new boss is really
good.

|

5 I think we should take
some coaching to learn
painting?

,

|

6 I have a keen interest in

|

- this line. I chose this
myself.
- 7 I do make the time table
for myself.
- 8 I give them liberty to do
their work.
- 9 I try to balance my work
& family well.
- 10 My work is my priority.
- 11 Yes, I have a strong base
for this allegation.
- 12 I can come there within
5 minutes.
- 13 Life is really good.
- 14 I will charge Rs 3000 for
repairs.
- 15 I lent him 50000.

16 Yes, I think you are
overweight.

17 She could not meet
anyone.

18 I will stay with this
company for my whole
life.

19 I have been working
with this company since
last one and half year.

20 I believe the water level
of the Ganga is
decreasing.

21 Yes, you can ask me
anything.

22 I think he is well known.

23 I don't know.

24 No, that's enough. , |
, |

25 Yes, he is our biggest client. , |
,

26 No, I don't think so. , |
,

27 Yes, it is rational. , |
,

28 Yes, he is very calm with his employees. , |
,

29 No, we are doing this for the first time. , |
,

30 Yes, you can surely present your views. , |
,

31 You can make any suggestion. |

32 Traffic was not heavy today. |

33 There was no one around me. |

34 Apples are very good for
my health and immunity.

35 I am going for a picnic
this evening.

36 I like to research and
meeting people; I like
clerical work least.

37 I like to read books in
my spare time.

38 He should be honest,
sincere and dedicated.

39 I think I will soon start a
project on global
greenery.

40 I have never participated
in any social activity.

41 I think Shyam will be
elected.

42 I like both, but I prefer
yellow.

43 I had my breakfast at
home.

44 I think we will go to
Haldiram.

45 I have more than one
unpaid loan.

46 Yes, I have.

47 I think we should make
more market research.

48 Yes, it makes sense,
since a pair is cheaper
than single jeans.

49 No, movement of the
ship was ok.

50 Yes, crops totally depend
upon rain.

- 51 We are open every day
except Tuesday
- 52 I sat through the entire
meeting.
- 53 I will attend the party if I
get an invitation.
- 54 I was exercising while
you were having
breakfast.
- 55 I will charge Rs. 100 to
and fro (round trip).
- 56 I visit Delhi off and on.
- 57 I feel better in every
respect.
- 58 I understood her
behavior by and by.
- 59 Neither Ram nor Shyam
will attend the party.

Chapter 43: Making Day to Day Business Inquiries - Part 4

Making an appointment & others:

1 Can I meet you tomorrow?

?

?

2 Can you see me in my office?

?

?

3 At what time can I call you?

?

?

4 Should I call you in the evening?

?

?

5 Can you give me an appointment on Thursday?

?

?

6 Could I come tomorrow?

?

?

7 Can you please make it on

- Monday? / ?
- 8 What about today at 8.30 P.M. ?
- 9 Which day will it be convenient to see you? ?
- 10 Will we meet at the station? ?
- 11 How can we get the first division? / ?
- 12 Do you know my friend Ram? ?
- 13 Did you see him running? ?
- 14 Has the police caught the thief? ?
- 15 What happened to you when you were driving yesterday? ?

- 16 When does he come to your home? ?
- 17 How long will I take to understand this? ?
- 18 Who will do this work; you or your friend? ?
- ?

Answer:

- 1 Yes, you can meet me tomorrow. , |
- 2 Yes, sure. , |
- 3 You can call me after lunch. |
- 4 Yes, you can call me in the evening. , |
- 5 No, I am busy on Thursday. , |
- 6 Yes, you can come tomorrow. , |

7 Yes, I can make it on Monday.

8 I have another appointment at 8.30.

9 You can see me on Monday.

10 Yes, we will meet at the station.

11 You can get first division through passion and dedication.

12 Is he your friend? – I don't even know him.

13 He ran as if he was saving his life.

14 The police arrested the thief

then and there.

15 All of sudden, a dog came in
front of my car.

16 He visits our home from time
to time.

17 I think you will understand this
by and by.

18 Either my friend or I will do it.

Asking for advice:

1 What do you think I should go
now?

2 What should I do?

3 Should I go for a movie today?

- 4 ?
Should I buy that car? ?
- 5 ?
Should I visit Goa? ?
- 6 ?
Do you think it's really good? ?
- 7 ?
Should I go with my friend? ?
- 8 ?
Should I take part in sports? ?
- 9 ?
Do you think I should join the party? ?
- 10 ?
Should I tie up with big companies? ?
- 11 ?
Should I make any major (key/
most important) change? ?
- 12 ?
Should I allow them to join the party?

?

13 Should I sign this deed?

?

14 Should we buy a steel company?

?

?

Answer:

1 You should not go now.

2 You should cook food.

3 You should not go for a movie today.

4 You should not buy that car.

5 You should visit Goa.

6 Yes, I think it is really good.

- 7 Yes, you should go with your friend. , |
- 8 Yes, you should take part in sports. , |
- 9 Yes, I think you should join the party. , |
- 10 Yes, you should tie up with big companies. , |
- 11 You should not make any major change. |
- 12 You should allow them to join the party. |
- 13 Yes, you should sign this deed. , |
- 14 Yes, we should buy a steel company. , |

|

Asking about certainty

1 Do you think he will come?

?

?

2 Are you sure he can do it?

?

?

3 Are you certain he was the owner of this company?

?

?

4 Do you believe we can achieve this?

?

?

5 Are you sure?

?

/

?

6 Do you think we can do it?

?

?

7 Do you believe on this story?

?

?

8 Can you show me some more details?

/

?

?

Answer:

1 Yes, I think he will come.

2 I am sure; he can do it.

3 I am certain; he was the owner of this company.

4 I do believe we can achieve this.

5 Yes, I am sure.

6 Yes, I think we can do it.

7 Yes, I believe on this story.

8 Yes, why not.

Checking facts, understanding:

1 Can we pay through credit card?

?

2 Do you understand what I mean?

?

?

3 Are you really sure?

?

?

4 Is this a reasonable price?

?

?

5 Am I on the right way?

?

?

6 Can you tell me the way to temple?

?

?

?

Answer:

1 Yes, you can pay through credit card.

,

|

,

2 Yes, I understand.

|

,

|

3 Yes, I am sure.

,

|

,

|

4 Yes, this is very reasonable

,

|

,

|

price.

