

English Grammar and Composition

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The examination will be based upon a paper that consists on 100 marks and will be judged to test the candidates' different abilities .

Required Skills

The candidates should be tested in;

- ▶ Knowledge of Grammar (Tenses, Narration, Active and Passive, Use of Article, Punctuation, Translation, Use of Preposition and Sentence Correction)
- ▶ Adequate Vocabulary (Synonyms and Antonyms, Analogy of Words, Pairs of Words and Idioms and Phrasal words)
- ▶ Comprehensions Skills
- ▶ Composition Abilities
- ▶ Flawless Writing Expression
- ▶ Beautiful Presentation

Content of Course

▶ Synonyms & Antonyms	20	}	35
▶ Idioms and Phrasal	05		
▶ Pairs of Words	05		
▶ Analogy of Words/Prepositions	05		
▶ Correction	05	}	25
▶ Punctuation	05		
▶ Narration/Active and Passive Voice	05		
▶ Translation	10		
▶ Reading Comprehensions	20	}	40
▶ Precise Writing	20		

Vocabulary (35)

- ▶ The basic purpose of this question is to check the basic understanding of English vocabulary
- ▶ It consists on *Synonyms , Antonyms (20 objectives) , Analogy of words (lists of words), Pairs of Words, Idioms and Phrasal words*
- ▶ Vocabulary has two types;
 - I. Receptive or Passive (Reading & Listening)
 - II. Expressive or Active (Writing & Speaking)

Sources of Synonyms and Antonyms

- ▶ GRE international
- ▶ NTS local
- ▶ Common usage word
- ▶ Reader's Digest

- ▶ Make your eyes familiar with new words
- ▶ Remember words and their meanings
- ▶ Remember options words meaning as well

Suggestions

- ▶ One word difference theory
- ▶ Word form(Main, Suffix or Prefix)
 - prefix Re@ reunion, reappear
 - Un@ unbelievable ,unachievable
 - Suffix Action@ creation, narration
 - Cide@ suicide, genocide, homicide
- ▶ Part of speech
- ▶ Negative and Positive connotation
- ▶ Touka

Pair of Words

Homonyms/ Pair of Word are that words which seem so close in pronunciation, but are spelled differently and have different meanings.

Example: Loose and lose

Many people make this mistake. They inevitably interchange the words loose and lose while writing.

Sources for Pair of Words

1. Exploring the World of English by Prof. Sadat Hussain
2. To the Point English Grammar and Composition by Prof. Aftab Hussain

Idioms and Phrasal Verbs

Idioms and Phrasal Verbs are a collection of words or phrases which have a figurative meaning that is generally well established and known. So these words can not be taken at their literal meanings since they would sound farcical. Idioms, at times, seem grammatically unusual as well.

Idioms and Phrasal Verbs

1. Exploring the World of English by Prof. Sadat Hussain
2. To the Point English Grammar and Composition by Prof. Aftab Hussain

Analogy of Words (Verbal Reasoning)

- ▶ An analogy literally means to draw a comparison in order to show a similarity, contrast, function, chronological order and some other logical relation in some respect.
- ▶ An analogy basically uses a relationship between two(or more) elements ,sets, words and lists.
- ▶ These questions aim to test overall logical understanding of the candidates .

- ▶ There are various types of relationships which are used in analogy-based questions. Below is one such list which shows the various relationships with one example each:

Type	Example	Type	Example	Type	Example
Country & Currency	Japan: Yen	Animal/thing & Sound	Crow: Caw; Rain: Patter	Unit & Part	Pen: Nib; Blade: Fan; Book: Chapter
Instrument & Measurement	Ammeter: Current	Unit & Class	Cup: Crockery	Universal Pair	Chair: Table; Door: Window
Quantity & Unit	Power: Watt	Unit & Home	Cow: Byre	Study & Topic	Cardiology: Heart
Unit & Group	Fish: Shoal	Game & Venue	Skating: Rink; Cricket: Pitch	Word & Extreme	Quarrel: War; Speak: Shout
Animal & Baby	Deer: Fawn	Worker & Tool	Tailor: Needle; Sculptor: Chisel	Word & Synonym	Solicit: Request
Male & Female	Wizard: Witch	Tool & Action	Pen: Action	Word & Antonym	Chaos: Peace
Animal & Movement	Eagle: Swoop	Product & raw material	Oil: Seed; Metal: Ore	Worker & Working place	Actor: Stage; Mechanic: Garage

Test: 1

➤ arrival : departure :: ? death

A. life B. person C. birth D. train

➤ elbow : arm :: knee : ?

A. walking B. finger C. leg D. nose

➤ car : road :: train : ?

A. track B. vehicle C. fast D. wheel

➤ baiting hook : fishing :: ? : hunting

A. loading gun B. firing gun C. game D. aiming gun

➤ violence : activity :: melancholy ?

A. evening B. cruelty C. mood D. silence

Test: 1/2

➤ university : institution :: mayor : ?

A. Official B. town C. law D. councilman

➤ grass : soil :: seaweed : ?

A. water B. salty C. river D. fish

➤ truthfulness : court :: cleanliness : ?

A. Virtue B. restaurant C. bath D. pig

➤ egg : fish :: ? plant

A. leaf B. branch C. seed D. stem

➤ success : failure :: comprehend: ?

A. false B. error C. mistake D. misinterpret

➤ Phonology : phonemes :: ombrology ?

A. rain B. sound C. diseases D. patient

Test: 2

(i) LION: ROAR

(a) Snake : Slither (b) Goat: Bleat (c) Lizard : Crawl (d) Elephant : Tusk

(ii) CLOT : BLOOD

(a) Ink: Water (b) Curdle : Milk (c) Vaporize : Camphor (d) Brew : Coffee

(iii) EXPEDITE : HASTEN

(a) Conscript : Write down (b) Diver : Make harder (c) Facilitate : Make easies
(d) Satirize : Praise

(iv) SURGEON : DEXTEROUS

(a) Clown : Fat (b) Actress : Beautiful (c) Athlete : Tall (d) Acrobat : Agile

Test: 2/2

(v) SHADOW : LIGHT

(a) Flood : Rain (b) Image : Object (c) Reaction : Action (d)
House : Bricks

(vi) FEARFUL: COWER

(a) Humble: Boast (b) Weak : Exercise (c) Arrogant : Strut (d)
Wise : Dispute

(vii) WOOD: FURNITURE

(a) Father : Child (b) Tree : Seedling (c) Soil : Clay (d) Stone :
Sculpture

(viii) LECHER : LUST

(a) Pith : Herb (b) Glutton : Greed (c) Business : Profit (d)
Showbiz : Fame

Answer: 2

(i) LION : ROAR

(ii) SHADOW : LIGHT

(iii) CLOT : BLOOD

(iv) FEARFUL: COWER

(v) EXPEDITE : HASTEN

(vi) WOOD : FURNITURE

(vii) SURGEON : DEXTEROUS

(viii) LECHER : LUST

(b) Goat : Bleat

(b) Image : Object

(b) Curdle : Milk

(c) Arrogant : Strut

(c) Facilitate : Make easiest

(d) Stone : Sculpture

(d) Acrobat : Agile

(b) Glutton : Greed



Punctuation

Year 7 Sentence Starters

The set of marks/symbols used to regulate texts and clarify their meanings, principally by separating or linking words, phrases, clauses and sentences. It has many advantages;

1. Reduce mistakes in English Essay
2. Improve expression
3. Help to get more marks in question of correction
4. Solve question of punctuation

1. End Marks
2. Capital letters
3. Apostrophes
4. Colon
5. Semicolons
6. Hyphen
7. Brackets
8. Dashes
9. Commas
10. Speech Marks



Use Appropriate Punctuation Marks

1. The fire has destroyed many things in the house, the furniture, the carpets and the curtains.
2. Some people work best in the morning others do better in the evening.
3. Your mobile phone number is easy to remember because there are three 0 in it.
4. Mother had to go into hospital she had heart problems
5. We will be arriving on Monday I think so morning at least.
6. The girls father sat in a corner in winter.
7. In the words of Murphys law ,
8. Dr Akbar is a kind person.

End Marks

Full stop

Question Mark

Exclamation Mark

1.The full stop is the most famous end mark. It comes at the end of assertive and imperative sentences.

It is used in abbreviations and accepted incomplete words.

It is raining today.

Do not interrupt while I am talking.

G.M. Chaudary

Int.

Dr. Akbar

2.A question mark means something is being asked.

Are you going to lunch?

How Pakistan is poor in management.

Why you are going.

Why are you going?

3.An exclamation mark shows optative and exclamatory sentences

May you live long!

That is a huge dog!

Hurrah! we have won the match.

CAPITAL LETTER

1. Capitalize the starting alphabet of first word of every sentence

2. In titles, headings and subheadings capitalize the first, last, and all important words.

Usually, we don't capitalize articles, prepositions, helping verb and conjunctions.

Pakistan is Rich in Resources

3. Capitalize names of specific persons, places, and geographical locations (proper noun).

My brother **Waqas** who used to live in the **Middle East** and write books about the **Old West**, now lives in **Hartford**.

but Don't capitalize directions, colors and names of season, heavenly bodies vegetables and fruits

They have reached north of the Indian Ocean.

Next fall, before the winter storms begin, we're heading south.

There are very few blacks in this predominantly white community

4. Capitalize names of days of the week, months, and holidays.

Pakistan Independence Day which is always on **August 14**, falls on **Tuesday** this year.

5. Capitalize the names of historical events.

The **Battle of the Bulge** was an important event in **World War II**.

The **Reformation** took place in the sixteenth century.

and

6. Capitalize the names of religions and religious terms.

God, Christ, Allah, Buddha, Christianity, Christians, Judaism, Jews, Islam, Muslims

7. Capitalize the names of nations, nationalities, languages and words based on such words.

Somalia, Swedish, English muffin, Irish stew, Japanese maple, Jew's harp, French horn

8. Capitalize the names of academic courses
when they're used as titles.

He is doing Master in **Mathematics**.

9. Brand names

Ford, **O**xford, **S**uzuki

Apostrophes

' /'S



Apostrophes

Apostrophes (') is the most commonly misused punctuation mark. It has three main uses. They show:

1. Contractions
2. Possession
3. Unusual plurals

- He can't go there.
- This is Ali's book .
- He has achieved three A's in this degree.



Contractions

- ▶ **Contractions** are shortened forms of words which have letters missing. The apostrophe is used in place of the missing letters, e.g.
 - *It's* is short for *It is*.
 - *We'll* is short for *we will* or *we shall*.
 - *Can't* is short for *cannot*.

You must know the difference between Its and It's

The dog likes its master.

It's their home.

- ▶ Contractions should be **avoided in formal writing** though, such as in essays and letters, as they sound too chatty.
- ▶ However, some writers use them when they write down the direct speech of a character or person.

