

اچو ته انگريزي گرامر سکون

سهيڙيندر ۽ سنواريندڙ

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ڪتاب جو نالو : اچو ته انگريزي گرامر سکون

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تعارف

انگريزي زبان جي اهميت ۽ افاديت جي هر هڪ کي خبر آهي. ان زبان کي سکڻ لاءِ تمام ضروري ڳالهه اها آهي ته ان جي لفظن جو ذخيرو Vocabulary اوهان وٽ ڪافي هجي، ۽ ٻيو ته انهن کي جملن ۾ درست انداز ۾ رکي استعمال ڪرڻ جو هنر معنيٰ گرامر جي ڄاڻ هجي. هتي اهو واضح ڪجي ته اڄڪلهه جي ڪن جديد سکياڻي طريقن ۾ گرامر تي ايترو زور نٿو ڏنو وڃي، ۽ گهڻو زور لفظ ۽ محاورا سکڻ تي ڏنو وڃي ٿو. پر ان جو اهو مقصد نه آهي ته گرامر کي مرڳو ئي نه سڳجي. اصل ۾ اسان وٽ رڳو گرامر کي ئي سکڻ جي روش عمل ۾ آهي، جيڪا تمام غلط آهي. اوهان کي صرف گرامر اچي ٿو، پر لفظ نه آهن ته اوهان پنهنجو مقصد بيان ڪرڻ کان قاصر آهيو، پر ان جي پيٽ ۾ اوهان وٽ رڳو لفظ آهن، تڏهن به اوهان پنهنجو مقصد ڪنهن نه ڪنهن طرح بيان ڪري ويندائو. هن پٽاڙ جو مقصد اهو آهي ته اوهان کي گرامر جا قانون ياد ڪرڻ کان وڌيڪ لفظي ذخيرو وڌائڻ تي وقت لڳائڻ گهرجي. ٿورو گهڻو وقت پلي انهن کي استعمال ڪرڻ جي هنر يعني گرامر سکڻ ۾ لڳائڻ گهرجي.

هيءُ ڪتاب، مختلف ڪتابن - جن جا نالا هيٺ ڏجن ٿا - تان مواد وٺي ٺاهيو ويو آهي. هڪ طرح سان هي ڪتاب مددي ڪتاب آهي. اهو ضروري نه آهي ته جنهن ترتيب ۾ هيءُ ڪتاب آهي، تيئن ئي اوهان ان کي پڙهو. اوهان کي فهرست ۾ جيڪو موضوع مناسب لڳي، تنهن کي وڃي پڙهو. البت منهنجي صلاح اها آهي ته اوهان پهريائين زمان Tenses پڙهو. انهن سان لاڳاپيل مشقن کي حل ڪريو ۽ پوءِ آخر ۾ ڏنل جوابن سان انهن کي ڀيٽيو. ان بعد پلي اوهان کي جيڪو موضوع پسند اچي، ان کي پڙهو. مناسب اهو رهندو ته جن ڪتابن جا نالا ڏنا ويا آهن، انهن مان هڪ اڌ خريد ڪري انهن کي به پڙهو.

1. Intermediate English Grammar by Raymond Murphy.
2. Essential English grammar by Raymond Murphy.
3. Oxford Practice Grammar by John Eastwood.
4. Oxford Pocket English Grammar by AJ Thomson and AV Martinet.
5. A Practical English Grammar by AV Thomson and AV Martinet.

سهڻي ڇپندڙ

باب پهريون: بنيادي ڳالهيون (اڪر، لفظ، جملو)

اڪر يا حرف Letter: جيڪي آواز ڪو معنيٰ وارو لفظ جوڙڻ ۾ ڪم آيا هجن تن آوازن جي لکت واري نشانيءَ کي حرف يا اڪر سڏيو وڃي ٿو.

سنڌي ٻوليءَ ۾ 52 اڪر يا حرف آهن، ۽ انگريزي ۾ حرفن جو تعداد 26 آهي. انگريزي ۾ حرف کي Letter چئبو آهي. ان لفظ جي وصف هيٺ ڏجي ٿي.

- “A letter is the basic sign, which a language is composed of.” or
- “A letter is a written symbol of a particular sound.” or
- “A letter is a conventional mark, primarily used to express a sound of speech.”

مٿين وضاحتن مان اوهان تي واضح ٿي چڪو هوندو ته حرف بامقصد آوازن جون لکتني نشانين آهن، جيڪي گڏجي لفظ جو روپ ڌاريندا آهن. پوءِ اهي لفظ گڏجي جملو بنبا آهن. حرفن جا ٻه قسم آهن:

(1) حروف صحيح Consonants؛ (2) حروف علت Vowels.

1. **حروف صحيح Consonants**: اهي آواز جيڪي اڇاريندي زبان اٽڪي يا ساڙهيءَ ۾ هلڪي به روڪ ٿئي يا ڇپ پاڻ ۾ ملن ته انهن آوازن کي حروف صحيح Consonants سڏيو وڃي ٿو.

- “Consonants are the result of audible friction or stopping of the breath in some part of the mouth or throat.”

سنڌي الف بي جا 49 اڪر حروف صحيح آهن، انگريزي الفابيٽ جا 19 اڪر حروف صحيح آهن. باقي 2 (Y ۽ W) نه صرف حروف صحيح جو ڪم ڏيندا آهن، پر حروف علت Vowels طور به استعمال ڪبا آهن. جڏهن y يا w ڪنهن پڊ Syllable جي شروع ۾ اچن، تڏهن اهي حروف صحيح هوندا آهن، جيئن What, who, yet ۾. (زبان جي هڪڙي ئي حرڪت سان اڇارجندڙ ڪو لفظ يا لفظ جو حصو پڊ Syllable سڏيو ويندو آهي.)