5 Yes, you are on the right way.

6 Yes, go straight and take left turn.

Friendly Enquires:

1 How is your family?

2 What have you been doing since last two years?

3 Do you cook your meal yourself?

4 I have learnt that you bought a new car?

5 What is your brother doing now a days?

6 Are you in textile business?

?

7 Have you gained some weight?

/ ?

?
8 How are your parents?

? -

?
9 Are you enjoying your job?

?

?
10 Did you have a good time in
Goa?

?

?
11 What is the pay scale for this
position?

?

?
12 Are you enjoying your stay
outstation?

?

?
13 Why are you so serious?

?

?
14 Will these sweets do?

?

?
15 Why can't we go there
tomorrow?

?

?

16 Why can't you manage it by yourself? ?

17 Are you coming with me? | ?

18 Will you be ready by 5 P.M.? ?

19 What does your company produce? ?

20 What do these signs indicate? ?

21 Do you require (need) someone to help you? ?

() ?
22 Do you use any spray to kill insects? ?

?

Answer:

1 My family is really good. |

2 I have been doing my business
since last two years.

3 No, I don't cook my meal
myself.

4 Yes, you are right.

5 My brother is running his own
business.

6 I am not in textile business.

7 I have not gained any weight.

8 My parents are good.

9 Yes, I am enjoying my job.

10 Yes, I enjoyed my stay in Goa.

11 We will tell you later about this.

12 Yes, I am enjoying my stay
outstation.

13 I am not serious. ?

14 Yes, these sweets will do.

15 Tomorrow I am busy.

16 I can manage it myself, but I
need your help.

17 I am not coming with you.

18 I will be ready by 5 P.M.

19 We do not produce anything; we
are service providers.

|

;

20 These signs indicate the way to
the temple.

|

21 I require two people.

|

22 I hardly use the spray to kill
insects.

|

|

Chapter 44: Making Day to Day Business Inquiries – Part 5

- 1 Why do you think I should take this responsibility?
?
- 2 Do you think he will call?
?
?
- 3 Do you think you can manage it?
?
?
- 4 Could you please stick to the point?
?
?
- 5 Could you please provide us with details of your project?
?
?
- 6 Do you intend to make any change
?

in the report?

?

7 Are you mobile? ?

8 Did you hear any rumor about our company? ?

9 Can you tell me about your ambition? ?

10 Could you please advise on this matter? ?

11 Can you stay little longer every day? ?

12 Do you have the courage to do it? ?

13 Do you have any experience of this kind of work? ?

?

14 Do you find it difficult to work with a team?

?

15 Do you like your tea with or without sugar?

?

16 Do you have any objection to this plan?

?

17 Do I have any choice in this matter?

?

18 Do you feel like taking a break?

?

19 Do you feel like taking more responsibility?

?

20 Do you feel like shortage of work?

?

?

21 Do you honestly think he will accept this offer?

?

?
22 Do you want to become an engineer?

?

?
23 Do you want to become a doctor?

?

?
24 Do you want to become famous?

?

?
25 Do you want to invite everybody in the party?

?

?
26 Do you have a separate segment (division/section) for kids?

/ ?
(/

) ?
27 Does she always get angry?

?

?
28 Does that mean you want to leave our company?

?

29 Don't you think your requirements
are unnecessary?

?

30 Given a choice in your work, what
would you like to do first?

?

31 Given a choice, would you like to
travel by train or air?

?

32 Given a choice, would you like to
buy silver or gold?

?

33 Given a choice, would you like to
visit Goa or London?

?

34 Given a choice, would you like to wear coat-pant or jeans-shirt?

?

35 Given a choice, would you like to fight with sword or gun?

?

36 Have they got all that they wanted?

?

37 Have you considered what will happen if they come to know about this?

?

38 Have you decided what to do?

?

39 Have you not finished your work?

?

40 Have you planned anything for tomorrow?

?

- 41 Have you undertaken any new assignment recently? ?
?
- 42 Haven't you heard this news? ?
?
- 43 Have you got any money with you? ?
?
- 44 Have you got time to look at this? ?
?
- 45 Have you heard about slaves? ?
?
- 46 Have you heard about him that he got married last week? ?
?
- 47 Have you made up your mind to study in London? ?
?

48 ?
Have you made up your mind to
employ someone new?

?

49 ?
Have you made up your mind to
expand your business?

?

50 ?
Have you made up your mind to
go for movie?

?

51 ?
How about approaching bank for
some Loan?

?

52 ?
How about meeting 4 o'clock?

?

53 ?
How did you sell your car?

?

54 ?
Will you please stop doing this
work?

?

?

55 Do you like my house?

?

56 Where was he going yesterday?

?

57 What should I do to memorize something?

?

58 How can I get a right job?

?

59 How can a man become popular?

?

?

Answer :

1 You are competent to take this responsibility.

|

2 Yes, I think he would give us a call.

,

|

3 Yes, I think I can manage it.

,

|

,

|

- 4 Yes, I can stick to the point. , |
- 5 Yes, sure. , |
- 6 Yes, I want to make some changes in the report. , |
- 7 Yes, I am mobile. , |
- 8 I did not hear any rumor about your company. |
- 9 My ambition is to become a world-class communicator. |
- 10 I would surely be pleased to advise you on this matter. /
- 11 I can stay little longer sometimes, but not everyday. - ,

12 Yes, I have the courage to do it.

13 Yes, I have experience in this kind of work.

14 I find it easy to work with a team.

15 I like my tea with sugar.

16 I don't have any objection to this plan.

17 You don't have any choice in this matter.

18 I do not feel like taking a break.

19 I don't feel like taking more
responsibility.

20 I don't feel shortage of work.

21 Yes, I honestly think he will
accept this offer.

22 I don't want to become an
engineer.

23 I do not want to become a doctor.

24 I don't want to become famous.

25 Yes, I want to invite everybody in
the party.

26 Yes, we have a separate segment
for kids.

27 No, she does not always get
angry.

28 No, I don't mean that.

29 I think my requirements are
necessary.

30 I would like to meet my clients
first.

31 I would like to go by train.

32 I would like to buy gold.

33 I would like to visit Goa.

34 I would like to wear jeans-shirt.

35 I would not like to fight.

36 I think they have got all that they wanted.

37 I think we might lose this contract.

38 I have not decided yet.

39 I am about to finish my work.

40 Yes, I have few plans for tomorrow.

41 Yes, I have undertaken a new assignment recently.

42 I have not heard about this news.

43 I have got some money with me.

44 No, I have no time to look at this.

45 Yes, I have heard about slaves.

46 Yes, I have heard about this.

47 No, I want to study in Canada.

48 Yes, I have made up my mind to employ someone new.

49 Yes, I have made up mind to expand my business.

50 Yes, I have made up my mind to go for a movie.

- 51 Yes, this is a good idea.
- 52 Yes, we can meet at 4 P.m.
- 53 I sold my car through an agent.
- 54 I will not stop until I complete my work.
- 55 What a beautiful house; it's like a palace.
- 56 As far as I know, he was leaving for Goa yesterday.
- 57 If you want to memorize something, you need to repeat that again and again