Possession

Apostrophes are also used to show **possession**: when two nouns appear together and initial must be living one, **name of country, city, organization and institution**

This is Ali's book belongs to Ali.

- This is hall's table.
- Pakistan's team/ Pakistan team
- This is Awias's book.
- Princess's father has died.

❖ This is Awias's book.

❖ *Princesses' father has died.*

❖ Boys' college

❖ Girls' father

Unusual plurals

The final use of apostrophes is to show unusual plurals, such as **numbers and letters** which would be unreadable otherwise, e.g.

1. He has achieved three **A's** in this degree
2. Your mobile phone number is easy to remember because there are three **0's** in it.
3. My postcode has two **B's** in it.



Colons /Dash

Brackets, Pairs of Comma and Pair of Dashes



Example

They all provide extra information in a sentence and usually they replace following words,

For example, For instance, That is, Like , As , Such and Such as

- ▶ My country is full of resources **that is** Pakistan.
- ▶ My country is full of resources **:** Pakistan.
- ▶ My country is full of resources **—** a neighboring country of India.
- ▶ My country, **Pakistan,** is full of resources.
- ▶ My country - a neighboring country of India- is full of resources.
- ▶ My country **(I think)** is full of resources.

Colons

A colon (:) shows that the words which follow it are an explanation or an example of what is written before it.

2. Introduce reporting speech in Narration

3. Introduces Digital Time

4. Appears in Ratio

- The fire destroyed many things in the house: the furniture, the carpets and the curtains.
- Democracy in Pakistan: Hopes and Hurdles
- He says: “I am teacher.”
- 18:30
- 4:5



- ▶ My country is full of resources **that is** Pakistan.
- ▶ My country is full of resources**:** Pakistan.
- ▶ My country is full of resource **-** a stanch enemy of India.
- ▶ My country, **Pakistan,** is full of resources.
- ▶ My country**-** stanch enemy of India**-** is full of resources.
- ▶ My country **(I think)** is full of resources.

Colons

1. The fire destroyed many things in the house: the furniture, the carpets and the curtains.
2. I just bought a new car: a Land Rover.
3. There are seven colours in the rainbow: red, orange, yellow, green, blue, indigo and violet.
4. Muhammad went shopping and bought some fruit: two apples, some cherries and a melon.



Dash (-)

Dash (-) shows that the words which follow it are an explanation or an example of what is written before it; however; this indicates an abrupt change in content.

Brackets, Pair of Dashes and Pairs of Commas



Round Brackets

Brackets allow you to add extra information to a sentence, which is useful but not necessary or to add your opinion/ abbreviation /dates

Speaking foreign languages (I believe) is a useful skill.

My parents (Awais and Amna) are very strict.

United Nation Organization (UNO) was founded in 1945.

William Shakespeare (1632-1720) was a greatest dramatist.



Pairs of Dashes



Pairs of Dashes

Pairs of dashes allow writers to **strongly interrupt** the flow of a sentence to provide their readers with useful information

The extra information is placed between the dashes for emphasis, but the sentence should also make sense alone.

1. Aleena glared at Muhammad- **who had beaten her in a quiz-** and then had talked with him.
2. Pesticides are used to help crops grow - **regardless of their negative effects** - large and quickly.



Pairs of Commas

Sometimes, we want to add information to make our writing clearer, without distracting the reader from the sentence, e.g.








I, Mureed Hussain, will resign soon.

Javed, who hated cola, bought a lemonade in the café.

The fire destroyed many things, the furniture, the carpets and the curtains, in the house.

TIP: Pairs of commas add extra details to a sentence without ruining the flow.



	Useful	Necessary	Maintain flow
Brackets			
Dashes			
Commas			

- ▶ My country, Pakistan, is full of resources.
- ▶ My country- staunch enemy of India- is full of resources.
- ▶ My country (I think) is full of resources.

Questions

1. Community service-----**which helps fill in special needs of our citizens**-----makes our city strong.
2. Community service-----**a blessing for the giver and receiver**-----makes our city strong.
3. Community service-----**filling in the gaps**-----
--makes our city strong.

Semicolons



Semicolons

1. A semicolon (;) joins two complete sentences or two independent clauses into one sentence as it replaces conjunctions
 2. In a sentence, a transition word may follow the semi-colon
 3. Add information in the form of list
- This is because some sentences are too closely related to be separated by a full stop but they are missing a connecting word, such as *and* or *but*, e.g.



Semicolons

Here are some more examples of sentences with semicolons:

1. Firstly; illiteracy promotes corruption.
2. Muhammad was angry; Tamour was not listening.
3. Muhammad felt hot; the sun was blazing.
4. I found the film long; Tamour found the film short.

I have many students;

1. ALI
2. Akbar

I have many students: Ali and Javed.



Semicolon

4. Use a semicolon between two independent clauses that are connected by conjunctive adverbs (Two independent clauses) or transitional phrases.

We have many different sizes of this shirt; however, it comes only in one color.

5. Semicolon as a Super Comma

I have visited London; England, Paris; France, Berlin; Germany and Istanbul;Turkey.

THE HYPHEN

- **Co-education**
- **Re-appear**
- **Suci-cide**



THE HYPHEN

Mark Of Separation Used Between Parts Of A Word.

USE A HYPHEN:

- 1) To Separate (Join) The Parts Of Compound Words: *Examples*
Sister-in-law, Half-asleep and X-ray.

- 2) To Indicate The Division Of A Word Broken At The End Of A Line:
Examples: know-ledge,
ste-no-gra-pher
 - a) Do not divide sums of money.
 - b) Do not divide initials in a name or in proper names.
 - c) Do not divide units of time.

Comma



The Comma ,

1. The comma is used to separate a list.

➤ My favorite animals are tigers, dogs, cats and elephants.

2. It is also used between the date and the year.

➤ Today is March 6, 2007 and I plan to enjoy today.

➤ Today is 6th March, 2007 and I plan to enjoy today.

3. A comma can also tell you where to pause in a sentence.

- **All is well, but not necessarily forgotten.**

4. To negate previously mentioned statement.

- **He is my friend, not a very good friend.**
- **Your writing expression is very good, not selection of words.**

4. Oxford/Serial/Harvard Comma

- Please bring a paper for Akbar and Ali.
- Please bring a paper for Akbar, and Ali.

- Pakistan and China have written letters to UNO regarding Kashmir issue.

- Horse and carriage **is** at my door.
- Horse, and carriage **are** at my door.

- My favorite animals are tigers, dogs, cats and elephants.

Speech marks



"Quotation Marks"

USE QUOTATION MARKS

- 1) To enclose every direct quotation and each part of an interrupted quotation;
 - Sir Syed says, "Education is the only solution of existing moral and social degradation of our community."

- 2) To enclose chapter headings and the titles of articles;
 - Dr. Safder Mahmood's "Pakistan Ideology" was recently reproduced in *a Journal*.

USE SINGLE QUOTATION MARKS (')

1. To enclose a quotation within a quotation.

The coach said, “When you say, ‘I shall be there on time’ I expect you to mean what you say.”

2. To add alien words;

The word terrorism has been taken from French word ‘terror’./The word terrorism has been taken from French word *terror*.

‘Iqra’ means to read. / *Iqra* means to read.

3. Allegedly use of some words

‘Corruption’ is one of the key concerns of the previous government.

Punctuation Summary

To sum up how these forms of use punctuation:

- apostrophes are used to represent the missing letters in contractions (*can't*) and to show possession
- colons help you to provide an explanation or example in one sentence
- semicolons link two complete sentences to imply cause and effect
- brackets, dashes and pairs of commas all add extra information to sentences; their content is handy to know but is not vital
- put speech marks around direct speech.

QUESTIONS & ANSWERS

Test: 2

Awais is one of the laziest persons i know he is tall and slim with black hair and he always wears a t-shirt and black jeans his jeans have holes in them and his baseball boots are scruffy too he usually sits at the back of the class and he often seems to be asleep however when the exam results are given out he always gets an A i don't think hes as lazy as he appears to be

Sentences Correction

It is a twofold process, actually sentence correction basically involves constructing right meaning from the written word. It is included in CSS exam to check following two abilities;

A. Recognition of Error

B. Correction of Error

Test

1. I feel unwell among lazy people.
2. He is not only a hard working student but a kind person.
3. Unless you do not work hard you cannot pass CSS exam.
4. An inquiry commission has been appointed to investigate into this scandal.
5. I have great faith on you.
6. My work is superior to him.
7. Either of these three answers are incorrect.
8. If you will run, you will catch the train.
9. Ganges is a holy river.
10. *He has reached at the top of the mountain finally.*
11. *He cannot get good marks, he is not a hard working student.*

Answer

1. I feel **uneasy** among lazy people.
2. He is not only a hard working student **but also** a kind person.
3. Unless you ~~do not~~ work hard you cannot pass CSS exam.
4. An inquiry commission has been appointed to investigate ~~into~~ this scandal.
5. I have great faith in you.
6. My work is superior to **his**./My work is superior to **that of him**.
7. **All** of these three answers are incorrect.
8. If you ~~will~~ run, you will catch the train.
9. **The** Ganges is a holy river.
10. *He has finally reached at the top of the mountain.*
11. *He cannot get good marks; he is not a hard working student.*

Recognition of Error

It is the process of chalking down the mistakes in a sentence. There are only six types of mistakes; these common errors in sentence construction are;

1. Error of Replacement
2. Error of Omission
3. Error of Commission
4. Error of Grammar (Tenses, preposition, punctuation, use of article, conditional sentences and spelling)
5. The Dangling Modifier
6. The Comma Splice

Correction of Error

It is the process to apply followings rules on mistakes which are marked in the first process; there are only 37 rules to correct the mistakes

- ▶ **Rule 1:** Clause that must appear together

Scarcely – when, No Sooner – Than, Such – As, Although – Yet, Else – But, Seldom – Never, As – As, As – That, Both – And, Not only – But also, Not – But.

Although he is a hard working student ~~but~~ he has failed to get good marks.

- ▶ **Rule 2:** Two or more singular nouns joined by “AND” require a plural verb
Aslam and Ali *were* sleeping.
Gold and silver *are* precious metals.
Fire and water *do* not agree.
He and I *were* playing.

- ▶ **Rule 3: If nouns, although joined by “AND”, present one idea, they must have singular verb.**

Law and order is the key concern of Pakistan.

The horse and carriage *is* at the door.

Time and tides *waits* for no man.

Honor and glory *is* his reward.

- ▶ **Rule 4:** Singular subjects joined by “ **WITH, AS WELL AS, OR, NOR**” require a singular verb.

Silver as well as gold ~~have~~*has* fallen in price.

The house with its contents *was* insured.

No nook or corner *was* left unexplored

Neither praise nor blame *seems* to effect him.

