

# Contractions

## What is a Contraction?

Contraction is the short form of a word. It is formed by combining two words into one.

### Forms of Contractions :

The two words are usually contracted as follows:

- (i) Subject + auxiliary verb.
- (ii) Auxiliary verb + not

### 1. Subject (Noun and Pronoun) and Auxiliary verb :

Auxiliary Verbs are

- (a) To be – is, am, are, was, were
- (b) To do – do, did
- (c) To have – have, had
- (d) Modal auxiliaries :

Will, shall, can, Could, may, might, should, must

The contraction of subject + Auxiliary is made by dropping the beginning of the auxiliary verb. The dropped letter is shown by an apostrophe.

I am	I'm
I have	I've
I will/Shall	I'll
Moni has	Moni's
Moni is	Moni's

### 2. Auxiliary verb + not :

This type of contraction is formed by dropping 'O' the dropped letter is shown by an apostrophe.

are not	aren't
was not	wasn't
am not	aren't

Since "amn't is wrong, use 'aren't for this wrong expression.

**Note :** In negative verb phrases with "be, have, will, shall, would and should." contractions may be used in two forms.

She's not or she isn't

He'll not or he won't

### 3. The common contractions are as follows :

**Singular :** Pronoun + Auxiliary verb

I am	I'm
I have	I've
I will/Shall	I'll
{ I would, should, had	I'd
You are	You're
You have	You've
You will	You'll
{ You would, you had	You'd
She, He is/has	She's /He's
She, He will	She'll/He'll
It is, has	It's
It will	It'll
<b>Plural : Pronoun + auxiliary verb</b>	
We are	We're
We have	We've
We will	We'll
We would, should had	We'd
They are	They're
They have	They've
They will	They'll
They would/should had	They'd

#### 4. Noun + Auxiliary Verbs :

(i) Mohan is	Mohan's
(ii) Mohan has	Mohan's

The following contractions are not used with **nouns**

{ Kim should, would, had	Kim'd
Kim will	Kim'll

#### 5. Auxiliary verbs + not :

am + not (amn't is not used as contraction form)

Is not	Isn't
Are not	aren't
Was not	Wasn't
Were not	Weren't
Do not	Don't
Does not	Doesn't
Did not	Didn't
Have not	Haven't
Has not	Hasn't
Had not	Hadn't
Will not	won't

Shall not  
May not  
Might not  
Must not  
Ought not  
Need not  
Would not  
Should not  
Cannot  
Could not  
Dare not

shan't  
Mayn't  
Mightn't  
musn't  
oughtn't  
needn't  
Wouldn't  
Shouldn't  
Can't  
Couldn't  
Daren't

# 6. Some of the common contractions :

Here is  
There is  
That is  
That will  
How is  
What is  
Who is  
What will  
Who will  
Who would

here's  
there's  
that's  
that'll  
how's  
what's  
who's  
what'll  
who'll  
who'd



# ANSWERS

## PART-D

### PRACTICAL GRAMMAR

#### 1. Narration

---

##### Practice Exercise-1

1. I told him that I would not go there the next day.
2. The clerk told me that he would not attend the office the next day.
3. Hari told them that Mohan had not slept there the previous day.
4. Gita asked Rita if she would help her in the work.
5. Sadhna asked me if I could go with her to the station.
6. Her father asked me whether I knew where Prem was.
7. I asked him if he did not know that I was his friend.
8. Ram asked me why I did not go home.
9. He asked me how my father was.
10. He ordered her to go away from there at once.
11. The teacher advised the boys to work hard.
12. The doctor advised the patient not to eat much to escape from disease.
13. The servant requested him to grant him leave for two days.
14. He said that they should wait for their friends.

Or

He told me that we should wait for our friends.

15. He shouted to me to let him go.

Or

He shouted to me that he might be allowed to go.

16. The spectators applauded them saying that they had done well.
17. The captain exclaimed with joy that they had won the match.
18. The doctor exclaimed with sorrow that the poor man was no more.
19. The teacher expressed regret that it was a great pity that I had not followed his advice.
20. Mohan exclaimed with sorrow that it was a very bloody deed he had done.
21. She exclaimed with wonder that the rose was very beautiful.
22. She exclaimed with pity that he was a very lazy fellow.
23. He prayed that God might pardon him.



24. Ram wished that his friend might succeed in the examination.
25. They prayed that their Prime Minister might live long.
26. The minister exclaimed with sorrow that the earthquake was a terrible disaster.
27. The teacher threatened/warned the boy to report the matter to the Principal if he misbehaved again.
28. (a) I told her to light the lamp when it got dark.  
(b) I told her that when it got dark she should light the lamp.
29. She proposed that the children went out for a nice long walk.
30. The patient pleaded with the doctor to tell her how much time she had.

## Practice Exercise-2

1. He tells me that he has never been to my house and therefore, he will go with me.
2. He told me that she left Ahmedabad after he had gone.
3. But she told him that he was a fool because he did not understand her.
4. Sohan told me that he was my friend and therefore, he would never desert me.
5. The teacher asked Vina what her name was and where she came from.
6. My friend told Rita that she was going out and asked her if she would go along with her.
7. Rahul asked me where I was going and if he could accompany me.
8. The teacher told the boys that if they wanted to pass, they should work hard.
9. The teacher asked the boys why they were not working hard, if they wanted to pass.
10. (a) The teacher advised the boys to work hard, if they wanted to pass.  
(b) The teacher told the boys that if they wanted to pass they should work hard.
11. The weary traveller asked my father if he would give him lodging for one night. My father replied that he would because he was very welcome.
12. The Governor of the town asked the slave how the hungry lion had forgotten his nature. To this the slave replied that very lion which was standing before him had been his friend in the woods.
13. Seema asked Arnav if he would go to hospital that day. Arnav replied that he would not. Then Seema asked him why he would not. Arnav replied that he would not go because he was feeling better.
14. The teacher asked Rita if she had finished her work the previous day. Rita replied respectfully that she had not because her mother had been ill.
15. The teacher told the boys that if they came before school the next day, he would explain it. The boys assured him respectfully that they would do as he said.
16. His master ordered the servant to go down to the bazar and bring him some oil and lump of ice.
17. Rameshwar told his teacher respectfully that he had not done his work as he had been ill.
18. Father asked Mohit lovingly why he was sad that day.
19. Father asked Mohit to bring him a glass of water.

