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Voice (वाच्य)

Voice क्रिया का वह रूपान्तर है जिससे यह मालूम होता है कि वाक्य में subject कुछ करता है या उस पर दूसरे किसी के द्वारा कुछ किया जाता है। (The voice of a verb shows whether the subject is the doer of the action (active) or the subject is the receiver of the action (passive))

There are two types of voice →

1. Active voice (कर्तृवाच्य)
2. Passive voice (कर्मवाच्य) } Quasi-Passive verb

* Active voice →

जिस वाक्य में subject की प्रधानता हो और जिसका verb subject के number और person के अनुसार हो उसे sentence in Active voice कहते हैं।

(A verb is said to be in the Active voice when its form shows that the person or thing denoted by the subject does something)

eg → I am writting a letter.
(मैं एक पत्र लिख रहा हूँ।)

I was writing a book.
(मैं एक पुस्तक लिख रहा था।)

नोट → Active voice में कर्ता स्वयं क्रियाफल सम्पादन करता है अर्थात doer of the action है।

* Passive voice →

जिस वाक्य में object को प्रधानता देकर finite verb को object के number और और Person के अनुसार ही रखना पड़ता है, उसे sentence in Passive voice कहते हैं।

(A verb is said to be in the passive voice when its form shows that something is done to the person or thing denoted by the subject)

eg → A letter is being written by me.
(मेरे द्वारा एक पत्र लिखा जा रहा है।)

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A book was being written by me.
(मेरे द्वारा एक पुस्तक लिखी जा रही थी।)

नोट:> Passive voice में कर्ता पर किस का क्रियाफल होता है अर्थात receiver of the action है।

N.B> वाक्य transitive verb का प्रयुक्त होना है और वह verb/clause में प्रयुक्त verb अगर active voice में है तो sentence/clause को भी active voice में होना आवश्यक होगा।
यदि अगर प्रयुक्त verb passive voice में होगी sentence/clause को भी passive voice में होना आवश्यक होगा।

* Some special verbs - Active in form but passive in sense (Quasi-passive verb)

कुछ ऐसे verb होते हैं जिनका रूप active की तरह होता है, लेकिन अर्थ passive की तरह होता है। ऐसे verb Quasi-passive verbs कहते हैं।

(A verb is said to be in quasi-passive verb if its form is in active voice but meaning is in passive voice)

Eg>

1) The table feels hard (= is hard when it is felt)
मेज़ छूने पर कड़ा महसूस होती है (जब उसको स्पर्श किया जाता है।)

2) This cake tastes sweet (= is sweet when tasted)
यह केक मीठा लगता है (जब किसी के द्वारा चखी जाती है)

3) Rose smells good (= is good when smelt)
गुलाब सुगन्धित महकता है। (जब सूँघा जाता है।)

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(iv) Your poem reads well (= Sounds well आपकी कविता अच्छी लगती है (पढ़ी जाती है)
(v) The book smells well (is purchased by many)
यह किताब अच्छी तरह बिकती है (खूब बेची जाती है तब अधिकतर लोग खरीदते हैं।)
ऊपर के सभी वाक्यों में
transitive verb अपने complement के साथ है।
अब कुछ ऐसे transitive verbs का अध्ययन
जिसके न कोई complement है और न कोई object ही रहता है फिर भी ऐसे verbs रहते active लेकिन अर्थ में Passive होते हैं;
जैसे → (1) A Place is building (एक महल बनाया जा रहा है)
(2) The drum is beating (ढोल बजाया जा रहा है)
(3) The gun are firing (बन्दूकें चलाई जा रही हैं)
(4) The book is printing (यह किताब छप रही है या छापी जा रही है)
(5) The cow is milking (गाय दुही जा रही है)

✗ How to change the voice

1) verb को active voice से Passive voice में बदलते समय हमें वाक्य का रूपान्तर करना पड़ता है। Active voice में जो noun या Pronoun nominative case में रहता है, उसको objective case में बदलकर उसके पहले 'by' लगाकर उसे object की जगह पर ले आते हैं। और जो noun या Pronoun active voice में objective case में रहता है। उसको nominative case में लाकर subject की जगह पर रख देते हैं। और तब इस तरह

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Present indefinite
Present Continuous
Present Perfect
Present Perfect Continuous

Future indefinite
Future Continuous
Future Perfect
Future Perfect Continuous

Past indefinite
Past Continuous
Past Perfect
Past Perfect Continuous

Example

He helps me (active)
I am helped by him (passive)

=> He has cheated her (active)
She has been cheated by her (passive)

2) Active voice এবং Passive voice

Subject (কর্তা) কে বলা হয় যেটি Active voice এ
Subject (কর্তা) থাকে Passive voice এ Object (কর্ম) কে
বলা হয় যেটি Active voice এ Object (কর্ম) থাকে

Active => The dog killed a cat
S(কর্তা) V O(কর্ম)

A cat was killed by the dog
S(কর্তা) V O(কর্ম)

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Active voice

Present Indef
Past Indef
Present Perfect
Past Perfect
Future Indef

Passive voice में subject के पास active voice वाक्य के object/वाक्यांश का प्रयोग किया जाता है। इसमें verb के रूप को बदलने के लिए आवश्यक रूप से helping verb का प्रयोग किया जाता है। इसमें by preposition का प्रयोग किया जाता है। इसमें subject को object बनाया जाता है।

Active voice में by preposition के बाद आने वाले object को subject बनाया जाता है।

A letter is being written by me
agent (or object / complement)

इसमें वाक्य के किसी active verb का subject या object (जैसे: someone, somebody, nobody, people आदि) या किसी noun/pronoun के बाद verb को रखा जाता है।

Passive voice में subject के बाद verb का प्रयोग किया जाता है। इसमें verb के बाद by preposition का प्रयोग किया जाता है।

Present Indef
Past Indef
Present Perfect
Past Perfect
Future Indef

Active voice में subject के बाद verb का प्रयोग किया जाता है। इसमें verb के बाद object का प्रयोग किया जाता है।

Ram made him king (active)
He was made king (Passive)

Passive voice में subject के बाद verb का प्रयोग किया जाता है। इसमें verb के बाद by preposition का प्रयोग किया जाता है।

Present Continuous
Past Continuous
Future Continuous
Present Perfect Continuous
Past Perfect Continuous

He is eating a mango (active)
A mango is being eaten by him (Passive)

(Present Continuous) Active voice में subject के बाद verb का प्रयोग किया जाता है। इसमें verb के बाद object का प्रयोग किया जाता है।

Present Continuous Passive voice में subject के बाद verb का प्रयोग किया जाता है। इसमें verb के बाद by preposition का प्रयोग किया जाता है।

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eg:- * Transitive verb ⇒
He helps me (active)
I am helped by him (Passive)
we expect good news (active)
Good news is expected (passive)

* Intransitive verb ⇒
He sit,
You walk
ये सभी Intransitive है इसलिए ये Passive में नहीं बदलेंगे।

* ⇒ Verb which cannot be used in Passive voice:-

पहले कहा गया चुका है कि verb को active से Passive voice में बदलने के लिए subject को object और object को subject बनाना पड़ता है। इससे यह स्पष्ट है कि

(a) जिस verb का object नहीं होता, उसको Passive voice में नहीं बदला जा सकता है क्योंकि Intransitive verb (अकर्मक क्रिया) का कोई object नहीं होता, इसलिए intransitive verb का Passive voice नहीं हो सकता।
यह साधारण नियम है, लेकिन कुछ अवस्थाओं में intransitive verb का भी Passive voice होता है। जैसे ⇒

(i) अगर intransitive verb के बाद preposition आने से वह transitive verb बन जाए और उसका कोई object होने लगे तो उस verb का Passive voice हो सकता है। जैसे

Active → Passive
1) He laughed at the dwarf → The dwarf was laughed at by him.
2) They spoke to the man → The man was spoken to by them

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(ग) अगर किसी intransitive verb का cognate object रहे तो उसका Passive voice में बदलते समय कैसे होगा?

Active voice

We ran a race → A race was run by us

He dreamt a sweet dream → A sweet dream was dreamt by him

Note → Cognate object → जिस object का अर्थ उसके सम्बन्धी क्रिया में निहित हो उसे cognate object कहते हैं।

eg → He lived a happy life (cognate)

वाक्य को पढ़ने से ऐसा मालूम होता है कि happy life 'lived' क्रिया का object है। साथ-साथ यह भी मालूम होता है कि 'life' का अर्थ कुछ-कुछ 'lived' क्रिया में निहित है।

निम्नलिखित वाक्यों में प्रत्येक object की उसी प्रकार cognate object हैं →

cognated

1) He fought a good fight → A good fight was fought by him

Passive

2) They went a long way → A long way was gone by them

3) I dreamt a bad dream → A bad dream was dreamt by me.

4) He ran himself a great risk → A great risk was run himself by him.

5) He sang a sweet song → A sweet song was sung by him

6) He ran a good race → A good race was run by him.

(ii) अगर किसी intransitive verb का Causative verb की तरह प्रयोग हुआ हो, तो उसका Passive voice कैसे बनता है, जैसे →

Active

7) They grow rice

Passive

Rice is grown by them

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⇒ Present Tense का वाच्य voice

1) Present indefinite tense या (simple present) ⇒

Active form → S + V¹/V⁵ + O/complement

Passive form → S(o) + am/is/are + V³ + by + O(s)/comp

eg → Active

a) He helps me

b) He feeds pigeons

c) People speak Hindi in Bihar

d) We expect good news

Passive

I am helped by him.

Pigeons are fed by him.

Hindi is spoken in Bihar.

Good news is expected.

2) Present Imperfect or present continuous or present progressive tense →

Active form → S + am/is/are + V⁴ + O/complement

passive form → S(o) + am/is/are + being + V³ + O(s)/comp

eg → Active

a) They are watching a movie

b) They are singing songs

c) They are repairing the bridge

d) He is helping his mother

Passive

A movie is being watched by them

Songs are being sung (by them)

The bridge is being repaired.

His mother is being helped by him

3) Present perfect tense →

Active form → S + has/have + V³ + O/complement

passive form → S(o) + has/have + been + V³ + O(s)/com

eg → Active

a) A mad dog has caused mona

b) Mukul has helped the boys

c) Someone has stolen my pen

d) No one has seen him for the last ten years

Passive

Mona has been caused by a mad dog.

The boys have been helped by Mukul.

My pen has been stolen

He has not been seen for the last ten years

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4) Present Perfect Continuous Tense ⇒

Active form → S + has/have + been + V^3 + O/complement

Passive form → S(o) + has/have + been + being + V^3 + O(s)

eg → Active

a) They have been doing the research for years

b) We have been digging the well for ten years

passive

The research has been being done for years

The well has been being dug for ten years.

⇒ Past tense →

1) Past indefinite tense (or simple past) :-

Active form → S + V^2 + O/complement

Passive form → S + was/were + V^3 + by + O/compl

eg → Active

a) I wrote a letter

b) She beat you

c) Someone stolen my pen

d) Mohan wrote a letter

Passive

A letter was written by me

you were beaten by her

my pen was stolen

A letter was written by Mohan

2) Past progressive (or Past imperfect tense) →

Active formula → S + was/were + V^4 + O/complement

Passive formula → S + was/were + being + V^3 + by + O/complement

eg → Active

a) I was writting a letter

b) They were killing animals for nothing

c) She was vexing him

d) The doctor was examining the patients

e) Mohan was writting a letter

Passive

A letter was written by Mohan

Animals were being killed for nothing

He was being vexed by her.

The patients were being examined

A letter was being written by mohan

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+O/complement

arch has
done for yea
been being
years.

o/compl

n by me
by her

n by Mohan

by her.
being
written

3) Past Perfect tense →

Active formula → S + had + V³ + O/complement.
Passive formula → S + had been + V³ + by + O/complement

eg → Active
a) S had written a letter
b) Some body had stolen my umbrella
c) Ram had complete the work
d) S had informed the police

Passive
A letter had been written by me.
my umbrella had been stolen
The work had been completed by Ram.
The police had been informed by me

4) Past perfect continuous tense →

Active formula → S + had been + V⁴ + O/compl
Passive formula → S(o) + had been + being + V³ + by + O/com

eg → ~~The police had been fo~~

Active
a) The police had been following him for years.
b) They had been doing the research since 1999.

Passive
He had been followed for years.
The research has been being done since 1999.

⇒ Future tense

1) Simple future tense →

Active formula → S + shall/will + V¹ + O/complement
passive formula → S + shall have/will have + V³ + by + O/comp

eg → Active
a) S shall written a letter
b) No one will solve your problem
c) People will forget it

Passive
A letter will be written by me
your problem will not be solved.
it will be forgotten

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2) future progressive tense →

Active formula → S + shall/will + be + V^4 + o/compl
Passive formula → S(o) + shall/will + be + being + V^3 + by + o/com

	Active	Passive
eg → a)	I shall be doing this	This will be being done (by me)
b)	They will be helping us	We shall be being helped.
c)	We will be writting a letter	A letter will be being written (by us)

3) Future perfect tense →

Active formula → S + shall/will + have + V^3 + o/complement
Passive formula → S + shall/will + have been + V^3 + by + o/com

	Active	Passive
eg → a)	I shall have written a letter	A letter will have been written/pre
b)	They will have informed us	We shall have been informed
c)	They will have done the work by June 'd'	The work will have been done by June 'd'
d)	The government will have built ten thousand houses for the poor by the end of next year	Ten thousand houses will have been built for the poor by the end of next year.

4) Future perfect continuous tense →

Active formula → S + shall/will + have been + V^4 + o/comp
Passive formula → S(o) + shall/will + have been + being + V^3 + by + o/com

	Active	Passive
eg → a)	We shall have been building the fort for five years	The fort will have been being built for five years
b)	We shall have been digging the well from 16th Jan. 2012	The well will have been being dug from 16th Jan 2012.
c)	The police will have been following him from 2000	He will have been being followed from 2000

* Here →
स्वतंत्र
में कि
subject
object
में →
He
S

Active
me(i
① मैं
written

Note →
में
में
में

भविष्य
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* The
4
Gi
offe
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eg →
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* How to change Active voice with two objects into Passive voice ⇒

जब किसी वाक्य में दो objects होते हैं तो उनमें से subject जैसा होगा और दूसरे को retained object बनाकर object ही रखा जाता है जैसे ⇒

He gave me a pen (active) ⇒ A pen was given a pen by him.
S T.V I.O D.O
(living) (non-living)

Active voice के verb 'gave' के साथ दो objects हैं — me (indirect object), Pen (direct object) वाक्य में ① में me को 'I' में बदलकर जिन को ज्यों-का-त्यों retained object बनाकर रखा गया।

वाक्य II में Pen को ही subject बनाकर 'me' को retained object बनाकर रखा गया।

Note ⇒ व्याकरण की दृष्टि से दोनों वाक्य सही हैं और विद्यार्थी दोनों का प्रयोग कर सकते हैं। लेकिन व्यावहारिक usage के अनुसार वाक्य ① ही अधिक उपयुक्त है।

"Allen" का कहना है कि Active voice में यदि transitive verb के दो object है तो Passive voice में Person object को ही subject बनाना चाहिए।

* The following verbs which take double object on them ⇒

Give, Bring, Buy, Cost, get, give, leave, lend, make, offer, past, pay, play, promise, read, refuse, send, show, sing, take, teach, tell, wish, write.

eg ⇒ I offered him a chair (active)
(I) He was offered a chair by me (Personal object/indirect object को subject बनाया है)
(II) A chair was offered him by me (Direct object को subject बनाया है)

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Q. Finish the following sentences using passive voice.

i) Knock at the door.

The door was knocked at by me.

ii) His behaviour surprised me.

I was surprised at his behaviour.

iii) My son annoyed me.

I was annoyed with my son.

iv) Your attitude displeased them.

They were displeased with your attitude.

इसी तरह कुछ और verbs के साथ कौन सी preposition लगती है।

1) Known as.	17) Switched off
2) Satisfied with	18) Looked into
3) Surprised at	
4) Shocked at	
5) pleased with	
6) Interested in	
7) Made of	
8) Contained in	
9) Alarmed at	
10) Worried at	
11) Annoyed at	
12) Overgrown with	
13) vexed at	
14) disgusted with	
15) Listened to	
16) changed with	

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* कुछ Active voice के वैसे subject को Passive voice में लुप्त अनिर्दिष्ट दे जाते हैं।

one Some thing no any body

ये एवम् का उपयोग कर हम कुछ शब्द बनाते हैं जो अनन्त: Passive voice में लुप्त दे जाते हैं।

one	Some one	one thing	no one	any one
	~~Some thing~~	Some thing	nothing	anybody
	Some body	any thing		no body
		nothing		

Non-living

Note → Non-living को छोड़ कर सभी living होते हैं जो subject का काम भी करते हैं।

Eg → No government can offer everyone of us employment (Active)
Everyone of us offered employment. (Passive
* My pen has ~~been~~ stolen everyone.
Everyone has been stolen my pen.