58 You have to wander hither and thither before you will get the right job.

59 Anyone can be popular far and wide if one is having something special to share.

Daily questions in office/ at home

1 What task did I assign you yesterday?

2 Have you completed your work/ task/assignment?

3 When will you be able to complete this task?

4 Do you need any help to complete this task?

5 Why don't you stay two hours late and complete it today itself?

- 6 Do you need my help? ? ?
- 7 Did you understand what I said? ? ?
- 8 Do you have any confusion? ? ?
- 9 Do you have a little cotton? ? ?
- 10 Do you have any musical instrument (tool/device/appliances)? ? ?
- 11 Do you have any branch in Delhi? ? ?
- 12 Do you have the similar (like) voice? ? ?
- 13 Do you have any short term course? ? ?

14 Do you have any enemy?

15 Do you need any clarification?

16 What do you think how long you will take to complete this task?

17 Do you think we can complete this work today itself?

18 Do you have any spot on your arm?

Answer:

1 You gave me a new project yesterday.

2 No, I have not completed that yet.

3 I will be able to complete this

by the end of this week.

4 I do not need any help to
complete this task.

5 I stay late daily in office.

6 Yes, I need your help.

7 Yes, I understand.

8 I have no confusion.

9 I do not have any cotton.

10 I don't have any musical
instrument.

11 We don't have any branch in
Delhi as of now.

- 12 Yes, I have the similar voice. ,
|
- 13 Yes, we have short term courses. ,
|
- 14 I don't have any enemy. |
- 15 I don't need any clarification. |
- 16 I will take two months to complete this task. |
- 17 Yes, we can complete this today. ,
|
- 18 Yes, I have a spot on my arm. ,
|

When someone demanding his leave:

- 1 I have learnt that you need 15 days off for your MBA exam.

2 Why do you need 15 days off
for your revision?

?

3 Don't you think one week is
more than enough?

?

4 Do you need an off every six
month?

:

?

?

Answer:

1 Yes, I need 15 days off for
my MBA exams.

,

|

,

|

2 I do not get much time to study now a days, so I need 15 days.

3 No, one week is not sufficient.

4 Yes, I need off every six months.

Motivation

1 I really appreciate your work/ efforts.

2 You made it. Thank you.

3 I know you can do it.

4 We all will make it happen.

5

I know you can complete
this before time

6

You are a big asset to the
company.

7

You are a star/ champion.

Chapter 45: Some Commonly Used Idioms

Deal with : handle

You have to deal with the situation.

Who will deal with this problem?

?

?

Bread winner : the person who earns and supports the family

Who is the breadwinner in your family?

?

?

She is the only breadwinner in her family.

Deal in : to do business in

My father deals in vegetables.

He deals in stone and building material.

We deal in grocery items.

Break down : start crying or stop functioning (of machinery/experience)

Do you have an experience of having a break down?

When she came to know about this news, she broke down.

Break up : to disperse

They are going to break up tomorrow after ten years of marriage.

They finally broke up yesterday.

Call for : to make necessary

Do you think this incident
calls for so much tension?

?

Why do you call for the
appointment of the new
manager?

?

?

?

Do away with : to discard

I want to do away with (get
rid of) this man.

|

I want to do away with this
practice.

|

|

I want to do away with this
unit.

|

|

|

Die hard : difficult to give up

I think all habits die hard.

|

I believe all elite customers
die hard.

|

|

|

Count on: to rely on

You can not count on him
now.

|

|

How can you count on a
person like him?

?

?

Should I count on him?

?

?

Buckle under : to obey

You should not buckle
under everything your boss
is saying.

|

|

You should not buckle
under everything your client
is saying.

|

|

Break the news : to tell

Let me break the news.

|

|

He finally broke the news :
of getting married.

The prime minister will
break the news about his
America visit.

Something in the air : have rumors

I am not sure whether you
have joined a job, but
there is something in the
air.

I don't know whether you
met the Prime Minister,
but there is something in
the air.

Attend on : to take care of

Who will attend on flood
victims?

People took initiative to
attend on the injured man.

**A back seat driver : someone who gives instructions to others
what to do**

Are you working as a back
seat driver in your
business? ?

?
I am not a back seat driver
in my business, rather I am
fully involved. , |

Give the benefit of doubt : to excuse for now

I think we should give him
benefit of doubt. |

|
He has been given benefit of
doubt. |

Feel blue : to feel stress

Why are you feeling blue?
?

?
I can understand why she is
feeling blue? |

|

Top brass : the most important people

The top brass of company is responsible for everything.

The top brass should be rewarded for this opportunity.

The top brass of the company should be punished for this illegal deal.

The entire top brass of the company has been dismissed.

Word of mouth : through the spoken work

The most successful advertisement is through word of mouth.

Walk over : to treat with disrespect

The manager can not walk over his employees.

We should not allow him to walk over us.

The English walked over the Indians for many years.

Touch upon : to mention briefly

I will touch upon this topic and start the next topic.

The Prime Minister only touched upon the most serious issue.

discuss

Size up : to estimate

I think we should size up the cost of the project.

Who will size up the consequences of this deal?

?

Stand up for : to insist

You have to stand up for your rights.

|
Someone has to stand up
for the Ganga. |

|
No one will stand up for
your rights. |

|
Put across : to communicate

You should put across your
feeling to your boss. |

|
You should put across your
feelings to him/her. |

/ |
Jump at : to accept eagerly

He jumped at the job
offer. |

|
He jumped at the business
proposal without any
further thought. |

|

Chapter 46: Using Get -1

Usage: "Get" is used to get work done by others.