2. **حروف علت Vowels**: اهي آواز جيڪي اڇاريندي وات کليل رهجي وڃي ۽ اٽڪ يا روڪ جو هلڪو به احساس نه ٿئي ته اهڙن آوازن کي Vowels چئجي ٿو.

- “If the mouth passage is left so open as not to cause audible friction and voiced breath is sent through it, we have a vowel.”

سنڌي الف بي جا ٽي اڪر يعني الف، و، ۽ ي حروف علت آهن. (زير، زير پيش به حروف علت آهن). انگريزيءَ جا پنج اڪر a, e, i, o, u حروف علت Vowels آهن ۽ باقي y ۽ w به ڪڏهن ڪڏهن Vowels جو ڪم ڪندا آهن. (جڏهن اهي ڪنهن پڊ يعني Syllable جي شروع ۾ نه آيل هجن. جيئن two, my ۾)

هتي اها ڳالهه ذهن نشين ڪرڻ گهرجي ته لفظ Word انهي ٻنهي حرفن جو ميلاپ هوندو آهي.

لفظ Word: ٻه يا ٻن حرفن جي مجموعي کي لفظ چيو وڃي ٿو.

■ Word is a meaningful spoken sound or its written symbol.

مثال: You, He, Class, Course, Learn, Come

لفظ انهن سرن مثل آهن، جيڪي عمارت جي اڏاوت ۾ ڪم اينديون آهن. ٻولي جيڪر عمارت آهي ته لفظ سرون يا ٻيو خام مال آهي، ۽ انهن سرن ۽ ٻئي خام مال کي صحيح ترتيب يا ڍنگ سان لکڻ، ڳالهائڻ جو ڏانءُ گرامر يعني ويا ڪرڻ سڏجي ٿو.

هتي هڪڙي لاڳاپيل حقيقت جو ورنن ڪجي ته بيجا نه ٿيندو: اسان جا اڪثر دوست ۽ استاد صاحبان سڄو زور گرامر جي سکيا تي ڏيندا آهن ۽ لفظي ذخيري Vocabulary متعلق سندن اهو وهر هوندو آهي ته گرامر جي قاعدن جي ڄاڻ سان ڪين لفظن جو ذخيرو خود بخود ميسر ٿي ويندو. حقيقت ان جي ابتڙ آهي. ڪيترا اهڙا ماڻهو آهن، جيڪي گرامر جي اصولن ۽ قاعدن تي چڱي دسترس رکن ٿا، پر پوءِ به اهي لفظن جي کوٽ ڪري ڪو مضمون لکڻ يا ڪارائتي ڳالهه ٻولهه ڪرڻ کان وانجهي هوندا آهن. انهيءَ ڪري اسان پنهنجي دوستن کي اها پرخلوص گذارش ڪنداسين ته اهي مهرباني ڪري پنهنجو زور صرف گرامر جي قاعدن سکڻ ۾ نه صرف ڪن، بلڪ انهن کي گهرجي ته هو آهستي آهستي لفظن جو ذخيرو ڪنو ڪن ۽ گڏوگڏ انهن جو استعمال ڪندا رهن. شروع ۾ غلط استعمال به ٿيندو. ان جو ڊپ نه ڪجي. ڇو ته اڳتي هلي صحيح استعمال جو فن سمجهه ۾ اچي ويندو.

جملو Sentence:

جيئن اڳ ۾ ٻڌايو ويو ته لفظ گڏجي جملي جي صورت اختيار ڪن ٿا. سو جملي جي عام وصف آهي ٿي اها آهي ته ”جملو لفظن جو اهڙو ميڙ هوندو آهي. جنهن مان ڪنهن ڳالهه جي سڌ يا پروڙ پوي.“ اسين ڳالهائيندي يا لکندي پنهنجي مقصد کي وڌيڪ واضح ڪرڻ لاءِ لفظن جو سهار وٺندا آهيون. انهيءَ ڪري لفظن جو اهڙو ميڙ جيڪو مقصد کي واضح ڪري يا اظهار ڪري تنهنکي جملو سڏيو وڃي ٿو.

■ “A group of words, which make complete sense, is called a Sentence. Every sentence has a verb.”

■ “A group of words chosen and arranged, so as to present a complete thought is called sentence.”

جملي جا حصا

جملي جا ٻه مکيه حصا Parts هوندا آهن. جڏهن ڪو جملو لکيو يا ڳالهيو وڃي ٿو، تڏهن:

(1) ان جملي ۾ ڪنهن ماڻهو يا شيءِ جو نالو کڻبو آهي؛

(2) انهيءَ ماڻهو يا شيءِ وغيره متعلق ڳالهائبو يا ٻڌائبو آهي.

جملي جو اهو حصو جيڪو ڪنهن ماڻهو يا شيءِ جي نالي تي مشتمل هجي، ان کي **Subject** فاعل چئبو آهي. ٻئي پاسي جملي جو اهو حصو جيڪو فاعل متعلق معلومات مهيا ڪري ٿو، ان کي **Predicate** ڪونجي ٿو.

■ We must have a subject to speak about and we say or predicate something about that subject.

A	B
1. The duke of Wellington	owned a large estate.
2. The poor woodcutter	lost his axe.
3. This book	belongs to me.
4. The boy	laughed.
5. The boy, with a smile on his face	ran down the street.
6. I	can do these exercises.
7. The work man	is unhappy.

مٿئين جدول ۾ A خاني وارا لفظ فاعل آهن، ۽ ٻئي حصي B ۾ جنهن ۾ فعل آهي، ان کي مبتدا Predicate سڏجي ٿو.