20. Addressing him as his son he told him that his daughter would marry the strongest and greatest person and there was no one stronger and greater than he. So he asked him if he would accept her as his wife.
21. Calling the thief rascal the policeman asked him how he could dare do it and if he had known the punishment of his crime.
22. The girl asked the young man who he was and what he wanted with her. Further she told him that she had never seen him before and requested him to take his seat.
23. A farmer took his sons to the field and told them that there was a treasure hidden there in the earth. He advised them to share to amongst them, if they found it.
24. The student asked the teacher respectfully if he might come in although he was late that day. The teacher replied that he might but reminded him that that was not his first chance of getting late.
25. The woman told the king that all travellers were welcome for the sake of one. The king asked the woman who that one was for whose sake she made all travellers welcome. To this the old woman replied that it was their, lawful king, Robert the Bruce.
26. The fox flattered the crow saying that he was very pretty, and told him that she was sure that so beautiful a bird must have a beautiful voice. she cheered him up lovingly and asked him if he would not sing a few notes for her.
27. Ram thanked me for all my help (saying that) and said that he could not have finished the work without my help.
28. He reprimanded the shopkeeper saying that he was a fool because he had done the opposite of what he had desired him to do. He informed him that instead of changing the perfume he had changed the shaving cream.
29. Nelson called Hardy near him and told him that he was a dead man and he was going fast because it would be all over with him soon. So he requested Hardy to let his dear lady have his hair and other things belonging to him.
30. A young prince once asked a lady how it was that she was so fascinating. She felt Shy and left the room saying that beauty lay in eyes of a beholder.
31. He admitted that he had broken the slate.
32. He denied that he had done it.
33. The candidate assured the boss of his best services.
34. The doctor hoped that the patient was better then.
35. Juliet suggested to Arnav that they should go swimming since at was fine.
36. They exclaimed that the hill was very steep and they were tired.
37. He advised his son to be neither a borrower nor a lender.
38. The master scolded his servant for disturbing him and ordered him to go away.
39. Shaurya asked Sameer to be up as it was no use wasting time. But Sameer replied that he had no work to do that day.
40. The chauffer told his master repectfully that the ladies were waiting outside and they were getting impatient.
41. Mohan's father said that Mohan had made the mess and that he was to clear it.
42. I declared that Mohan might do his worst, he could not harm me.
43. Jaya suggested giving a party (to give a party) but her husband opposed the idea.

## 2. Synthesis

### Part-I

#### Practice Exercise-1

1. I do not know whether he will come.
2. I cannot say where he is going.
3. The verdict of the bench was that he was not guilty.
4. There is no doubt that he will do it.
5. I am sure that he is correct.
6. (a) His statement was that you gave him stolen money./  
(b) That you gave him stolen money was his statement.
7. I am not certain if he is guilty.
8. I do not know who arrived late at night.
9. I do not believe in what he said to me.
10. Nobody informed me when my mother went to temple in the evening.
11. Everybody doubts if he will pass.
12. (a) This is my belief that he will cheat you.  
(b) That he will cheat you is my belief.
13. I do not know when my father will come here.
14. Please tell me where you have put my purse.
15. Are you listening to what I am saying.
16. I cannot tell why he came late.
17. The news that he died last night is wrong.
18. He confessed that he had committed murder.
19. It was expected that he would arrive soon.
20. It is believed that Netaji died in air crash.
21. I cannot say whether/if she is a doctor.
22. All depends on what your attitude to life is.
23. My son is anxious to learn how one can travel to space.
24. The fact is that he is a coward.
25. She declared her intention that she would not marry the following year.
26. His wife cannot tell how much money he wasted.
27. I cannot rely on what she has promised to me.
28. The police are trying to inquire when she left the party.
29. She told me the fact that her father would not allow her to go abroad.
30. Our expectation was that we would succeed.
31. The news that she has returned from Chennai is not correct.



32. She confessed that she had gone to Delhi the previous night.
33. My sister kept on asking when I would come back from Indore.
34. The verdict of the Judges that he is guilty has been challenged.
35. I can not tell when she came in the morning.
36. The rumour that he died last night is baseless.
37. Everyone wonders how she completed this work.
38. It is certain that she will arrive today.
39. I heard him telling his mother that he was leaving for America very soon.
40. (a) It cannot be confirmed whether he has married.  
(b) Whether he has married cannot be confirmed.

## Practice Exercise-2

1. Shakespeare who was a great dramatist is the author of a number of plays.
2. Please show me the place where you have put my purse.
3. This is the college where I studied.
4. It was ten o'clock when my father left for office.
5. Can you tell me the reason why you are wasting time?
6. The boy whom the teacher gave a prize was present there.
7. I shall give you the same pen that I bought.
8. I was the first man who heard his name on the radio.
9. They were sitting under a tree the shade of which was very cool.
10. I shall go by the Taj express which goes to Agra direct.
11. They are reading a book which is very rare.
12. The news that he gave yesterday is true.
13. Yesterday I bought a book which is very cheap.
14. They committed a mistake which was quite serious.
15. You cannot believe such a person as is dishonest.
16. We undertook a journey to Gwalior which was tiring.
17. A soldier who was wounded was lying in the field.
18. The dog felled the candle which was burning.
19. Those who are healthy do not need a doctor.
20. The man who was wounded in accident died last night.
21. The magic ball which was meant for the king was eaten by the jester.
22. Seema was the last person who left for home.
23. This is a class room which is not the place to play.
24. He has a large family whom he has to educate.
25. He has some bills which he must pay in cash.
26. I have no friend whom I can talk to.
27. Childhood is a time when one can teach good habits to children.
28. I know the reason why he could not succeed.