Instructions for use (get):

1 Get my room cleaned.

2 Get my car painted.

3 Get my clothes washed.

4 I am getting my room cleaned.

5 I am getting my car painted.

6 I am getting my clothes washed.

7 I got my room cleaned yesterday.

8 I got my car painted yesterday.

9 I got my clothes washed yesterday.

10 I have got my room cleaned.

11 I have got my car painted.

12 I have got my clothes washed.

Chapter 47: Using Find and Some Uncommon Sentences -2

Usage: Use “Find” to define nature of a person or atmosphere of a place.

Instructions for use ()::

- | | | | |
|---|-------------------------------------|---|---|
| | find | | |
| 1 | How are you finding this city? | ? | |
| | ? | | |
| 2 | How are you finding your company? | | ? |
| | ? | | |
| 3 | How do you find your boss? | | ? |
| | ? | | |
| 4 | How do you find him? | | ? |
| | ? | | |
| 5 | How did you find Shimla? | | ? |
| | ? | | |
| 6 | How did you find your last company? | | ? |

?

Answers:

1 It's a good city; I am enjoying living here. ;

2 This is one of the best companies I have worked with.

3 My boss is an energetic and result oriented person. result oriented person |

4 He is a nice person. |

5 Shimla is a beautiful place to visit. |

6 I learnt a lot of new things from my last company. |

Other

1 When did you start coming here? ?

tomorrow onwards.

3 I started reading books in
childhood.

4 I stopped playing football
last week.

5 I started learning yoga one
year ago.

6 She will start learning
swimming tomorrow.

Chapter 48: Modals in Past-3

Usage: Use “should+have+3rd form of verb” to define advice in past.

Instructions for use ():
/ should+have+3rd form of verb

1 You should have joined the party.

2 You should have informed me.

3 You should have come here.

Usage: Use “must+have+3rd form of verb” to define certainty in past.

Instructions for use ():
of verb must+have+3rd form

1 You must have joined the party.

2 You must have informed me.

3 You must have come here.

Usage: Use “might+have+3rd form of verb” to define possibility in past.

Instructions for use ():
might+have+3rd form of verb

1 You might have joined the party.

2 You might have informed me.

3 You might have come here.

Usage: Use “would+have+3rd form of verb” to define imagination in past.

Instructions for use ():
would+have+3rd form of verb

1 You would have joined the party. (Imagination)

2 You would have informed me. (Imagination)

3 You would have come here. |
(Imagination) |

Usage: Use “could+have+3rd form of verb” to define regret/ blame
in past. (Person could do something, but he/she didn't)

Instructions for use ()::

could+have+3rd form of verb |

1 You could have joined the party. , |

2 You could have informed me. , |

3 You could have come here. , |

|

Chapter 49: Conditional Sentences- 4

- 1 Had you told me, I might have gone there. , ?
- 2 Had you told me, I might have joined the party. , ? ?
- 3 Had you told me, I might have stayed here. ? , ?
- 1 Had you told me, I must have gone there. , ? ?
- 2 Had you told me, I must have joined the party. , ? ?
- 3 Had you told me, I must have stayed here. ? / , ?
- 1 Had you told me, I would have gone there. , ? ?
- , ?

2 Had you told me, I would have joined the party. , ?

3 Had you told me, I would have stayed there. , ?

1 Had you told me, I could have gone there. , ?

2 Had you told me, I could have joined the party. , ?

3 Had you told me, I could have stayed here. / , ?

Chapter 50: Common Indirect Speech Usage -5

1 He warned him to leave the city.

|

2 His teacher suggested him to
complete homework.

|

3 Boss suggested him to improve
his performance. performance

|

4 She requested me to help her.

|

5 She requested me to buy the
ticket for her.

|

6 The shopkeeper assured me to
replace the box.

|

7 He assured me to improve his services.

8 She promised me to come on time.

9 He promised me to complete the project.

10 He wished goodbye to me.

11 He wished good morning to me.

12 He told me a joke.

13 He told me how to do that work.

14 He invited me to the party.

15 He invited me to play carrom.

16 She wished me a happy birthday.

17 He wished me on New Year's day.

Chapter: 51 How to Give Strong Recommendations

‘Had better’ is used to give strong recommendation (or indirect threat)

Instructions for use (): "Had better"

1 You had better come on time.

2 You had better start your own business.

3 You had better concentrate on your work.

4 You had better follow my orders.

5 You had better leave this company.

6 She had better call me today.

7 She had better clean this room
by tonight.

8 She had better complete this
work.

9 You had better not attend the
party.

10 You had better not come here.

11 You had better not speak a word.

12 You had better not disturb me.

Chapter 52: How to Ask Informal Questions

'Shall' is used to ask informal questions.

Instructions for use(): "Shall"

1 Shall I come with you?

?

2 Shall I open the window?

?

3 Shall I vacate this room?

?

?

4 Shall I invite them for dinner?

?

?

5 Shall I change this tube light?

?

?

6 Shall I assist you?

?

?

?

Answers:

1 Yes, you can.

,

|

,

|

2 No, it's raining heavily outside. ,

3 You have to vacate the room. |

4 I think you should invite them. |

5 You can change it tomorrow. |

6 Yes, I need your help. ,

Chapter 53: How to Emphasize

We use 'do' to emphasize something in present.

Instructions for use (/): "do"

1 I do come here every Sunday.

2 I do complete my work on time.

3 She does cook good meal.

We use 'did' to emphasize something in past

Instructions for use (/): "did"

1 I did call you yesterday.

2 He did see me last time.

3 You did join this company last

year.

4 I did order breakfast today
morning.

We also use 'do' to emphasize an invitation or work in present or future
Instructions for use (): "do"

5 Do attend the party.

6 Do visit our home this
weekend.

7 Do complete this work by
tonight.

Chapter 54: Two Events in Sequence

Instruction for use:- 'Followed by' is used to express two acts in chronological order.

1 I will have dinner followed
by sweets. |

2 The big bash will be
followed by dinner. |

3 I will meet my boss followed
by my friends. |

1 In evening, I meditate
followed by dinner. |

2 In morning, I pray followed
by breakfast. |

3 In the office, I meet my boss
followed by my staff. |

1 I wrote my first book
followed by the second one.

2 I visited my company
followed by the guest house.

3 I ordered soup followed by
dinner.

Chapter 55: Use of happen to and reportedly

Happen to

'Happen to' is used to describe surprise

Instructions for use ("Happen to"):

He happened to meet (met by chance) me in Delhi.