جملي جي شروع ۾ اڪثر فاعل هوندو آهي ۽ پوءِ مبتدا Predicate. پر ڪن جملن ۾ فاعل مبتدا کان پوءِ استعمال ٿيندو آهي. جيئن:

Down went the Aslam Khan.

Sweet are the uses of Adversity.

فاعل گهڻو ڪري اسم يا ضمير هوندو آهي، ۽ مبتدا ۾ فعل، ڪڏهن صفت، ظرف ۽ Complement شامل هوندا آهن.

فاعل جو وڌاءُ Enlargement: فاعل سان گڏ ڪڏهن صفت يا صفت جهڙا لفظ گڏجي ڪم ايندا آهن. تن کي فاعل جو وڌاءُ چئبو آهي. انڊر لائن Underline ٿيل لفظ فاعل جو وڌاءُ سڏبا آهن.

1. An honest man is liked by all.
2. Barking dogs seldom bite.
3. A man of virtue (a virtuous man) will never tell a lie.
4. My brother's book is lost.
5. Her lips began to burn.
6. The king himself was present.

مفعول Object: جملي ۾ جنهن اسم يا ضمير تي فاعل وارو ڪم ٿيو هجي، يا مٿس ڪم جو اثر پيو هجي ته ان کي مفعول چئجي. هڪڙا فعل اهڙا هوندا آهن، جيڪي هٿ يا ڪرڻ جي مڪمل وضاحت ڪنهن مفعول کان سواءِ نه ڪري سگهندا آهن. انهن کي فعل متعدي Transitive Verb چئبو آهي. مطلب ته فعل متعدي پنهنجي ڪم جي مڪمل وضاحت لاءِ جنهن اسم يا ضمير جا محتاج هوندو آهي، ان کي مفعول Object ڪوٺبو آهي.

1. Birds build nests.
2. All know her.
3. We should pity the poor.
4. The Rajputs love fighting.
5. The boys tried to climb the tree.

مفعول جو وڌاءُ Enlargement of Object: فاعل جيان مفعول به وڌاءُ وارا لفظ پاڻ سان گڏ ڪڍندو آهي.

1. The king caught a large tiger.

جملي ۾ تائيگر مفعول آهي ۽ Large انجو وڌاءُ Enlargement آهي.

سڌا يا اڻ سڌا مفعول Direct or Indirect Objects:

جنهن اسم يا ضمير تي ڪم جو سڌو سنئون اثر ٿئي ته ان کي سڌو مفعول Direct Object چئجي ٿو. پر جن مفعولن تي اڻ سڌو ڪم جو اثر ٿيل هجي ته انهن کي اڻ سڌو مفعول Indirect Object سڏجي ٿو.

SUBJECT	INDIRECT OBJECT	DIRECT OBJECT
1. Ahmed gave	Nadeem	a CD.
2. I'll send	my cousin	a postcard.
3. We bought	all the children	an ice cream.

ڪمپليمينٽ Complement: هڪڙا فعل وري اهڙا آهن، جن کي پنهنجي ڪرت جي اظهار لاءِ ڪنهن مفعول جي گهرج نه ٿي پوي، تن کي اسان فعل لازمي Intransitive Verb ٿا چئون. بهرحال ڪي اهڙا فعل لازمي آهن، جن کي پنهنجي ڪرت جي وضاحت لاءِ مفعولي لفظن جي نه پر ٻين لفظن جي ضرورت پوي ٿي. اهڙن لفظن کي Complement ڪوٺيو ويندو آهي.

Subject	Verb	Complement
1. The Piano	is	heavy.
2. It	was	a big problem.
3. Umed Ali	is	a teacher.

ان کان علاوه ڪي فعل متعدي Transitive Verb پڻ صورتحال کي واضح ڪرڻ لاءِ مفعول ساڻ Complement جا به گهرجائو هوندا آهن.

Subject	Verb	Object	Complement
1. They	made	him	king.
2. The Judge	found	him	innocent.
3. The sad news	plunged	her	into the deepest grief.

جملي جا قسم Kinds of Sentence:

جملي جا مکيه پنج قسم آهن. (ڪي چار ڄاڻائين ٿا). انهن جي مختصر وضاحت هيٺ ڏجي ٿي.

1. **بيانيه جملو** Assertive or Declarative Sentence: اهو جملو جيڪو هاڪاري يا ناڪاري صورت ۾ صرف بيان ڪري تنهن کي بيانيه جملو Assertive Sentence سڏجي ٿو.

- A sentence that makes a statement or assertion is called an Assertive or Declarative sentence.
- Those which simply affirm or deny something are called Assertive or Declarative Sentences.

Example:

1. The sun rises in the east. (Affirmative)
2. He does not eat meat. (Negative).

2. **امري جملو** Imperative Sentence: اهو جملو جيڪو حڪم Order or Command، عرض Request، صلاح Advice، ۽ منع Prohibition جي معنيٰ ڏيکاري، تنهن کي امري يا حڪمي جملو ڪوٺجي ٿو.

- A sentence that expresses a command or entreaty or request is called Imperative Sentence. Or
- Those which express some command, request or prohibition are called Imperative Sentences.

Example:

1. Be quiet. (Order or Command)
2. Please excuse me this time. (Request or entreaty)
3. Don't depend upon him. (Prohibition)

3. **استفهامي يا سوالي جملو** Interrogative sentence: جيڪو جملو سوال ڪرڻ يا پڇڻ ۾ ڪم ۾ اچي، ان کي سوالي يا استفهامي جملو ڪوٺيو وڃي ٿو.

- A sentence that asks question is called Interrogative Sentence.