N.B अनेक वैसे वाक्यों में जहाँ active voice का subject अनिर्दिष्ट है, जैसे - they, nobody, no one इत्यादि, वहाँ Passive बनाने में विद्यार्थियों को कठिनाई होती है। उनकी सुविधा के लिए यहाँ कुछ उदाहरण दिए जा रहे हैं →

Active	Passive
a) People of East Bengal speak Bengali	Bengali is spoken by the people in East Bengal.
b) They say that health is wealth	It is said that health is wealth.
c) No one can do this work	This work can not be done by anyone.

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* Change of transitive verb in Complex and Compound sentences from the active voice to the passive voice ⇒

⇒ [Passive form ⇒ S+V+that(clause)]

⇒ Sub-ordinate clause :→

1) Active → They say that he knows the fact
Passive ⇒ (a) It is said that he knows the fact
(b) He is said to know the fact.

2) They said that he knew (Active)
(Passive) ⇒ (a) It was said that he knew
(b) He was said to know

3) Active → They believe that he failed
Passive ⇒ (a) It is believed that he failed
(b) He is believed to have failed

⇒ ऊपर बतलाए गए Active sentences को ध्यान से देखने पर पता चलता है कि इनके ये Parts है → Principal clause तथा that clause (Noun clause) ऐसे वाक्यों को Passive में दो प्रकार से परिवर्तित किया जाता है :→

a) Principal clause को It + verb + 'to be' + V³ के form में बदल दिया जाता है। तथा उसके बाद that clause रख दिया जाता है।

Active ⇒ They said that he knew
P.C → Noun clause
Passive ⇒ It was said that he knew.
→ It + verb 'to be' + V³ Noun clause.

N.B ⇒ वाक्य के शुरू में dummy subject 'It' का प्रयोग कर। जैसे ⇒ (It + verb 'to be' + V³ + that + Noun)

It was believed that ——

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It was felt that ——
It was thought that ——
It was hoped that ——
It is believed that ——
It is ~~g~~agreed that ——
⇒ People say की जगह It is said का प्रयोग निम्नलिखित

b) दूसरे तरह के परिवर्तन के लिए (a) Noun clause के subject को दूसरे वाक्य का subject बनाया जाता है।
(b) Principle clause के verb को Passive में परिवर्तन किया जाता है। ~~यानि इस प्रकार के Verbs~~
(c) Noun clause के verb को infinitive form में परिवर्तन कर दिया जाता है। जैसे:->

Active-> They believe that he knows the fact
P.C Noun clause

Passive-> He is believed to know the fact
S Passive infinitive

* Noun clause के verb को infinitive में परिवर्तित करते वक्त विशेष सावधानी की जरूरत है। इसके लिए विभिन्न infinitive form को समझेंगे उदाहरण के लिए verb "love" का infinitive form दिया जा रहा है:->

	Active	Passive
Present	to love	to be loved
Present continuous	to be loving	(to be being loved)
Perfect	to have loved	to have been loved
Perfect continuous	to have been loving	(to have been being loved)

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N.B ⇒ अगर मुख्य वाक्य के Noun clause में Active verb प्रयुक्त है तो voice परिवर्तन करते समय Passive infinitive का प्रयोग होगा।
अगर Active verb प्रयुक्त है तो voice परिवर्तन करते समय Active infinitive प्रयुक्त होगा।।

2) Present continuous तथा Perfect continuous के Passive infinitive का प्रयोग नहीं होता क्योंकि ये Passive Form में परिवर्तित किया जाए इसका निर्णय Noun clause में प्रयुक्त tense पर निर्भर करता है। निचे इस तालिका से समझें :⇒

Principal clause में प्रयुक्त verb का tense	that clause में प्रयुक्त verb का tense	उपयुक्त infinitive Form
Present	Simple Present	Present
Present	Present continuous	Present continuous
Present	Simple past	Perfect
Present	Past continuous	Perfect continuous
Past	Simple past	Present
Past	Past continuous	Present continuous
Present/Past	Present/Past Perfect	Perfect
Present/Past	Present/Past Perfect continuous	Perfect continuous

* ⇒ People think / know / consider / believe / acknowledge / understant / find / say / claim / report — के बाद जब that हटाया जाता है तो Parsive ऐसे बनाया जाता है।

⇒ Co-ordinate clause :⇒

1) Active :⇒ He wrote this book and (He) gave it to Bhatt Bhawan for publication.
(co-ord)
Parsive ⇒ This book was written by him and (it was) given (by him) to Bhatt Bhawan for publication.

2) Active ⇒ The police arrested the thief and sent him to Jail
Active ⇒ The police arrested the thief and (He) sent him to Jail
Simple sentence — Co-ordinate conjunction — Simple sentence

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Passive → The thief was arrested and (he was) sentenced.

2) She wrote the letter but tore it to Piece (Active)
P.P.
co-ordinate clause

The letter was written by her but (it was) torn (by her)

1) अगर Active sentence में दो clauses हैं, Principal clause तथा दूसरे को co-ordinate clause कहा जाता है।

II) अगर Active sentence में Principal + co-ordinate clause हो और प्रत्येक clause में transitive verb हो तो प्रत्येक clause का Passive form इन उदाहरणों के बताए गए तरीके के अनुसार देते हैं।

⇒ Passive बनाने के नियम →

I) Principal clause और co-ordinate clause को अलग करके लिखना।

II) Principal clause के subject और object की सहायता से उसे Passive form में बदला जाता है और co-ordinate को conjunction लगाया जाता है।

III) co-ordinate clause का subject और object की ~~सहायता से~~ की Principal clause के आधार पर Passive form में बदला जाता है जो प्रायः लुप्त हो जाता है तथा subject और object को जोड़कर ही शेष रहता है।

* Sentence with two or more than two clause

1) Active → They informed him that he could not buy the car because it had already been bought.

Passive → He was informed that the car could not be bought because it had already been bought

Note → सभी clause को अलग-अलग करके निकालकर फिर उनका Passive form में बदल देने पर हमें Passive voice का form प्राप्त होता है। अर्थात अलग-अलग clause तोड़ तक Passive करते हैं।

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Voice

→ Interrogative sentence में हम तीन प्रकार के question पर विचार करेंगे।

I) Yes-no questions :→ (Do/does/did + Primary Aux. + V¹)
(am, is, are, was, were, have, has, had, Do, Does, Did)

II) Modal questions :→ (modal auxiliary + be + V³)
(can, will, should, must, may, shall, would, could, might, ought)

III) wh-question :→ (wh-word + Auxiliary verb + V³)
who, which, whom, where, when, why, whose, whom, तथा How

I) Yes-No question

Passive formula → Do/Does/Did + H + V¹ + O
(am, is, are, was, were)
or
Have/Has/had + S + been + V³

eg →

Active	Passive
a) Do machines make these buttons?	Are these buttons made by machines?
b) Did mukul buy the toys?	Were the toys bought by mukul?
c) Has Tom invited you?	Have you been invited by Tom?
d) Had moti done the task?	Had the task done by moti?

* Passive voice में बदलने के नियम :→

I) सबसे पहले हम interrogative-Active के kernal sentence or Original sentence को बाहर निकालेंगे।
Active sentence में रहता है।
जैसे → Active → Did ~~he kill the dog~~ ~~this book~~

Active sentence → He killed the dog.

II) इस इस बाहर निकाले गए active sentence को passive form में बदलेंगे →

Active sentence → He killed the dog
Active-Passive → The dog was killed by him

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iii) अब हम उस (ii) नंबर में निकाले गए Assertive Passive को Interrogative Passive में बदलेंगे।

Assertive-Passive → The dog was killed by him

Interrogative-Passive → was the dog killed by him?

iv) Passive of question with modal verbs :→

Passive form → modal Auxiliary + S + be + V³ + O

eg → Active — Passive

a) Can you cut the tree? — Can the tree be cut?

b) must we send the book by post? — must the books be sent by post

अगर कोई question active voice में modal auxiliary से शुरू होता है उसके Passive voice का verb form का जो नियम है वह yes-No question के प्रकार ही है।

[Note → लेकिन इसमें modal Auxiliary verb के बाद 'be' का प्रयोग होता है।]

iii) Passive of wh-question :→

Passive form → wh-word + Auxiliary verb + S + V³ + O/complement

eg → Active — Passive

a) when do they send the letter? — when is the letter sent?

b) How will he solve the sum? — How will the sum be solved?

c) where did Sita buy the hat? — where was the hat bought by Sita?

d) what did they do in the office? — what was done by them in the office

e) what can people do for her? — what can be done for her?

f) How much rice do we export every year? — How much rice is exported every year?

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g) who wrote the Ramayana? → a) By whom was the Ramayana written
b) who was the Ramayan written by?

h) which boy beat you → a) By which Boy where you beat
b) which boy were you beaten by?

i) जितने भी sentence wh word से शुरू होते हैं उसे wh-questions कहते हैं
ii) wh-question को Active voice से Passive में बदलने पहले उसे yes-NO question जैसा बनाकर Passive में फिर पुनः wh-word को Passive question के पहले लगाते हैं जैसे

→ where did you find this book? (Active)
Step I st:→ Did you find this book? (Active)
(where हटा दें)
Step II nd :→ was this book found? (Passive)
Step III rd :→ where was this book found? (Passive)
(where जोड़ दें)

Note→	Nominative case	Possessive case	objective case
	who	whose	whom

who change into 'By whom' and 'whom' into 'who'.
+ 'who' and 'what' ऐसे wh-word हैं जो subject का काम भी करते हैं।

Attention please
i) Negative sentence के voice परिवर्तन के बाद भी sentences negative ही रहते हैं। → No body has stolen the pen (Acti
→ The pen has not been stolen (Pas
ii) Interrogative sentence के voice परिवर्तन के बाद भी sentence interrogative ही रहते हैं।
iii) अगर किसी Active sentence (Affirmative/wh-question/yes-no-etc.) में ऐसे object रहते तो हम Passive voice में ऐसे किसी को भी Passive में [illegible]

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Modal verbs: Passive form

* Passive form → S + modal Auxiliary + be + V³
⇒ shall, will, can, could, may, might, should, would, must, ought इत्यादि modal Auxiliaries हैं। जब इनके बाद Active verb का प्रयोग हो तो प्रयुक्त verb को Passive में बदलने के लिए निम्नलिखित form का प्रयोग करते हैं :→

	Active	Passive
eg→ a)	They will kill the tiger	→ The tiger will be killed.
b)	one should keep one's promises	→ promises should be kept.
c)	Aman must send a reply	→ A reply must be sent by Aman
d)	None can challenge him	→ He can not be challanged.
e)	Everyone will blame us	→ we shall be blamed by everyone.
f)	One cannot gather grapes from thistles	→ Grapes cannot be gathered from thistles.

⇒ Passive of modal Auxiliary + have + V³

* Passive form → S + modal auxiliary + have been + V³

उपरोक्त verb phrase का रूप Active voice में modal auxiliary + have + V³ हो तो इसका Passive voice में form होगा → modal auxiliary + have been + V³

	Active	Passive
eg→ a)	we shall have discussed the matter.	→ The matter will have been discussed
b)	She should have helped her	→ She should have been helped (by you)
c)	They ought to have respected the priest	→ The priest ought to have been respected.
d)	None one could possibly have known the fact	→ The fact could not possibly have been known
e)	Some body must have taken my watch when the light was off.	→ my watch must have been taken when the light was off.

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Imperative Sentence
Expressing Command & Advice

⇒ Imperative sentence expressing order/command

1) Passive structure ⇒ let + 2nd form of V + O

किसी Imperative sentence के order/command को
active से बदलने के लिए let के बाद object को रखते हैं तथा
subject के बाद be + V3 को लगाते हैं।
उसे Passive form कहा जाता है।

	Active	Passive
a)	Do this work	let this work be done
b)	Bring a glass of water	let a glass of water be brought
c)	Close the door at once	let the door be closed at once
d)	Inform the police of the accident.	let the police be informed of the accident.
e)	Give the order	let the order be given.

a) ⇒ अगर Active Sentence में वाक्य के प्रारम्भ में Imperative Verb
प्रयुक्त होता है तो Sentence को Passive Construction
में बदलने के लिए let के बाद object को रखते हैं तथा
उसके बाद be + V3 को लगाते हैं।

b) ⇒ अगर Imperative Sentence, Unpleasant Verb के
प्रयुक्त होते हैं तो Sentence को Passive Construction
में बदलने के लिए You are ordered/You are advised का
प्रयोग करते हैं। जैसे ⇒

Active	Passive
You stand up	You are ordered to stand up
Go there	You are ordered to go there
work hard	You are advised to work hard

c) ⇒ यदि वाक्य में Do not होते हैं तो Passive
Construction में बदलते समय Active Verb
के पूर्व Not लगाते हैं तथा Do not को छोड़ देते हैं।

d) ⇒ Let के बाद Passive ही लगेगा।

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तो you are suggested that का प्रयोग करेंगे।

eg> Active — Passive

a) Let him complete the work. — Let the work be completed by him.

b) Let us discuss the matter. — Let the matter be discussed.
It is suggested that we should work together.

c) Let us work together

d) Let us dance — It is suggested that we should dance.

⇒ Imperative Sentence expressing advice ⇒

जहां Imperative Sentence में Advice (सलाह) का भाव व्यक्त हो तो Passive form में Let से शुरू नहीं करते हैं।

IV Passive structure → Subject + should + be + V³ (Passive)

eg> Active

a) Love your country — your country should be loved

b) Help the poor — The poor should be helped

c) Don't be daunted by danger — You should not be daunted by danger.

d) Don't insult the weak — The weak should not be insulted.

Note> कुछ वाक्य ऐसे होते हैं जिनसे यह स्पष्ट नहीं होता है कि ये order है या Advice ऐसे Sentence (वाक्य) के Rule No. number First (I.) या Rule no. Fourth (IV) से बनाएँ।

अर्थात पता चलने पर यदि Let की सहायता से या should + be + V³ की सहायता से बनाए जिनका विस्तार Rule I और IV में किया गया है। ये परिभाषा की दृष्टि से भी महत्वपूर्ण है।

* Subject जो है वह you होता है तो छुपा होता है।

eg> (You) read this book ⇒ Let this book be read (by you)

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मैं you are suggested that का प्रयोग होगा।

eg:- Active Passive

a) let him complete the work. Let the work be completed by him.

b) let us discuss the matter. Let the matter be discussed.

c) let us work together It is suggested that we should work together.

d) let us dance It is suggested that we should dance.

⇒ Imperative sentence expressing advice ⇒

जहाँ Imperative sentence में Advice (सलाह) का भाव व्यक्त हो तो Passive form में let का प्रयोग नहीं करते हैं।

IV Passive structure ⇒ Subject + should + be + V³

eg:- Active Passive

a) Love your country your country should be loved

b) Help the poor The poor should be helped

c) Don't be daunted by danger You should not be daunted by danger.

d) Don't insult the weak The weak should not be insulted.

Note ⇒ कुछ वाक्य ऐसे होते हैं जिनसे यह स्पष्ट नहीं होता है कि ये order है या Advice ऐसे sentence (वाक्य) के लिये Rule No number First (I.) या Rule no. Forth (IV) के लिये बनायें।

अर्थात नहीं पता चलने पर यानी let की सहायता से या should + be + V³ की सहायता से अनावश्यक विस्तार Rule 'I' और IV में दिया गया है।

ये परीक्षा की दृष्टि से भी महत्वपूर्ण है।

* Subject जो है वह you होता है जो छुप्त होता है।

eg:- (You) read this book ⇒ let this book be read (by you)

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v) यदि imperative sentence के साथ please / kindly का प्रयोग होतो Passive voice form के लिए वाक्य को you are requested to से शुरू करें please / kindly को हटाकर you are requested to के बाद जोड़ देंगे। जैसे:-

Active ⇒ Passive

a) kindly post the letter ⇒ You are requested to post the letter
b) Take your chair, please ⇒ You are requested to take your chair
c) Please sit down ⇒ You are requested to sit down

⇒ Passive of Indirect command / request / advice :-

जब Imperative sentence से indirect command / request / advice का बोध होता है तब उसका Passive construction निम्नलिखित तरीके से होगा।

Active ⇒ Passive

eg:-
a) He asked mohan to help him ⇒ Mohan was asked to help him.
b) She requested her to sing a song ⇒ She was requested to sing a song.
c) The doctor advice me to take medicine in time ⇒ I was advised to take medicine in time.
d) They told me to be quick ⇒ I was told to be quick.
e) Somebody told me to wait outside ⇒ I was told to wait outside.
f) He ordered the police to pursue the thief ⇒ The police was ordered to pursue the thief.