I happened to watch (watched by chance) that movie since I was free.

I happen to think she likes cooking.

(I think so, but you don't)

He happens to think Ram is a smart person.

(He thinks so, but you don't)

I happen to like this movie.

(It's surprising that I like that movie)

She happens to like Gurgaon.

(It's surprising that she likes Gurgaon)

Reportedly

'Reportedly' is used to describe people's opinion about something.

Instructions for use (): "Reportedly"

Kashmir is reportedly (People say that) a very dangerous place to live.

Delhi is reportedly (People say that) a

good place to earn money.

()

He is reportedly (People say that) a very good teacher.

()

This news channel is reportedly

(People say that) the best news
channel.

|

)
|

(

Chapter 56: Use of would

To make the most polite request

1 Would you please help me?

?

2 ?
Would you please complete this by
tonight?

?

3 ?
Would you please move this chair?

/
?

4 ?
Would you please arrange a mobile
for me?

?

?

Making offer or asking wish

1 Would you like to meet my father?

?

2 ?
Would you like to drive my car?

?

1 I would love to meet you.

/

2 I would love to work with you.

/

3 I would love to play football.

/

4 I would love to taste this dish.

Telling preference

1 I would rather rest than watch this movie.

/

2 I would rather improve my communication than waste my time.

/

3 I would rather chat with you than sleep.

4 I would rather settle in Mumbai than Delhi.

Repeated activity in past

1 When I was in school, I would (used to) play a lot.

2 When I was in my hometown, I would (used to) play cricket every week.

1 When I was in college, I would (used to) study a lot.

2 When I was in Delhi, I used to watch TV a lot.

1 When I was in college, I would (used to) study a lot.

2 When I was in Delhi, I used to watch TV a lot.

Indirect speech

1 She said that she would buy this car.

2 He told me that he would join this company.

3 She said she would call me the next day.

4 She said that she would buy a new car

Imagination in past

1 You would have called me yesterday.

2 She would have joined this company last week.

3 You would have visited Jaipur last year.

4 You would have started this business three years ago.

To make a request using 'would you mind'

1 Would you mind passing this chair?

2 Would you mind sending this mail?

3 Would you mind helping me to solve this problem?

4 Would you mind coming with me?

?

Chapter 57: Use of could

Use of could to make suggestions

1 We could go for a walk after dinner.

(to give suggestion)

2 She could join this college.

(to give suggestion)

3 You could meet me tomorrow.

(to give suggestion)

4 We could start a new business next month.

(to give suggestion)

5 You could order the green salad from the restaurant. (to give suggestion)

Imagination/possibility

1 My father could reach here
anytime.

2 She could join this company
next month.

3 I could visit Delhi tomorrow.

4 He could complete this work
by tonight.

5 She could settle in Gurgaon.

Power/ability in past

1 I could drive a car when I was
15 years old.

2 I could speak five languages.

3 She could run very fast during
her school days.

4 He could convince anyone.

5 I could easily solve this
problem.

Blaming in past

1 You could have completed
your work on time.

2 She could have reached here
on time.

3 You could have solved this
problem.

4 She could have bought this
property.

5 You could have helped me.

|

Indirect speech

1 She said that she could do this.

|

2 Ram said that he could repair
the car.

|

3 I said that I could do this
work.

|

4 He said that he could go for
morning walk.

|

5 Diya said that she could
complete this work.

|

|

Chapter 58: Conditional sentences in future (real, unreal)

Conditional sentence in present or future – real

How to frame real conditional sentence:- use present indefinite with the base conditional sentence and use will with the second sentence.

‘Real conditional’ sentences are used to express real life situation (Talk about a situation which is true or which exists in present)

1 Once my friend reaches here, we will start our breakfast.

2 As soon as I complete my work, I will call you.

3 Once this movie finishes, I will have dinner.

4 Once I finish this project, I will plan my vacation.

vacation

5 As soon as I leave my job, I will start a new business.

Conditional sentence in present or future – unreal

‘Unreal conditional’ sentences are used to express imaginary situation (Talk about a situation which is not true or which doesn’t exist in present)

How to frame unreal sentences:- use the 2nd form of verb/were with base condition/sentence and use would+1st form with the second sentence.

1 If I were you, I would join this company.

2 If I were prime minister, I would eradicate poverty.

3 If I were him, I would accept this offer.

4 If I were she, I would buy this car.

1 If I joined this company, I
would promote you.

2 If I settled in Gurgaon, I
would meet you every day.

3 If I bought this property, I
would gift it to you.

4 If I visited Agra, I would buy
the Tajmahal.

5 If I won a lottery, I would
donate the whole money.

Chapter 59: Miscellaneous Concepts

Using likely to

'Likely to' is used to express possibility

Instruction for use:-

1 I am likely to start a new business.

2 The prime minister is likely to sign this agreement.

3 He is likely to settle in London.

4 It is likely that he will play the match.

5 It is likely that she will join my business.

6 She was likely to join this college.

Using 'Ing' (Gerund) to make sentence

1 Walking is a good exercise.

2 Stealing money is an offence everywhere.

3 Abusing always offends other.

4 Smoking is injurious to health.

5 Starting business is very easy.

6 Learning English is easy

through this book.

Using to (infinitive) to make a sentence

1 To hunt alone can be dangerous.

2 To read this book, you should work hard.

3 To complete this work, you need my help.

4 To hold this table, you should stand here.

Make+1st for of verb (made+1st form for the past and will make+1st form for future) is used to force someone in present situation.

1 He made me sit there for

two hours.

2 She made me clean her
room.

3 He made me complete his
work.

4 He makes me run every
day.

5 She makes me cook food
every day.

6 They make me write a new
essay on Sunday.

7 He will make me visit the
park.

8 She will make me order
dinner.

How to talk about two acts happened simultaneously :

1 Running towards me, he
 threw a paper on the road.

2 While having dinner, he
 called me.

3 Sitting in theatre, she
 ordered popcorn.

4 While beating her brother,
 she had her dinner.

Use of this, there and it

There are many restaurants in
Gurgaon.

There are five members in
my family.

There lived an old man for
ten years.