1. How do you do?
2. Have you finished your work?
3. Is she eating an apple?

4. **عجبي جملو** Exclamatory Sentence: اهو جملو جيڪو تعجب، غم، خوشي، دعا يا پٽ پاراتي جو اوجھو اظهار ڪري، تنهن کي عجبي جملو چئجي ٿو.

- A sentence that expresses strong feelings is called Exclamatory.

1. What a beautiful night it is!
2. How tiresome grammar is!
3. How kind of you!

5. ندائيه يا خواهشي جملو Optative Sentence: اهو جملو جيڪو ڪنهن خواهش، تمنا يا دعا جو اظهار ڪري تنهن کي ندائيه يا خواهشي جملو چئجي ٿو.

■ Those which express some wishes are called Optative Sentence.

1. Almighty Allah save the king!
2. May you live the long!

نوٽ: اڪثر ڪتابن ۾ جملي جا چار قسم ڄاڻايا وڃن ٿا، تن ۾ Optative Sentence کي عجيبي جملي Exclamatory Sentence جو ئي حصو سمجهيو وڃي ٿو.

باب ٻيو

ڳالهائڻ جا لفظ Parts of Speech

لفظ جيڪو ڪم جملي اندر ڪن ٿا، انهيءَ حساب سان لفظن کي اٺن خانن يا قسمن ۾ ورهايو ويو آهي. انهن خانن يا قسمن کي سنڌيءَ ۾ ڳالهائڻ جا لفظ ۽ انگريزيءَ ۾ Parts of Speech سڏجي ٿو. انهن جا نالا هيٺ ڏجن ٿا.

1. اسم Noun؛ 2. ضمير Pronoun؛ 3. صفت Adjective؛ 4. فعل Verb؛ 5. ظرف Adverb؛ 6. حرف جر Preposition؛ 7. حرف جملو Conjunction؛ 8. حرف ندا Interjection.
- هر هڪ لفظ جو مختصر ذڪر بي جا نه رهندو.

1. اسم Noun

اسم معنيٰ نالو. اهي لفظ جيڪي ڪنهن ماڻهوءَ، جاءِ، شيءِ يا خيال جو نالو ٿي ڪم ۾ اچن، تن کي اسم چئجي ٿو.

- “Noun is the name of a person, place, thing or idea.” Or
- “Noun is a naming word.” Or
- “The words, most frequently used, are those by which we identify some one or some thing. A noun names a person, a place, a thing or an idea.”

Example

- Person: Aslam, Malook, Nazir, Shopkeeper, teacher, Man, Girl, Child.
- Place: Quetta, Hala, Asia, Europe, Garden, Hospital.
- Idea: Grief, Happiness, Sorrow, courage.

اسم جا قسم

اسم کي وري پنجن قسمن ۾ ورهايو ويو آهي.

1. اسم عام Common Noun؛ 2. اسم خاص Proper Noun؛ 3. اسم ذات Abstract Noun؛ 4. اسم جمع Collective Noun؛ 5. اسم جنس Material Noun

- Common Noun: Cow, Dog, Boy, Girls, Man, Animal.
- Proper Noun: God, Hala Old, Aslam, Lahore.
- Abstract Noun: Truth, Honesty, Justice, Courage, Grief.

■ Collective Noun: Army, Class, Crowd, Herd, Flock, Swarm, etc.

■ Material Noun: Silver, Wood, Iron, Lead etc.

اسم جا جملي ۾ ڪم Functions of Noun

اسم جملي ۾ هيٺيان ڪم ڪندو آهي:

1. جملي جو فاعل Subject اڪثر اسم هوندو آهي.

1. Aslam arrived. 2. Saleem is eating an apple. 3. Karachi is a large city. 5. Honesty is bet policy.

2. جملي ۾ آيل فعلن Be, Become, and Seem جي پراءِ Complement طور ڪم ڪندو آهي.

1. Nadeem is an actor. 2. Lakhadinoo is a teacher.

3. جملي ۾ آيل فعل جو مفعول (object) ٿي ڪم ڪندو آهي.

1. I saw Bashir. 2. I purchased the books.

4. جملي ۾ آيل حرف جر (Preposition) جو مفعول بنبو آهي.

I spoke to Nasim. 2. I went to School.

اسم جو عدد Number of Noun

اسم جا ٻه عدد آهن: 1. اسم واحد Singular. 2. اسم جمع Plural.

1. واحد معنيٰ اڪيلو. اهڙا اسم جن مان سندن اڪيلي هئڻ جي پروڙ پوي، تن جو عدد واحد چئبو آهي.

Example: Axe, book, fan, table, man, women, leaf

2. جمع معنيٰ گهڻا. اهڙا اسم، جن مان سندن گهڻائي يعني ڪثرت جي خبر پوي، تن جو عدد جمع Plural هوندو آهي.

Example: Axes, books, fans, tables, men, women, leaves

انگريزيءَ ۾ عدد واحد کي عدد جمع ٺاهڻ لاءِ هيٺيان اصول ڪم آندا ويندا آهن:

1. گهڻن اسمن جي آخر ۾ s ڳنڍي، انهن کي جمع ٺاهبو آهي.

Day — Days; dog — dogs; house — houses.

نوٽ: ياد رهي ته جمع ٺاهڻ لاءِ لڳايل آخري ايس کي پ، ڪ، ت، ف، ٿ کان پوءِ s ڪري اڇاريو ويندو آهي، باقي ٻين حرفن بعد آيل ايس کي z طور اڇاريو آهي.

2. جن اسمن جي پڇاڻي o, ch, sh, ss يا x تي ٿيندي آهي، تن جي آخر ۾ es ملائي جمع جوڙبو آهي.

Tomato — tomatoes; brush — brushes; box — boxes; church — churches; kiss — kisses.