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Parsine of Auxiliaries verbs

Auxiliaries (24)

- Primary
  - to be
    - am
    - is
    - are
    - was
    - were
  - to do
    - do
    - does
    - did
  - to have
    - has
    - have
    - had
- modals
  - shall, will, should, would, may, might
  - can, could, must
  - ought to, need, dare, used to

5 + 3 + 3 = 11 + 13

⇒ 24 (Auxiliary)

Primary verb

⇒ Parsine of verb 'to be'.

Parsine form ⇒ S + am/is/are/was/were + to be + V³

eg ⇒ Active → Parsive

a) I am to buy a bat → A bat is to be bought by me.

b) They are to sell the car → The car is to be sold by them.

c) Abdul was to do this work → This work was to be done by Abdul

d) They were to play the match → The match was to be played by them.

⇒ ऊपर active sentences में verb form am/is/are/was/were + to + verb¹ है।

⇒ इन वाक्यों का Parsive बनाने में S + am/is/are/was/were + to be + V³ का प्रयोग किया जाता है।

Note ⇒ To play, to go, to run आदि infinitive है।

(to + verb के बल रूपों को भूतरूपों infinitive के आगे प्रायः 'to' लगा रहता है।

⇒ ये सभी एक प्रकार के verb Phrase के उदाहरण हैं।

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⇒ Passive of verb 'to have' ⇒

Active form → S + has/have/had + to + V¹ + O

Passive form → S(o) + has/have + had + to be + V³ + by + O

eg → Active

a) Rekha has to buy a book → Passive
A book has to be bought by Rekha.

b) Mr. Sinha has to plant a tree → A tree has to be planted by Mr Sinha

c) The boys have to write letters → Letters have to be written by the boys

d) Hari had to do this work → This work had to be done by Hari

⇒ Upper active sentences में verb forms has/have/had + to + V¹ (मूल रूप) है।
इन वाक्यों को Passive बनाने में has/have/had + to be + V³ का प्रयोग किया जाता है।

⇒ Passive of verb 'to do'

active form → S + do/does/did + V¹

Passive form → S + am/is/are/was/were + V³ + by + O

eg → Active

a) I do it → Passive
It is to be done by me

b) He does it → It is to be done by him

c) We did it → It was to be done by us

d) I do not do it → It is not done by me

e) She did not do it → It was not done by her

f) Do you do it → Is it done by you.

⇒

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Phrasal verb

⇒ Passive of verb + Preposition :-

अगर Active verb के साथ preposition या adverb का प्रयोग हो तो उसके verb के Passive बनाते समय preposition/adverb को छोड़ा नहीं किया जाता है।

	Active	Passive
a)	He looks after me	I am looked after by him
b)	The police enquired into the case	The case was enquired into.
c)	Your sister will look after you	You will be looked after by your sister.
d)	The govt. will arrive at the agreement	The agreement will be arrived at by the govt.

a) ऊपर active sentence में verb के साथ into, at, after लगे हुए है जिन्हे इन prepositions को छोड़ा है।

b) अगर active sentence में verb + preposition/Adverb Particle होते तो उसके Passive form में उस preposition या Adverb particle को छोड़ा नहीं जाता।

N.B ⇒ verb + Preposition (जैसे - look after, find out इत्यादि) के कई नाम है जैसे:

i) two-part verbs
ii) composite verbs तथा
iii) phrasal verbs

कभी-कभी verb + preposition में preposition को prepositional adverb या Adverb particle कहा जाता है।

⇒ Subject + verb + object + complement :-

कुछ वाक्य में transitive verb के बाद object आता है तथा object के बाद एक complement, ऐसे verb को Passive में बदलते समय object को subject बनाया जाता है तथा complement को verb के बाद रखा जाता है।

	Active	Passive
i)	We made him chairman.	He was made chairman.
ii)	They elected mukesh captain.	Mukesh was elected captain
iii)	We did not crowned him king.	He was not crowned king

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Passive of Infinitive

There + verb + noun (subject) + infinitive

[Passive form → There + verb + noun + to be + v3]

eg → Active — Passive

a) There is no time to lose → There is no time to be lost

b) There was a lot a work to do → There was a lot of work to be done

c) There is no money to waste → There is no money to be wasted

d) There is nothing to weep for → There is nothing to be wept for

* अगर active sentence, There से शुरू हो और उसमें Infinitive से खत्म हो रहा है तब Passive form बनाने में There को नहीं हटाया जाता है, सिर्फ infinitive में 'be + v3' जोड़कर Passive बनाया जाता है।

→ to lose → to be lost

→ to done → to be done

It + verb + noun + infinitive + object →

[Passive form → It + verb + noun + for + object + to be + v3]

eg → Active — Passive

a) It is time to take exercise → It is time for exercise to be taken.

b) It is now time to start the race → It is now time for the race to be started.

c) It is time to say our prayers → It is time for our prayers to be said.

* अगर Active sentence 'It' से शुरू हो और उसमें Infinitive + object हो तो ऐसे Passive बनाते समय It + verb + noun को उसी स्थान पर छोड़कर Object को उसके बाद लगाते हैं तथा फिर उसके पहले लगाकर to be + v3 में बदल देते हैं।

Passive of infinitive first

Passive form → आगे वाले को भी उसी स्थान पर छोड़कर ऊपर के तरह "o + to be + v3" में बदल देते हैं।

eg → Active — Passive

a) we have nothing to gain — Nothing is to be gained.

b) we have no thing to gain

c) we have nothing to gain

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b) He is a man to admire → He is a man to be admired

c) I want some one to take photographs → I want photograph to be taken

d) I like people to respect me → I like to be respected.

e) They have to see it to believe it → It has to be seen to be believed

⇒ ऊपर active sentence में to lose, to gain तथा to admire infinitives हैं जिनके Passive forms to be lost, to be gained, to be admired होते हैं। अर्थात to के बाद be + V³ लगाया जाता है।

Subject + verb + noun + Infinitive (without to)

Active → Passive

a) I saw Ram play. → Ram was seen to play by me

b) I found him swim → He was found to swim by me

c) They made me sing → I was made to sing

d) We saw the plane take off → The plane was seen to take off.

⇒ यहाँ Active voice में Infinitive बिना to का है अर्थात to हटा हुआ है।

इसे Passive बनाने में इसे दुबारा छुए हमें बाहर निकल कर लिखा जाता है।

नोट ⇒ इसे पकड़ने का मेन तरीका है अगर किसी sentence में दो verb रहे & एक verb Noun (Object) के पहले तथा दूसरा Noun के बाद तब बाद वाले verb के पहले to का प्रयोग करते हैं।

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⇒ Passive voice से Active voice बनाने के नियम

1) अगर दिये हुए वाक्यों में कुछ शब्द लुप्त हो तो उनको कोष्ठक (Bracket) में लिखकर वाक्यों को शुद्ध कीजिए। अक्सर Passive voice में Subject लुप्त रहते हैं ऐसी हालत में अपनी ओर से उपयुक्त object जोड़कर वाक्य को शुद्ध कर लीजिए। जैसे→ (object लुप्त है) (Sense के आधार पर object जोड़ें)

a) The thief was arrested = The thief was arrested (by them)

b) My watch was stolen ⇒ My watch was stolen (By someone)

c) It is said that he is poor → It is said (by them or by people) that he is poor

d) The letter was written by her → The letter was written by her and (it was) torn to bits
and torn to bits (by her)

2) इसके बाद Passive voice के वाक्य में जोड़े object को निकालकर nominative case में ले आइए और active voice के वाक्य को उसे subject बना लीजिए।

eg → The thief was arrested. (Passive में object लुप्त)
⇒ The thief was arrested (by the police). (Passive में जोड़े object)
इसके बाद object को subject बनाकर active voice में बदले।
⇒ The police was arrested the thief (Acting)

3) Passive voice के subject को objective case में लाइए और उसे active voice के वाक्य में object की जगह पर लिखिए।

eg → The thief was arrested. (Passive)
The thief was arrested (by the police). (Passive with object)
⇒ The police was arrested the thief (Acting)

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1.) verb 'to be' को हटाकर, verb के Past Participle रूप को नए Subject के अनुसार बदल देंगे।

Passive → Active

a) A bat is to be bought by me → I am to buy a bat.
The match was to be played by them → They were to play the match.
⇒ (ये सभी verb 'to be' के उदाहरण हैं)

b) I expect him to be winner → I expect to win him.
There is nothing to be done → There is nothing to do.
⇒ (ये सभी Infinitive 'to' के उदाहरण हैं)

Note → ऊपर के main fact वाले वाक्यों पर आधारित sentence है उसके बाद ही किस प्रकार के ~~वाक्यों~~ sentence को Passive voice से Active voice में बदलते।

⇒ verb 'to be' में to be + V³ object के पहले होता है तथा infinitive to में to be + V³ object के बाद है इसी तरह अन्य sentence को उसके meaning और structure के आधार पर समझने के बाद ही Passive से Active में बदलें।

5.) Passive voice के object के पहले 'by' के अलावा कोई भी Preposition है तो उसे छोड़ दिजिए।

eg → A mango is eaten by Ram (Passive)
Ram eates a mango (Active)

I) It is known to me (Passive)
I know it. (Active)

Note → Passive से Active में बदलना कुछ उदाहरण देखने के लिए Golden English Grammar By S. M. Baran की Page 254, 255 देखें।

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Use of Passive voice

= Passive voice का निम्नलिखित स्थितियों में प्रयोग किया जाता है।

1.) जब कर्ता (subject) अज्ञात हो या बताना कठिन हो या आवश्यक न हो।
किया अथवा जब subject उपस्थित हो तब Passive voice का प्रयोग किया जाता है। जैसे:→

The chair was lost in the fair.

2.) वाक्य का object को महत्वपूर्ण बनाने के लिए Passive voice का प्रयोग किया जाता है। जैसे:→

The temple was built years ago.

Eg:→ This letter was drafted by the Principal (किसने पत्र लिखा महत्वपूर्ण नहीं)

A mistake was made in publishing the results.
(किसने गलती की यह महत्वपूर्ण नहीं है)

3.) कभी-कभी वाक्य को politeness दिखाने के लिए Passive voice का प्रयोग किया जाता है। (विनम्रता)

करने वाला, कर्ता) को mention (उल्लेख) नहीं किया जाता है। तथा doer (कार्य
जैसे → A lot of harm has been done to us
It is said that the teacher will punish some boys.

4.) जब करने वाला (subject) लगभग सबको मालूम हो तब active sentence की जगह Passive sentence का प्रयोग होता है।

Eg:→ America was discovered in 1492.
(= खोजने वाला का नाम लगभग सबको मालूम है)
English is spoken all over the world.

5.) Scientific तथा technical वाक्यांश में Passive voice का प्रयोग किया जाता है क्योंकि इनमें doer (कर्ता) महत्वपूर्ण नहीं होता है। जैसे:→

Eg:→ Common salt is got from the sea.
The engine is worked with electricity.
Water is produced when oxygen and hydrogen are combin

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Syntax (Some Terms)

Syntax

Syntax is the set of rules, principles and processes that govern the structure of sentences in a language, including the order of words, phrases, and clauses.

Syntax वाक्य संरचना के नियमों, सिद्धांतों और प्रक्रियाओं का समूह है, जो किसी भाषा में वाक्यों के शब्दों, वाक्यांशों और उपवाक्यों को व्यवस्थित करने का तरीका निर्धारित करता है।

Collocation (सहप्रयोग)

Collocation का अर्थ है दो या दो से अधिक शब्दों का एक साथ प्रयोग होना, जो भाषा में स्वाभाविक और सही माने जाते हैं।

Collocation के उदाहरण words जो स्वाभाविक रूप से साथ आते हैं।

Collocation (सहप्रयोग)

(1) Collocation (सह-प्रयोग)

* ⇒ Concord के अंतर्गत Agreement of the verb with the subject और Agreement between verb and object आता है, जहां वाक्य में क्रिया शब्द दूसरे शब्दों के साथ सही संबंध बनाते हैं।

* ⇒ Collocation के अंतर्गत words जो स्वाभाविक रूप से साथ आते हैं।

वह विशेषता जो शब्दों के साथ उनके स्वाभाविक रूप से जुड़ने को दर्शाती है।

* Concord के प्रकार (Types) :-

1) Formal concord (Grammatical)

2) Notional concord (Semantic)

1 Word having the form, number, or gender that is formally required is called formal concord जैसे :-

"Two boys were in the room."

इस वाक्य में boys subject plural है और were भी plural है।

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Finite verb वाक्य में प्रयोग किया जाता है।
इसे दो प्रकार से subject-verb agreement
को formal concord कहते हैं।

2) word-harmony of Person, number, or gender based on meaning was applied to formal concord, is called notional concord. जैसे

a) The news was good.

b) None were left.

वाक्य (a) में news तथा was दोनों meaning के अनुसार singular है किंतु News का form plural है और 'was' singular form में है।

उसी तरह वाक्य (b) में subject (none) ~~form~~ meaning (अर्थ) के अनुसार plural है किंतु None का form जो है वह singular form में है।

अतः हम कह सकते हैं कि वाक्य 'a' में singular verb (was) का प्रयोग और वाक्य 'b' में plural verb (were) का प्रयोग उसके meaning (अर्थ) के आधार पर किया गया है न कि form के आधार पर

यहाँ subject-verb में notional concord है।

Note → Agreement का अर्थ 'मेल' होता है और इसके चार नियम हैं।

I) ~~The~~
The verb agrees with its subject in number and

II) A pronoun must agree with its antecedent in number Person and Gender.

III) The demonstrative adjective (this, that, these, those) must be of the same number as the noun they qualify.

IV) A noun in apposition with another noun or pronoun must be in the same case.

N.B → हमें subject और verb के aggrement (मेल) के समय उसके meaning और form पर ध्यान देना चाहिए कि क्या कोई subject अपने meaning के अनुसार verb लेगा या form के अनुसार। (लेकिन form की अधिकता है

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4. Collocation (सहप्रयोग)

वह शब्दों किसी अंग्रेजी वाक्य में शब्दों की ठीक स्थान पर रखने को बताता है। क्योंकि किसी वाक्य में उचित स्थान पर शब्दों को न रखने से अर्थ में अन्तर पड़ता है। जैसे ⇒

निम्नलिखित वाक्यों के अर्थ पर ध्यान दें ⇒

(i) Only I write English. (केवल मैं ही अँग्रेजी लिखता हूँ, दूसरा कोई नहीं)

(ii) I only write english. (मैं अँग्रेजी केवल लिखता हूँ, (उसका कुछ और नहीं करता या न जाने)

(iii) I write only english. (मैं केवल अँग्रेजी लिखता हूँ, अन्य कोई भाषा नहीं)

पहले वाक्य में 'only' का सम्बन्ध 'I' से है, दूसरे वाक्य में 'write' से और तीसरे वाक्य में 'English' से। अतः यह स्पष्ट है कि 'only' जिस शब्द के निकट रहेगा, उसी के साथ उसका संबंध होगा।

"The change in the position of 'only' change the meaning of a sentence altogether".

Note ⇒ Collocation की अधिक जानकारी के लिए पढ़ें Golden English Grammar by S.N. Prasad (Page - 180 से 184 तक) जो Syntax Chapter में है।

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⇒ Subject-verb agreement ⇒

1) A singular subject requires singular verb and a plural subject requires a plural verb.

S → S → singular verb
→ singular subject

P → P → plural verb
→ plural subject

exception ⇒ I → go
Singular → Plural

eg →

note ⇒ V^1 ⇒ (Present) = [Plural form]
V^2 ⇒ (Past) = [Singular; Plural form]
V^3 ⇒ (Past Participle) = [singular; Plural form]
V^4 ⇒ (Perfect Participle) = [singular; Plural form]
V^5 ⇒ (Present Singular) = [Singular form]

2) Two singular noun added with 'and' take plural verb, while added with 'or' take singular verb.

eg ⇒ varun and his friend are coming
varun or his friends is to come.

But ⇒ If all singular personal pronouns are used together, the series will be 231 and the verb will be plural.

eg ⇒ you, he and I are to go there
2 3 1 Plural
you, he and I are idiot.