Chapter 60: Use of Should

Use of should for advice in present

1 You should not take risk.

2 Should they accept their mistake?

3 We should not go there alone.

4 Police should arrest the thief.

5 Should I solve all questions?

6 Should they follow the rules?

Use of Should for advice in past:

1 You should not have used my mobile.

2 They should not have gambled.

3 Your mother should have taken
medicine on time.

4 Should they have practiced daily?

5 Should he have deleted some files?

6 Should we have donated blood?

Should for possibility in present:

1 She should be in sec. 10.

2 She should be in temple.

3 He should be in his car.

Should for possibility in past:

1 He should have been in party.

2 Ravi should have been in his friend's marriage.

3 Our team should have been in the ground.

Use of had better

1 You had better expand your business.

2 You had better face that challenge.

3 You had better think about your future.

- 4 You had better listen to your teacher.
- 5 You had better forget that bad incident.
- 6 You had better take care of your family.

Use of Shall

- 1 Shall I go? ?
- 2 Shall I read this book? ?
- 3 Shall I play with Ram? ?
- 5 Shall I practice? ?
- 6 Shall I come after you? ??

Other

- 1 Should I let him work on laptop? ?

Solution to Exercise for Practice

Exercise 1

1. Let me pack my luggage.
2. Let me hire a motorbike.
3. Let me boil the vegetables.
4. Let me have this crunchy biscuit.
5. Let me pour water in the glass.
6. Let us face the earthquake together.
7. Let us enjoy the wedding.
8. Let him meet his grandson.
9. Let him live with his stepfather.
10. Let me repair this keyboard.
11. Let me eat/ have/ take strawberry.
12. Let him go to Sydney.
13. Let me kick the ball.
14. Let me buy some trendy clothes.
15. Let him talk to/ speak to the pianist.

Exercise 2

1. Should we expel Priya?
2. Should we allow him to play soccer?

3. Where should I play basketball?
4. Should he go to Shimla for skiing?
5. Should I replace my old key ring?
6. Why should we keep our spine straight?
7. Should I take off my cap?
8. Should I run away from problems?
9. Should he buy a new short?
10. Should we buy half sleeve shirt?
11. Should I tear waste papers?
12. Should I swear to speak the truth?
13. Should I bear wrong behavior?
14. Should I bite nails with teeth?
15. How should I improve my shaking voice?
16. Should I shine my shoes?
17. Should I repair the frozen lock?
18. Whose advice should I take for stomach ache?
19. Should I meet your elder brother?
20. Should I call my nephew in the party?
21. Should I cross the road by subway/ underpass?
22. Should I buy a new wallet?
23. Should we visit any fort?
24. What should we do to stop/ prevent mugging?

25. Should we sit in sunny weather?

Exercise 3

1. Can you please turn off the TV?
2. Can you put down the luggage on the floor?
3. Can I get/ take your business card?
4. Can you help me to dig the hole?
5. Can you please knead the flour?
6. Can you help me to wring out the clothes?
7. Can you please help me to get through in exam?
8. Can I carry/ take these files in my cabin?
9. Can I fix/ repair your old mobile?
10. Can I meet the vet?
11. Can I pay the debt in installment?
12. Can you tell me the worth of this property?
13. Can Pradeep participate in your annual program?
14. Can we join procession?
15. Can I meet your pampered son?

Exercise 4

1. You have to work out daily.
2. I have to meet your twin brother.
3. Police have to get/ catch the robber.
4. I have to buy a new rolling pin and sieve.

5. We had to buy/ purchase a cardigan.
6. They had to start a new business.
7. We will have to expel her.
8. You have to appoint a new counselor.
9. I have to experience wildlife.
10. We have to condemn bad deeds.
11. You have to work hard to achieve your goals.
12. He has to go around the garden.
13. You will have to pay this bill.
14. I had to know about this mystery.
15. I have to become a detective.

Exercise 6

1. We might help drought victims.
2. They may deceive us.
3. I might not take dinner/supper.
4. They might conquer/win this competition.
5. I may buy new scissors.
6. They may give bribe for this project.
7. He might sacrifice the job for his country.
8. This news may upset/ wound his mood.
9. We may need extraordinary people for this project.
10. This situation might create conflict.

11. They might go on strike next month.
12. He may get bail.
13. Police may refer this case to CBI.
14. We might get this book from the library.
15. He may get promotion very soon.

Making enquiry

1. Is there any good barber?
2. Is there any good carpenter?
3. Is there any orphanage?
4. Is there any mosque?
5. Is there any skyscraper?
6. Is there any pub?
7. Is there any archer?
8. Is there any good goldsmith?
9. Is there any bookbinder?
10. Is there any plumber?
11. Is there any ice factory?
12. Is there any drummer?

Exercise 7

1. Can you drive in the fog?
2. Can you serve grilled food?
3. Can he kidnap the child?

4. Who can mug here?
5. Can she break the law?
6. Can she face typhoon?
7. Can you invent a gadget?
8. Can you go to valley alone?
9. Can you whistle?
10. Can the police catch guilties?

Exercise 8

1. Would you like to replace old shoes?
2. Would you like to understand the mechanism of this watch?
3. Would you like to buy a new screwdriver?
4. Would you like to visit harbor?
5. Would you like to play with sand?
6. Would you like to know the peculiar features of this machine?
7. Would you like to sit in the corridor?
8. Would you like to maintain beard and moustache?
9. Would you like to clean this mess?
10. Would you like to propose him for marriage?

Exercise 9

1. Do you have Scottish shoes?
2. Do you have Euro currency?

3. Do you have knowledge of botany?
4. Do you have painkiller medicine?
5. Do you have valuable items?
6. Do you have a prosperous life?
7. Do you have any stingy client?
8. Do you have any problem in your throat?
9. Do you have any illegal property in Delhi?
10. Do you have something in your fist?
11. Do you have any imaginative idea?
12. Do you have a sharp knife?
13. Do you have the ability to lift this stone?
14. Do you have one year contract with this company?
15. Do you have pain in your elbow?
16. Do you have some water in your bucket?

Exercise 10

1. I used to live in countryside when I was a small child.
2. I used to be very energetic when I was ten years old.
3. She used to be very intelligent when she was in school.
4. He used to be very optimistic when he was in his previous company.
5. He used to be servile when he was in village.
6. I used to climb hills when I was in Sohna.
7. I used to ride bike when I was in college.

8. I used to be very fatty when I was in school.
9. She used to be very rigid when she was in college.
10. He used to be very humorous when he was with me.