29. The time when he will come tomorrow is not certain.
30. Nobody appreciated the way in which she behaved at the party.
31. I was informed of the place where he was living.
32. I remember very well the year when he retired.
33. You can have anything that you like.
34. The students who hail from Bihar are very hard working.
35. The girl who has long hair is a cousin of my wife.
36. I never visit any of my uncles that reside in Manekshaw Enclave.
37. The news which the voice of America broadcast is true.
38. The players whom the president awarded cash prize were present at the function.
39. The good deeds which men do in their lives live after them.
40. Kabir who was a famous poet wrote spiritual poetry.

### Practice Exercise-3

1. He ran so quickly that he overtook everybody.
2. As you always disturb me, I cannot work.
3. When I had left office, my boss called me.
4. When the members of the committee arrived, the conference started.
5. You must hurry lest you should miss the train.
6. I could not go out because it was very sultry noon.
7. As soon as I left office, the rain started.
8. He will not leave at night, lest he should be robbed.
9. He came to me so that I might help him.
10. When he found out his mistake, he repented very much.
11. If you sleep outside, you will be ill.
12. When I reached the station, the train had left.
13. Since you left India, You have not written any letter.
14. The old man walks as fast as a young person.
15. (a) Rich as he is, he is unhappy.  
(b) Though he is rich, he is unhappy.
16. If you help others, God will help you.
17. While they were playing in the garden, it started raining.
18. The work was stopped because no money was given to me.
19. The patient grew so weak that he died last night.
20. Since his brother died, he has been very poor.
21. Everybody will admire him if he is hard working.
22. If you go out, You will catch cold.
23. Although he was sick yet he went out.
24. He was cremated where he settled after his retirement.
25. Though he is admired by everybody, he is not proud.

26. While he was sitting on the grass, a snake bit him.
27. She waited for her friend till she arrived.
28. If she had not come late, she would have enjoyed music.
29. If you want to go to Malabar Hills, bring money with you.
30. I shall go where my cousin works.
31. Water is so cold that no one can drink it.
32. He employed a watchman so that he might be safe.
33. If they had not helped me, I would not have got success.
34. If I had given you money, I would have been glad.
35. You may go wherever you like.
36. He did not stop working until he achieved success.
37. As soon as the signal was given, the train started.
38. You can stay here if you wish.
39. No other member in her family is as beautiful as she is.
40. Let us wait till the train stops.
41. If I make a promise, I stick to it.
42. He is working hard so that he may join Army.
43. He fled lest he should be caught.
44. Please do not go until I get money for you.
45. Everybody will admire you on condition that you are honest.
46. If he had received help in time, he would not have died from burns.
47. The more he gets, the more he works.
48. Do not get into the train until it stops.
49. If it rains, the schools may be closed.
50. We shall leave for Shimla if weather permits.
51. I should be glad if I could help your husband.
52. If he had not worked hard, he would have failed.
53. I shall be glad if I can help you in getting a job.
54. I shall treat her as she treated me.
55. My younger sister behaves as if she were an elder sister.
56. She wrote an essay as well as she could.
57. She writes better than she speaks.
58. She is more kind than wise.
59. He spends as if he were a rich person.
60. The candidates stayed in the hall till the supervisor departed.
61. She is as wise as her mother is.
62. He did the work as I advised him.
63. He will go by his own car lest he should get late.
64. The patient grew so weak that he died at last.

**Part-II****Practice Exercise-1****(a) By using Infinitive :**

1. He is too weak to run.
2. I want a knife to peel the vegetables.
3. He had a large family to support.
4. She has no pen to write a cheque.
5. He was glad to hear of my success.
6. He is believed to have died from heart attack.
7. I expect to pass next year.
8. She is reported to have married lately.

**(b) By using Participle :**

1. Drawing the sword he attacked the enemy.
2. Having no teeth he could not eat nuts.
3. Returning home I saw a black dog.
4. Having resolved firmly he never smoked.
5. Having completed the letter she posted it.
6. Disappointed he gave up the job.
7. Turning to the right you will find my house.
8. Tired of riding she went to bed.
9. Hearing no answer we rang the bell again.
10. Having been stabbed Caesar died from the wounds.

**(c) By using Nominative Absolute:**

1. The sun having risen, fog disappeared.
2. Archana being late, the teacher punished her.
3. The letter having been written, I posted it soon.
4. The time being over, we handed over the note books.
5. It being cloudly, we went on picnic.
6. The rain being scanty this year, sugar is dear in the market.
7. His uncle having died, he inherited the property.
8. Despite his father being rich, she was not proud.
9. The Ganga being our sacred river, we should keep it clean.

**(d) By using preposition before Gerund or Noun:**

1. He was justified in killing his enemy.
2. She insisted on going to the market.
3. He won praise for saving the life of the prince.
4. We were informed of the absence of the teacher.

5. The girl with long hair is the cousin of my wife.
6. There is no doubt about his stealing my book.
7. He is fond of reading comics.
8. I heard of his being wounded.
9. We all were happy at the safe return of all.
10. I paid huge amount for a new house.

**(e) By using Noun or Phrase in Apposition:**

1. Suniti, the daughter of a doctor, stood first in the college.
2. Mr. Sinha, an engineer, works in the Hydel department.
3. Harsh, a famous poet, writes love poetry.
4. Nanda, a great bulider, has built a number of apartments.
5. He bought a very costly picture, a work by a most famous artist of India.