Neither food nor water *was* to be found here.

- ▶ **Rule 5:** When one singular and one plural nouns are joined together by “**OR**” or “**NOR**” (1) The verb must be plural and(2) the plural subject should be placed near the verb.

Neither the directors nor the chairman *is* present.

Neither the directors nor the chairman *are* present.

Neither the chairman nor the directors *are* present.

Test

1. Neither the directors nor the chairman *is* present.
2. Neither the directors nor the chairman *are* present.

- ▶ **Rule 6:** When subjects are joined by “OR or NOR” of different persons, the verb agrees with the nearer. (231)

I and he *appear in CSS* .

Neither he nor *i am* at fault.

Neither you nor he *is* to blame.

I am going with him.

- ▶ **Rule 7:** **Many a, Either, Neither, Each, Everyone and One of** must be followed with a singular verb even if it represents plural subjects.

Many a men *was* present in the court.

Neither of two men *was* very strong.

Each of the prisons *is* full.

Everyone of the boys *loves* to ride.

Each of these substances *is* found in Pakistan.

One of my friends *is* here.

- ▶ **Rule 8:** Two nouns qualified by “EACH and EVERY”, even though connected by “AND” require a singular verb.

Every boy and every girl *was* given a pencil.

Each lady and each man *was* present.

- ▶ **Rule 9:** Some nouns seem plural, though they are not plural and they take singular verbs.

The news *is* true.

Measles *is* contagious.

Mathematics *is* a complex subject.

- ▶ **Rule 10:** When a plural noun (Quantitative) reflects a specific quantity, it requires a singular verb.

Fifteen minutes *is* allowed to each speaker.

A few minutes *are* allowed to each speaker.

Ten kilometers *is* a long walk.

Many kilometers *are* still remaining.

Ten boys *are* here.

Test

- 1. Fifteen minutes *is* allowed to each speaker.**
- 2. A few minutes *are* allowed to each speaker.**

- ▶ **Rule 11:** When two quantitative nouns are combined, the latter will be in singular form.

Ten-kilometers is a long walk.

Ten-kilometer *is* a long walk.

That wall is ten-feet long.

That wall is *ten-foot* (not ten-feet).

He had a *three-inch* (not inches) deep wound.

- ▶ **Rule 12:** Countable nouns (*whole numbers like people, chairs, tables, etc*) require **few/any** and uncountable nouns (*Milk, Water , etc*) require **less/some**.

There are *few* chairs in this class room.

There is *less* water in the glass.

The president received *few* votes in elections.

- ▶ **Rule 13: Either or Neither** is used while comparing two nouns, for more than two use **Anyone/All**.

Either Ali or Ahsan will win the race.

Either of these three answers are incorrect.

All of these three answers are incorrect.

She is taller than anyone of her five sisters.

- ▶ **Rule 14: A second degree of adjective** is used when comparing of two, the superlative degree is used in case of more than two.

Ali is taller and wiser of my two sons.

Ali is the tallest and the wisest of my all sons.

Note: Must use definite Article before superlative degree.

Degrees of Adjective

- ▶ Positive Degree
 - One noun
 - This does not require comparison
- ▶ Comparative Degree
 - Two nouns (1 vs 1)
 - Requires Compression
 - Needs words like than/to and any
- ▶ Superlative Degree
 - More than two nouns (1 vs 2+)
 - Indicates comparison
 - Often needs word like all
 - Exclusion is not allowed

Test

1. He is a student.
2. He is a wise student.
3. He is a wiser student than you.
4. He is the wisest boy of this class.
5. He is the wisest student than any other student of this class.
6. He is the wisest student of this class.

***NOTE:* When superlative degree is used exclusion is not allowed, when second degree is used exclusion is recommended.**

Karachi is the biggest city than any other city of Pakistan.

Karachi is the biggest city of all cities in Pakistan.

Karachi is bigger than any other city of Pakistan.

He is the tallest boy than any other boy of this class.

He is the tallest boy of this class.

He is taller than any other boy of this class.

- ▶ **Rule 15:** **BETWEEN** is used in a comparison of two, while **AMONG** is used for more than two.
- ▶ **Rule 16:** When comparing age of two or more people (1) use **OLDER** or **OLDEST** when people are not sibling and (2) use **Elder** or **Eldest** when two individuals are sibling.

Ali is older than his cousin.

Ali is elder to his sister.

Our elders have made efforts to make Pakistan.

- ▶ **Rule 17:** Words like **junior, senior, elder, inferior, superior, anterior, posterior** etc take **TO** instead of **THAN** when compared.

Ali is senior to Ahsan.

Gold is superior to silver.

- ▶ **Rule 18:** **FORMER/LATTER** is used when two things are mentioned, for more than two things use **FIRST/LAST**.

Of Ali and Ahmed, the latter is a better speaker.

Of tea, coffee and coca, the last is favorite.

- ▶ **Rule 19: LIKE is an adverb not a conjunction.**

He speaks like his father does. (in correct)

He speaks as his father does. (correct)

He speaks like his father. (correct)

- ▶ **Rule 20: Never leave the participle (verb) without proper subject.**

He is my student can get position in css.

Smoking in the market I suddenly met my father yesterday.

While I was smoking in the market I suddenly met my father yesterday

Sitting on the gate, spider stung me (in correct).

While i was sitting on the gate, a spider stung me.

Conditional Sentences

Conditional sentences are used to speculate about what could happen, what might have happened, and what we wish would happen. In English, most sentences using the conditional contain the word *if*.

Test

1. If you heat ice it will melt.
2. If you heat ice it melts.
3. If Essay paper leaks FPSC cancels the paper.
4. If Essay paper leaks FPSC will cancel the paper.
5. If Essay paper leaked FPSC will cancel the paper.
6. If Essay paper leaked FPSC would cancel the paper.
7. If Essay paper had leaked FPSC would cancel the paper.
8. If Essay paper had leaked FPSC would have canceled the paper.

Rule:22

English
Grammar

Conditionals

Woodward's
ENGLISH
ENGLISH

CONDITION

+

RESULT

ZERO
conditional

If you stand in the rain, you get wet.
If you heat ice, it melts.

PRESENT SIMPLE

+

PRESENT SIMPLE

USES: *Facts which are generally true or scientific facts
The condition always has the same result*

FIRST
conditional

If it rains, we will cancel the trip.
If you study, you will pass the exam.

PRESENT SIMPLE

+

WILL / WON'T + VERB

USES: *A possible situation in the future
Predicting a likely result in the future (if the condition happens)*

SECOND
conditional

If I won the lottery, I would travel a lot.
If they sold their house, they would be rich.

PAST SIMPLE

+

WOULD + VERB

USES: *Hypothetical or unlikely situations
Unreal or improbable situation now or in the future*

THIRD
conditional

If you had studied, you would have passed the exam.
If I hadn't been sick, I would have gone to your party.

PAST PERFECT

+

WOULD HAVE + PAST PARTICIPLE

USES: *The person is imagining a different past
Imaginary situation that did not happen*

www.grammar.cl

www.woodwardenglish.com

www.vocabulary.cl

▶ **Rule 21**

A: Simple Past is used for far past and Present Perfect is used for near past

He has delivered a lecture yesterday.(in correct)

He delivered a lecture yesterday.(correct)

B: Continuous as well as Perfect Continuous is used to convey action in progress.

He is delivering a lecture since 5 pm.(in correct)

He has been delivering a lecture since 5 pm.(correct)

He has been reading --- last three hours.

▶ **Rule 22: Modifiers should be placed near the word they intend to modify.**

He has passed CSS finally.

Only the President can dissolve assemblies in Pakistan.

The President can **only** dissolve assemblies in Pakistan.

- ▶ **Rule 23:** Two negatives do not make a sense, avoid using them.

I have not got none (any).

I could not find it anywhere (not nowhere).

- ▶ **Rule 24:** Do not use negative sentence after **UNLESS, UNTIL.**

You can never succeed until you do not work hard. (in correct)

You can never succeed until you work hard. (correct)

Unless you do not apologies, I shall punish you. (in correct)

Unless you do apologies, I shall punish you. (correct)

- ▶ **Rule 25:** Abstract nouns have no plural, like courage, wisdom, honesty etc
- ▶ **Rule 26:** WHO is subject, WHOM is object, WHOSE is possessive. For nonliving we shall use which and that , not who.
- ▶ **Rule 27:** One must be proceeded by ones/one's not him/her.

They must focus on his studies.

An individual must focus on his studies.

One must boast of his great qualities.

One must boast of **one's/ones** great qualities.

Rule 28:

▶ **(A) Nouns that cannot be plural:**

Scenery, advice, soap, abuse, information, work, knowledge, clothing, luggage, furniture, apparatus, lightening, wind, luck, bread, furniture, thunder

I have given him many advices.

Make plural in following ways;

Pieces of advice, knowledge, information, etc.

Articles of clothing, luggage, furniture, etc.

Hails of abuse

Flashes of lightening

Gusts of wind

Claps of thunder

Bars of soap

- ▶ **(B) Nouns that have same singular and plural form:**
Swine, sheep, deer, cord, salmon, trout, mackerel, fish, hair, crossroads, gallows, innings, offspring, vice, aircraft, council, cannon, means

- ▶ **(C) The collective nouns that are used as plural only:
Poultry, cattle, vermin, gentry, peasantry, police, public,
people**

Cattles are grazing here.

▶ **Rule29: Nouns that function as adjectives**

When a noun describes another one coming after it, the describing noun comes in its pure form.

House door, Monday night, Easter holiday, holiday dress, shoe store, hall table, eye specialist

Pakistan's foreign policy, Pakistan foreign policy

Examples:

Put this book on the hall's table. (incorrect)

Put this book on the hall table.

▶ **Rule30: Nouns that have unique plural forms**

(Plural) Phenomena, bacteria, consortia, fungi, geese, mice, lice, criteria

Singular forms of these singulars are:

(Singular) Phenomenon, bacterium, consortium, fungus, goose, mouse, louse, criterion

Test

- ▶ It is me who challenge you.
- ▶ This book is for he.
- ▶ He resigns from this post.
- ▶ He has shortlisted himself for this post.

Rule 31: The complement of the verb ‘ **Be: is, am, are, was, were , being and been**’ should be in Nominative **(subjective)** form

Examples: (is/am----subjective)

It is I who challenge you. (note the use of verb)

If I were he I would not do it. (note the use of were)

I am she whom you want to see.

I am she who wants to meet you. (note the use of verb)

It is they whom you did not recognize yesterday.

It is we who are to blame.

NOTE: it’s me is now accepted as idiomatic and is rather more in use.

- ▶ **Rule 32:** The object of a preposition should be in accusative (**objective**) form

Between you and me (not i) affairs look dark.

All failed except he.