ٻين ٻولين جي لفظن يا مخففن Abbreviations، جن جي پڇاڻي اگر o تي ٿئي ته ان صورت ۾ انهن جو جمع صرف ايس ڳنڍڻ سان ٺهندو.

Dynamo — Dynamos; kimono — kimonos, piano — pianos; kilo — kilos; photo — photos

3. جن اسمن جي پڄاڻي y سان ٿيل هجي ۽ واءِ کان اڳ حرف صحيح (Consonant) ئي آيل هجي ته اهڙي لفظ جو جمع y کي هٽائي ies لڳائڻ سان ٺاهبو.

baby — babies; country — countries; fly — flies; lady — ladies; city — cities; army — armies; story — stories; duty — duties etc.

البت جيڪر واءِ کان اڳ حرف علت (Vowel) آهي ته اهڙي صورت ۾ جمع ٺاهڻ لاءِ رڳو s ڳنڍبي.

chimney — chimneys; boy — boys; day — days; donkey — donkeys; guy — guys; toy — toys; storey — storeys; pay — pays; play — plays, etc.

4. هيٺين 12 اسمن جي پڄاڻي f يا fe تي ٿئي ٿي، تن جو جمع ٺاهڻ لاءِ f يا fe کي هٽائي، ves ڳنڍبو.

calf — calves; half — halves; knife — knives; leaf — leaves; life — lives; loaf — loaves; leaf — leaves; self — selves; sheaf — sheaves; shelf — shelves; thief — thieves; wife — wives; wolf — wolves.

اسمن Hoof, scarf, wharf کي جمع ٺاهڻ لاءِ انهن ۾ s به ڳنڍي سگهجي ٿي يا f جي جاءِ تي ves لڳائي سگهجي ٿي.

انهن مٿين اسمن کان علاوه ٻيا اسم جڏهن f يا fe تي ختم ٿيندا آهن، تن جو جمع s ڳنڍڻ سان ٿيندو آهي.

cliff — cliffs; handkerchief — handkerchiefs; safe — safes; strife — strives.

5. ڪجهه اسمن جا جمع انهن ۾ ڪم آيل حروف علت Vowels جي تبديلي سان ٺاهبا آهن.

foot — feet; louse — lice; mouse — mice; woman — women; goose — geese; man — men; tooth — teeth; ox — oxen, child — children

6. ڪجهه جيتن ۽ جانورن جا نالا جمع ۾ به ساڳيا رهندا آهن. جيئن لفظ fish گهڻو ڪري fish ئي رهندو آهي، البت ان کان پوءِ وڌيڪ وڌيڪ جمع واري صورت استعمال ٿيندي آهي. ان کان علاوه هيٺيان واحد توڙي جمع ۾ ساڳيا رهندا آهن.

deer, sheep, swine, grouse, trout, salmon

7. ڪجهه اسم جمع Collective Noun، جيڪي هيٺ Form جي لحاظ کان عدد واحد هوندا آهن، پر انهن کي جمع ئي تصور ڪيو ويندو آهي:

Cattle, people, vermin, poultry, gentry

لفظ people اگر قوم جي معنيٰ ۾ استعمال ڪيو ويندو ته ان صورت ۾ ان جو جمع peoples ٿيندو.

Asia is inhabited by many peoples.

8. ڪجهه اسم هيٺ جي لحاظ کان جمع هوندا آهن، پر معنيٰ جي لحاظ کان عدد واحد هوندا آهن:

News, mumps, rickets, shingles, billiards, darts, draughts, bowls, dominoes.

9. ڪجهه گريڪ ۽ لاطيني لفظ پنهنجي زبان جي قاعدن سان جمع ٺاهيندا آهن:

crisis — crises; phenomenon — phenomena; radius — radii; erratum — errata; memorandum — memoranda; terminus — termini; oasis — oases; tempo — tempi (tempos).

پر ڪي انگريزي زبان جي قاعدن موجب جمع ۾ تبديل ٿيندا آهن:

dogma — dogmas, gymnasium — gymnasiums; formula — formulas (formulae is used by Scientists)

10. پٽن اسمن Compound Nouns ڪي جمع ٺاهڻ جا اصول هيٺ درج ڪجن ٿا:

(الف) ڪن جي آخري لفظ ڪي جمع ڪبو آهي:

boy-friend — boy-friends; break-in — break-ins; travel agent — travel agents.

(ب) جن لفظن ۾ man يا woman اڳيان آيل هوندو آهي ته ان حالت ۾ ٻنهي لفظن ڪي جمع بنائبو:

Man driver — men drivers; man servant — men servants.

(ت) اڪثر مرڪب لفظ جي مکيه لفظ ڪي جمع ٺاهبو آهي:

foot-man — footmen; passer-by — passers-by; hanger-on — hangers-on; looker-on — lookers-on, step-son — step-sons; man-of-war — men of war; washer-man — washer-men; son-in-law — sons-in-law; court martial — courts martial; spend-thrift — spend-thrifts; knight-errant — knight-errants; Editor-in-chief — Editors-in-chief; Commander-in-chief — Commanders-in-chief.

(ج) جن پٽن لفظن جي پڇاڙي man تي ٿئي، تن ۾ Vowel ۾ تبديلي آڻي جمع ٺاهجي.

kinsman — kinsmen; statesman — statesmen

(ٺ) مخففن جي پڇاڙي واري اکر سان s ڳنڍي وڃي:

MPA- MPAs; MNA — MNAs; VIP — VIPs

11. ڪجهه اسم جڏهن انگن بعد استعمال ٿيندا آهن ته جمع واري صورت به ساڳي رهندي اٿن.

score, dozen, hundred, thousand, million, brace, pair, couple, stone, piece, hundred weight.