**(f) By use of Adverbs or Adverbial phrase:**

1. He replied back in no time.
2. He saved money wisely.
3. I escaped from the den of the gangsters luckily.
4. I got help from my friends unexpectedly.
5. I shall return tonight before long.
6. Undoubtely, I shall get through the examination.
7. She went to college hurriedly.
8. She will certainly go to the states next year.

**(g) By using 'Adjective' or 'And':**

1. I am buying a very costly house next week.
2. A young girl entered the room.
3. She was kind and generous.
4. Why are you nervous and sad?

## Practice Exercise-2

1. (a) The student admitted to have been absent.  
(b) The student admitted his absence.
2. I am not aware of his profession.
3. I don't know his name.
4. I cannot recall his residence.
5. I have no faith in her promise to help me.
6. (a) Her success is certain.  
(b) She will certainly succeed.
7. My faith in his success is firm.
8. Your absence makes the offence worse.
9. She is sure of securing high marks.



10. She persisted in continuing her study.
11. My father insisted on my joining army.
12. We do not know the reason of her leaving the party suddenly.
13. The soldiers were told the manner of climbing the hill.
14. I expect him to be honest.
15. We hope to be invited.
16. He denied to have sold spurious drugs to the customers.
17. She has certainly two sons.
18. She is expected to qualify Entrance Examination.
19. She appears to be honest.
20. Netaji is believed to have died in air crash.
21. He is alleged to have stolen his brother's jewellery.
22. She is likely to come late.
23. He will certainly be punished tomorrow.
24. He is sure to succeed.
25. Undoubtedly, she will recover from illness.

### Practice Exercise-3

1. Do you know the reason of her arrival earlier?
2. Kabir, a famous poet, was a weaver.
3. I bought a quite large house last year.
4. We came across a soldier in trouble.
5. (a) He invented a stitching machine.  
(b) He invented a machine used for stitching.
6. (a) Mr. Verma, our teacher, is loved by everybody.  
(b) Everybody loves Mr. Verma, our teacher.
7. The class room is not a place to play.
8. We committed a quite serious mistake.
9. Do you know the time of your father's departure in the morning?
10. The boys, living near my house, are honest.
11. The tired man could not do work well.
12. We undertook a tiring journey.
13. I was the first man to hear his name on the radio.
14. He has a large family to educate.
15. He has some bills to pay.
16. They admitted the offence committed by them last night.
17. You cannot believe a dishonest person.
18. We undertook a tiring journey to Gwalior.
19. In the street we saw a beggar begging from door to door.
20. The man wounded in an accident died last night.
21. The police discovered the weapon used to kill the victim.

22. Air, the cheapest thing in the world, is the first thing in life.
23. Childhood is the time to learn good habits.
24. I know the reason of his failure.
25. The time of his arrival has been announced.
26. I remember very well the year of his retirement.
27. These students hailing from Bihar are very hard working.
28. The offence she committed intentionally is unpardonable.
29. The good deeds done by men in life live after them.
30. Malini repaid the debt incurred by her father.

### Practice Exercise-4

1. After having passed high school examination, I got a job.
2. (a) He takes dinner early to avoid sickness.  
(b) He takes dinner early so as not to get sick.
3. Seeing the police, the thief fled immediately.
4. While sitting on the grass, he was bitten by a snake.
5. Being late, he was punished.
6. The weather being unpleasant, we did not go out.
7. Being insulted, she left the room.
8. Being over powered by the enemy, he was stabbed.
9. In spite of possessing huge wealth, he is not happy.
10. By going out, you will catch cold.
11. Without working hard you will fail.
12. Without examining the paper carefully, you can not give your opinion.
13. He is too lazy to be a player.
14. Depending on the weather, we may go tomorrow.
15. Every Sunday he goes to Delhi to see his sick brother.
16. He is too weak to walk.
17. He did the work in accordance with my advice.
18. He is working hard to join the army.
19. He is kind enough to help everybody.
20. I shall leave the room with your permission.
21. The work was done in my presence.
22. He is honest enough not to deceive you.
23. Turning to right you will see a tall building.
24. While going to school, he was caught in the rain.
25. Since retirement, his father has been idle.
26. He drove fast enough to overtake us.
27. In spite of success in life he is humble.
28. He is too clever not to see through your tricks.
29. Your sorrow is too deep for tears.
30. This house is so small for me.



**Practice Exercise-5**

1. Entering the Hall, she went straight to the manager.
2. Archana lost her very costly purse containing a lot of cash.
3. He was punished for coming late.
4. Small families are certainly not an advantage now.
5. Drinking is injurious to health.
6. He has some new clothes in the box.
7. He was not afraid of telling a lie.
8. Reaching Shimla, we went to our hotel.
9. Yesterday my brother and Rohan went to Chandigarh.
10. I could notice her cleverness.
11. It being very hot, I did not go out.
12. The train being late, I reached home late.
13. My father did not wisely sell the house.
14. While walking in the garden, they enjoyed themselves.
15. In spite of having no money, Rohit succeeded in his aim.
16. You will pass by working hard.
17. The speech having ended, we went for dinner.
18. He had no house to sell.
19. He was arrested for firing at his friend.
20. She earns a lot of money by running a beauty parlour.
21. Ashoka a great emperor became compassionate after the battle of Kalinga.
22. Walking in the garden, he saw a beggar unable to walk.
23. Arriving at the party, he was pleased to meet all of his friends.
24. We come to the institute to study English.
25. Driving Deepa heard Reena humming a song.
26. In spite of being threatened, I am not afraid of speaking the truth.
27. He fired at his enemy in dark to kill him.
28. I was glad to be told that he was successful.
29. The child was punished for breaking the tinted pane while playing cricket.
30. We were delighted to see him buying mangoes.

**Part-III****Practice Exercise-1**

1. He is intelligent but careless.
2. He can succeed but he will not work hard.
3. Morning walk is a good exercise, therefore, everybody should walk.
4. He came late otherwise, he would have enjoyed music.