Rule 34:

- ▶ **(A) VERBS used in the following sentences must be followed by REFLEXIVE PRONOUNS (Avail, absent, enjoy, resign, apply, acquit, overreach, revenge, exert, distinguish)**

You must avail yourself of this opportunity.

He should not absent himself from the school during these days.

- ▶ **(B) The following VERBS should not be followed by REFLEXIVE PRONOUNS (Enlist, bathe, qualify, rest, keep, draw, burst, lengthen, stop, etc.)**

He wants to enlist in the army.

After bathing, he put on the best suit of his wardrobe.

- ▶ **Rule 35: when a sentence starts with a CONJUNCTION, then it is not required to link phrases with another CONJUNCTION:**

As he is fat so he runs slowly. (incorrect)

As he is fat, he runs slowly. (correct)

Because he is clever therefore he gets good marks.
(incorrect)

Because he is clever, he gets good marks. (correct)

Test

- ▶ He has built a beautiful home.
- ▶ Due to heavy rain I cannot leave my place in such circumstances.
- ▶ I have paid my debt.
- ▶ He said to me that he would not appear in CSS exam.

Rule 36:

CONFUSING WORDS LIST

Circumstance- environment,,, house-home,,,,,, stay – stop ,,,,
smart – bright ,,,, suspect – expect ,,,,, folk – family ,,,,,,
magnificent -pretty,,,, lot – many ,,,, settled - paid ,,,,
trouble – pain ,,,, waiting - reserve,,,,, females - women,,,,,
dress - suit,,,, sign - signature,,,, uneasy -unwell,,,, less -
small,,,, somewhat - some,,,, which – as ,,,, some - one,,,,,
both – whether ,,,, see - look,,,,, say – tell -call,,,, forward -
offer,,,, know - believe,,,, intend – wish - want,,,,, fetch – bring
,,,, break - tear,,,, keep - put,,,, would - used to,,,,, substitute -
replace,,,,, too - very,,,,, perhaps - probably,,,,, back - behind.

Questions

1. No sooner had we left our home when it started raining.
2. I congratulate you for your success.
3. You have read it. Isn't it?
4. Pakistan has and will support the Kashmiris .
5. He as well as his brother were present yesterday.
6. Open this knot.
7. He is adoptive son of his parents.
8. This is the most shortest way to go there.
9. The doctor has seen the pulse of the patient.
10. No less than fifty miners were killed in the explosion.

Answers

1. No sooner had we left our home **than** it started raining.
2. I congratulate you **on** your success .
3. You have read it. **Haven't you?**
4. Pakistan has **supported** and will support the Kashmiris.
5. He as well as his brother **was** present yesterday.
6. **Untie** this knot.
7. He is an **adopted** son of his parents.
8. This is the ~~most~~ shortest way to go there.
9. The doctor has **felt** the pulse of the patient.
10. No **fewer** than fifty miners were killed in the explosion.

Narration

The art of reporting the words of a speaker is known as Narration. There are two ways to convey a message of a person, or the words spoken by a person to other person.

Direct speech: She says, "He is here."

Indirect speech: She says that he is here.

- It involves conversation between three and more persons.
- Suppose your friend whose name is Javed tells you in school, "I will give you a pen". You come to home and you want to tell your brother what your friend told you. There are two ways to tell him.

Direct speech: Javed said, "I will give you a pen."

Indirect Speech: Javed said that **he would give me/you/him/her/them/us** a pen.

It has two parts of sentences;

First part (Reporting)

Second part (Reported)

He said, "I am here."

He said that he was there.

This process requires three kinds of changes and these are:

- 1. Change in some words**
- 2. Change in tense**
- 3. Change in pronoun**

1.Changes in some Words

Note: Only if first part is in past tense

1.	Here	There
2.	This	That
3.	Today	That day
4.	Yesterday	Previous day
5.	Tomorrow	Next day
6.	Now	Then
7.	Ago	Before
8.	Must	Had to
9.	Should	Should have to

He said, "He is **here**." He said that he was **there**.
He says, "He is **here**." He says that he is **here**.

2.Change in Tense

Note: Only if first part is in Past Tense and in following ways

Present simple tense *into* Past simple

Present Continuous tense *into* Past continuous

Present Perfect tense *into* Past perfect

Present Perfect Continuous *into* Past perfect con

Past simple *into* Past Perfect

Past Continuous *into* Past Perfect Continuous

Past Perfect (Change is not required)

Past Perfect Continuous (Change is not required)

Future simple, will *into* would

Future Continuous, will be *into* would be

Future Perfect, will have *into* would have

- He goes to a school.
- He did it yesterday.
- He was reading.
- He had left it.
- He will go there.
- I shall go there.

He went to a school.

He had done it the previous day.

He had been reading.

He had left it.

He would go there.

I would go there.

Overview of the English Verb Tense/Aspect System

	Simple	Progressive (BE + verb+ing)	Perfect (HAVE + verb+en)	Perfect Progressive (HAVE + BEEN + verb+ing)
Present	Ist +s or es	Is/am/are ing	Has/have 3 rd	Has/have been +ing
Past	2 nd	Was/were e+ing	had 3 rd	Had been +ing
Future	Will/shall 1 + 1 st	Will/shall 1 be+ing	Will/shall 1 have+3 rd	Will/shall 1 have been+ing

3.Changes in Pronoun in Indirect Speech

The pronoun of the 2nd part is changed according to the pronoun of 1st part;

S_{ubject} **O**_{bject} **N**_{ever} Change

I

II

III

Javed said ~~to me~~, “I will give you a pen today”.

Javed said ~~to me~~ that **he** would give ~~me~~ /you/him/her/them/us a pen that day.

1. First person pronoun in 2nd part (**I, we, me, us, my/mine and our/ours**) is changed according to subject of the 1st part
2. Second person pronoun in 2nd part (**you and your/yours**) is changed according to the person of object of 1st part
3. Third person pronoun in 2nd speech (**he, she, it, they, him, his, her, them and their**) is not changed in indirect speech.

Pronoun

Pronoun is a word that replaces some noun.

It has three persons;

1. First Person
2. Second Person
3. Third Person

Subjective	Possessive	Objective
First Person	I WE	MY/MINE OUR/OURS ME US
Second Person	YOU	YOUR/YOURS YOU
Third Person	HE SHE IT THEY	HIS HER ITS THEIR HIM HER IT THEM

Test

- ▶ They say, “We are writing a book here.”
- ▶ She said, “We will not attend your tour on Saturday.”
- ▶ He says, “You cannot play now”, to me.
- ▶ He said, “The sun rises from east.”
- ▶ They said that they were writing a book there.

Kind of Sentences and Narration

- ▶ **Assertive**
- ▶ **Interrogative** (If and whether + that is not required)
- ▶ **Imperative** (State of verb + To)
- ▶ **Exclamatory** (Exclaimed + sate of exclamation+ That)
- ▶ **Optative** (State of verb+ That)

Specific Changes

1. Change in the Reporting Verb (**SAY, SAYS & SAID**) into **TELL,ASK,ENQUIRE,ADVISE,REQUEST,ORDER, SUGGEST,EXCLAIM,PRAY AND WISH**)
2. Use conjunction **THAT/IF/WHETHER** at the place of quotation marks to connect two clauses.
3. **ALL OTHER TYPES** of Sentences will be changed to Assertive Sentences

Assertive Sentences

1. If there exists an object after Reporting Verb then changes say/says/said to tell/tells/told
2. Occasionally, say/says/said is changed to reply/replied/inform/informed/state/stated/assert/asserted and etc
3. Put conjunction **that** at place of quotation marks to connect two clauses.

Examples

Javed said, “I will give you a pen.”

Javed said that **he would** give **me** a pen.

He said to me, “He is my friend.”

He told me that he was his friend.

Note: Do omit preposition “to” after tell, told, ask, asked, enquire and enquired.

Interrogative Sentences (Wh and helping verb)

1. An interrogative sentence is meant to ask questions ;therefore, in Reporting Verb say/says/said is changed to ask/asked/enquire/enquired respectively.
2. Conjunction ~~that~~, is not required but add if/whether to connect two clauses if questions start with helping verb. However, you do not need any conjunction, if and whether, if Interrogative Sentences start with W Family.
3. Interrogative Sentences will be changed to Assertive Sentences

Examples

- 1. She said to me “Where are you going now?”
She asked me where I was going then.**
- 2. I said to him “ What did you eat yesterday?”
I asked him what he had eaten the previous day.**
- 3. We said to her, “Did you beat our servant
yesterday?”
We asked her if/whether she had beaten our servant
the previous day.**
- 4. He said to you, “Will you go to Lahore tomorrow?”
He enquired you if/whether you would go to Lahore
next day.**

Imperative Sentences (Order, request, advise and suggestion)

1. Reporting Verbs like say/says/said change to tune of the verb in Reported Verbs: order/ordered/request/requested/suggest/suggested /advise/advised
2. Put preposition to at place of quotation marks to connect the two clauses

Examples

- He said to the peon, “Get out of my office.”
He ordered the peon to get out of his office.
- He said to my father, “Please forgive me this time.”
He requested my father to forgive him that time
- Mother said to me, “Never tell a lie.”
Mother forbade me to tell a lie.
- He said, “Let me do my work.”
He requested to let him do his work.
- He said, “Let us go to a river.”
- He proposed to let them go to a river.
- He proposed that they should go to a river.

Exclamatory Sentences (Sadness, happiness, praise and surprise/wonder)

1. Reporting Verbs like say/says/said change to tune of the verb in Reported Verbs: Exclaimed with happiness/sadness/wonder/surprise/praise
2. Put conjunction that at palace of quotation marks to connect the two clauses
3. Exclamatory Sentences will be changed to Assertive Sentences

Examples

- 1. He said, “ What a beautiful horse I have bought!”
He exclaimed with wonder that he had bought a very beautiful horse.**
- 2. We said, “How old this woman is!”
We exclaimed with great surprise that that woman was very old.**
- 3. He said, “Hurrah! I have won the match.”
He exclaimed with joy that he had won the match.**

Optative Sentences (Prayer and wish)

1. Reporting Verbs like say/says/said change to tune of the verb in Reported Verbs: Prayed/wished
2. Put conjunction that at palace of quotation marks to connect the two clauses
3. Optative Sentences will be changed to Assertive Sentences

Optative Sentences (Prayer and wish)

1. He said, “May my son pass the examination!”

He prayed that his son might pass the examination.

2. The teacher said, “Would that I were on leave today!”

The teacher wished that he had been on leave that day.

3. People said, “Would that Quaid were alive to see our fate today!”

People wished that Quaid had been alive to see their fate that day.

Compound Sentences

1. He said, “He is a hard working boy and will he pass this time?” to me.
2. The patient said good morning to the doctor and said, “Can you spare me a few minutes?”
3. Awais: How is he?