2 stands for second person (you, thou)
3 stands for third person (he, she, it, they)
1 stands for first person (I, we)
(take plural verb)

2 3 1	→ Plural
2 ~~3~~ 1	→ Plural
2 3 ~~1~~	→ Plural
~~2~~ 3 1	→ Plural

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3) Remember MOT formula:
Position of Adverb in serial wise way
'm' stands for Adverb of manner
'o' stands for Adverb of place
'T' stands for Adverb of time
eg) He will come to dinner at 6 P.m on Sunday, the 20th August 2008

4) Gerund and to infinitive always take singular verb.
eg: walking is an exercise.
To walk is an exercise.

5) 'Each, Every' always take singular verb.
eg → Each boy and each girl is responsible for deri system

6) The name of countries used for games and sports take plural verb.
eg → India were hunded after 10 overs.
Pak were ninety after ten overs.

7) If two singular nouns added with 'and' given the sense of oneness (एकता), meanings take singular verb.
eg → Slow and steady wins the race.

8) 'There' and 'who' take the verb according to their subject
eg → There is a boy. There
There are boys.
who is he?
who are they?
who are you?

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9) Pair of words take plural verbs.
eg ⇒ shoes, Son, trogers, cliers, net crackers, tongs (चिमटा), Scissors, glasses, pants, etc.
eg → mohan's shoes are there

10) A pair of, a couple of, A dozen of, A score of, A hundred of, A million of etc. take singular verb.
eg → A thousand of people was there
But, Rai
Pair of, couple of, dozens of, hundreds of, millions of etc. take plural verb
eg → Thousands of people were there.

11) Someone, none, no one, Everyone, Everybody, somebody, something, nothing, Everything, take singular verb
eg → Some is there
nothing comes to me.

12) Some, Both, many, all various, Several, A lot, lots etc. take plural verb.
eg → some are there,
many have come.
All is well (Everything is well)
All are well (Every person is well)

13) A number of, A good number of, A large number of, A great no. of, A plenty of etc. take plural verb.
eg → A no. of boys are absent
But The number of, The good number of, The large no. of, The great no. of etc. take singular verb.

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eg ⇒ The number of students is absent.

N.B (Note Bene) ⇒ (observe carefully) ⇒ Two-thirds, one-fifths, one-tenths, five-sixths, etc take either verb depends on their objects.

formula (uncountable + noun + singular verb)
(countable + noun + plural verb)

eg ⇒
Two-thirds students of class nine have not come
Two-thirds water of this bucket has been finished

14) one of, none of, either of, neither of, each of, any of etc.
take singular verb,
eg ⇒ neither of you speaker well

N.B ⇒

most of
Half of
some of
} + Count noun + Plural verb

most of
Half of
some of
} + Uncount noun + Singular verb

15) Addition take singular verb but multiplication take plural verb.
eg ⇒ 2+2 is equal to four (2+2=4)
2×2 are equal to four (2×2=4)

16) words showing measurement of time, distance, weight, duration, speed, height etc. takes singular verb.

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eg → Ten minutes has gone.
60 km/s is a good speed
Love is not that fine rupees I gave you.
6 month is a long duration.

17) 1, 2, 5, 10, 50, 100, 500, 1000, 5000 take singular verb (सारे सिर्फ पैसा आती है इसलिए singular होगा)
But 4, 6, 11, 18 etc. take plural
(जो नहीं आपती उसमें plural)
eg → Where are those six rupees.

18) If two or more than two subjects added with either ... or; neither ... nor; not only ... but also take the verb according to the subject of nearest subject.
for example → Neither you nor I am guilty (you are am)

19) Two or more than two subjects added with 'as well as', 'along with', 'together with', 'in addition to' etc. take the verb according to the first subject.
eg → The pilot along with Ten passenger was killed in the crash.

20) Police, public, Indians, committe, jury take either verb or according to their object.
eg → The police is/are coming.
The police has decided his aim.
The committe were divided in their opinions

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21) Some adjective on being added with 'the' becomes plural noun take plural verb.
eg:- The poor are honest.
The dishonest are expensive {(object take plural)

22) Sometimes a sentence has two, three, or more nouns wih each noun has its own determiners the verb is plural.
But ib only one determiner is used for all nouns the verb is singular.
eg:- ~~The principle and the inspector have come to Saraswati vidya Mandir to inspect the children.~~
(principle and inspector ~~के~~ ये दोनों व्यक्ति हैं)
The principle and inspector is to come.
(जो Principle है वही inspector भी है, इसमें एक ही व्यक्ति दोनों पोस्ट धारण करता है)

23) Group of person and things take singular verbs.
A group of people
A bevy of women.
A congregation of saints
A set of books
A gang of criminals.
A galaxy of stars
A flict of birds
A herd of animal
eg:- A group of people is gone to Patna.

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24) The word 'Scenery, bird, music, furniture, knowledge, money, advice, percentage, coffee, dust, traffic, electricity, sugar and machinery etc. is always used the verb singular.
eg ⇒ The scenery of Kashmir is beautiful.
All this information was false.

25) The singular name Physics, mathematics, Economics and Arts etc. is to be singular and the verb is used singular.
eg ⇒ mathematics is a difficult subject.
Physics is not easy subject.

26) If either be noun(plural) is used before 'than or' the verb is used plural number
⇒ [more + plural noun + than or + plural verb]
eg ⇒ more students than or are absent.
more worked men than or have been killed.

27) The plural noun or pronouns comes after 'one of' the verb is always used singular.
eg ⇒ one of the books is missing.

28) If either be the structure of the sentence. 'noun + of + noun' the verb is used according to first noun or subject is used singular or plural
eg ⇒ The pages of the books are torn.
The price of these pen is very high.

Note⇒ यदि noun के अंत में s आता है तो वह plural होता है परन्तु verb के अंत में s आता है तब वह singular हो जाता है।
→ noun + s/es = plural eg ⇒ Boy + s = boys
→ verb + s/es ⇒ Singular eg ⇒ go + es ⇒ goes

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29) यदि of के पहले the Precentage होतो verb always singular होगा। यदि of के पहले Percent होतो verb. of के बाद आने वाले Noun के अनुसार singular/ Plural होगा। जैसे:→

The Percentage of good persons is small

Forty Percent of the mangoes are rotten

Sixty Percent of the sugar has been stolen

(Rule 13 देखें)

30) यदि किसी noun के Preposition के बाद दुहराया जाए तो वह noun singular number में रहता है। तथा वाक्य में प्रयुक्त verb भी singular number में रहते हैं। जैसे → Ship after ship is sailing by.

one hour after another hour is passing by.

one man after another (man) was shot dead.

31(a) अंग्रेजी में कुछ शब्द है जो सदा singular होते है और इनके साथ singular verb ही प्रयुक्त होते हैं। इनमें s लगाकर न तो उन्हें plural बनाते न ही इनके साथ plural verb प्रयुक्त करते। जैसे:→

Furniture, accesses, luggage, information, advice, news, percentage, Poetry, knowledge, dirt, dust, traffic, electricity, money, music, coffee etc.

eg All furniture is good.

The news is good.

b) People, folk, gentry, cattle, police, children इत्यादि plural है। इनके साथ plural verb प्रयुक्त करें। जैसे:→

eg Some people dislike travelling.

The cattle are grazing in the field.

c) कुछ ऐसे विषय, बीमारी, खेल आदि जो नाम है। जिनके अंत में इलोग रहते हैं। फिर भी इनके साथ

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Singular verb ही संयुक्त होता है। ये हैं →
भयंकर बीमारियों के नाम → measles, mumps etc.
खेलों के नाम → billiards, darts etc.
प्रति पदों के नाम → mathematics, physics, phonetics, statistics, linguistics, ethics, economics etc.
देशों के नाम → Wales, Anthems, The United States etc.

eg → measles is a dangerous disease
mathematics is not an easy subject.
The United State is a great country.

2) modern English grammar में wages को plural माना जाता है। जैसे →
His wages are Rs 5000/- a month
परन्तु Bible की वाक्यांश Singular Noun की तरह प्रयुक्त होता है। जैसे →
The wages of sin is death.

3) जो clause का subject कोई Relative Pronoun (who, which, that) हो तो verb उसके Antecedent के अनुसार संयुक्त होता है।
→ यहाँ हमें यह जान लें कि Antecedent उस Noun/Pronoun को कहते हैं जो Relative Pronoun के पहले आता है। अर्थात जिसके लिए Relative Pronoun का प्रयोग होता है। जैसे →
The boy who is playing is my son.
The boys who are playing are my sons.
यहाँ वाक्य में Relative Pronoun 'who' से ठीक Antecedent 'boy' है। who के अनुसार verb संयुक्त होता है। Singular Number के कारण is और plural Antecedent boys के कारण are का प्रयोग होता है।

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...अनुसार verb plural Number से प्रयुक्त
होता है। कुछ उदाहरणवाक्य लें।
I & you who have done this.
I know the boys who have broken the glass.
I know the boy who has broken the glass.
The pen that is there is mine.
The pens that are there are mine.

Note→ जब Relative Pronoun के पहले one of + Plural noun/Pronoun प्रयुक्त हो तो of वाक्यांश उसमें वाले Noun/Pronoun को ही Antecedent मानें और उसके अनुसार verb का प्रयोग करें, 'of' के पहले आने वाले one के अनुसार नहीं; जैसे:→

He is one of those persons who do not accept bribes
He is one of those who do not accept the views.
It is one of the words that are likely to be mis-spelt.
⇒ ऐसे वाक्यों में Adjective clause का verb who, which, that के पहले आने वाले Plural noun/Pronoun के अनुसार ही Plural होता है।

(3) यदि subject के बाद apposition का प्रयोग होता है verb तथा apposition पद के पहले आने वाले Noun/Pronoun (कर्ता) के अनुसार होता है, apposition पद के अनुसार नहीं जैसे→

I, Ram Singh, am an honest man.
You, Ram, are a wicked boy.
She, your wife, knows the fact.
You, boy, do not to go there.

इन वाक्यों में Ram Singh/Ram/your wife/boy Appo-sition है जिनका प्रयोग दो commas के बीच हुआ है तथा जो वाक्य के subject से किसी preposition या conjunction द्वारा जुड़ा हुआ नहीं है। अतः यह descriptive expression apposition में है।

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(a) यदि संयुक्त कर्ता को दो भागों में तोड़ा जाए और उनमें से एक के पहले भी each, every, no one का प्रयोग हो तो verb singular number में प्रयुक्त होगा जैसे: Each man and each woman has equal rights.
No boy and no girl was present there.
Each and every boy knows the fact.
No friend and no relative has anything to offer.

(b) जब दो कर्ता and से संयुक्त रहते हैं, और उनके बाद verb आता है तो वह verb singular तथा plural दोनों में से किसी एक में रह सकता है।
जैसे:->
Two and two is four.
Two and two are four.
Note-> साधारणतः लोग ऐसे वाक्यों में singular verb ही प्रयुक्त करते हैं। Arithmetic के हिसाब से singular verb आता है, किंतु two and two are four को भी सही माना जाता है।

(c) When the subject is a proposition in arithmetic the singular is rather more common, though the plural is sometimes used:
Two and two is four.
Two and two are four.
Two from ten is ten
Two times three is six.
Ten divided by five gives two.
(Paul Roberts: Understanding Grammar)

36.) The title of a book, Play, story or a musical composition, even though they are in plural, takes a singular verb.

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Clause [Sentence Patterns]

[Sentence]

⇒ Sentence ⇒ अंग्रेजी में वाक्य को sentence कहते हैं जो एक या एक से अधिक शब्दों का समूह होता है जो किसी पूर्ण विचार को व्यक्त करता है।

* A sentence is a group of words put together in a certain order to express a complete sense

a) अंग्रेजी में sentence के कितने प्रकार होते हैं ⇒
I) Statement II) Question III) Command IV) Exclamation

* ⇒ Assertive Interrogative Imperative Optative Exclamatory

b) Sentence pattern का अर्थ होता है Sentence structure के आधार पर a sentence के चार भेद होते हैं ⇒
I) Simple II) Compound III) Complex IV) Compound-complex

c) According to meaning (अर्थ) there are five kinds of sentences ⇒

1) Assertive sentence (स्वीकृतिसूचक) ⇒ A sentence that makes a statement is called an assertive sentence जो वाक्य किसी कथन को व्यक्त करता है, वह Assertive sentence कहलाता है।

eg ⇒ I am going to school
She reads in class VI

Note ⇒ Assertive sentence में सामान्यतया पहले subject आता है, तब verb और फिर अन्य पद। वाक्य के अंत में full stop (.) अवश्य रहता है।

2) Interrogative sentence (प्रश्नवाचक) ⇒ A sentence that asks a question is called an interrogative sentence:

जिस वाक्य के द्वारा कोई प्रश्न किया जाता है, वह interrogative sentence कहलाता है।

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eg/example ⇒ what is your name?
who will help you?

"Note" ⇒ Interrogative sentence किसी interrogative word या auxiliary verb से शुरू होता है, और इसके अंत में question mark(?) निश्चित रूप से रहता है ⇒ who ⇒ कौन (Nominative form)
whom ⇒ किसे, किसको (objective form of who)
whose ⇒ किसका, जिसका
which ⇒ कौन सी, किस प्रकार की, कौन सा
what ⇒ क्या
where ⇒ कहाँ, जहाँ (adjective)
when ⇒ कब
How ⇒ कैसा,
why ⇒ क्यों, किस कारण। ये
उपरोक्त सभी wh-word कहलाते है जो interrogative word है। wh-word से शुरू होने वाले प्रश्नों का question का उत्तर एकवाक्य या उससे अधिक शब्दों में दिया जाता है।

⇒ तथा Auxiliary verb से शुरू होने वाले question का उत्तर yes या no में दिया जाता है जिसके कारण हम इसे yes-no question word भी कहते हैं। जो 24 हैं। जो निम्न हैं ⇒

i) Am ⇒ हूँ
ii) Is ⇒ है, होता है,
iii) Are ⇒ हैं, होते हैं।
iv) was ⇒ था, थे, थी
v) were ⇒ था, थे, थी
vi) do ⇒ करना
vii) did ⇒ किया
viii) does ⇒ करता है
ix) have ⇒ रखना, रखता है, पास रखना
x) has ⇒ रखता है, रखना, पास रखना
xi) had ⇒ रखा, पास रखा
xii) shall ⇒ गा, गे, गी
xiii) will ⇒ गा, गे, गी
xiv) can ⇒ सकना (निश्चित)
xv) may ⇒ सकना (सम्भावना)
xvi) should ⇒ चाहिए
xvii) could ⇒ सका, सकता था।

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xviii) would → गा, गी, गी (वाक्यांश)
xix) might → शक्ति, सामर्थ्य
xx) ought to → चाहिए
xxi) must to → चाहिए
xxii) need → जरूरी, आवश्यक होना, जरूरत होना, जरूरत है कहना,
xxiii) dare → साहस करना, हिम्मत करना
xxiv) used to → किसी काम को करने की नियमितता बताना
प्रयोग होता है।

3) Imperative sentence अनुज्ञा वाक्य (आदेश या अनुरोध)
A sentence that expresses an order, a request
or a piece of advice is called an imperative sentence
जिस वाक्य से आज्ञा, अनुरोध या सलाह
का भाव व्यक्त होता है, वह imperative sentence
कहलाता है।

Ex: Bring a glass of water.
Please help me.
Note: जैसे वाक्य के अंत में full stop (.) होता है
वैसे आज्ञा वाक्य के अंत में full stop (.) होता है।

4) Optative sentence (इच्छावाचक) = A sentence that
expresses some wish, blessing, prayer or wish in
called an optative sentence; (जिस वाक्य से किसी इच्छा, आशीर्वाद, प्रार्थना
का आभास मिले उसे optative sentence कहते हैं।)
Ex: may you die alone!
may god help you!
Note: optative sentence में may के अलावा
होता है और Exclamation के लिए (!) चिन्ह का प्रयोग
होता है। कुछ अवसर में may हटा भी दिया जाता है
किंतु फिर भी भाव वही रहता है और अनुवाद में भी होता।
God bless you! = may god bless you!
long live the king! = may the king live long!
God save the king! = may God save the king!