5. Walk fast and you will catch bus.
6. Wait here otherwise, he will not meet you.
7. The bus was slow, so he reached late.
8. You are a liar and so is your brother.
9. She is both smart and honest.
10. Neither be a borrower nor be a lender.
11. You may be either correct or wrong.
12. She comes on foot so she is often late.
13. Stand outside or come in.
14. Weather was not fair yet we went on picnic.
15. She came and consoled me.

## Practice Exercise-2

1. She came late, so she was punished.
2. It is very cold out side, therefore I can not go.
3. She is intelligent but dishonest.
4. She was ill yet she come.
5. Work hard or you will fail.
6. Be neither angry nor rash.
7. Besides being dishonest he is a fool.
8. (a) He is handsome as well as smart.  
(b) He is handsome and smart too.
9. He is intelligent but careless.
10. He can succeed but he will not work hard.
11. Morning walk is good exercise, therefore everybody should walk.
12. He came late otherwise, he would have got the bus.
13. Walk fast and you will catch bus.
14. Wait here otherwise, he will not meet you.
15. The bus was slow, so he reached late.
16. You play piano and so does your brother.
17. She is not only obedient but also polite.
18. Be neither a borrower not a lender
19. Richa cannot sing not can Esha.
20. Everything decays but truth survives.
21. He will pass and I doubt it.
22. I went to Indore and there I spent a few days.
23. I requested her to lend me some money but she refused.
24. Come by car and we shall take you to temple.
25. He took bath and he put on new clothes.
26. He fell off the stairs and so he died from injuries.
27. One word more and I shall kill you.



- X. Either you write or I must write to father.
- X. He wants to pass and so he is working hard.
- X. (a) Neither Sona nor her husband can sing.
- (b) Sona cannot sing and her husband can not sing either.
- (c) Sona cannot sing and neither can her husband.

### 3. Transformation

---

#### Part-I

##### Practice Exercise-1 (a)

1. He confessed that he was guilty.
2. All depends on what his future is.
3. How old he is, is not known.
4. Speak what the truth is.
5. The fact that he was silent proved his complicity in the crime.
6. It appears that he is running temperature.
7. He denied that he had murdered.
8. It is believed that he is honest.
9. She informed me that she had arrived.
10. The news that he died is wrong.
11. It is belived that subhash Chandra Bose died in Japan.
12. I have already heard what he has said.
13. It is sure that he has been punished.
14. It is expected that he will give me money.
15. Mohit may do what he likes.
16. I wish that you may be successful in life.
17. He wishes that he should be a very rich person.
18. There is no truth in what he says.
19. (a) Where he is hiding is likely to be discovered very soon.
- (b) It is likely that his place of hiding will be discovered very soon.
20. We believe that the news is true.
21. That you are innocent is beyond any doubt.
22. I have long doubted if he is honest.
23. I have long suspected that he is guilty.
24. It is likely that his father will give him punishment.
25. (a) It is high time that I should leave India.
- (b) It is high time I left India.
26. That he will resign is out of the question.

**Practice Exercise-1 (b)**

1. I have long suspected that he is a thief.
2. The news that he has arrived has not been intimated.
3. Her remarks that I had failed were disgusting.
4. What is true is eternal.
5. It is expected that she will learn good manners.
6. Pay heed to what I have instructed.
7. She has a desire that she should learn swimming.
8. Her wish is that she should do social work in future.
9. It is reported that he has lost his reputation.
10. I kept on wondering if she would succeed.
11. Everybody is responsible for what he does.
12. That he will fall is certain.
13. She did not inform me what she was.
14. Nobody knows where he is.
15. She jumped at what I offered her.

**Practice Exercise-2 (a)**

1. Yesterday I bought a pen which is very cheap.
2. I saw a beggar who was begging from door to door.
3. This is the village where I was born.
4. Do you know the reason why he has failed?
5. The Value of exercise that we take is great.
6. The offence which he committed is not pardonable.
7. They come across the students who were smoking by the road side.
8. A man who is tired, cannot work well.
9. (a) It is not the manner which you use to please your boss.  
(b) It is not the manner how you please your boss.
10. He gave me money which I could spend.
11. The pen which is given by him is very cheap.
12. I have no friend whom I can talk to.
13. He was the last man who arrived at the party.
14. He gave me a news that was fake.
15. How can you believe a person who is dishonest.

**Practice Exercise-2 (b)**

1. We committed a mistake which was quite serious.
2. They found a piece of diamond which is rare.
3. We undertook a journey which was quite tiring.
4. The man who was tired could not do work well.

5. The dog felled the candle which was burning.
6. The murder which he committed ruined his life.
7. He invented a machine which is used for stitching.
8. He saw a candle which was burning brightly.
9. This is a class room which is not the place to play.
10. He has a large family whom he has to educate.
11. He was the last man who attended the funeral.
12. Do you know the time when your father went.
13. Do you know the reason why she arrived earlier.
14. No body appreciated the way in which she behaved at the party.
15. I was informed of the place where he was living.
16. Kabir, who was a weaver, was a famous poet.
17. Everybody loves Mr. Verma who is our teacher.
18. The boys who live near my house are honest.
19. The place where the leader was cremated was thronged with people.
20. She told me the reason why she was late.
21. Shakespear, who was a great dramatist, wrote a number of plays.
22. The girl who has long hair is a cousin of my wife.
23. They live just near the by pass which is on the outskirts of the city.
24. The players whom the President awarded cash prize were present at the function.
25. The offence which they committed intentionally is unpardonable.
26. I paid the debt which my father incurred.