1. He told me that he was a hard working boy **and asked** if he would pass that time.

OR

He told me that he was a hard working boy **and he asked** if he would pass that time. **OR**

He told me that he was a hard working boy. He **further** asked if he would pass that time.

2. The patient greeted the doctor with good morning and he asked if he could spare him a few minutes.
3. Awais asks how he is. /Awais asked how he was.

The officer: Why are you late today?
Do you not know that I do not allow any body to come in the office late?

The employee: I am late today because my son fell ill suddenly and I had to take him to the doctor.

The officer: What is the reason of your late arrival? I allow you to attend the office today as an exceptional case

The officer asks the employee why he is late today and if he does not know that he does not allow any body to come in the office late.

The employee replies that he is late today because his son fell ill suddenly and he had to take him to the doctor.

The officer further asks him what the reason of his late arrival is. He also informs him that he allows him to attend the office today as an exceptional case.

The employee: I am sorry for this.

The officer: Do not repeat this instance in future.

The employee: I assure you that I shall not repeat it in future. .

The employee further tells that he is sorry for this.

He advises him not to repeat this instance in future.

He also assures him that he will not repeat it in future.

**The officer: Why are you late today?
Do you not know that I do not allow any body to come in the office late? What is the reason of your late arrival? I allow you to attend the office today as an exceptional case. Do not repeat this instance in future.**

The employee: I am late today because my son fell ill suddenly and I had to take him to the doctor. I am sorry for this and I assure you that I shall not repeat it in future.

The officer asks the employee why he is late today and if he does not know that he does not allow any body to come in the office late. He further asks him what the reason of his late arrival is. He also informs him that he allows him to attend the office today as an exceptional case and advises him not to repeat this instance in future.

The employee replies that he is late today because his son fell ill suddenly and he had to take him to the doctor. He further tells that he is sorry for this and assures him that he will not repeat it in future.

The officer: Why are you late today? Do you not know that I do not allow any body to come in the office late? What is the reason of your late arrival? I allow you to attend the office today as an exceptional case. Do not repeat this instance in future.

The employee: I am late today because my son fell ill suddenly and I had to take him to the doctor. I am sorry for this and I assure you that I shall not repeat it in future.

The officer asked the employee why he was late that day and if he did not know that he did not allow any body to come in the office late. He further asked him what the reason of his late arrival was. He informed him that he allowed him to attend the office that day as an exceptional case and advised him not to repeat that instance in future.

The employee replied that he was late that day because his son had fallen ill suddenly and he had to take him to the doctor. He further said that he was sorry for that and he assured him that he would not repeat that in future.

Test

1. I said to him “ What did you eat yesterday?”
2. The teacher said, “Would that I were on leave yesterday!”
3. He ordered his servant not to stand there doing nothing.
4. He exclaimed with joy that he had won the match.
5. He said to him, “Why do you waste your time?”

Test

(i) He said to him, “Why do you waste your time?”

(ii) The traveler said, “What a dark night it is!”

(iii) He said, “Let it rain even so hard, I will start today.”

(vi) My mother said, “May you live happily and prosper in your life!”

(vi) He said, “How foolish have I been!”

Test

Akbar: How are you?

Waseem: I am fine and what are you doing here?

Akbar: I am doing a job here.

Answer

- Akbar: How are you ?
 - Waseem: I am fine and what are you doing here?
 - Akbar: I am doing a job here.
-

- Akbar asks Waseem how he is .
 - Waseem replies that he is fine and further asks what Akbar is doing here.
 - Akbar answers that he is doing a job here. OR
-
- Akbar asked Waseem how he was.
 - Waseem replied that he was fine and further asked what Akbar was doing there.
 - Akbar answered that he was doing a job there.

Test

Rewrite the following dialogue, written in direct speech, in a paragraph form.

Akbar: How are you?

Waseem: I am fine and what you are doing here?

Akbar: I am doing job here.

Answer

- Akbar: How are you ?
 - Waseem: I am fine and what you are doing here?
 - Akbar: I am doing a job here.
-

Akbar asks Waseem how he is. Waseem replies that he is fine and further enquires what he is doing here. Akbar replies that he is doing a job here.

Test

Helen: Mr West, what has happened to John?

Mr West: He has left the company.

Helen: Why has he done that?

Mr West: He asked me for a rise but I didn't give it to him.

Helen: Why didn't you give him a rise?

Mr West: Because he was lazy.

Helen: Has he found another job?

Mr West: Yes, he is working in a film company.

Helen: What is his salary like?

Mr West: I think he earns quite a lot.

Helen: Does he like the new job?

Mr West: I don't know.

Answer

Halena asks Mr. West what **it** has happened to John. Mr. West answers that he has left the company. She further enquires why he has done that. He replies that Mr. John asked him for a rise but he did not give it to him. She asks Mr. West why he did not give him rise. He answers that Mr. John was so lazy. She also asks whether Mr. John has found another job. West replies in affirmative and tells her that he is working in a film company. She further enquires what his salary is like. He answers that he thinks he earns quite a lot. Once again, she enquires if he likes the new job. He replies that he does not know.

Answer

Halena asked Mr. West what it had happened to John. Mr. West answered that he had left the company. She further enquired why he had done that. He replied that Mr. John had asked him for a rise but he had not given it to him. She asked Mr. West why he had not given him rise. He answered that Mr. John had been so lazy. She also asked whether Mr. John had found another job. West replied in affirmative and told her that he was working in a film company. She further enquired what his salary was like. He answered that he thought he earned quite a lot. Once again, she enquired if he liked the new job. He replied that he did not know.

READING COMPREHENSION & ANALYSIS

- ▶ One unseen passages shall be given with a limited reading time questions would be placed at the end to be answered.
- ▶ The passage for comprehension shall be fairly technical.
- ▶ The passages would be selected from writings on Economic, Sociology, Political Science, Psychology, Philosophy, English Literature and International Affairs.
- ▶ It is included in CSS exam to check following two abilities;
 - A. Comprehension abilities**
 - B. Composition skills**

Comprehension

- ▶ Adequate vocabulary
- ▶ Understanding of key subjects(school of thoughts key concepts)
- ▶ Grip over English grammar and expression
- ▶ Follow discourse markers

Composition

- ▶ **Paraphrase the original text**
- ▶ **Good vocabulary**
- ▶ **Sentence construction**
- ▶ **Use of articles**
- ▶ **Flawless language**
- ▶ **Creative writing**
- ▶ **Use of beautiful language**

Type of Questions

- ▶ **A. Narrative**
- ▶ **B. Descriptive**
- ▶ **C. Analytical**
- ▶ **D. Phrases/Vocabulary Comprehension**

Passage

Pakistan was created in 1947 with the efforts of our elders like Allama Iqbal, Quaid Azam and other Muslims leaders. The Muslims of India believe that they are totally different from the Hindus on the basis of their culture, ideologies, food and even in the selection of their dress. Therefore on the basis of this, they have demanded that subcontinent should be divided in two different countries with the name of Pakistan and India.

- ▶ When did Pakistan emerge?
- ▶ What does it mean by two nation theory?
- ▶ Find the synonym of word doctrine which have been used in the passage?

Tools

- ▶ **A. Read the passage for general comprehension**
- ▶ **B. Read the questions**
- ▶ **C. Intensive reading**
- ▶ **D. Sifting**
- ▶ **E. Drafting**

Recommendations

- A. Remained strict to the requirement of the questions**
- B. Try to give the answers according to the passage, your own philosophy is not required at all**
- C. Write the answers in tense in which questions have been asked**
- D .Write the meaning of the words and phrases according to the text, in which they have been used**

- 1. What is the difference between ordinary man and an artist?**
- 2. What has been lamented in the text?**

Education ought to teach us how to be in love and what to be in love with. The great things of history have been done by the great lovers, by the saints and men of science, and artists, and the problem of civilization is to give every man a chance of being a saint, a man of science, or an artist. We think of the man of science or the artist, if not of the saint, as a being with peculiar gifts, not as one who exercises activities more precisely. It is a commonplace now that art has ebbed away out of our ordinary life, out of all the things which we use, and that it is practiced no longer by workmen but only by a few painters and sculptors which is a great concern for social scientists.

Answers

1. We think of the man of science or the artist, if not of the saint, as a being with peculiar gifts, not as one who exercises activities more precisely.

Answers

1. We think of the man of science or the artist, if not of the saint, as a being with peculiar gifts, not as one who exercises, more precisely and incessantly perhaps, activities which we all ought to exercise.

All human beings possess some natural ability to like art, but the difference is that the artists use this ability with greater concentration and consistency and do maximum practice while for common men, art is only a supplementary factor.

Answers

2. It is a commonplace now that art has ebbed away out of our ordinary life, out of all the things which we use, and that it is practiced no longer by workmen but only by a few painters and sculptors which is a great concern for social scientists.

Answers

2. It is a commonplace now that art has ebbed away out of our ordinary life, out of all the things which we use, and that it is practiced no longer by workmen but only by a few painters and sculptors which is a great concern for social scientists.

The writer has complained that art has disappeared from the lives of ordinary people. It is unfortunate that common people are oblivious to the fact that art is an essential part of life of every man, not just the prerogative of a few chosen people.

PRECIS WRITING

A précis is a brief summary of a paragraph in a readers' words and the paragraph is consisted on 6-9 sentences. It has following objectives;

1. Comprehension 10
2. Composition 07
3. Conciseness/Brevity 03

This work must be precise both in *length and content*.

It has two part: Précis writing and awarding of a title.

However, summary writing is totally different from précis writing.

Paragraph

- ▶ **Topic Sentence (1)**
- ▶ **Main Ideas (3-5)**
- ▶ **Supporting Ideas**
- ▶ **Justification**
- ▶ **Concluding Sentence**

Steps or Process of Précis Writing

Step: 1 (15 Minutes)

1. Words counting
2. Read the passage twice carefully

Step: 2 (25 Minutes)

1. Underline topic sentence
2. Find out main ideas (3-5)
3. Delete/Strike supporting ideas, examples, illustration and concluding

Step: 3 (15 Minutes)

1. Write it on a page
2. Paraphrase them

Step: 4 (05 Minutes)

Rough Draft

Step: 5 (05 Minutes)

Final Draft

Paragraph

Poverty has many and various causes in Pakistan. One of the main causes of poverty is illiteracy which is so common in Pakistan. This means lack of basic understanding of reading and writing abilities. This is more common among females. Illiteracy rate in Pakistan is forty three percent; therefore, twenty four percent people are living below the poverty line. Furthermore, poverty also emerges due to absence of job opportunities in both private and public sector and in such situation citizens are unable to get money to fulfill their basic needs. Poor economic growth is an other factor that leads a society toward poverty and this ultimately minimizes the earning potential of people. In short, it can be stated that poverty has many reasons in Pakistan. (122)

Step 2

Poverty has many and various causes in Pakistan. One of the main causes of poverty is illiteracy which is so common in Pakistan. This means lack of basic understanding of reading and writing abilities. This is more common among females. Illiteracy rate in Pakistan is forty three percent; therefore, twenty four percent people are living below the poverty line. Furthermore, poverty also emerges due to absence of job opportunities in both private and public sector and in such situation citizens are unable to get money to fulfill their basic needs. Poor economic growth is an other factor that leads a society toward poverty and this ultimately minimizes the earning potential of people. **In short, it can be stated that poverty has many reasons in Pakistan.** (122)

Step 3

Poverty has many causes in Pakistan. One of the main causes of poverty is illiteracy which is so common in Pakistan. Furthermore, poverty also emerges due to absence of job opportunities. Poor economic growth is another factor that leads a society toward poverty.