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xxvii) would → गा, गे, गी (भूतकाल)
xxi) might → शक्ता, शक्तता था
xxi) ought to → चाहिए
xxii) must to → चाहिए
xxiii) need → जरूरी, आवश्यक होना, जरूरत पड़ना,
xxiii) Dare → साहस करना, हिम्मत करना
xxiv) used to → Past habit show करने के लिए प्रयोग होता है।

3) Imperative sentence (आदेशात्मक) → A sentence that express an order, a request or a piece of advice is called an imperative sentence.
जिस वाक्य में आज्ञा, अनुरोध या सलाह का भाव व्यक्त होता है, वह imperative sentence कहलाता है।
eg → Bring a glass of water.
Please help me.
"Note" → ऐसे वाक्य में Subject 'you' स्वतः ही मन में रहता है तथा वाक्य के अंत में full stop (.) रहता है।

4) Optative sentence (इच्छासूचक) → A sentence that express some curse, blessing, prayer or wish is called an optative sentence; (जिस वाक्य से शाप, आशीर्वाद, प्रार्थना या इच्छा भाव व्यक्त होता है Optative कहलाता है।)
eg → may you die of chlorel
may god help you!
"Note" → optative sentence में May का प्रयोग होता है और exclamation के चिह्न (!) से समाप्त होता है। इस वाक्य में May कभी भी रहे एकतो है कि फिर भी भाव या अर्थ में परिवर्तन नहीं होता।
जैसे → God bless you! = May God bless you!
Long live the king! = may the king live long!
God save the king! = may

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5) Exclamatory Sentence (विस्मयादिबोधक) ⇒
A sentence that expresses some sudden strong feeling of mind is called an exclamatory Sentence.

जिस वाक्य से अचानकता, दुःख, आश्चर्य, घृणा, हर्ष आदि की तीव्र अभिव्यक्ति बोध होता है, वह Exclamatory Sentence कहलाता है।

eg ⇒ what a beautiful scene it is!
Alas! I am ruined

कुछ exclamatory Sentence निम्न हैं ⇒
हाय / उफ़ह! ⇒ Alas!
वाह! ⇒ Hurrah!
शाबाश! ⇒ Bravo!
धिक्! छि! ⇒ Fie! Fie!
हे ⇒ hullo (हलो)
अच्छा ⇒ well
क्या ⇒ what a pity

Note ⇒ ऐसी अभिव्यक्ति में sentence के बाद ! (Exclamation) रहता है।

N.B. ⇒ वह Sentence जो ऐसा या उससे व्यक्त करता है तथा जिसमें Negative word शामिल नहीं हो Affirmative Sentence कहलाता है।
eg ⇒ He is a boy ; Please do this
वह Affirmative Sentence जिसमें Negative word प्रयुक्त रहता है, वह Negative Sentence कहलाता है।

No, not, never, none, nobody, nothing, neither, nor, etc. Negative words है;
eg ⇒ He is not a thief. ; Neither Ram won the match
He has no money. ; I never tell a lie;

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According to structure there are three kinds of sentence—

I) Simple sentence ⇒ S + F.Verb
II) Compound sentence ⇒ P.C + co-ordinate C
III) Complex sentence ⇒ P.C + Sub-ordinate C
IV) Compound-complex sentence/mixed sentence ⇒
I) P.C + P.C + Obj.C
II) Adverb.C + P.C + P.C etc.

I) Simple Sentence ⇒ A sentence that has a subject and a finite verb is called a simple sentence. जिस वाक्य में केवल एक एक subject और एक finite verb रहे तब उसे simple sentence कहते हैं।
कहीं-कहीं simple sentence में subject छिपा रहता है और केवल finite verb ही रहता है। Examples

	Subject	Obj.	Finite verb	Obj.	Comp	Adverbials
1)	The Sun	—	shines	—	—	brightly
2)	The Sun	that	shines	—	—	brightly in the Sky.
3)	The Sun	that	shines	—	—	Everyday

Note: अब हम simple sentence को analysis (विश्लेषण) करते हैं वैसे कभी Adv. रखे @ (कोष्ठक) में जाते हैं जो ऊपर बना हुआ है।
⇒ कभी-कभी वाक्य में subject छिपा रहता है केवल finite verb रहता है वैसे वाक्य को verb sentence कहते हैं।
Ex) Open the door; Go there; Read this book carefully.

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2) Compound Sentence ⇒

When two clause/sentence are joined by using a co-ordinate conjunction is called a compound sentence. वह वाक्य (Sentence) जिसमें दो या दो से अधिक Independent clause/main clause/ Principal clause होता है, Compound Sentence कहलाता है।

eg:- i) India is poor but America is rich
Principal clause — co-ordinate conjunction — Principal clause
co-ordinate clause

ii) He went to the market and bought fruits
S — F.V. — complement — Co-ordinate Conjunction — Finite verb — object
Principal clause — co-ordinate conjunction — Principal clause
He ने बाजार को और फल खरीदे
co-ordinate clause

⇒ इसका अर्थ यह है कि Compound Sentence में दो या दो से अधिक Finite verb रहते हैं, परन्तु उनमें कोई Subordinate clause नहीं रहता।

*Note ⇒ यदि एक ही Subject के लिए कई Finite verb आए हो तो जितने Finite verb है उतने ही clause उस वाक्य में होंगे।

eg:- Mohan was singing and dancing very well.
Subject — F.V. — F.V.
Mohan was singing ⇒ Principal clause
And (he was) dancing very well ⇒ Co-ordinate clause
*यहाँ एक ही Subject के दो finite verb है इस लिए दो clause हुए।

ii) He lifted the gun, took aim and fired
S — F.V. — F.V. — F.V.
He lifted the gun ⇒ Principal clause
He took aim → Principal clause
He fired → Principal clause
यहाँ एक Subject के तीन finite verb होने के कारण तीन clause बना

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⇒ कभी-कभी compound sentence में दो clause से अधिक और कभी-कभी बहुत अधिक। इस तरह clause वाले compound sentence को double और इससे अधिक वाले को multiple कहते हैं।

Note:- दिया गया example (a) जो है वह double sentence है और example (b) multiple sentence है।

* Shortened forms of the compound Sentence:-

Compound sentence में कभी subject तो कभी verb छिपा रहता है।

(i) ommision of the subject

e.g. He called at my house, but left soon after.

3.) Complex Sentence:-

The sentence which has a Principle clause and one or more than one Sub-ordinate clause is called a complex sentence.

e.g.

I know where you go

P.cl Sub-ordinate clause

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Conjunctions

Conjunction

A conjunction is used to join words, phrases, clauses or sentences together.

Co-ordinating conjunctions

(The conjunctions which join words, phrases or clauses of equal rank.)

Ram and Shyam are friends. We work hard and get first division.

- i) and
- ii) both — and
- iii) also
- iv) too
- v) as well as
- vi) not only — but also
- vii) either — or
- viii) neither — nor
- ix) otherwise or else

(Express choice between two alternatives)

- x) or else
- xi) else
- xii) lest
- xiii) for
- xiv) whether — or

Subordinating conjunctions

(The conjunctions which join a subordinate clause to a principle clause.)

If we quit trade we will pass if you work hard.

- i) if
- ii) though
- iii) although
- iv) unless
- v) till
- vi) until
- vii) as long as
- viii) as soon as
- ix) as much as
- x) as if
- xi) as though
- xii) in order that
- xiii) so that
- xiv) lest
- xv) that
- xvi) provided
- xvii) whether
- xviii) whereas
- xix) where
- xx) wherever
- xxi) whenever
- xxii) while
- xxiii) whilst
- xxiv) whereby
- xxv) whereupon
- xxvi) whereas
- xxvii) whereof
- xxviii) whereon
- xxix) whereto
- xxx) whereunto
- xxxi) whereupon
- xxxii) wherever
- xxxiii) wherewith
- xxxiv) whereby
- xxxv) only

[Give / accept (when not followed by)]

Adversative conjunctions

- i) but
- ii) still
- iii) yet
- iv) nevertheless
- v) nonetheless
- vi) however
- vii) whereas
- viii) while
- ix) only

Express contrast between two alternatives

Illative conjunctions

- i) therefore
- ii) hence
- iii) so
- iv) consequently
- v) as a result

Alternative conjunctions

- i) either — or
- ii) neither — nor
- iii) otherwise or else

(Express choice between two alternatives)

Correlative conjunctions

- i) and
- ii) both — and
- iii) also
- iv) too
- v) as well as
- vi) not only — but also
- vii) as well as
- viii) as much as
- ix) as soon as
- x) as long as

(Express addition of one thing to another)

1 + 1 = 2 1 + 2 = 3 1 + 3 = 4 1 + 4 = 5 ... 1 + 23 = 24

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Subordinating conjunction

→ Conjunction showing 'time' →
Before, after, as, as soonas, while, as long as, till, until.

→ Conjunction showing 'cause' or 'reason' →
as, since, because

→ conjunction showing 'purpose' →
that, so that, in order that, lest

→ conjunction showing 'condition' →
If, unless, provided, provided that

→ Conjunction showing 'place' —
where, wherever

→ Conjunction showing 'manner' or 'extent' —
as, as — as, so far as, as if.

→ Conjunction showing 'comparison' —
Than, so — as, as — as

→ Conjunction showing 'concession' or contrast —
although, though, however, yet, notwithstanding

↳ Conjunction showing 'result' —
that

Note:→ Co-relative conjunctions — conjunction which are used in pairs are called 'co-relative conjunction'
eg → Either — or, Neither — nor, both — and, not only — but also, through — yet, whether — — or.

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Clause

A clause is a group of words which forms
part of a sentence and contains a subject and
a verb of its own.
Eg - I am sad. He had when I was born.

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(1.) Direct को Indirect में बदलना
अर्थात् ।।

* Narration के question को solve करने से पहले Bracket के बाहर वाले भाग को देखें।

Bracket के बाहर वाला भाग Reporting Speech अर्थात् Present tense में होगा

↓

Bracket के अंदर वाला का tense में कोई परिवर्तन नहीं करता है।

Say → tell
Says → tells

Narration (Direct/Indirect) → chart

Bracket के अंदर वाला भाग Speech अर्थात्

↓

Bracket के tense परिवर्तन प्रकार से

↓

Past tense के बाहर तो 4 tens

<1> Indefinite <2> Imperfect <3> Perfect <4> Perfect continuous

Present
Past
Future

Present → Narration change → Past
Past → Narration change (1-3 rule) → Past / No change (2-4 rule)
Future: shall/will → Narration change → should/would
shall be/will be → Narration change → should be/would be
shall have/will have → Narration change → should have/would have
shall have been/will have been → Narration change → should have been/would have been

Bracket के बाहर वाला भाग Reporting Past tense में होगा

↓

अंदर वाला का होगा जो इस change होगा

Said → told

में अगर Bracket वाला शब्द होगा change इस प्रकार से करेंगे

Note: Bracket के बाहर वाले भाग में Present, Past और Future में से कौन सा tense है उसके अनुसार Bracket के अंदर वाले भाग में tense change होगा।

Same Tense वाला Rule ।।

अगर Bracket के बाहर वाला शब्द भूत काल में हो या future में हो तो

↓

Bracket के अंदर वाले भाग के tense में कोई परिवर्तन नहीं करना है।

बाकी के अलावा सब और शब्द को change होगा: —

Can → could
may → might
could/should/would/might → Generally no change
had to + V1 → had had to + V1
this → that
these → those
here → there
hence → thence
now → then
thus → so
today → that day
yesterday → the day before/the previous day
the day before yesterday → two days before
tomorrow → the next day/the following day
next week/year etc. → the following week/year etc.
last week/year etc → the previous week/year etc.

a year ago → a year before/the previous year ।।

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Voice change chart

	Indefinite	Imperfect	Perfect	Perfect Continuous
Present	V_1 or V_{ES} (s, es) —Voice changes→	V_4 ing (am, is, are) —Voice changes→	is being are being am being	V_3 (has, have) —voice changes→ V_4 ing (has been, have been) —voice changes→ has been being have been ing
Past	V_2 —Voice changes→	V_4 (was, were) —Voice changes→	was being, were being	V_3 (had) —voice changes→ V_4 (had been) —voice changes→ had been being
Future	V_1 (shall, will) —Voice changes→	V_4 (shall be, will be) —voice changes→	shall be being, will be being	V_3 (shall have, will have) —Voice changes→ V_4 (shall have been, will have been) —Voice changes→ shall have been being, will have been being

Note:- कुछ ध्यान देने वाली बातें:-

1. अगर voice का question Indefinite में होगा तो Imperfect में change होगा।
2. अगर voice का question Perfect में होगा तो Perfect continuous में change होगा।

* इसके अलावा दो tens यानी Imperfect और Perfect Continuous में इसके लिए अगर question Imperfect और Perfect continuous में होगा तो वाक्य की 4th form का word होगा उसमें being लगा देना है।

Note:- verb form
V_1 V_2 V_3 V_4 V_5
Go went gone going goes

V_5 + ing (doing)
V_5 + s, es (does)

do did done doing does
V_1 V_2 V_3 V_4 V_5

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Case chart

Person	Number	Nominative case (कर्ता कारक)	Possessive case (कर्ता का संबंध दिखाने के लिए)	Possessive Pronoun	Objective case (कर्म कारक)	Reflexive Pronoun (कर्ता कारक के साथ)
First Person	Singular	I (मैं)	my (मेरा/मेरी/मेरे)	mine (मेरा/मेरी/मेरे)	me (मुझे/मुझको)	myself (मैं स्वयं)
	Plural	we (हम)	our (हमारा/हमारी/हमारे)	Ours (हमारा/हमारी/हमारे)	us (हमें/हमको)	ourselves (हम स्वयं)
Second Person	Singular Plural (सबके लिए एक ही)	You (तू/तुम/आप)	Your (तेरा/तुम्हारा/आपका)	Yours (तेरा/तुम्हारा/आपका)	You (तुझे/तुम्हें/आपको)	Yourself (तू स्वयं) Yourselves (तुम स्वयं)
		You (तुम)	Your (तुम्हारा)	Yours (तुम्हारा)	You (तुम्हें)	Yourself (तुम स्वयं)
		Thou (तू)	Thy (तेरा)	Thine (तेरा)	Thee (तुझे/तुम्हें)	Thyself (तू स्वयं)
Third Person	Singular	He (वह) (उसने/उसको)	His (उसका, उसकी, उसके)	his (उसका, उसकी, उसके)	him (उसे/उसको)	himself (वह स्वयं)
		She (वह) (वह स्त्री)	her (उसका, उसकी, उसके)	hers (उसका, उसकी, उसके)	her (उसे/उसको)	herself (वह स्वयं)
		It (वह) वह	Its (उसका)	X	It (उसको)	itself (वह स्वयं)
		Ram (राम ने/राम को)	Ram's (राम का)	X	Ram (राम को)	Himself (वह स्वयं)
		Boy (लड़का ने/को)	Boy's (लड़के का)	X	Boy (लड़के को)	Himself (वह स्वयं)
	Plural	They (वे, उन्होंने)	Their (उनका)	Theirs (उनका)	Them (उनको)	Themselves (वे स्वयं)
		Boys (लड़के, लड़कों ने)	Boys'/Boys (लड़कों का)	X	Boys (लड़कों को)	Themselves (वे स्वयं)
Wh-Question	(living)	who (जो) use (Animal/Person)	whose	X	Whom (Animal/Person)	
	(Non-living)	which (जो)	Of which/whose/of that	X	That/which	

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Verb (क्रिया)

A verb is a word which denotes an action, possession, relation or a state of being.
(verb वह शब्द है, जिससे किसी के कार्य, व्यापार, अधिकार, संबंध या अवस्था का बोध होता है।)

eg :- laugh, eat, go, play, am, is, are, can, could, shall, will, etc.

i) Action → इससे कोई कार्य होने का बोध होता है।
children play → (play → verb)
eg:- The man was walking → (was walking - verb)
He will come → (will come → verb)
नोट → हिन्दी क्रिया का ना, में, भी लगा हुआ शब्द verb होता है।

ii) Relation / Possession :→ इससे स्वामित्व, अधिकार या संबंध का बोध होता है :→
eg :- I have a car (have - verb)
The poor man has no money (has - verb)
The cow has two eyes (has - verb)
Raju has a bag
नोट → Have, has, had ; verb तथा हुआ होता है।
जिसका विधि अर्थ → चुका है, चुकी है, चुके है, चुके है, चुकी है, पास है, कब्जा है।

iii) Stedab Being :→ इससे व्यक्ति या वस्तु की दशा (State) का बोध होता है।
eg :- Sita is tall (is - verb)
They are happy (are - verb)
He was a poor man (was - verb)
नोट → इसमें as, is, are, was, were, ~~can, could, shall, will, would, should, may, might~~ को छोड़ा जाता है। जो verb to be के साथ प्रयोग होता है।

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object of the verb :-

क्रिया के अतिरिक्त क्रिया का फल किस विषय वस्तु पर पड़ता है, उसे हम उस क्रिया का object कहते हैं। object प्रायः क्रिया के उपरांत आता है और यह कोई Noun/Pronoun/Noun Phrase/Noun clause होता है। verb के साथ क्या what/whom लगाकर प्रश्न करने पर जो उत्तर मिलता है वही उस verb का object होता है। अगर कोई उत्तर नहीं मिलता तो समझिये की असीलट verb का कोई object नहीं है।

a) Ram eats rice.
eats what? → Rice
क्या खाता है → चावल (rice)
अतः वाक्य में क्रिया eats का object rice है।

b) my father loved me very much.
loved whom? → me
किसे प्यार करते थे → मुझे (me)
अतः इस वाक्य में क्रिया loved का object me है।

c) He is playing in the field.
playing what? → No reply
क्या खेल रहा है? कोई जवाब नहीं
किसे खेल रहा है? कोई जवाब नहीं
अतः इस वाक्य में क्रिया is playing का कोई object नहीं है।

Note → एक ही verb के दो तीन object हो सकते हैं, जैसे → (Transitive verb)

He gave me money.
gave what → money (क्या दिया → money)
gave whom → me (किसको दिया → me)
अतः यहाँ me और money दो object हैं।

Note → किसी भी verb का दो object :→
1) जीवित या प्राणिसूचक object → Indirect object
2) वस्तुसूचक object → Direct object.