- Twenty score men laid down their arms.
- This radio set cost me three hundred rupees.
- I bought tow dozen organs.
- He weighed ten stone.
- Twenty hundred weight make one ton.
- Four pice make one anna.

12. ڪجهه لفظ جن جي آخر ۾ ics آيل هوندي آهي، ۽ اهي هيٺ جي لحاظ کان جمع هوندا آهن، تن ساڻ فعل جي جمع واري صورت استعمال ڪبي آهي:

acoustics, athletics, ethics, ethics, hysterics, mathematics, physics, politics

البت ڪن سائنسي علمن جا نالا عدد واحد طور به استعمال ٿيندا آهن.

Mathematics is an exact science.

13. ڪجهه لفظ جمع ۾ ئي استعمال ٿيندا آهن:

Arms (weapons), particulars, damages (compensation); premises (quarters), earnings, riches, savings, goods/wares, greens (vegetables); spirits (alcohol); grounds, stairs, outskirts, surroundings, pains (trouble/effort), valuables.

14. ڪجهه لفظ هميشه عدد واحد رهندا آهن:

Advice, knowledge, baggage, furniture, information, luggage, rubbish

غير شماري اسم Uncountable Noun

ڪي اسم اهڙا آهن، جن کي ڳڻي نه سگهيو آهي، تن کي غير شماري يا Uncountable Nouns چيو وڃي ٿو. ذاتو، مادا ۽ اسم ذات غير شماري اسم آهن. هيٺيان اسم Uncountable Nouns آهن:

experience, horror, pit, beauty, fear, information, relief, courage, help, knowledge, suspicion, death, hope, mercy, work, bread, cream, gold, paper, tea, beer, dust, ice, sand, water, cloth, gin, jam, soap, wine, coffee, glass, oil, stone, wood, baggage, damage, luggage, weather, shopping, parking, furniture, etc.

Uncountable nouns used in sentences.

1. I eat rice every day. I like rice.
2. There's sand in my shoes.
3. Akber was listening to (some) music.
4. Have you got any money?
5. It wasn't your fault. It was bad luck.
6. There is no electricity in this house.
7. We haven't got enough water.
8. Can I have some water?
9. Shall we sit on the grass?
10. The money is quite safe.
11. I love music.

Uncountable Nouns گهڻو ڪري واحد صورت ۾ هوندا آهن، پر انهن کي آرٽيڪل a/an کان سواءِ ئي استعمال ڪيو آهي. هي اسم گهڻو ڪري a little, no, any, some وغيره کان پوءِ استعمال ڪيا آهن. يا ڪڏهن ٻين اسمن Drop, slice, piece, bit وغيره + of سان گڏ استعمال ڪيا آهن. مثال طور:

a bit of news, a grain of sand, a pot of jam, a cake of soap, a pane of glass, a sheet of paper, a drop of oil, a piece of advice, a carton of orange juice, a tin of paint, a bottle of water, a box/packet of cereal, a jar of jam, a tube of toothpaste, a glass of water, a cup of coffee, a kilo of cheese, five metres of cable, twenty litres of petrol, half a pound of butter, a piece of wood, a piece/slice of bread, a piece/sheet of paper, a bar of chocolate, a loaf of bread etc.

Sentences:

1. We had some fun.
2. That won't be any fun.
3. There was only a little bread left.
4. Would you like some butter?
5. Can I give you some advice?
6. We got some information from the tourist office.
7. That's wonderful news!

ڪي غير شماري اسم جڏهن ڪنهن خاص معنيٰ ۾ استعمال ٿيندا آهن ته اهي شماري Countable اسم بنجي ويندا. هيٺ ڏنل ٽيبل ۾ ڪن اسمن جو ٻنهي نمونن ۾ استعمال ڏيکاريو ويو آهي.

Countable	Uncountable
1. I bought a <u>paper</u> . (= a newspaper)	1. I need <u>some paper</u> to write on.
2. I'll have a <u>glass</u> of orange juice, please.	2. I bought a <u>piece of glass</u> for the window.
3. Have you got an <u>iron</u> ? (for clothes)	3. The bridge is made of <u>iron</u> .
4. I switched all the <u>lights</u> on.	4. There's more <u>light</u> by the window.
5. I've been to France many <u>times</u> .	5. I can't stop. I haven't got <u>time</u> .
6. The journey was a great <u>experience</u> .	6. He has <u>enough experience</u> for the job.
7. I run a small <u>business</u> . (= a company)	7. I enjoy doing <u>business</u> . (=buying and selling)
8. We finally found a <u>space</u> in the car park.	8. There are hundreds of satellites out in <u>space</u> .
9. I'm peeling the <u>potatoes</u> .	9. Would you like some <u>potato</u> ?

10. Nadeem was eating an <u>apple</u> .	10. Is there <u>apple</u> in this salad?
11. There is a <u>hair</u> on your shirt.	11. I must brush my <u>hair</u> .
12. Rugby is a <u>sport</u> . (= a particular sport)	12. Do you like <u>sport</u> ? (= sport in general)
13. We heard a <u>sudden</u> noise outside.	13. Constant <u>noise</u> can make you ill.

اسم جي جنس Gender

سنڌي ٻوليءَ ۾ صرف ٻن جنسن يعني مذڪر ۽ مؤنث يا نر ۽ ماديءَ جو ذڪر ٿيندو آهي. جڏهن ته انگريزي ۾ ڪي ٽن ۽ ڪجهه چئن جنسن جو ذڪر ڪن ٿا.

1. مذڪر مردن يا نر جانورن جي جنس کي انگريزيءَ ۾ Masculine Gender سڏجي ٿو.