Passage

The Psychological causes of unhappiness, it is clear, are many and various. The typical unhappy man is one who having been deprived in youth of some normal satisfaction, has come to value this one kind of satisfaction more than any other, and has, therefore, given to his life a one-sided direction, together with a quite undue emphasis upon the achievement as opposed to the activities connected with it. A man may feel so completely thwarted and remains unhappy as he seeks no form of satisfaction due to some social reasons. They always find some temporary solution to seek happiness and believe that happiness is possible, though they may adopt mistaken means of achieving. Very few men, I believe, will deliberately choose unhappiness if they see a way of being happy. I do not deny that such men exist, but they are not sufficiently numerous to be important. It is common in our day, as it has been in many other periods of the world's history, to suppose that those among us who are wise have seen through all the enthusiasms of earlier times and have become aware that there is nothing left to live for. The man who hold this view are genuinely unhappy, but they are proud of their unhappiness, which they attribute to the nature of the universe and consider to be the only rational attitude for an enlightened man. (232)

Step: 2

The Psychological causes of unhappiness, ~~it is clear,~~ are ~~many and various.~~ The typical unhappy man is one who having been deprived in youth of some normal satisfaction, has come to value this one kind of satisfaction more than any other, and has, therefore, given to his life a one-sided direction, together with a quite undue emphasis upon the achievement as opposed to the activities connected with it. **A man may feel so completely thwarted and remains unhappy as he seeks no form of satisfaction due to some social reasons.** They always find some temporary solution to seek happiness and believe that happiness is possible, though they may adopt mistaken means of achieving. **Very few men, I believe, will deliberately choose unhappiness** if they see a way of being happy. I do not deny that such men exist, but they are not sufficiently numerous to be important. It is common in our day, as it has been in many other periods of the world's history, to suppose that those among us **who are wise** have seen through all the enthusiasms of earlier times and have become aware that there is nothing left to live for. The man who hold this view **are genuinely unhappy,** but they are proud of their unhappiness, which they attribute to the nature of the universe and consider to be the only rational attitude for an enlightened man.

Step: 3

The Psychological causes of unhappiness are many. The typical unhappy man is one who having been deprived in youth of some normal satisfaction. A man may feel so completely thwarted and remains unhappy as he seeks no form of satisfaction due to some social reasons. Very few men will deliberately choose unhappiness. Those who have seen every thing in this world are genuinely unhappy. (70)

Step: 4 & 5

There are many psychological reasons of unhappiness and all having something common. A common reason of unhappiness is deprivation of some childhood dreams. However, it is social circumstances which also lead to unhappiness as well. There are also a few irrational individuals who prefer unhappiness, though they are negligible in number. There have always been wise men who have explored life thoroughly and found it purposeless and become unhappy, though some people doubt genuineness of their unhappiness. (78)

Comprehension

- ▶ **Adequate vocabulary**
- ▶ **Understanding of key subjects(school of thoughts key concepts)**
- ▶ **Grip over English grammar and expression**
- ▶ **Follow discourse markers**

Composition

- ▶ **Paraphrase the original text**
- ▶ **Good vocabulary**
- ▶ **Sentence construction**
- ▶ **Use of articles**
- ▶ **Flawless language**
- ▶ **Creative writing**
- ▶ **Use of beautiful language**

Suggestions

- ▶ Your précis should open with clear statements to what follows next(topic sentence)
- ▶ A précis should not, as a rule, exceed one-third of the total length of the original. It may be much less if the original is a dialogue. But clarity should on no account be sacrificed for brevity
- ▶ A précis should always be written in one's own words. It should *not* be a *patchwork* made up of phrases and sentences taken from the original (Paraphrase it)

- ▶ The student should not think that he is to reduce each sentence and paragraph to one-third of its original. The précis should be looked upon as a *whole*
- ▶ It must be in the form of continuous expression and must not consist of disjointed sentences
- ▶ Never include your own views in the précis. Write as an *impartial reporter*
- ▶ A précis should always be written in the *3rd person* and *indirect form*

- ▶ **As a rule, a précis should be written in the original passage tense**
- ▶ **Every précis should receive a thorough *revision*. It should be carefully compared with the original to see that all the important points have been included**
- ▶ **The précis of a *conversation or dialogue* should always be expressed in the form of a *narrative***

***Economy of words* should be observed at all costs. Some common ways of cutting down the number of words are :**

- 1. Eliminate all *adjectives*, adverbs and examples**
- 2. Leave all introductory remarks, illustration ,explanation and side remarks (supporting ideas, justification and concluding sentence)**
- 3. *One-word substitution* should be fully applied**
- 4. Unless a conjunction is absolutely necessary, it may be replaced with a semicolon**
- 5. Any statement that has been repeated**

Poverty is a social evil in Pakistan which has many causes like illiteracy, bad governance, corruption, nepotism, lack of accountability institutions and poor performance of the executive. Furthermore, it leads to many socio economic problems in Pakistan like poor economic growth, violence against state actors, insurgency, interference of the foreign powers, trade gap and budget deficit. (65)

Poverty is one of the key issues of Pakistan that always appears due to illiteracy, poor administration and inefficient institutions. (20)

Poverty is a social evil in Pakistan which has many causes like ~~illiteracy, bad governance, corruption, nepotism, lack of accountability institutions and poor performance of the executive.~~ Furthermore, it leads to many socio economic problems in Pakistan like poor economic growth, violence against state actors, insurgency, interference of the foreign powers, trade gap and budget deficit. (43)

Poverty is one of the key issues of Pakistan that always appears due to illiteracy, poor administration and inefficient institutions. (20)

Factors of Poverty

Many socio-economics issues bring poverty which is a key issue in Pakistan. It impacts a society in different ways.

Sample paragraph

Mr. Farhan Ali is my best friend. He is an intelligent boy. Therefore most of teachers like him . He always secures first position in his class. Furthermore, he is a religious person. He recites holy book regularly. He guides others about his religion as well. As some one has well said, “ A man is known by the company he keeps.” In addition, he is very cooperative and always helps poor and needy. He enjoys to extend any kind of assistance. These are qualities which force me to make friendship with him.
(95)

Step 2

Mr. Farhan Ali is my best friend. He is an intelligent boy. Therefore most of teachers like him. He always secures first position in his class. Furthermore, he is a religious person. He recites holy book regularly. He guides others about his religion as well. As some one has well said, "A man is known by his company he keeps." In addition, he is very cooperative and always helps poor and needy. He enjoys to extend any kind of assistance. These are qualities which force me to make friendship with him.

Step 3

Mr. Farhan Ali is my best friend. He is an intelligent boy. Furthermore, he is a religious person. In addition, he is very cooperative and always helps poor and needy.

Step 4 & 5

The name of writer's friend is Mr. Farhan Ali. One of his prominent quality is his level of intelligence. In addition to his intellectual level, he is religious as well as a kind person which make him an ideal friend. (33)

Title: Good Qualities of Writer's Best Friend

How to give a Title

- ▶ Try to get title from topic sentence of the passage
- ▶ Identify the key words from the topic sentence and repeat the same in your title
- ▶ Specific not general
- ▶ Creative not borrowed
- ▶ Avoid from idiomatic expression
- ▶ In phrase ,single word and complete sentence is not allowed
- ▶ Ideal length is 3-8 words
- ▶ Only one title is allowed(At the end)

Give a Suitable Topic

There are many **causes** of **poverty** in **Pakistan**.

1. Poverty
2. Poverty in Pakistan
3. Causes of Poverty
4. Causes of Poverty in Pakistan
5. Poverty and its Contributing Factors in Pakistan

Give a Suitable Topic

The character of good men is like that of trees.

1. Nothing is useless in this world
2. Benefits of trees
3. Character of good men
4. Resembles of Trees and good men
5. Good men live for others

Test

A drop of water fell out of the cloud into the sea, and finding itself lost in such an immensity of fluid matter, broke out into the following reflection: “Alas! What an inconsiderable creature am I in this prodigious ocean of waters. My existence is of no concern in the universe; I am reduced to a kind of nothing, and I am the least of the works of God”. It so happened that an oyster which lay in the neighborhood of this drop chanced to gape and swallow it up in the midst of this soliloquy. The drop, say the fables, lay a great while hardening in the shell, until by degrees it was ripened into a pearl, falling into the hands of a diver, after a long series of adventures, is at present that famous pearl which is fixed on the top of the Persian crown. [No of words = 147]

Step: 2

A drop of water fell out of the cloud into the sea, and finding itself lost in such an immensity of fluid matter, broke out into the following reflection: **'Alas! What an inconsiderable creature am I** in this prodigious ocean of waters. My existence is of no concern in the universe; 'I am reduced to a kind of nothing, and am the least of the works of God'. **It so happened that an oyster which lay in the neighborhood of this drop chanced to gape and swallow it** up in the midst of this his soliloquy. The drop, say the fables, lay a great while hardening in the shell, until by degrees **it was ripened into a pearl, falling into the hands of a diver, after a long series of adventures**, is at present that famous pearl which **is fixed on the top of the Persian crown.** [No of words = 147]

Step: 3

A drop of water fell out of the cloud into the sea. Alas! What an inconsiderable creature am I. An oyster which lay in the neighborhood of this drop chanced to gape and swallow it. It was ripened into a pearl, falling into the hands of a diver, after a long series of adventures is fixed on the top of the Persian crown. [54]

Key Points

- ▶ A drop of water fell from clouds
- ▶ It cried on its smallness
- ▶ Swallowed by an oyster
- ▶ Turned into a pearl
- ▶ Discovered by a diver
- ▶ Beatifies Persian crown

Step 4 & 5

Topic: Evolution of a Droplet / A Journey from a Drop of Water to a Pearl

Once, vast ocean received a drop of water which ruminated on its inconsequential existence. Just then, an oyster devoured it. The water drop, embedded in the shell, became a pearl in due course. It was found by a diver. It now decorates the Persian crown after changing many hands.