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Five fundamental object :>

निम्नलिखित वाक्यों में प्रयोग किए हुए object पर विचार किजिए :>

a) The headmaster teaches grammar (Direct)
b) The headmaster teaches the boys grammar (Indirect)
c) The boys are taught grammar (Retained)
d) He lived a happy life (Cognate)
e) He sat himself down (Reflexive)

पहले वाक्य में grammar, direct object और इसरे वाक्य में the boys, Indirect object है। इनके बारे में इस chapter में पहले ही समझाया गया है यह यहाँ पीछे पेजों पर पीछे देखें।

तीसरे वाक्य को देखने से मालूम होता है कि जब वाक्य active voice में था तब taught verb के बाद दो object थे > The boys और grammar लेकिन वाक्य जब Passive voice में बदल गया, तब taught (verb के direct object का Position भी का त्यों रह गया) अर्थात taught के Grammar object वहीं पर retained रहा। इस प्रकार के object को Retained object कहा जाता है।

चौथे वाक्य को पढ़ने से मालूम होता है कि "a happy life," lived क्रिया का object है। साथ-साथ यह भी मालूम होता है कि 'life' का अर्थ कुछ-कुछ 'lived' क्रिया में निहित है। अतः जिस object का अर्थ उसके संबंधी क्रिया में निहित हो, उसे Cognate object कहते हैं। Cognate objects के कुछ examples

i) He fought a good fight ii) He ran a good race
iii) They went a long way iv) He sang a sweet song

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ऊपर के वाक्य को पढ़ने से यह मालूम होता है कि Reflexive pronoun हैं। अतः यदि yourselves, himself, herself, itself इत्यादि का प्रयोग object की तरह होती उसे Reflexive object कहते हैं।

अतः object पाँच तरह के होते हैं:
a) Direct b) Indirect c) Retained
d) Cognate और (e) Reflexive

⇒ Object और Complement ⇒

अगर object और complement को समझने में कठिनाई महसूस करते हैं अतः इसके अंतर को भली-भाँति समझ लेना आवश्यक है।

object	complement
1.) object को हिंदी में 'किसे' कहते हैं, जिस पर काम का फल पड़े उसे (object) कहा जाता है। (A word to which the action of a verb is directed is called an object.) जैसे- Ram eats a mango इस वाक्य में खाने का फल object आम (mango) पर पड़ता है, अतः यह 'a mango' object है।	1.) complement को हिंदी में 'पूरक' कहते हैं, जो intransitive verb के बाद उसके अर्थ को पूरा करने के लिए आता है, उसे complement कहते हैं। (The word which completes the meaning of a verb is called a complement.) जैसे > Mohan is a boy. Radha is a girl. You are happy. वगैरह।
2.) object हमेशा Transitive verb के साथ रहता है।	2.) complement हमेशा Intransitive verb के साथ रहता है।

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Verb (क्रिया)

- main verb (or principal verb) or full verb (also called lexical verb)
  - A principal verb has a meaning of its own.
  - eg> I eat a mango. The boy sleeps.
- Helping verb or Auxiliary verb (Anomalous verb)
  - (verbs which help a principal or main verb to form a Tense, mood or voice; form questions or negative sentences)

Finite verb (V_1 and V_s)

(verb change their forms according to the Person and number of the subject)

eg> I want to go
He wants to go

Non-finite verb

V_1, V_2, V_3, to V_1, Having V_3

Not change according to the Person and number or tense of the subject.

eg> I want to go
He wants to go

verbal noun

(verb का noun की तरह प्रयोग होता है)

- Infinitive (to + V_1)
  - eg> to go, to eat
  - Simple Infinitive or Noun Infinitive (Infinitives used in form of Noun) (Infinitive का प्रयोग Noun की तरह)
- Gerund (V_1 + ing)
  - working, playing, etc.
  - eg> walking is an exercise.
  - Qualifying infinitive or Gerundial infinitive (Infinitive used in form of to Qualify noun, Adjective, verb or Sentence) Infinitive का प्रयोग noun, adjective, verb or Sentence को Quality करने के लिए किया जाता है।

verbal adjective

(verb का adjective की तरह होता है)

- Present Participle (verb + ing)
  - writing, playing, dancing etc.
  - eg> Flowing water is pure
- Past Participle (V_3)
  - written, spoken, broken etc.
  - eg> He gave me a broken pen.
- Perfect Participle (having + V_3)
  - having written, having gone
  - eg> Having gone to Patna I meet Abdul Kalam

Helping verb or Auxiliary verb (Anomalous verb)

(verbs which help a Principal or main verb to form a Tense, mood or voice; form questions or negative sentences)

(1) Primary Auxiliaries

only Primary Auxiliary verbs can be used as principal verb and Auxiliary verb

- to be: am, is, are, was, were, be, being, been
- to do: do (V_1), did (V_2), does (V_s)
- to have: have (V_1), had (V_2 & V_3), has (V_s)

eg> I do my work - (do → main verb)
He has stolen my pen (has → auxiliary verb)

(2) modal Auxiliaries

(only used as Auxiliary verb never as main verb)

can, could, may, might, shall, should, will, would, must, ought to

(3) marginal modal Auxiliaries

(some modal Auxiliaries These three modals are used as both (Full verb & Helping verb)

need, dare, used to

(ये तीनों verb कभी-कभी modal group के verb के तरह भी use होते हैं, लेकिन ये अपने nature में verb (क्रिया) ही होते हैं।)

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Finite verb

↓

Transitive verb (सकर्मक क्रिया)
(verb that denotes an action which passes over from the doer to a subject or object)
eg → He eats a mango.
वह
• Transitive verb का वर्गीकरण object और complement के आधार पर किया है।

↓

monotransitive
जहाँ एक ही object के प्रयोग से transitive verb वाक्य अपूर्ण व्यक्त करता है, तो उस verb को monotransitive verb कहते हैं।
eg → Ramesh saw a snake in the field.
इस वाक्य में 'saw' verb का एक ही object 'snake' है।

ditransitive
जहाँ दो object के प्रयोग से transitive verb वाला वाक्य पूर्ण अर्थ व्यक्त करता है, तो उस verb को ditransitive verb कहते हैं।
eg → I gave him a book
इस वाक्य में 'gave' verb के दो object हैं-
i) him - Indirect object
and ii) a book → direct object

↓

Complex transitive

↓

Transitive verb of incomplete Predication=
अर्थात ऐसे transitive verb जिन्हें object और complement दोनों की आवश्यकता पड़ती है (वाक्य के पूर्ण व्यक्त करने के लिए) Complex transitive कहलाते हैं।
eg → He kept his purse into drawer. The judge left the Politician guilty.
इन वाक्यों में → Purse और Politician object है।
In the drawer and guilty complement है।
क्रमशः kept और left को complex transitive verb कहते

Finite verb
• Finite verb is
• Finite
verb
finite verb
Transitive verb
Intransitive verb
Complex transitive
monotransitive
ditransitive
i) Indi
ii) Dir
iii) Sub
iv) Inf
v) Indi
exp

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Mood (भाव)

- Mood is the mode or manner in which a thing is made by the verb.
  It means "The mode of action of a verb is called mode."

- Mood के निम्नलिखित भेद बताइये तथा उदाहरण दीजिये।
  क्रिया पद के द्वारा व्यक्त अभिप्राय या भाव को Mood कहते हैं।
  अंग्रेजी में Mood के तीन भेद हैं, जिन्हें निम्नलिखित
  उदाहरण दिये गये हैं।

Classification of mood :-

Mood (भावबोधक) के अनुसार क्रिया (verb) तीन
प्रकार की होती है :-

i) Indicative mood
ii) Subjective mood
iii) Imperative mood

Indicative mood :- The indicative mood
expresses a general statement or an interrogative.
Indicative mood किसी भी
प्रकार की साधारण जानकारी
देता है।

- The indicative mood is
  i) Affirmative (सकारात्मक)
  ii) Negative (नकारात्मक)
  iii) Interrogative (प्रश्नवाचक)

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→ Note:> Examples:

• The sentence state some fact:→ (सामान्य कथन)

I do not mix with bad boys.
She knits her sweater every day.

• The sentence ask question:→
Have you taken your breakfast?
When will you leave for Rohtak.

• The sentence expres some suppositions which are assumed as facts:→
If I get a scholarship, I shall join a college.
If it rains, the farmers will sow the seeds.

(2) Imperative mood:→ The imperative mood indicates a command (आज्ञा) or request (प्रार्थना).

Imperative mood आज्ञासूचक mood है। कभी कभी भिन्न भिन्न अर्थों में भी इसका प्रयोग होता है।

1) To give order:→
Stand up on the bench (आज्ञा)

2) To expres request/prayer:→
Get me a book please (अनुनय दिखलाना)
Let me go

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Lend me your book
Please help me.

iii) To express entreaty :-
Help! Save me! (रक्षा करो)

iv) To express command :-
Post this letter
Fetch me a glass of water
Do not waste my time.

v) To express persuasion / advice
Be punctual in studies
Take this medicine
Beware of pick pockets.

vi) To express condition :-
Speak one word more and I shoot you.
(मत एक शब्द और बोलो गे तो मैं तुम्हे गोली मार दूंगा)
यह वाक्य condition बताता है।

Note:-
i) The subject of a verb in the imperative mood is always 'you' and is invariably omitted (लिप्त कुछ)
Imperative mood की क्रिया हमेशा second person की होती है। subject (you) लिप्त रहता है। जैसे :-
Come here (you come here)

ii) यदि इस में first person और third person

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[illegible]

Let us start.
Let him go with Salman.

12. (B) Subjunctive mood:-

The subjunctive mood express wish, purpose (उद्देश्य) or condition (शर्त)।

Subjunctive mood को कल्पनार्थ है। यह कल्पना या सम्भावना भी बताता है।

प्राचीन अंग्रेजी में Subjunctive mood की क्रिया के भिन्न-भिन्न रूप थे। आज यह विलुप्त सा हो गया है। आज इस mood का प्रयोग करने के लिए we should, would, could, might आदि का प्रयोग करते हैं। जैसे-

a) If I were rich, I would buy car.
b) If he goes late, he will miss the train.
c) Should he go late, he will miss the train.

उपरोक्त वाक्यों के प्रयोग पर ध्यान दें। किसी न किसी वाक्य में कल्पना है। इन वाक्यों में कल्पित (Imaginary), शर्त (condition) है।

अतः हम कह सकते हैं कि यह Subjunctive mood वाक्य का वह रूप है जिसमें बात को केवल कल्पना और सम्भावना की तरह बताया जाता है। Supposition (कल्पना) है।

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Had he gone late, he would have missed the train.
(अगर वह देर से जाता तो गाड़ी छूट जाती)

If clause के अलावा कई और तरीकों से भी Conditional Sentence बनाए जा सकते हैं। ऐसे कुछ वाक्यों में Subjunctive mood का प्रयोग होता है।

(a) To express a wish (मनोकामना व्यक्त करने के लिए)
Live long the king! God bless you!
I wish he were a king.

(b) After as though / as if —
He speaks as though he were a child.
He dares as if she were mad.

(c) In certain concessive clauses :-
— though it be wet I shall go.

(d) In polite request (विनम्र याचना में)
would you send me some money?
could you send me some milk?
Can you? से यह समझा जाता है कि would you / could you! से है, इसी तरह

(e) To express some purpose
She burns mid-night oil to get scholarship.
Run fast lest you should miss the train.
I gave him a prize that he may work hard.

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He laboured hard lest he should fail.

6) ← to express conditions :-
If he had driven fast, he would have caught the thiefs
If I were the P.M of India, I would remove corruption

* (4) Infinitive mood → mood denotes the action without naming the subject.
जिस क्रिया से क्रिया करता के किसी काम के असम्पुष्टि होने का भावप्रकट हो Infinitive mood कहते हैं। Infinitive mood की क्रिया (verb) वाक्य में verb (क्रिया) का काम न करके noun, Adjective, Adverb का काम करती है, जैसे

1) To rise early is good for health
Subject का काम करती है (verb 'Noun' का काम करती है Rise-verb है जो Noun का काम कर रहा है)

I want to sing
verb ↓ object

He is to go now
verb ↓ complement

He have a pen to write with
↓ Adjective
पेन की विशेषता

He is slow to write
↓ Adjective ↓ Adverb

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Note:- Infinitive 3 forms में आता है।

Indicative mood (सामान्य / सभी)

Imperative mood (आदेश या अनुरोध वाला)

Subjective mood (ऐसा जिसमें कार्य के होने की संभावना हो)

अंग्रेजी में सभी verb को (Infinitive) कहते हैं।

परन्तु Infinitive अपरिमित है।

अतः इसको Infinitive (अपरिमित) कहते हैं।

Active	Passive
Present → To eat	To be eaten
Past → To have eaten	To have been eaten

Infinitive का चिन्ह "to" है जो क्रिया के पहले होता है।

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Anomalous verbs

Auxiliaries verb helping verb

Auxiliary verbs do the same tense, mood, and (24) verbs which help other to form shape of meaning of

Primary Auxiliaries | modal Auxiliaries | modal Auxiliaries

to be > am, is, are, was, were, being, been | will, would | need dare used to

to have > have, has, had, having | can, could may, might shall, should must, ought to

to do > do, did, done, doing does | need, dare, used to

used to.

Primary Auxiliaries :- (11)

Be → be, is, are, was, were, being, been
Have → have, has, had, having
Do → do, did, done, doing, does.

1) The primary Auxiliaries (Be, have and Do) change their form according to the number and person of the subject;

as I have, but he has,
I do ; but he does ; I am,
but he is, ; he was, but they were

2) Auxiliary verb are used to help in the formation of tense, question, (interrogative), negative and voice whenever they are used in

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...thes to form
...ning etc.)
↓
...ordinal
...auxiliaries
...need
...are
...used to

(II)

...en

...nd Do)

Combination (संयोजन) with main verb (मुख्य क्रिया)
eg → I am going.
He has eaten.
~~I can sing~~

III)

They can used alone. There thes function as the main verb.
eg → I am a boy (am - main verb)
He is ill (is - main verb)
He has a car (has - main verb)

IV) Last form

Primary Auxiliary verbs are used as both Full verb and helping verb.
eg →
He is ill (is - main verb or full verb)
~~He is going to~~
He is eating a sweet mang (is - helping verb)

He is a player → (is - main verb or full verb)
He is playing → (is - helping verb)

V) इनके V_1, V_2, V_3, V_4, V_5 forms होते हैं,
अतः अलग-अलग Persons के साथ इनका रूप बदलता है।

V_1	V_2	V_3	V_4	V_5
I am	was	been		
II are	were	been		
III do	did	done	doing	does
IV have	had	had	having	has

V विशेष अध्ययन → K. Prakash → P-139-144

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* Modal Auxiliaries :-

Shall, should, will, would, can, could, may might, must, ought to, used to, need and dare are modal Auxiliaries.

I) modal Auxiliaries do not change (their form) according to the gender, person and number of the subject; as

I can; you can, he can; etc.

II) modal का प्रयोग सिर्फ helping verb के रूप में होता है। इसका प्रयोग main verb के रूप में नहीं होता है।

I can help you, He will go etc.

III) इनके -s/es, V_2, V_3, V_4, -ing form नहीं होते हैं; अतः इसका प्रयोग

IV) ought(to) और used(to) को छोड़कर बाकी सभी के बाद verb का मूल रूप प्रयुक्त होता है। बिना 'to' का → जैसे

I can go. (not → I can to go)
He will come (not → He will to come)

V) modal Auxiliary is not used alone but is always used with the main verb. only the first form of the verb can be used after a modal Auxiliary

⇒ [modal Auxiliary + V_1] → (not V_2, V_3, V_4 etc)

eg → They must obey you.
m.A. V_1

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You should not Abuse him
M.A.