Man, Boy, bachelor, lion, her, king, father, brother

2. مادي جانورن ۽ عورتن جي جنس کي انگريزيءَ ۾ Feminine Gender سڏجي ٿو.

Woman, girl, spinster, lioness, heroine, queen, mother, sister

3. اهي نالا جيڪي جنس مذڪر توڙي جنس مؤنث لاءِ هڪجهڙا هجن ته اهڙي جنس کي انگريزيءَ ۾ Common Gender چئجي ٿو.

mouse, singer, bird, child, cousin, servant, friend, pupil, person, student, orphan, relation, deer, sheep, calf, neighbour, spouse, teenager, infant, baby, parent, dancer

4. اهي نالا جيڪي نڪي جنس مذڪر آهن، نڪي جنس مؤنث آهن، بلڪه ائين چئجي ته بي جان شيون آهن، تن کي انگريزيءَ ۾ Neuter Gender چون ٿا.

book, table, tree, pen, stone, cupboard, desk, water

حالت Case

حالت مان مراد آهي اسم يا ضمير جي جملي اندر حيثيت يا ڪم. انگريزي ٻوليءَ ۾ اسم يا ضمير کي پنجن حالتن ۾ استعمال ڪيو ويندو آهي. انهن جو مختصر احوال هيٺ ڏجي ٿو.

1. اهو اسم يا ضمير جيڪو فعل جو فاعل هجي، ان کي اسم جي حالت فاعلي يعني Nominative Case چئبو آهي.

“Any Noun (or Pronoun) that is the subject of a verb is said to be in the nominative case.”

Examples

The Sepoy arrested the thief. (Who arrested? — The sepoy).

The pot was broken by Naeem. (What was broken? — the pot)

He bought a silver watch. (who bought? — He)

نوٽ: اسان فعل آڏو who ۽ what آڻي جملي جي فاعلي حالت معلوم ڪري سگهون ٿا.

2. اهو اسم (يا ضمير) جيڪو فعل جو مفعول هجي، يا حرف جر جي انتظام هيٺ آهي، ان جي حالت کي حالت مفعولي (Accusative (objective) case چئجي ٿو.

Any Noun (or Pronoun) that is the object of verb or governed by a preposition is said to be in the objective (or accusative) case.

The sepoy arrested the thief. (Whom did sepoy arrest: - the Thief)

He bought a silver watch. (What did he buy? — a silver watch)

نوٽ: حالت مفعوليءَ وارو اسم لهڻ لاءِ فعل ۽ ان جي فاعل اڳيان whom ۽ what جا لفظ آڻي سوال ڪبو. جواب ۾ حالت مفعوليءَ وارو اسم ملندو آهي.

3. اهڙا اسم (يا ضمير) جن جو لاڳاپو ٻئي ڀر واري اسم سان مالڪيءَ يا ملڪيت بابت ڏيکاريل هجي ته ان جي حالت اضافت Possessive case ٿيندي.

A noun (or Pronoun) used to show possession is said to be in the possessive case or genitive case.

1. This is Saleem's book.
2. Is that your brother's bat?
3. My uncle's house is far from here.

حالت اضافت لهڻ لاءِ اڪثر مفعول آڏو whose آڻي جواب معلوم ڪبو آهي.

Whose book is this? Saleem's.

Whose bat is that? Your brother's

Whose house is far from here? Your Uncle's.

سنڌي ٻوليءَ ۾ اهو تعلق جي، جي، جا، جو يعني of جو استعمال ڪري ڏيکاربو آهي.

حالت اضافت ٺاهڻ Formation of Possessive/Genitive case

1. اسم واحد يا جمع، جن جي پڄاڻيءَ ۾ s نه هوندي آهي، تن جي آخر ۾ 's (يعني اپاسٽرافي ` Apostrophe ۽ ايس) ڳنڍي حالت اضافت ٺاهي آهي.

a man's job; the people's choice; men's work; the crew's quarters; a woman's intuition; the horse's mouth, the butcher's shop; the bull's horns, a child's voice; women's clothes; the children's room; Russia's exports.

2. جن جمع اسمن جي آخر ۾ اڳ ۾ ئي s لڳل هجي ته انهن جي حالت اضافت ٺاهڻ لاءِ، انهن جي آخر ۾ صرف اپاسٽرافي ڳنڍي.

a girls' school; the students' hostel; the eagles' nest, the Smiths' car

3. جن ڪلاسيڪي نالن جي پڄاڻي ۾ s آيل هجي ته انهن ۾ صرف اڀاسٽرافي ڳنڍي.

The Pythagoras' s Theorem; Archimedes' Law' Sophocles' plays.

4. ٻيا نالا، جن جي آخر ۾ ايس هوندي آهي، تن جي حالت اضافت ٺاهڻ لاءِ s يا رڳو اڀاسٽرافي هڻي سگهجي ٿي.

Mr. Jones' s (or Mr. Jones' house); Yeats' s (or Yeats') poems.

5. مرڪب لفظن Compounds ۾ آخري لفظ جي پڄاڙي ۾ s ڳنڍي.

My brother-in-law' s guitar

جهجهڻ لفظن تي منحصر نالن ۾ به مٿيون طريقو استعمال ڪبو.

Henry the Eighth' s wives; the Prices Wales' s helicopter

6. مخففن پويان s ڳنڍي آهي.

The PM' s Secretary; the MPA' s brief case,; the VIP' s escort.

نوٽ: جڏهن حالت اضافت استعمال ڪبي آهي، ته Possessed ماڻهو يا شيءِ اڳيان آرٽيڪل هڻي ويندو آهي.

The daughter of the politician = the politician' s daughter.

the intervention of America = America' s intervention;

the plays of Shakespeare = Shakespeare' s plays.