### Practice Exercise-3

1. Although he is experienced, he is not efficient.
2. Unless he works hard he cannot succeed.
3. When he was scolded, he left the room.
4. When the signal was given, the train started.
5. I shall be very glad if I help him.
6. He is so simple that he cannot win the game.
7. As he did mischief, he was punished.
8. The work was done, When I was present.
9. Though he is wealthy, he is not respected.
10. You must wait here till your father arrives.
11. Although he is poor yet he is honest.
12. Do it as best as you can.
13. Nobody must expect to become rich unless he works hard.
14. My heart is so full that I cannot utter a word.
15. He borrowed money from the bank so that he might continue his higher study.
16. She is undergoing slimming treatment because she is very fat.

17. The cat is swifter than the tiger.
18. I am thankful to you because you helped my brother.
19. If he had not got timely help, he would have died from burns.
20. She is so kind that she helps everybody.
21. He did not stop working until he got success.
22. They were afraid lest they should be caught in the shower.
23. You must act as the rules say.
24. He was promoted because he was very capable.
25. We shall leave for Shimla if weather permits.
26. Water is so hot that no one can drink it.
27. If all is well, I shall meet her parents today.
28. I shall be glad if I am invited.
29. I would be glad if I were there.
30. I would have been glad if I had been there.
31. Your behaviour was so bad that the guests could not bear it.
32. She is so good that I am no match for her.
33. He was so quick that he could overtake me.
34. As it was a junk food, we did not take it.
35. If we had not been poor, we would have been a happy family.

## Part-II

### Practice Exercise-1 (a)

1. Her dishonesty is much regretted.
2. He admitted his enemy's generosity.
3. I know the residence of your brother.
4. You must pay heed to the words of your officers.
5. Never say anything wrong.
6. We believe in God's existence.
7. I expect him to pass.
8. Unfortunately he died young.
9. He asked me the reason for giving money to his brother.
10. He confessed meeting her last night.  
He confessed to have met her last night.  
He confessed having met her last night.
11. I agreed to teach him.
12. I informed him of her departure.
13. He appears to have been scolded by his father.
14. I ordered him to leave the room at once.
15. People are certain of his honesty.



**Practice Exercise-1 (b)**

1. He confessed his guilt.
2. I do not care for his remarks.
3. Mohit may do any thing.
4. I have long doubted his honesty.
5. The rumour of his death is baseless.
6. His age is not known.
7. Her statement is disgusting.
8. His silence proved his complicity in the crime.
9. He denied to have murdered.
10. She appears to be absent today.
11. She was alleged to have abused him.
12. She wanted to know his name.
13. My hope is to earn a lot of money.
14. He is sure to have been punished.
15. He is expected to give me money.
16. All depends on his future.
17. I don't believe in his statement.
18. I agreed to his proposal.

**Practice Exercise-2 (a)**

1. (a) He is not a trust worthy man.  
(b) He is not a man to be trusted.
2. A careless student cannot succeed.
3. He is not a man to cheat anyone.
4. He has a large house to live in.
5. They made a false statement.
6. You can have anything of your choice.
7. Barking dogs seldom bite.
8. I know the reason of his failure.
9. Milton, a famous poet, wrote 'Paradise Lost'.
10. The train connecting New Delhi is late.
11. Childhood is a time to learn good habits.
12. The wounded man died last night.
13. Healthy people do not need a doctor.
14. Good deeds done by a man live after him.
15. The place of cremation of the leader was thronged with people.

**Practice Exercise-2 (b)**

1. Yesterday I bought a very cheap book.
2. You cannot believe a dishonest person.

3. The hard working persons succeed in life.
4. A wounded soldier was lying in the field.
5. The tired players could not perform well.
6. The monster proud of his power was defeated by Hercules.
7. In the street we saw a beggar begging from door to door.
8. The man wounded in the accident died last night.
9. The police discovered the weapon used to kill the victim.
10. The magic ball meant for the king was eaten by the jester.
11. Seema was the last person to leave for home.
12. My uncle was the first man to hear her name on the radio.
13. He has some bills to pay in cash.
14. I have no friend to talk to.
15. Childhood is a time to teach good habits to children.
16. The time of his arrival tomorrow is not certain.
17. All of us were told the reason of his becoming rich suddenly.
18. I remember very well the year of his retirement.
19. The residents of our colony were shouting for justice.
20. Rathore our captain, scored fifty runs.
21. Edison, a great scientist, invented electricity.
22. We visited the Taj, a unique building.
23. I shall travel by the Taj Express going to Agra direct.
24. The students hailing from Bihar are very hard working.
25. Tomorrow I will board a train connecting Udaipur.
26. The news broadcast by the Voice of America is true.
27. I met a poet already known to me.
28. Mr. Gupta will buy the house built by me only last year.
29. The book lost by me yesterday has been found out.
30. Those living in glass houses should not throw stones at others.

### Practice Exercise-3

1. He did in accordance with my wish.
2. We get up in the morning.
3. After having finished our work, we went home.
4. Seeing me, he ran away.
5. Walking in the garden she was addressed by a stranger.
6. He is kind enough to help everybody.
7. We went home after the arrival of the teacher.
8. He wrote fast to the best of his ability.
9. Without being threatened, he will not return money.
10. I succeeded beyond my expectations.



11. On being found out, the thief was arrested.
12. Despite being punished, she was not ashamed.
13. You can talk to your liking.
14. In spite of being poor, he is honest.
15. Despite being honest, he is not hard working.
16. But for their help, I would not have gained success.
17. He ran fast to catch taxi.
18. On account of running fast, she was declared first by the teacher.
19. He being poor, we will help him.
20. God willing, you will succeed.
21. I make a promise to stick to it.
22. He was complimented because of his success.
23. He has come to Chandigarh to be treated by capable doctors.
24. It being fine we left for picnic.
25. While watching TV they were visited by their friends.
26. Crossing the road she was knocked down by a scooter.
27. Sonia is too slow for a good tennis player.
28. She is so clever that she can see through your tricks.
29. Her sorrow is too deep for tears.
30. He will stick to his job so as to escape starvation.
31. The signal having been given the train started.
32. I have not had any rest since my arrival in Chennai.
33. No money having been given to me the project was not launched.
34. The house is too small for me.
35. The weather being very pleasant we went on a long drive.