[No of words = 52]

Test: 2

Trees give shade for the benefit of others, and while they themselves stand in the sun and endure the scorching heat, they produce the fruit of which others profit. The character of good men is like that of trees. What is the use of this perishable body if no use is made of it for the benefit of mankind? Sandalwood, the more it is rubbed, the more scent does it yield. Sugarcane, the more it is peeled and cut up into pieces, the more juice does it produce. The men who are noble at heart do not lose their qualities even in losing their lives. What matters whether men praise them or not? What difference does it make whether they die at this moment or whether lives are prolonged? Happen what may, those who tread in the right path will not set foot in any other. Life itself is unprofitable to a man who does not live for others. To live for the mere sake of living one's life is to live the life of dog and crows. Those who lay down their lives for the sake of others will assuredly dwell forever in a world of bliss. (200)

Test: 2

~~Trees give shade for the benefit of others, and while they themselves stand in the sun and endure the scorching heat, they produce the fruit of which others profit.~~ **The character of good men is like that of trees.** ~~What is the use of this perishable body~~ **if no use is made of it for the benefit of mankind?** ~~Sandalwood, the more it is rubbed, the more scent does it yield. Sugarcane, the more it is peeled and cut up into pieces, the more juice does it produce.~~ **The men who are noble at heart do not lose their qualities even in losing their lives.** ~~What matters whether men praise them or not? What difference does it make whether they die at this moment or whether lives are prolonged? Happen what may,~~ **those who tread in the right path will not set foot in any other.** ~~Life itself is unprofitable to a man who does not live for others. To live for the mere sake of living one's life is to live the life of dog and crows.~~ **Those who lay down their lives for the sake of others will assuredly dwell forever in a world of bliss.**

Test: 2

The character of good men is like that of trees. They made their life for the benefit of other. The men who are noble at heart do not lose their qualities even in losing their lives. What matters whether men praise them or not and they always follow right path? To live for the mere sake of living one's life is to live the life of dog and crows. **Those who lay down their lives for the sake of others will assuredly dwell forever in a world of bliss. (69)**

Key Points

- ▶ Good natured people behave like that of trees
- ▶ They both benefits others
- ▶ They never loose their good qualities
- ▶ Praise does not affect them and they follow right path
- ▶ Selfish people life is like life of animals
- ▶ Good mannered human make their life immortal

Solution

Title: Good men live for others

Good natured human beings always behave like that of trees. They live for others and do not lose their qualities even in losing their lives. They always follow the right path. Praise is immaterial to them. To live for one's own sake is to lead the life of beasts. The people who breathe their lives for others always make them and their life immortal.(65)

Test: 3

Of all the characteristics of ordinary human nature envy is the most unfortunate; not only does the envious person wish to inflict misfortune and do so whenever he can with impunity, but he is also himself rendered unhappy by envy. Instead of deriving pleasure from what he has, he derives pain from what others have. If he can, he deprives others of their advantages, which to him is as desirable as it would be to secure the same advantages himself. If this passion is allowed to run riot it becomes fatal to all excellence, and even to the most useful exercise of exceptional skill. Why should a medical man go to see his patients in a car when the labourer has to walk to his work? Why should the scientific investigator be allowed to spend his time in a warm room when others have to face the inclemency of the elements? Why should a man who possesses some rare talent of great importance to the world be saved from the drudgery of his own housework? To such questions envy finds no answer. Fortunately, however, there is in human nature a compensating passion, namely that of admiration. Whoever wishes to increase human happiness must wish to increase admiration and to diminish envy.

What cure is there for envy? For the saint there is the cure of selflessness, though even in the case of saints envy of other saints is by no means impossible. But, leaving saints out of account, the only cure for envy in the case of ordinary men and women is happiness, and the difficulty is that envy is itself a terrible obstacle to happiness.

But the envious man may say: 'What is the good of telling me that the cure for envy is happiness? I cannot find happiness while I continue to feel envy, and you tell me that I cannot cease to be envious until I find happiness.' But real life is never as logical as this. Merely to realize the causes of one's own envious feeling is to take a long step towards curing them.

Of all the characteristics of ordinary human nature envy is the most unfortunate. Not only does the envious person wish to inflict misfortune but he is also himself rendered unhappy by envy. He deprives others of their advantages, which to him is as desirable as it would be to secure the same advantages himself. If this passion is allowed to run riot it becomes fatal to all excellence. Fortunately, however, there is in human nature a compensating passion, namely admiration. Whoever wishes to increase human happiness must wish to increase admiration and to diminish envy. The only cure for envy in the case of ordinary men and women is happiness, for saint selflessness and the difficulty is that envy is itself a terrible obstacle to happiness. Merely to realize the causes of one's own envious feeling is to take a long step towards curing them.

Key Ideas

Envy a worse trait of human nature (Topics Sentence)

1. He thinks bad for other and he himself becomes victim of unhappiness .(Main idea 1)
2. He wants to stop other from goods which he wants for himself. (Main idea 2)
3. Admiration is compensating passion in human nature which cures it. (Main idea 3)
4. There are few others cures as well like; (Main idea 4)
 - A. Happiness for ordinary persons
 - B. Selfness for saints
 - C. It can also cure by finding its causes

Envy is the worst trait of human nature. An envious person wishes bad luck to others and cannot avoid unhappiness and they ruin their happiness by desiring more. An envious person tries to stop others from the benefit of what they have. But he himself desires the same benefits. It is; however admiration in human nature that is the cure of envy and admiration with the good look for others overcomes envy. Further envy can also be overcome through selflessness for saints and happiness for ordinary persons; however, envy itself is the key hurdle to enjoy happiness. Envy can also be cured if its causes are found. (112)

Title: Envy, the Worst Trait of Human Nature and its Cures

Test: 4

We all know what we mean by a 'good' man. The ideally good man does not drink or smoke, avoids bad language, converses in the presence of men only exactly as he would if there were ladies present, attends church regularly, and holds the correct opinions on all subjects. He has a wholesome horror of wrong doing, and realizes that it is our painful duty to castigate Sin. He has a still greater horror of wrong thinking, and considers it the business of the authorities to safeguard the young against those who question the wisdom of the views generally accepted by middle-aged successful citizens. Apart from his professional duties, he spends much time in good works : he may encourage patriotism and military training; he may promote industry, sobriety and virtue among wage-earners and their children by seeing to it that failures in these respects receive due punishment. Above all, his 'morals', in the narrow sense, must be irreproachable. It may be doubted whether a 'good' man, in the above sense, does, on the average, any more good than a 'bad' man. I mean by a 'bad' man the contrary of what we have been describing. A "bad' man is one who is known to smoke and to drink occasionally, and even to say a bad word when someone treads on his toe. His conversation is not always such as could be printed, and he sometimes spends fine Sundays out-of-doors instead of at church. Some of his opinions are subversive; for instance, he may think that if you desire peace you should prepare for peace, not for war. Towards wrong doing he takes a scientific attitude, such as he would take towards his motor-car if it misbehaved; he argues that sermons and prison will no more cure vice than men a broken tyre. In the matter of wrong thinking he is even more perverse. He maintains that what is called "wrong thinking' is simply thinking, and what is called "right thinking' is repeating words like a parrot.

Translation

Translation

Translation is the communication of meaning from one language (the source) to another language (the target). Translation refers to written information, whereas interpretation refers to spoken information. The purpose of translation is to convey the original tone and intent of a message, taking into account cultural and regional differences between source and target languages.

Steps for Translation

1. **Recognition of tenses in Urdu**
2. **Adequate vocabulary of Urdu as well English**
3. **Translate the sentences rather words**
4. **Translate the words according to reference in which they have been used.**
5. **Do not leave or add words by your own**
6. **Modal sentences**
7. **Conditional sentences**
8. **Use of present simple and present continuous for future scheduled activities**
9. **Past perfect use**
10. **Reveres it in Urdu and match it with original. This will help you to find out your mistakes**

Reorganization of Tenses in Urdu

<u>Tenses</u>	PAST تھا، تھی، تھے	PRESENT ہوں، ہے، ہیں	FUTURE گا، گی، گے
Simple	تا، تی، تے	تا، تی، تے	ے
Continuous	رہا، رہی، رہے	رہا، رہی، رہے	رہا، رہی، رہے
Perfect	لیا، چکا	لیا، چکا	لیا، چکا
Perfect Continuous	رہا، رہی، رہے (وقت)	رہا، رہی، رہے (وقت)	رہا، رہی، رہے (وقت)

Modal Verbs

- Can and **could**
 - Should/**Should have** and ought to
 - Must
 - Has to, have to, **will have** to & **had to**
 - May and **might**
prayer
 - Use to and **Used to**
- Ability
Suggestion
Obligation
Obligation
Probability &
Habits

CONDITION

+

RESULT

ZERO
conditional

If you stand in the rain, you get wet.
If you heat ice, it melts.

PRESENT SIMPLE

+

PRESENT SIMPLE

USES: *Facts which are generally true or scientific facts*
The condition always has the same result

FIRST
conditional

If it rains, we will cancel the trip.
If you study, you will pass the exam.

PRESENT SIMPLE

+

WILL / WON'T + VERB

USES: *A possible situation in the future*
Predicting a likely result in the future (if the condition happens)

SECOND
conditional

If I won the lottery, I would travel a lot.
If they sold their house, they would be rich.

PAST SIMPLE

+

WOULD + VERB

USES: *Hypothetical or unlikely situations*
Unreal or improbable situation now or in the future

THIRD
conditional

If you had studied, you would have passed the exam.
If I hadn't been sick, I would have gone to your party.

PAST PERFECT

+

WOULD HAVE + PAST PARTICIPLE

USES: *The person is imagining a different past*
Imaginary situation that did not happen

Example of Conditional Sentence in Translation

- اگر مُلک میں قوانین کی تعداد زیادہ ہو تو مجموعی پابندیاں بھی زیادہ ہوتی ہیں

Test

If there is the greater number of laws in a country, there will be considerable cumulative restrictions.

If there is the greater number of laws in a country, there are considerable cumulative restrictions.

- اگر مُلک میں قوانین کی تعداد زیادہ ہو تو مجموعی پابندیاں بھی زیادہ ہوتی ہیں

Present Simple and Past Perfect Tense

1. The president of Pakistan will deliver a speech tomorrow.
2. The president of Pakistan is going to deliver a speech tomorrow.
3. The president of Pakistan delivers a speech tomorrow.

1. He did work.
2. He had done work.

1. He had already left the place when we reached.
2. When we had reached he already left the place .
3. He already left the place when we had reached.