How long

1. How long will you take to take new year resolution?
2. How long will he take to dig/trench the hole?
3. How long will you take to complete household chores?
4. How long will you take to roast the peanut?
5. How long will you take to finish your conclave?
6. How long will your boss take to get the letter dictated?
7. How long did we take to penetrate the market?
8. How long did she take to hang the curtains?
9. How long did you take to imitate her voice?
10. How long will you take to expand your business?

Exercise 11

1. It is high time to get salvation.
 2. It is high time to demolish the building.
 3. It is high time to educate the poor children.
 4. It is high time to cast vote.
 5. It is high time for auction.
1. I am about to cut vegetables.
 2. He is about to get ready/ dress up.

3. Eggs are about to boil.
4. The train is about to leave.
5. We are about to decorate the room.

How often

1. How often do you take fried food?
2. How often do you go for trekking?
3. How often does she serve cookies?
4. How often do you go to downtown?
5. How often do you celebrate feast?
6. How often do they yell/ shout at each other?
7. How often do you wink?
8. How often did he betray/ cheat you?
9. How often did they forbid you to play here?
10. How often do you work recklessly?
11. How often do you feel panic?
12. How often do you meet wimp people?

Exercise 13

1. I want to play soccer.
2. He wants to have spicy food.
3. I want salted lassi.
4. He wants to become an architect.
5. I want to meet an editor.

6. I want to live in a cottage.
7. She wants to live in an urban area.
8. I want to scan this report.
9. We like winter season.
10. I don't like the scorching weather.

Exercise 14

1. I am supposed to complete this work by today evening.
2. I am supposed to meet any publisher by next month.
3. I am supposed to go to America next month.
4. I found his behavior very good.
5. I found him very serious.
6. I found her very possessive.
7. I am enjoying my work.
8. I found him rude.
9. You are supposed to submit this report.
10. You are supposed to look after this temple.

Exercise 15

1. It seems someone is disturbing you.
2. It seems you are not recognizing me.
3. It seems he is a genius writer.
4. It seems any toddler is weeping.
5. You must be a scientist.

6. He must be a technician.
7. She must be a diver.
8. He must be an inventor.
9. It seems someone has done fraud with her.
10. He must be a politician in future.

Exercise 16

1. Go towards the school.
2. Go through Ashoka Road.
3. Go on the 4th floor.
4. How do I get to the bus stand?
5. The school is round the corner.
6. My shop is on the corner.
7. My office is behind the bus stand.
8. Where is the main market?
9. Take the 2nd left turn.
10. Turn left and go straight.

Exercise 17

1. If I go to market, I will bring sweets for you.
2. If I buy jeans, I will buy gloves for you.
3. How do I know where to buy raincoat?
4. How do I know where to keep slipper?
5. How does he know where to get the sneaker?

6. Unless you tell him the address, he can't come here.
7. Unless you wear trendy clothes, you can't follow modern society.
8. Unless you go there, you can't help him.
9. Unless you practice, you can't learn English.
10. How do I know where to find snake charmer?

Exercise 18

1. He likes to work on the computer.
2. I like telling jokes.
3. I don't like getting up early morning.
4. He doesn't like watching movies.
5. I love cooking.
6. We like meeting new people.
7. I like learning new words.
8. I like fishing.
9. He doesn't like playing guitar.
10. I like visiting new places.

Exercise 20

1. My boss never wanted me to leave his company.
2. My grandfather wanted me to start my business.
3. Why does she want me to threaten Pardeep?
4. Why do you want me to encourage wrong deed?
5. Why do you want me to protest company's policies?

6. Why do you want me to beat him?
7. Why do you want me to cross my boundary?
8. My uncle wants me to settle in London.
9. She wants me to interfere in Priya's work.
10. Why do you want me to discriminate in boys and girls?

Exercise 21

1. How many chapattis does she take?
2. How many excuses will you make?
3. How many leaves does he need?
4. How many bottles do you need?
5. How many children do you have?
6. How much milk do you take in tea?
7. Why does he drink so much?
8. How much money do you have?
9. Why does she speak so much?
10. How many sweets are there?

Exercise 22

1. She wants to get rid of her company.
2. He wants to get rid of his boss.
3. I want to get rid of that demon.
4. I want to get rid of these mischievous children.
5. I want to get rid of embezzlement.

6. He is the best person to resolve your problems.
7. He is the best person to catch the pickpocket.
8. Someone is waiting for you in the reception room.
9. There is a hot spring in Sohna.
10. He is the best person to ruin the plan.

Chapter 24

1. Are you getting pain in your neck/ is your neck paining?
2. Why are you clapping?
3. Are you studying geology?
4. Is the dog sniffing something?
5. Are you enjoying the breezy weather?
6. Are you talking about your ancestors?
7. Are you crossing the slum?
8. Why is she insulting you?
9. Is he instigating you?
10. Why is she debating with you?
11. Is she curtailing the report?
12. Where are they chit-chatting?
13. Why are you deceiving yourself?
14. Whose picture are you hanging?
15. Who is kicking the door?
16. Are you meeting with any mentor?

17. Are they listening to you sympathetically?

Chapter 25

1. Who was blackmailing you?
2. Was the audience getting bored?
3. What were you chewing in class?
4. Students were shrugging their shoulders.
5. Was he talking like a vandal?
6. Was the wind blowing from east to west?
7. Was he getting emotional?
8. Who was shuffling cards?
9. Was it drizzling yesterday?
10. Who was reciting the poem?
11. Why were you talking nonsense?
12. Were you getting your bike repaired?
13. Were you getting the door painted?
14. Were they cleaning their room?
15. Where were you wondering?
16. Was he not exulting on his happiness?
17. Were they eating/ taking/ having delicious food?
18. Why were they tickling you?

Chapter 26

1. Will the woodcutter be cutting woods?

2. Will the spectators be clapping?
3. Will he be feeling guilty of his behavior?
4. Will he be behaving like an innocent?
5. Will Ram be driving in foggy weather?
6. Will the magician be showing magic this time?
7. Will you be enjoying spring season?
8. Will he be buying a purple shirt?
9. Will you be living with in-laws?
10. Will she be playing with her siblings?
11. Will you be hiccupping?
12. Will he be yawning?
13. Will we be purchasing new blankets?
14. Will they be chit-chatting in the corridor?
15. Will they be ordering new mattresses?