### Part-III

#### Practice Exercise-1

1. You permit me and I shall leave the room.
2. He is a man of knowledge but he is a fool.
3. He committed a fault so he was punished.
4. He is wealthy but he is not respected.
5. He worked hard and secured high percentage of marks.
6. He returned and we asked him many questions.
7. He teaches Mathematics and Hindi also.
8. You sent me money so I am thankful to you.
9. He is not only rich but also learned.
10. He did not accept my request but left Jhansi.
11. He was sitting in the drawing room and watching T.V.

12. He had many contacts but never used unfair means.
13. He must admit his fault otherwise he will be punished.
14. He must work hard and will secure high percentage of marks.
15. He was dismissed for he embezzled money.
16. The weather was very fine so we left for swimming.
17. He will die and his son will inherit the property.
18. He was ignorant so he did not follow the rules.
19. He could not qualify examination and I was much surprised.
20. (a) This treatment is very costly so only the rich can afford it.  
(b) None but the rich can afford this treatment.
21. Do this or suffer.
22. He feared rain and went by car.
23. I am not invited and so I shall not go.
24. Neither this statement nor that statement is correct.
25. First desire and then deserve.

## Practice Exercise-2

1. She is sick but she will come.
2. Come by car and we will take you to temple.
3. It was cold so we did not go out.
4. The thief was found out and he was arrested.
5. She arrived and everybody welcomed her.
6. You must stop smoking otherwise you will suffer from lung disease.
7. I am not invited so I shall not go.
8. Listen seriously and I will tell you all.
9. He has recovered from illness so I am glad.
10. I had lost the pen but I have found it.
11. He had a dog and that was very faithful.
12. He is unlucky but he is never disappointed.
13. Do this otherwise you will suffer.
14. He is very intelligent but he cannot succeed.
15. He gave me money and I started business.
16. He is not at home otherwise I would meet him.
17. He may be at home and in that case I will give him money.
18. He will die and his son will inherit his property.
19. He must work hard and he will pass.
20. He spent more than he could afford.



## Part-IV

### Practice Exercise

#### (a) Nouns into verbs :

1. She succeeded in the examination.
2. She intended to harm me.
3. He advised me.
4. They cannot be admitted without documents.
5. I am disinclined to work in office.
6. These oranges taste sour.
7. They have agreed to complete this work in time.
8. I am not inclined to go to the movie.
9. He has disgraced him family.
10. This refrigerator costs a lot.

#### (b) Noun into Adjective :

1. She admitted that she was guilty.
2. The room was dusty.
3. He is a courageous man.
4. They are skilful workers.
5. His life is peaceful these days.
6. He was punished for he was negligent.

#### (c) Nouns into Adverbs :

1. She left room angrily.
2. Please carry it carefully.
3. She survived luckily.
4. She is living with her only son peacefully.
5. She listened to me patiently.
6. She listened to me attentively.
7. She left the room hurriedly.
8. He goes to Chandigarh weekly.

## Verbs

#### (a) Verb into Noun :

1. My brother made a promise to help me.
2. This computer is of Indian make.
3. She accepted all my proposals.

4. She was taking bath.
5. She put signature on the documents.
6. I am in need of money.
7. Please give me help.
8. Her intelligence won our admiration.

**(b) Verb into Adjective :**

1. Her views are different from mine.
2. She is obedient to her brother.
3. He has been successful in her work.
4. He was hopeful of success.
5. I am doubtful of your honesty.
6. His success is astonishing to me.

**(c) Verb into Adverb :**

1. She left for bus stop hurriedly.
2. I turned him out forcibly.
3. She did her task successfully.
4. She listened to my advice attentively.
5. They served me in difficulties helpfully.
6. She does her duty carefully.

## Adjectives

**(a) Adjective into Noun :**

1. Exercise gives strength to our body.
2. She acts with care.
3. She spends money with wisdom.
4. They achieved success in their expedition.
5. He is a man of courage.
6. We take pride in our country.
7. The room is full of dust.

**(b) Adjective into verbs :**

1. Your news has pleased me.
2. She intended to favour me.
3. She succeeded in her job.
4. He cares about his health.
5. Your wife was annoyed with your behaviour.
6. We pride ourselves in your success.

**(c) Adjective into Adverbs :**

1. She is living with her daughter peacefully.
2. Do your work carefully.
3. She is learning computers attentively.
4. She writes neatly.
5. I am sitting comfortably.
6. He drives slowly.
7. she did it intentionally.
8. I will certainly pass.

## Adverbs

**(a) Adverbs into Nouns :**

1. Do not talk with children in anger.
2. Do your work with attention.
3. Enter the room with care.
4. They got success in doing this.
5. Stock-taking is done every year.

**(b) Adverbs into verbs :**

1. She hurried to the airport in a taxi.
2. They always obey.
3. She cares for her duty.
4. They helped me in difficulty.
5. She attended to my advice.

**(c) Adverbs into Adjectives :**

1. It is fortunate that they succeeded in the difficult task.
2. Her gait was graceful.
3. Her behaviour was disgraceful.
4. She was successful in solving the problem.
5. It is probable she may succeed.
6. Her dress was elegant.

## Miscellaneous Exercise

1. His familiarity with the strangers astonished everybody.
2. Very few countries are as rich in heritage as India.
3. A student of our school is a famous leader.
4. The cancellation of our tour disappointed us.
5. He left the house happily.