Modal Auxiliaries का प्रयोग उन्हीं के साथ होता, जिनके साथ Principal verb का main verb का रहना अत्यंत आवश्यक है। Principal verb भी वह स्पष्ट रूप सकता है या वह संभावित (Implied) रूप सकता है।

I can go,
will you go? Yes, I will

VII) modal Auxiliaries में Infinitive या Participle forms नहीं होता (जैसे :>
to will, to must saying, shalling इत्यादि इसकभी नहीं कहते हैं।

VIII) इनके Negative verb forms के लिए इनके बाद not प्रयुक्त होता है तथा Interrogative verb forms के लिए इन्हें Subject से पहले प्रयुक्त किया जाता है। जैसे>

eg:- He can not go.
Can he go?
He will come.
will he come?

IX) इसमें से used, dare, तथा need तीनों केवल verbs हैं, जिनके प्रयोग में कुछ variation है। जिसका अध्ययन modal Auxiliaries के रूप में करते हैं।

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Personal Pronouns

He, She, and It are used to
replace a noun. A personal pronoun
is a word that takes the place of a noun.
Personal pronouns are used to refer to
specific people or things.

2 Singular Nouns
He needs my help.

पुरुष, स्त्री और वस्तु के लिए प्रयुक्त होने वाले
एकवचन संज्ञा के स्थान पर प्रयुक्त होने वाले शब्द
को पुरुषवाचक सर्वनाम कहते हैं।

→ He/She/It का प्रयोग एकवचन संज्ञा के लिए
किया जाता है।

He is a boy. वह एक लड़का है।

She is a girl. वह एक लड़की है।

It is a book. यह एक पुस्तक है।

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Some modals :->

1) Have to / Has to :->

Have to/has to के साथ क्रिया का पहला रूप आता है। have to और has to इन दोनों का अर्थ समान ही है, उनके प्रयोग में थोड़ा फर्क है और वो आपको मालूम है। have और has में जो फर्क है वही फर्क have to और has to में है। (have, has का फर्क + उसके tense के अंतर्गत उदाहरण क्रिया है।

Have to और Has to का प्रयोग :->

i) "कोई क्रिया करनी पड़ती है" यह अर्थ व्यक्त करने के लिए have to/has to का प्रयोग होता है, जैसे- कुछ भी करने से पहले मुझे उसकी अनुमति लेनी पड़ती है।

I have to take his permission before doing anything

ii) मुझे वहाँ प्रतिदिन पैदल जाना पड़ता है।

I have to go there on foot every day.

iii) "करना है" यह अर्थ व्यक्त करने के लिए भी have to/has to का प्रयोग किया जाता है।

i) मुझे बाजार जाना है।

I have to go to market

ii) मुझे कल उससे मिलना है।

I am to meet him tomorrow.

Note:- उक्त अर्थ में "have to" के स्थान पर "have got to" का भी प्रयोग किया जा सकता है, जैसे- हमें एक घंटे में निकलना है।

We have (got) to leave in an hour.

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३) Have to/ has to से समय का बोध होता है, उदाहरणार्थ :-
यहाँ आज निकलना ही है।
We have to leave today
उसे यह काम एक सप्ताह के अंदर समाप्त करना ही है।
He has to finish this work within one week.

Some more examples:-

१) मुझे कल फिर डॉक्टर के पास जाना है।
I have (got) to go to the doctor again tomorrow.

२) मुझे तुमसे कुछ कहना है।
I have (got) something to say to you.

३) उसे ऑफिस में सबकी आज्ञा का पालन करना पड़ता है।
He has to obey everyone in the office.

NB:- From above observation we say that mostly have to/ has to are used to show "pressure".

* Negative form:-

• Have + sub + to + V¹
or
Does + sub + have to + V₁

• Has + sub + to + V₁
or
Does + sub + have to + V₁

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तुम्हें कुछ कहना है?

Have you anything to say? / Do you have anything to say?

have to / has to के वाक्य का प्रश्नवाचक, नकारात्मक
या do / does का प्रयोग करके भी किया जा सकता है।

b) उसे उसके कार्यालय में हर किसी की आज्ञा का पालन करना पड़ता है।

Has he to obey everyone in the office? /
Does he have to obey everyone in the office

• Does के प्रयोग के बाद उस वाक्य में has नहीं आता है।
have आता है।

(See Superfast → Page-144 to 146)

"Had to"

• Past tense में Present को व्यक्त करने के लिए

कोई क्रिया करनी थी अथवा करनी पड़ी
यह व्यक्त करने के लिए "had to" का
प्रयोग किया जाता है।
had to के साथ क्रिया का पहला रूप आता है
जैसे: खुश होने के पहले जाना था।
glad to go on foot

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iii) मुझे पैदल जाना पड़ा।
I had to go on foot

iii) मुझे आँख तक वहाँ बजे तक पहुँचना था।
I had to get there by 8 o'clock.

iv) मुझे कल जाना था।
I had to go yesterday.

• 'Had to' के वाक्य का प्रश्नवाचक रूप उनके सहायक (auxiliaus) की तरह या "did" का प्रयोग करके बनाया जाता है।
did के उपयोग Had नहीं लगता have लगता है।

(i) निकालें
क्या तुम्हें बहुत देर तक इंतजार करना पड़ा।
Had you to wait long
or, Did you had to wait long.
Form ⇒ Had + S + to + V₁
or Did + S + had to + V₁

• Negative form ⇒
I) Sub + had + not + to + V₁
Ram had not to read.

• Negative-Interrogative form ⇒
I) Had + S + not + to + V₁
or Hadn't + S + to + V₁
Had Ram not to read?
Hadn't Ram to read?

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"will have to"

कभी कभी किसी काम को करने की आवश्यकता होती है
अर्थात् किसी काम को करने की मजबूरी होती है
तो हम will have to का प्रयोग करते हैं।
(इसका अर्थ है कि उस काम को करना पड़ेगा।
अर्थात् वह आवश्यक होगा।)

1) मुझे जाना पड़ेगा। — I will have to go.
2) उसे जाना पड़ेगा। — He will have to go.
3) तुम्हें अधिक मेहनत करनी पड़ेगी। — You will have to work hard.
4) तुम्हें यह याद रखना होगा। — You will have to remember this.

(H.) Has to/"Have to/Had to"/shall have to/will have to.

a) To show obligation, compulsion, duty, desire etc.

1) Has Mohan to wash his own clothes? (or)
Mohan does not have to wash his own clothes.

Does Mohan have to wash his own clothes?
Mohan has not to wash his own clothes.

2) Have you to work late hours?
You haven't to work late hours?
Do you have to work late hours?
You don't have to work late hours?

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DATE: / /

Note:> Please note that we can form questions and negatives in the above two ways. i.e. with or without "Do"

N.B → Have to/ have to/ Had to/ will have to/ shall have to/ are also used to convey a sense of "external obligation". to present

Eg:>

I have to bring milk every morning,
I shall have to run fast to catch the train,
He has to go to office at 9AM
You will have to face many problems in life.

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iii) must का प्रयोग करके Negative बनाने के लिए must के बाद not लगा देते हैं।
(NOT ⇒ must not ——)
eg:- You must not come here.
⇒ (NOT ⇒ You must not ——)
She must leave at once.
⇒ (NOT ⇒ She musts not ——)

iv) must का question और Negative बिना "do" लगाए बनता है।
eg:- must you come?
⇒ (NOT ⇒ Do you must ——)
You mustn't worry.
⇒ (NOT ⇒ You don't must ——)

v) • must के बाद Infinitive यानी सिलसिला verb (V1) का प्रयोग होता है।
• इसके बाद Infinitive का चिह्न to लुप्त रहता है।
• must में -ing form नहीं लगता।
eg:- You must play.
(NOT ⇒ You must to ——)
You must read this.

vi) ~~सभी स्थिति में must का प्रयोग~~
• must का प्रयोग Present और future tense में होता है, future tense में Necessity (आवश्यकता) और obligation (अनिवार्यता) बतलाता है।
eg:- You must go Now. (तुम्हें अवश्य जाना है या जाना चाहिए)

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• दूसरी Person में must का प्रयोग होता है।

eg → I must see him now (Present)
He must see him tomorrow (Future)

VI) must का Past tense नहीं होता।
Past tense में must की जगह "had to" का प्रयोग होता है। जब आवश्यकता बतलानी हो।

eg → I must do it.
I had to do it yesterday.

VII) Reported speech में →
1) must को must ही रख सकते हैं या
2) must को "had to" में बदल के रख सकते हैं।

eg → Yesterday you said he must/had to be back by night.
He said that the boys must/had to go to school.
He said he must go.

(सामान्यतः उपरोक्त उपवाक्य के Past में रहने पर अंग्रेजी उपवाक्य भी Past होता है।)

VIII) must का प्रयोग आदेश, सलाह, उपदेश, आवश्यकता, कड़ा-निर्देश इत्यादि की अभिव्यक्ति के लिए किया जाता है

eg → You must take medicine in time.
You must do as you are told.
Candidates must answer all the questions.

IX) इन्हें संकल्प (strong determination) दृढ़ निश्चय, आदि की अभिव्यक्ति के लिए, जैसे
You must go.
I must be honest.

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यह अर्थ अब्दि you possible.

Note → किसी व्यक्ति के लिए "should" के अतिरिक्त must का प्रयोग होता है।

VI) जब possibility/conclusion की निकटता अधिक होती तब should के बजाये must का प्रयोग होता है। जैसे →

Eg → He must be sleeping there.
She must be forty years old.
There must be mistake there.
He must be a thief.

VII) किसी की पूर्व घटना के फलस्वरूप कोई उत्पन्न घटना होती तो must का प्रयोग होगा।

Eg → If he started at 5 he must have reached home.
(यदि वह 5 बजे चला होगा तो अब पहुँच गया होगा।)

VIII) must + Perfect Infinitive (must + have + verb in 3rd form) shows inference at present about some past action.

must not + Perfect Infinitive shows that action which has been done was not needed.

He killed a snake. He must have been very brave.

He must not have gone there (there was no necessity of it)

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Note> mustn't is the contracted form of "must not". It denoted negative obligation in present or feture.

'must', 'must not' too show the authority or strong advice of the speaker.

You mustn't touch my article.

You must not enter (I forbid you to enter)

xiii) must = shall certainly or will certainly.

In this sense it refers to strong determination

I must go to see my friend = I shall certainly go to see my friend.

I have a strong desire to see my friend.

xiv) It is used to express compulsion (आवश्यक सूचना)

eg> All passengers must wear seat belts.

xv) It can be used for making suggestion. (सलाह)

eg>

You must visit us again sometime.

You must see their exhibition it's really wonderful.

xvi) कोई क्रिया करना अत्यंत महत्वपूर्ण व जरूरी है, यह बताने के लिए must का प्रयोग किया जाता है, दूसरे शब्दों में कोई क्रिया करना ही चाहिए इस भाव को व्यक्त करने के लिए must का प्रयोग किया जाता है। हिंदी में जरूर के लिए

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उपकरण भी काम्प्रयोग होता है लेकिन विभिन्न वाक्य में must काम्प्रयोग होगा वैसा नहीं है.

परिस्थिति से किसी क्रिया का करना आवश्यक है/ अकृत जरूरी है, यह संकेतित होता है, must का प्रयोग करने के लिए कितना काफी है, must के साथ क्रिया का पहला रूप आता है.

eg:-

I) तुम्हें अब निकलना ही चाहिए।
You must leave now

II) हरकिसी को नियम का पालन करना चाहिए।
Everyone must obey the laws.

III) आपको सत्य स्वीकारना ही चाहिए।
You must accept the truth.

IV) हमें अब कुछ न कुछ करना ही चाहिए।
we must do something now.

V) कोई खेलावना आसक्त करने के लिए must का प्रयोग कर सकते हैं
eg :-I) उसने खुबह से कुछ नहीं खाया, उसे भूख लगी होगी।
He hasn't eaten anything since morning, he must be hungry.

II) तुमने पहला पुरस्कार जीता है, तुम बहुत खुश होगे
You have coon the first Prize, you must be very happy.

III) वह बीमार है
He must be ill.

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(८) निम्नलिखित वाक्यों का शुद्ध हिन्दी रूपान्तर कीजिए। (किसी ५ वाक्यों का उत्तर लिखिए) (५×१=५)

Translate the following sentences into Hindi. (Any 5)

i) I love live in a city like this, a vehicle is a must.

मैं ऐसे शहर में रहना पसंद करूँगा जहाँ वाहन होना अनिवार्य है।

ii) Unfortunate sentence

दुर्भाग्यपूर्ण वाक्य

iii) How long will you learn it soon?

तुम इसे कब तक सीखोगे?

iv) Do you must take his permission?

क्या तुम्हें उसकी अनुमति लेना जरूरी है? / क्या मुझे उसकी अनुमति लेना ही चाहिये?

v) Yes, you must.

हाँ, अवश्य है। Yes, you must.

vi) No, you needn't.

नहीं, कोई आवश्यकता नहीं है।

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"must have" (+V3)

कहा है कि किसी "की दृढ़ी चाहिए" इसका अभिव्यक्त करने के लिए "must have" का प्रयोग किया जाता है, must have के साथ किसी का तीसरा रूप आता है

Eg:-

i) मुझे लगता है मुझे भी ये ठण्ड हो गया है।
I must have caught this cold from you.

ii) वह बस से गया होगा।
He must have gone by bus.

iii) उसने शायद बताया होगा।
He must have told her.

iv) घड़ी बजकर आठ बज गए हैं, बस छूट गयी होगी।
It is 8:30. The bust must have left.

v) दुर्घटना रात के 12 बजे हुई होगी।
The accident must have taken place at 12 a mid-night

i) K.Q -> Page
ii) Onbord > O
iii) Superboard

i) Duty or Probabi
Supposit

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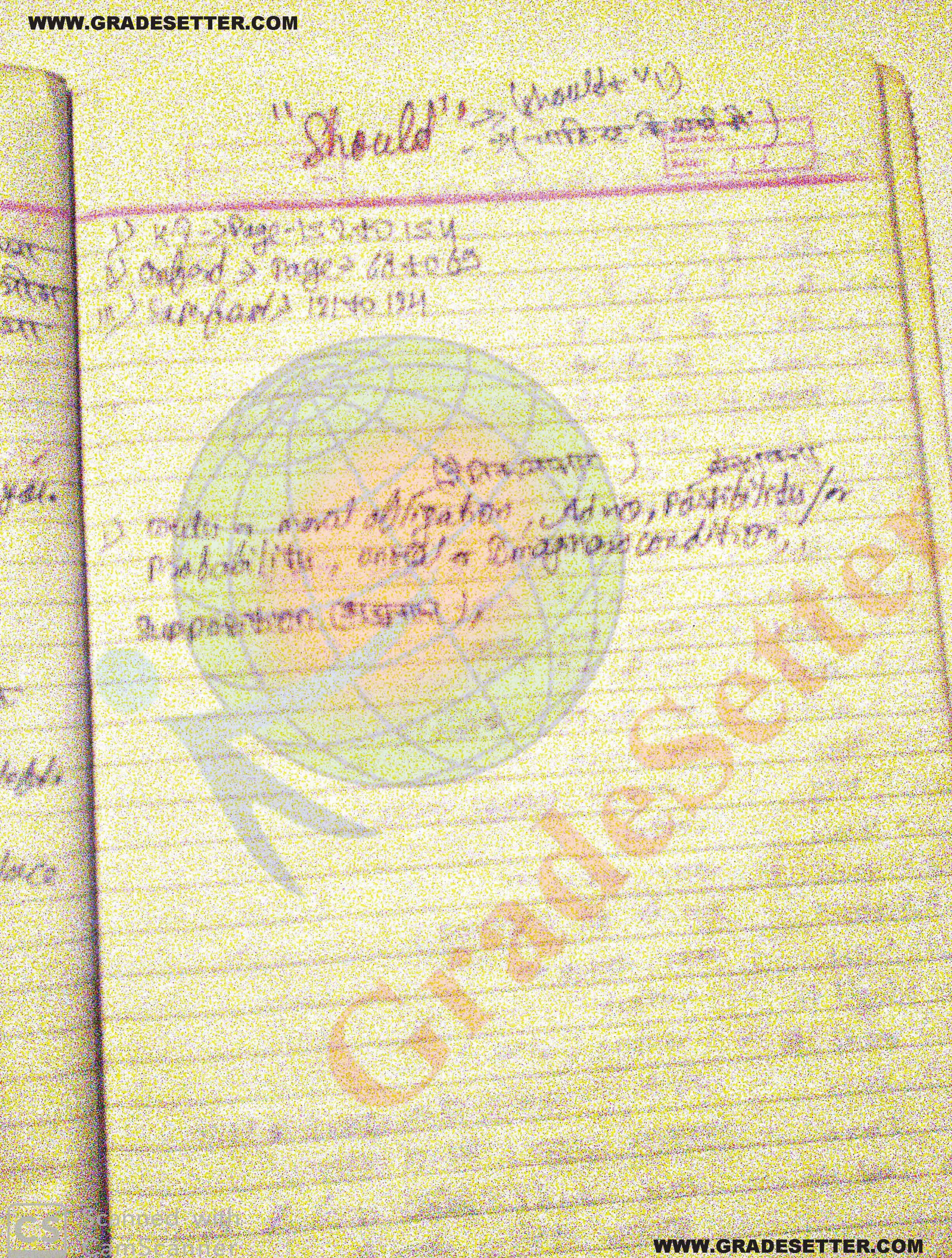

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* There are 24 Auxiliry verb :—

(1) Am - हूँ।
(2) Is - है, होता है।
(3) Are - हो, होते हैं,
(4) Was - था, थे, थी
(5) Were - था, थे, थी
(6) do - करना
(7) does - करता है।
(8) Did - किया
(9) have - रखना, रखता हूँ, पास - रखना
(10) has - रखता है, ~~रखता~~ रखना, पास रखना
(11) had - रखा, पास रखा
(12) shall - गा, गे, गी (I, We)
(13) will - गा, गे, गी (Rest)
(14) Can - सकना
(15) may - सकना (उम्मीद सूचक)
(16) should - चाहिए
(17) could - सका, सकता था
(18) would - गा, गे, गी (भूतकाल)
(19) might - सका, सकता था
(20) Ought to - चाहिए
(21) must - चाहिए (जरूर)
(22) need - जरूरी, आवश्यक होना, जरूरत पड़ना
(23) Dare - साहस करना, हिम्मत करना
(24) used to - Past habit show करने के लिए इसका प्रयोग होता है।

टिक लगा वाला पढ़ना है

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* Symbolic Combination / Connectives
(Logic)

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In narration withheld by

1.) Known to 2.) Satisfied with
3.) Surprised with 4.) Shocked at
5.) Pleased with 6.) Interested in
7.) Made of 8.) Centered in
9.) Alarmed at 10.) Worried at
11.) Annoyed at 12.) Overgrown with
13.) Vexed at

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1. How to start our speech

we may start our speech in this way:-

1) Thank concern
- Thanks
- Thank's for inviting me
- Thanks for your invitation
- Thankyou
- Thankyou dear
- Thankyou for calling me.