Chapter 27

1. Have you ever seen any Jaguar?
2. Have you ever deceived someone?
3. Has the police found the weapon from the thief?
4. Have you seen any museum before?
5. Has the police caught hooligans?
6. Have you ever used clay?
7. Has someone prevented you from doing courageous act?

8. Have you ever heard about facilities available in a palace?
9. How many of you have attended the business conference?
10. Has he ever participated in a battle?
11. Have you ever enjoyed sitting on a rock?
12. Have you ever got a chance to visit a beach?
13. How many of you have seen the temple of Lord Shiva?
14. Have you ever admired your life?
15. How many of you have fostered good behavior?

Chapter 28

1. Had the muggers run away before you entered the room?
2. Had all prisoners run away from jail before the police came to know?
3. Had you switched off your mobiles before the examiner instructed?
4. Had hijackers hijacked the plane before police came?
5. Had they controlled over the fire before fire brigade came?
6. Had you cleaned stains before your mother came?
7. Had you given up traditional thought before you came to Delhi?
8. Had she left her palace before marriage?
9. Had you joined vocational course before you left college?
10. Had Sham disappeared before you reached there?
11. Had they accused you before I reached there?

12. Had gangsters threatened you before you reached Mumbai?
13. Had your father gifted you a car before you insisted?
14. Had the teacher preached you before I reached?
15. Had you completed your work before you watched TV?
16. Had you washed vegetables before you cut them?

Chapter 29

1. Will you have persuaded the client by next month?
2. Will they have reached the sea shore by evening?
3. Will bombs have ruined the building before I come back?
4. Will ice-cream have melted before I come?
5. Will the thief have crept into the house before we reach?
6. Will she have taken New Year resolution by 31st December?
7. Will the government have seized property before we reach there?
8. Will doctor have cured insane man by next year?
9. Will they have reached on top of the hill before evening?
10. Will he have dug the canal by next week?
11. Will the judge have absolved the criminal by next month?
12. Will they have sowed seeds before it rains?
13. Will he have replanted the trees before his father comes?
14. Will they have moved to any hilly area/ hill station by next year?

15. Will he have told the truth to the principal before he leaves school?

Chapter 30

1. Why have you been taking long breathes for 15 minutes?
2. How long have you been knitting this sweater?
3. What have you been chewing since last 10 minutes?
4. How long have you been getting pain in your wrist?
5. How long have you been searching for a new job?
6. How long have you been living in this city?
7. How long has she been waiting for me?
8. Has grandmother been reciting the tale since last three hours?
9. Have they been facing crisis since last three hours?
10. Why have they been imposing restrictions on us since last three years?
11. Have they been running ranch since last five years?
12. Have they been conceiving their dream house for a long time?
13. Has she been searching for a shelter since last two hours?
14. How long has he been misusing his bargaining power?
15. Have Englishmen been ruling India for many decades?
16. Has he been instigating you for many days?

Chapter 31

1. Who had been firing crackers outside since last one hour?
2. Had you been loading sugarcanes in tempo since last two hours?
3. Had it been drizzling since morning?
4. Why had she been staring at you since last ten minutes?
5. Had he been living with a stranger since last two months?
6. Why had you been cursing your fate since last three months?
7. Had she been representing your company since last three years?
8. Why had you been tolerating his misdeeds since last one month?
9. Had they been violating the rules always?
10. Had they been buying classic clothes always?
11. Why had she been asking for shelter since last two hours?
12. Why had they been urging you for money for three days?
13. Had she been taking her revenge since last three years?
14. Had they always been believing in your myths?
15. Had they been tantalizing for rain for many days?
16. Had they been going to the casino for many days?

Chapter 32

1. How long will CBI have been investigating this matter?
2. How long will he have been playing orchestra?

3. Will these cows have been grazing since morning?
4. How long will he have been working in sugar mill?
5. Will we have been getting the discount for two years?
6. Will your parents have been compelling you to study in London for one year?
7. Will you have been confronting new policies for two days?
8. Will she have been consoling you for one hour?
9. Will they have been contaminating the environment for one year?
10. Will you have been contemplating to settle in London for one year?
11. How will you have been protecting the delicate plants for one year?
12. Will you have been participating in music concert for years?
13. Will he have been agitating against us for two days?
14. Will he have been lying in the bed for two hours?
15. Will he have been talking like a bankrupt person for two days?
16. Will he have been boating in the pond for two hours?
17. How long will they have been gambling?

Chapter 34

1. Do you know the inventor of the plane?
2. Do you like foggy weather or cloudy weather?

3. Do you know any psychologist in this city?
4. How much pocket money do you get?
5. Do you like whispering?
6. Do you want to say something in your defense?
7. Does he want to read religious books?
8. Does this road lead to Sohna?
9. Why do you postpone your work always?
10. Do you admit your mistake always?
11. Do you forget things easily?
12. Do you wring-out clothes after washing?
13. Do you hire the truck?
14. Do you quarrel with your friends?
15. Does she appreciate good work?
16. Do you live in a democratic country?
17. Do you know the depth of this well?
18. Does he always spread rumor?
19. Do you believe in superstitions?
20. Do you know all colors of the rainbow?

Chapter 35

1. When did you get your lungs checked?
2. Did you reappear for your exam?
3. Where did you get your elbow operated?

4. Where did he buy this scarf from?
5. Did everyone accept jury's decision?
6. Did you go to see exhibition?
7. How much money did you give for earthquake victims?
8. Did the foreigners assault first?
9. Where did you buy these gloves from?
10. Did he want to become a cosmonaut?
11. When did the police arrest the thieves?
12. Did the police punish the culprit?
13. Why did he oppose you?
14. Why did Pooja overstate everything?
15. Why did you withhold your proposal?
16. When did terrorists attack on the parliament?
17. Did he get this property in legacy?
18. Did the thieves cover their faces with blankets?
19. Did you bet with Ram yesterday?
20. Did you forget your limit in anger?

Chapter 36

1. Will the murderer get death penalty/ death sentence?
2. Will the judge give corporal punishment to robber?
3. Will Indian football team qualify for football world cup this time?
4. How much interest will you get on this?

5. Will you withdraw your case?
6. When will you buy wheat?
7. Who will measure the width of this room?
8. Will you make uneven distribution?
9. When will you write testament?
10. How will you solve this tangle?
11. Who will sweep in your room?
12. Who will appoint his successor?
13. When will they get subsidy?
14. Will she buy spiritual books?
15. How will you overcome your shortcomings?