Recommendations

Students should be very careful about the followings;

- Tenses
- Singular and plural
- Never leave the words
- Incorrect usage of words

Test: 1

عام لوگوں کا خیال ہے کہ مُلک کے قانون اور فرد کی آزادی ایک دوسرے کی ضد ہوتے ہیں۔ بظاہر یہ بات غلط معلوم نہیں ہوتی۔ ہر قانون شہریوں پر کوئی نہ کوئی پابندی عائد کرتا ہے۔ **اگر مُلک میں قوانین کی تعداد زیادہ ہو تو مجموعی پابندیاں بھی زیادہ ہوتی ہیں۔** زیادہ پابندیوں سے فرد کی آزادی ان کے بوجھ تلے دب کر رہ جاتی ہے۔ اس کے برعکس قوانین کی تعداد کم ہو تو شہریوں کی آزادی کا دائرہ وسیع ہوتا ہے۔

Solution

Men of the street/common people believe that the law of a country and freedom of an individual are opposite to each other. Apparently, it is not a wrong notion. Every law imposes certain restriction on citizens. If there is the greater number of laws in a country, there are considerable cumulative restrictions. Because of multiple restrictions, the liberation/freedom of man is burdened with the load of their debt. Certainly, if there is the limited number of laws the domain of man's freedom is widened.

Test : 2

بڑے آدمی میں وہی عام، سادہ اور چھوٹی چھوٹی خوبیاں ہوتی ہیں جن پر ہر شخص کا اختیار ہوتا ہے۔ فرق صرف اتنا ہے کہ عام آدمی میں یہ خوبیاں ہوتی ہیں اور خاص آدمیوں میں ان خوبیوں کی روح اور اُن کا جوہر ہوتا ہے۔ قائدِ اعظم کی جانی پہچانی ذات میں کوئی بات ایسی نہ تھی جو سمجھ میں نہ آئے۔ شخصیت کے اعتبار سے وہ ایک سیدھے سادے آدمی تھے۔ اُن کی خاص خاص خوبیوں کی فہرست کچھ یوں بنے گی

عزم، عمل، دیانت، خطابت اور خود داری۔

Solution: 2

A great/~~special~~ man possesses the same, common, simple/little ,little and insignificant qualities on which every person has control of. The only difference is that a common man just has these qualities while exceptional men/individuals/~~individual/man~~ possess the soul and spirit/essence of the qualities. In the well-known personality of Quaid-e-Azam, there was/~~is~~ nothing that could not/~~can~~ be comprehended. In his person, he was quite a simple man. The list of his distinctive qualities would/~~are~~ be like determination, action, honesty, oratory and self esteem.

Test:3

مرد اور عورت ایک ہی معاشرے کا حصہ ہیں۔ بلکہ ان ہی سے ایک معاشرہ وجود میں آتا ہے۔ عورت اور مرد ایک گاڑی کے دو پہیوں کی حیثیت رکھتے ہیں۔ جب تک ان دونوں میں توازن نہ ہو گا کوئی بھی معاشرہ قابل قدر نہیں بن سکتا اور اُن کی زندگی کی گاڑی منزل تک نہیں پہنچ سکتی

Answer Test 3

Man and woman are the part of same society. Intact because of them a society comes into existence. Man and woman are like the two wheels of a cart. Until they both have a balance between them, a society cannot become worthy and they cannot reach their ultimate destination.

Test: 4

اپنے پوشیدہ عیبوں کو معلوم کرنے کے لیے یہ دیکھنا ضروری ہے کہ ہمارے دشمن ہم کو کیا کہتے ہیں۔ ہمارے دوست اکثر ہمارے دل کے موافق ہماری تعریف کرتے ہیں۔ اول ہمارے عیب ان کو عیب ہی نہیں لگتے یا پھر ہماری خاطر کو ایسا عزیز رکھتے ہیں کہ اس کو رنجیدہ نہ کرنے کے خیال سے ان کو چھپاتے ہیں۔ یا پھر ان سے چشم پوشی کرتے ہیں۔ ہر خلاف اس کے ہمارا دشمن ہم کو خوب ٹٹولتا ہے اور کونے کونے سے ڈھونڈ کر ہمارے عیب نکالتا ہے، گو وہ دشمنی سے چھوٹی بات کو بڑا بنا دیتا ہے۔ مگر اس میں کچھ نہ کچھ اصلیت ہوتی ہے۔ دوست ہمیشہ اپنے دوست کی نیکیوں کو بڑھاتا ہے اور دشمن عیبوں کو۔ اس لیے ہمیں اپنے دشمن کا زیادہ احسان مند ہونا چاہیے کہ وہ ہمیں ہمارے عیبوں سے مطلع کرتا ہے۔ اس تناظر میں دیکھا جائے تو دشمن دوست سے بہتر ثابت ہوتا ہے۔

Solution

In order to know about our hidden flaws, it is imperative that we know what our enemies say about us. Our friends often praise us as we want them. Firstly, they don't find a fault with /they are blind to our flaws or they do us a heart good and cover them to make us not feel hurt or ignore them. On the contrary, our enemy keeps fishing for finding our foibles. Although he tries to make a mountain out of a molehill, yet there is always some reality in that. A friend always promotes his friend's goods but an enemy highlights the flaws. So, we should be more indebted to our enemy because he makes us aware of our shortcomings. If seen in this context, an enemy is better than a friend.

Test: 5

لاہور شہر سیاست ہی نہیں ثقافت کا بھی قدیم مرکز ہے۔ مغلوں کی ثقافت نے عروج کا زمانہ اس شہر میں دیکھا۔ سکھ ثقافت کا بھی یہی مرکز تھا۔ علم و ادب کی ثقافت بھی اسی شہر کے حصہ میں آئی۔ اہل تصوف کا بھی یہی مرکز تھا۔ تصوف کی مشہور کتاب کشف المجوب کے مصنف حضرت علی ہجویری المشہور حضرت داتا گنج بخش بھی اسی شہر میں مدفون ہیں۔ انگریزوں کے دور میں بھی لاہور کا فیشن پورے ہندوستان میں رائج ہوتا تھا۔ قیام پاکستان کے بعد بھی اس شہر کی اہمیت کم نہیں ہوئی

Answer Test : 5

City of Lahore is not only a political city but also an ancient cultural hub. The Mughals' culture rose to its zenith in this city. It was also heart of Sikh culture. The culture of learning and literature came to the share of this city. It was also a centre of mystic people. Author of famous mystic book 'Kashaf-al-Mahjoob' Hazrat Ali Hajvery titled Hazrat Data Ganj Baksh is also buried here. During British rule the fashion of Lahore was prevailed in the entire Hindustan. The importance of this city has not lessened ever after the establishment of Pakistan.

Letter Writing

- ▶ A written, types or printed communication, sent in a envelop by post or messenger is known as a letter writing.
- ▶ Like all other technical writings it has different objectives and has its own style
- ▶ It has two types;
 - ✓ Formal
 - ✓ Informal

FORMAL LETTER FORMAT

The **Format of a Formal Letter** is as follows –

- ❖ **Sender's address:** The address and contact details of the sender are written here.
- ❖ **Date:** The date is written below the sender's address on next line.
- ❖ **Receiver's address:** The address of the recipient of the mail (the officer / principal / Editor) is written here.
- ❖ **Subject of the letter:** The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
- ❖ **Salutation** (Sir / Respected sir / Madam)
- ❖ **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows -
 - Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.
 - Paragraph 2: Give a detail of the matter.
 - Paragraph 3: Conclude by mentioning what you expect. (For example, a solution to your problem, to highlight an issue in the newspaper, etc).
- ❖ **Complimentary Closing**
- ❖ **Sender's name,** signature and designation (if any)

Write a letter to the Mayor of your city seeking a solution to the problem of water logging in your area

14 / 8, Clifton,
Karachi.

Date: June 14,2020

The Mayor Karachi,

Subject: Complaint regarding the problem of water logging Clifton.

Respected sir,

I am M. Mubashir, a resident of Clifton. The residents of the area are facing a lot of problems due to water logging.

Every year in the monsoon season, the area gets filled with water as the drainage system gets choked. We have requested the area committee many times, but the situation is still the same. The residents' lives have become miserable as many water - borne diseases have spread. All the houses are submerged, and we are facing a tough time.

Please consider the issue as serious and find a solution at the earliest.

Yours Sincerely,
M. Mubasir

Informal Letter 1/2

The Format of an Informal Letter is as follows ;

- ❖ **Address:** The address of the sender is followed by that of the receiver
- ❖ **Date:** The date is written below the address in next line
- ❖ **Salutation :** Greeting (Dear / Hi / Hello)
- ❖ **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows -
 - a) Paragraph 1: beginning
 - b) Paragraph 2: Main content
 - c) Paragraph 3: ending
- ❖ **Sender's** name and signature

Informal Letter 2/2

The following points need to be followed while writing an Informal letter;

- a) An **Informal Letter** does not strictly follow the prescribed Format
- b) The language of an Informal Letter must be friendly and casual
- c) An Informal Letter can have extra information
- d) **The Subject line is not required in an Informal Letter**

Remember

- ▶ In standard format
- ▶ Short and concise
- ▶ Relevant
- ▶ Free of any grammatical and spelling mistakes
- ▶ Polite, even you are complaining
- ▶ Well presented
- ▶ Use of First Person Pronoun (I and We) is allowed

PMS Paragraph Writing

Write a paragraph of 200 words on any of the following topics;

- ▶ Gender inequality in Pakistan
- ▶ Good governance is key to poverty alleviation
- ▶ A critical analysis of education system in Pakistan
- ▶ Role and power of media in today's world.

PMS Paragraph Writing

- This paragraph should be like a map to introduce and identify the topic, inform surrounding context and route the essay to final conclusion. It always consists on 250 -300 words.
- It is consisted on 10- 18 sentences
- In one continuous paragraph
- Complete summary
- It has three components;
 - ❖ Opening/General Statements 06 sentences
 - ❖ Supporting/Additional Statements 10 sentences
 - ❖ Thesis Statement 01 sentence

Components of Unusual Paragraph

1. Opening Statement
6 sentences

a. General Statement 3
b. Specific Statement 3

2. Supporting Statements
10 sentences

a. Primary Statements
b. Secondary Statements

3. Thesis statement
01 Sentence

Concluding Statement 1

Components of Unusual Paragraph

1. Opening Statement
6 sentences

a. General Statement 3
b. Specific Statement 3

2. Supporting Statements
10 sentences

a. Your Stance 7
b. Others Opinion 3
c. Antithesis/Refute 1

3. Thesis statement
01 Sentence

Concluding Statement 1

Books

1. A communicative grammar of English by Leech & Svartik
2. A Practical English Grammar by Thomson & Martinet
3. A Comprehensive English Grammar for Foreign Students by (Longmans)
4. Modern English Vol. I & II by Rutherford
5. A University English Grammar by Longmans
6. Practical English Usage by Swan (OUP)
7. Exploring the world of English

QUESTIONS & ANSWERS