} Any one of these we use

2.) Respected Sir/madam
- Respected chairman Sir
- Respected madam chairman
- Revered Sir
- Honourable Sir
- Esteemed Sir
- Dear Sir

+

- Hie friends
- Hello folks
- Hie chaps
- Hello students
- Hie Guyges

} Any one of these we use.

3.) Good morning
Good afternoon
Namaskar
Namaste
{general}

} Anyone

4.) ~~Main contents (Subject matter)~~
Salutation (अभिवादन उचित नमस्कार)
Thanq {Time-Place; Person-Situation}

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5) Conclude (Salute audience, Thank them for their attention)
with my Introduction conclude.

6) That's all.
This is all.
Thanks once again
Thanking you Sir/Mam

Note:> How to Introduce yourself to other.

I am ____
my name is ____
my self is ____
people say ____
This is ____

{ name
of the person
person
who
speak }

1) Thankyou for calling me. Respected Sir and all of my dear friends Good morning, I am Krishna Kanhaiya, Today I am very happy to get a golden chance to speak on a topic. my topic is Self introduction

That's all
Thanking you Sir/Mam

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2. How to Put Questions:⇒

We put questions by using ⇒

i) Aux-verb + S + V?

eg⇒ Are you well? It is clear?
Do you follow? Do you understand?

ii) wh-clause + Aux-verb + S + V?

How do you feel?
what do you follow?
what do you think ab your self.
when ~~you do~~ Do you understand.

N.B⇒ absorb carefully

* Sometime we raise the tone ab assertive sentence to sound question-

Ram Reads a book.
(falling)

3.] How to Answer:⇒

We answer SB (some body) by using:⇒

i) well ——— ; ii) Pardon, ii) beg your pardon, ii) repeat it
ii) In my opinion ——— ; ii) Excuse me
In my view ——— ; ii) Once again, ii) Excuse me
In my point ab view ——— .

Note⇒ Any one we say to repeate the speech

iii) According to me/us ⇒ (This is Incorrect)
Correct is ⇒ According to you
According to him/her

⇒ As I know (जहाँ तक मैंने जानता हूँ)
⇒ So far my knowledge is conserved.
⇒ To the best of my knowledge (जहाँ तक मेरी पता है।)

⇒ To m
⇒ As
⇒ N.B ⇒
ab
Yea
Yea
Yea
Yea
Yea
Ye
Y
g
Pau
ii) Some
we
No
No
No
No
No
No
But (No
iii) Som
we
m
No
g

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⇒ To my best knowledge
⇒ As I think
★⇒ N.B ⇒ Some times we need to answer in affirmative we say
Yea, it is ——.
Yea, of course ——,
Yea, Indeed
Yea, exactly
Yea, Infact
Yea, really
Yea, I think so (मेरा भी यही मानना है)
I agree with you (मैं आपसे सहमत हूँ) → Correct
But, (I am agree with you ✗ → Incorrect)

II) Some times we need to answer in negative we answer →
No, not at all (जरा भी नहीं)
(Give tasit answer)
No, Never
No, its Nasty
No, its useless.
No, I don't think so.
No, I don't agree with you → (Correct)
But, (No, I am not agree with you) ✗ → Incorrect

III) Some time we need to answer in neither way we say :→
May be
No comment
I am sorry (✓)

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How to get good marks in board

3) English प्रश्न में Ram/Rama आदि जो application में लिखा रहता है उसमें आम Rama ही लिखें। और यह आवश्यक ध्यान देकि बिच का contents भी singular में ही होना चाहिएँ।

Ram/Rama → Girl का ही लिखें। → Get more marks ≤ -10% more

ऐसा क्यों → अधिकतर शिक्षकों का यह mentality होता है कि वह शिक्षकों लड़कियों को अधिक नंबर देते हैं और लड़कों को कम।

इसलिए अगर हम Girl ही बनकर लिखेंगे तो ≤-10% अधिक नंबर आ सकता है।

4) छठ (5) नंबर के पाँच (5) नंबर के प्रश्न का उत्तर इस तरह से लिखें कि उसका पूरा Answer Answer sheet के एक ही ओर आए जिससे कि शिक्षक को पूरा Answer देखने में कठिनाई नहीं हो और वह अच्छा नंबर दें। (6 नंबर - पाँच Marks का है)

(सही है) प्रमाण करें कि इसी प्रकार उत्तर शुरू करें।

प्रमाण करें की ऐसा न करें जिसे शिक्षक को दिक्कत हो।

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How to get good marks in board

पहले पीछे देखें और पढ़ें।

3) English प्रश्न में Ram/Rama आदि जो application में लिखा रहता है उसमें आम Rama ही लिखें। और यह आवश्यक ध्यान दें कि बिच का contents भी singular में ही होना चाहिएँ।

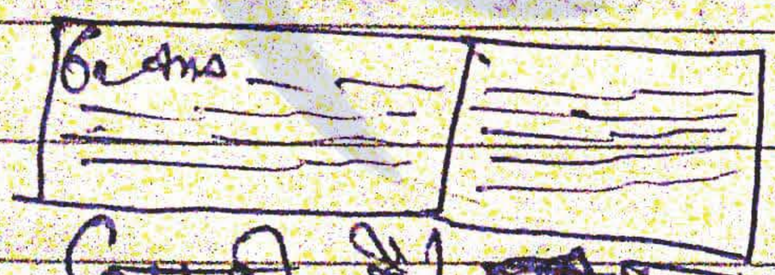
Ram/Rama → Girl का ही लिखें।

→ Get more marks 5-10% more

ऐसा क्यों → अधिकतर शिक्षकों का यह mentality होता है कि वह लड़कियों को अधिक नंबर देते हैं और लड़कों को कम।

इसलिए अगर हम Girl ही बनकर लिखेंगे तो 5-10% अधिक नंबर आ सकता है।

4) छठ (6) नंबर के पाँच (5) नंबर के प्रश्न का उत्तर इस तरह से लिखें कि उसका पूरा Answer Answer sheet के एक ही ओर आए जिससे कि शिक्षक को पूरा Answer देखने में कठिनाई नहीं हो। और वह अच्छा नंबर दें। (6 नंबर - पाँच Marks का है)



(सही है) प्रमाण करें कि इसी प्रकार उत्तर शुरू करें।

पीछे भी है

प्रमाण करें की ऐसा न करें जिसे शिक्षक को दिक्कत हो।

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Formal letters

⇒ Format of a formal letter ⇒

- Sender's address
- Date
- Title / designation of the addressee
- Address of the Addressee
- Subject / Topic of the letter
- Salutation, Sir / Madam
- Body of the letter
- Subscription
- Full name of the Sender
- Designation of the Sender, etc.

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How to get more marks in board

1.)

1.	
2.	

P.T.O → Please turn over

जब भी प्रश्न उत्तर को solve करना शुरू करें तो ऐसा प्रयास रहना चाहिए कि शुरू एक नंबर से सही उत्तर के साथ शुरू करें।

अगर आप बिच-बिच से लिखते हैं तो इससे यह प्रतिक होता है कि आप उस प्रश्न का उत्तर नहीं जान रहे हैं। तथा अच्छी writing में ही सभी प्रश्नों का उत्तर दें।

एक किसी प्रश्न का उत्तर लिखा हुआ हो और तो दूसरा प्रश्न लिखने से पहले दो पंक्ति छोड़ दें। (या उस दो पंक्ति में कुछ डिजाइनिंग बना दें) जो ज्यादा अच्छा होगा लेकिन तब आप आप ऐ प्रश्न का उत्तर सही-सही लिख चुके हो तब।

तथा एक पेज से पीछे में भी अगर कुछ लिखे हैं तो पेज के पीछे P.T.O (Please turn over) (कुल्या पीछे देखें) लिख दें जिससे teacher खुश होते हैं।

Note →

2.) * Board में जो आगे वाला पेज पर नाम लिखा हुआ होता है वह कट जाता है और उसके स्थान पर कुछ दूसरा नंबर होता है जो सिर्फ C.B.S.E centre के ही व्यक्ति जानते हैं।

ऐसा इसलिए किया जाता है कि उसे यह पता नहीं चले कि यह वास्तव में किसका कॉपी है। क्योंकि जाति, धर्म आदि के आधार पर कई शिक्षक, कई विद्यार्थियों का नंबर काट लेते हैं।

10409 [redacted] (fictious roll no. to be entered by board)

2487

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Letter writing

Letter writing is an art. It can be achieved by constant/regular practice of reading, writing and analysis of various famous letters written by different writers in family relations as in different transactions. The creativity shown in a letter can be the true picture of the writers brain and feelings at that time.

⇒ All the letters can be divided in the following ways:

A) Informal letters: (social or personal letters) which involve letter writer, receiver, friends and rules of invitations.

B) Formal letters: There are of two types

a) Official letters viz. letters written in various offices of the companies, corporations, etc.

b) Business letters viz. letters written by businessmen for trade enquiries, orders and complaints of various items bought.

⇒ Letter writing is one of the most effective medium of communication. It helps us to

a) maintain relations with friends or relatives

b) express sharing and receiving sentiments, thoughts

c) attend to different government or public offices

d) transactions, personal and business

* The Form or Structure ⇒

Each type of letter has its own particular form but there are certain elements common to all types.

These are

1.) The Heading

The complete address of the writer and the date which should be written at the top left hand corner.

2.) The

always

The

of writing

a) Informal

b) Official

Unless

write the

examination

3.) Inside

The

and the

The

the type

A) Personal

4.) To

my

Dear

To

either my

intimacy

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Ms. Thandiwe Ramaswamy
69 Rosepetal
Chennai
28 March 2008

Note:- 1.) The heading may all be written in formal writing.
2.) The date may be written as 28 March 2008 or 28th March 2008.

2) The date:-
Always write the date before the reader's address.
The student can choose any of the following ways of writing the date.
i) 28 March 2008 ii) 28 March 2008
iii) 28th March 2008 iv) 28/3/2008
Unless mentioned in the question, students should write the same date on which they are taking the examinations.
But no 'th' in case before the date numerals.

3) Greeting or Salutation
The salutation should be written before the address and the right, leaving the space of line or 2.
The form of salutation will vary according to the type of letter you write.
A) Personal letter →
a) To members of the family, the salutation will be: my dear Father, my dear Mother, my dear Sister, my Dear Brother etc.
b) To other friends / Cousins etc you may use either 'my dear' or 'Dear' depending upon your intimacy with them.

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b) To friends, the salutation will be.

Dear Mr. Sharma (not very intimate)
Dear mohan (intimate)
my dear Mohan (very intimate and affectionate)

c) To strangers the salutation will be just formal.
If they are men, it will be 'Dear Sir',
If they are women, it will be 'Dear madam'

B. Business letter →

on a business letter, we have a thing called 'Inside address' before we come to salutation. The inside address gives the name of the person, firm or organization written to. This is given immediately below the date after the gap of the line or so, This follows the salutation - again with some gap.

The form of the salutation in a business letter is 'Dear Sir' if we write to a firm or organization. However, If we are writing to an individual - such as the manager or secretary of the firm or organization The salutation is merely 'Dear Sir' or Dear madam.

4) The body of the letter or contents

This is the main and the most useful part of the letter. This part should be written in a simple natural style. A familiar way should be adopted in personal letters but a formal style with great clarity must be used in all other letters. If the letter is long, the body may be divided into two or more paragraphs.

a) business or official letter must conform to the following requirements in regard to the body of the letter. →

b) It should be brief and to the point. It must

give all
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and unc
3) The st
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mention
5) Leave
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R.
R.
Note
or
2) I
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aft
3) In
say
(to
'you
used
while
4)

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give all the necessary information and no more.
2) The diction is of the utmost importance, Avoid vague and uncertain language
3) The style should be formal, correct and courteous
4) If anything is enclosed with the letter - like a bio-data a cheque or a postal order the same must be mentioned in the bodies of the letter.
5) Leave-taking or Subscriptions
After the letter is complete, write the leave-taking phrase at the end and put your signature below it thus:

Yours Sincerely
R.N. Srivastava
R.N. Srivastava

Note ⇒ 1) No apostrophe is used in 'yours', either before or after the 's'
2) If you write in the modern style and write the subscription on the left side, there should be no comma after 'sincerely'
3) In personal letters instead of 'yours sincerely', you can say 'yours very sincerely', 'sincerly yours', 'your affectionately (to a relation), 'your affectionate brother', ~~'your loving son'~~ 'your loving son', etc.

In official letter the normal expressions used in 'yours faithfully' or sometimes 'yours truly'. But while writing to rulers 'yours obediently' is to be used.
4) Do not use an adverb before a noun.
eg ⇒ Yours obedient son (wrong)
'Yours obediently' or 'your obedient son'.

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6) The address on the Envelope or superscription:

The address should be written very clearly in the manner :→

Shri K.P. Lal
50, mount Road
Chennai

Note :→ When you write a letter in an examination paper, don't write your real name or address. You may use a fictitious name.

2) Remember that the style of a personal letter is quite different from business, official or any other type of letters. These are intimate and long whereas the others are brief and to the point

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Central Idea

The poem "name of poem" has been composed by "poet name". This is very beautiful poem. The word which is used in this poem is very Inspiration (प्रेरणा स्रोत)

~~main concepts~~ The poet present his ideas about ~~central idea~~ "The concept of poem".

⇒ Three important fact can be added in the central idea ⇒

i) Introduction (भूमिका)

ii) Contents of poem (कविता में क्या है)

central idea (केंद्रीय भाव)
related matter

iii) Conclusion/ finding

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Letter and application

There are two types of letter ⇒

(1) Personal, private, informal, emotion, love, letter of friend.

(2) Official, formal, professional, official letter
→ Teacher, Government, Private.

⇒ (I) Introduction
(II) Contents of thoughtness
(III) Conclusion ending

(2) How to write letter and application in the examination hall ⇒

Application	Letter
The Principle	Deepak
Saraswati Vidya Mandir	C-46, Janakpuri
Gurgaon Kathalgaon	New Delhi
8th November 2014	
	The editor,
Sub → (According to question)	The times of India
Through → The class teacher	Bahadur Shah Zafar Marg
Sir	New Delhi
	Sub → (According to Question)
	Sir
Thankyou	
Your obediently	
Deepak	Your truly
	Deepak

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