6. Starving is better than begging.
7. He may be late.
8. She looks smart whether she wears saari or Jeans.
9. None but in their correct senses will ever do it.
10. Our principal is more honest than anybody else.
11. New plan was thought of by Suresh.
12. His injured foot prevented him from completing the race.
13. Shivaji was greater than most of the warriors in India.
14. It is a month since Sheena returned.
15. Should you require more information, contact the Secretary of the club.
16. You did not forget to buy a pen for me. did you?
17. There is nothing to complain of.
18. Please go through this letter.
19. He said that he would not help me.
20. Borrowing is not as good as lending.
21. There is a steady rise in the price of milk.
22. The judge did not fail to punish the guilty.
23. Unless you come, I will not go to the movie.
24. a) His victory took me by surprise  
b) I was taken by surprise at his victory.
25. Had the driver not driven rashly, he would not have lost the job.
26. He loves me no less than he loves her.
27. Her failure in life caused disappointed to her parents.
28. If it had not been cold, we would have had good time.
29. This book is of no use to you.
30. She is not wiser lady than she is known to be.
31. Put your tools away lest people should fall over them.
32. I would prefer to die rather than flatter.
33. Everybody will admit that she is honest.
34. Face the music or I will have to.
35. Despite being young she was appointed by the Commission.
36. She is more wise than beautiful.
37. Nothing else is of as great value to mankind as this is.
38. The storm which had threatened since Monday at last broke out with great fury.
39. If you do not waste, you will not want.
40. Your offer is acceptable to me.
41. Reena has not as much brain as she has money.
42. Normally a child should eat four times a day.
43. Having caught a train I went to Amravati.
44. I was doubtful if it was you.



45. You know her nature as well as I.
46. She complained of the room being hot.
47. Tanya is more punctual than any boy in the class.
48. How long your hair is!
49. However hard you may try you cannot earn much.
50. Do they believe that God exists?
51. Who was substituted for the injured player?
52. She met me years ago.
53. None but my friends are responsible for my adversity.
54. All the athletes complained of unsatisfactory amenities.
55. It is not likely that he will help you.
56. No one raised any objection to his attending the function.
57. The girls were not let go on Picnic.
58. If I had a map, I could guide you.
59. They found little sugar in the kitchen.
60. Although Sunil had visited Mohan only once before, he remembered the route.
61. Have you ever visited Mumbai?
62. Would that I could meet her again.
63. The situation was highly dramatic.
64. The sun having risen the fog disappeared.
65. a) I wish to have a small place in the hills to live in.  
b) I wish I had a small place in the hills to live in.
66. His attitude to the poor worried us.
67. Alas! a friend should be false.
68. Never will you sit in this room again.
69. This sum is so difficult that I cannot solve.
70. How bold such a child is!
71. His refusal to allow the late comers annoyed them.
72. It is contemptible that you are a cheat.
73. Existence of fairies is out of the question.
74. The flight of the plane from Srinagar to Delhi is direct.
75. It does not matter to you.
76. Never has the world known such a great discovery.
77. If you eat few rich dinners, you will need few medicines.
78. He will be angry at your coming late.
79. The brilliance of the student surprised everyone.
80. There is no use of blaming him.
81. I was sure of my dependence on him.
82. You will not have to write illegibly.
83. We shall never forget these happy days.

84. This is not the manner how you should do this work.
85. His prompt reply will enable us to take timely action.
86. It was a recess time and the students were playing.
87. Everybody likes to be praised.
88. I did not mean it at all.
89. In the event of your listening seriously I will tell you all.
90. His recovery from illness has made me glad.
91. Do this lest you should suffer.
92. He is likely to help you.
93. Mr. Rahul is on leave. Mrs Deepa is teaching English these days.
94. You are requested to sit down.
95. We buy and sell gold jewellery.
96. It is said that he is a spy.
97. She denied that she had visited the multiplex yesterday.
98. This computer is of India make.
99. There was none but wept when he departed.
100. But for hard work you would have wasted this year.
101. Glamorous as she is, she is modest.

## 4. Punctuation

### Practice Exercise-1

1. Reena said to the servant "What have you been doing since morning?" The servant said, "Madam, I have been walking the dog." Reena said, "Go at once to the kitchen." "What have I to do there?" the servant asked.
2. "Alas! Child", said her mother, "You have eaten all that I had." "Mother, do not worry. I can manage without food. But what about you?" said Shaurya. "You have not eaten too."
3. "Great God! I would rather be a Pagan than such a Christian," wrote Wordsworth.
4. By God! I have not done it.
5. Good Heavens! I have lost my purse.
6. "Good morning, Suhani. Have you slept well?" said her Mom. "You do not appear to have slept well," asked Suhani in turn. "You were awake when I got up to turn off the air conditioner."
7. "I can not go," she said, "because rain has not stopped so far."
8. "They are well now", Arnav said. "They can go." "But it is drizzling. How can they go?" said my daughter, Pearl.

9. "Do not desire, O my young friend, to get what you cannot get", said the fisherman.
10. The King said to the Jester, "How dare you touch the magic thing meant for me? Be ready to face the consequences." Shedding tears the Jester said, "I am sorry. No use crying," said the King. "I am crying for you, my lord", said the Jester "Why?" asked the King.
11. "You expect everybody," the slave said to the master, "to flatter you all the time. Why is it so?"
12. The queen cried, "Help! Help!"
13. "Advise me," Deep said, "How can I solve this problem."
14. "No," said Malini, "I have not heard this news."
15. Young and old, good and bad—All must die.
16. The names of the students are—Rohit, Meenakshi, Rahul, Sona and Ankur.
17. Oh dear! I am tired today.
18. 'O yes, I like singing; you like dancing.
19. Some are born great; some achieve greatness.
20. You fools! How dare you enter my room without permission.
21. She wouldn't go there, my son.
22. For God's sake, Please help me.
23. Ah! I am undone. My friends have ruined me.
24. Alas! what a fool I am. He has, after all, cheated me.
25. The words, "The Prohibited Area", were written on the wall.