حالت اضافت جو استعمال

حالت اضافت جو مکيه استعمال جاندارن ۽ ملڪن جي نالن سان ڪبو آهي. ان کان علاوه:

1. ٻيڙين يا جهازن سان به ڪبو آهي: the ship' s bell; Yacht' s mast

2. وقت جي اظهار لاءِ:

a week' s holiday; today' s paper; tomorrow' s weather; in two years' time; ten minutes' break; two hours' delay.

a two-hour delay ۽ a ten minute delay به ممڪن آهن:

We have ten minutes' break / a ten-minute break.

3. رقم money+ جهڙن فقرن يا اظهارن expressions ۾:

\$1' s worth of stamps; ten dollars' worth of ice cream.

4. For+noun+sake. تي مبني فقرن يا اظهارن لاءِ:

for heaven' s sake; for goodness' sake

a stone's throw; journey's end; the water's edge.

نوٽ: ڪڏهن ڪڏهن حالت اضافت کانپوءِ استعمال ٿيندڙ ٻيا اسم ڇڏي ڏبا آهن، يعني استعمال نه ڪبا آهن پر omit ڪبا آهن:

You can buy it at the Chemist's.

He is going to the Dentist's.

We had lunch at Bill's.

We met at Ann's.

مٿين جملن ۾ حالت اضافت کان پوءِ ٿيندڙ shop, surgery, ۽ house/home ڇڏيا ويا آهن، ڇو ته انهن جي استعمال کان سواءِ به مقصد واضح ٿيو وڃي.

جڏهن اسم غير ساھوارا هجن ته انهن جي تعلق اپاسترافي واري ايس بجاءِ حرف جر + اسم (of+Noun) سان ظاهر ڪبو.

The leg of the table (not the table's leg)

The cover of the book (no the book's cover)

بهر حال جتي حالت اضافت جي استعمال جي سلسلي ۾ پوري پڪ نه بيهي ته ان صورت ۾ مناسب رهندو ته of+noun کي استعمال ڪجي.

4. اهڙا اسم جيڪي سڏ يا خطاب لاءِ ڪم اچن، تن کي حالت ندا يعني Vocative Case يا Address of Nominative سڏيو وڃي ٿو.

The Vocative case (Nominative of Address) is the case of the person or thing addressed.

Listen to me, Ahmed.

O death, where is thy sting?

Where are you wandering, Sattar!

5. اهڙا اسم جيڪي فعل جا اڻ سڏا مفعول ٿي ڪم اچن تن جي حالت کي Dative Case سڏيو وڃي ٿو.

A noun or Pronoun is in the Dative Case when it forms the Indirect Object of a Verb.

Example:

1. Aziz gave Dani a ball.
2. I bought Ummama a doll.
3. Fetch the boy a book.

4. She made Aneesa a new dress.

2. ضمير Pronoun

اهي لفظ جيڪي اسم جي جاءِ تي يا بدران ڪم اچن، تن کي ضمير چئجي ٿو.

“Pronoun is a word used in place of Noun.” Or

“A pronoun is a word used in place of noun to avoid its (noun's) repetition.” Or

Pro means for. Therefore Pronoun means for noun.

Example:

Ahmed is a little boy. Ahmed is very clever. Everybody likes Ahmed.

مٿين جملن ۾ احمد وارو اسم بار بار آيو آهي. ان جي ورجاءِ کان بچڻ لاءِ جيڪي لفظ ڪم ايندا سي ضمير آهن. هيٺين جملن ۾ احمد بجاءِ ضمير استعمال ٿيا آهن. انهن تي غور ڪريو.

Ahmed is a little boy. He is very clever. Everybody likes him.

Some pronouns: he, him, she, her, his, they, you, I, me, we,

ضمير جا قسم

ضمير جا 7 قسم آهن:

1. ضمير خالص Personal pronoun: I, you, he, it, they, we, me, him, her, his, it, us, them

2. ضمير مشترڪ Reflexive Pronoun: myself, yourself, himself, ourselves, herself, itself, themselves, oneself

3. ضمير اشارو Demonstrative Pronoun: This, those, these, that

4. ضمير تقسيم Distributive Pronoun: Each, either, neither

5. ضمير مبهم Indefinite Pronoun: All, one, many, some, any

6. ضمير موصول Relative Pronoun: who, whose, whom, which, that

7. ضمير استفهام Interrogative Pronoun: who, what, whose, which

ضمير خالص Personal Pronoun

ضمير خالص اهي لفظ آهن، جيڪي ماڻهن ۽ شين جي نالن بدران ڪم ايندا آهن.

“The pronouns, which stand for the names of person or thing, are called Personal Pronoun.”

جيڪو ماڻهو ڳالهائيندي پنهنجي نالي بدران جيڪي ضميري لفظ چئي، تن کي ضمير متڪلم First Person چوندا آهن.

“A pronoun referring to the person speaking, is First Person.”

Example: I, me, we, us, mine, our, ours

موقعي تي موجود ٻي شخص کي سندس نالي بدران جن ضميري لفظن سان سڃاتو وڃي، تن کي ضمير حاضر Second Person چوندا آهن.

“A pronoun referring to the person spoken to is Second Person.”

Example: You, your, yours.

جڏهن گفتگو دؤران غير موجود شخص يا شيءِ جي نالي بدران جيڪي ضميري لفظ ڳالهائيا وڃن، تن کي ضمير غائب Third Person Singular چئجي ٿو.

“A pronoun referring to the person or thing spoken of, is Third Person.”

Example: He, She, it, they, its, his, her, him, their, them.

Person	Number	Gender	Nominative Case	Possessive Case		Objective Case
First	Singular	Common	I	My	Mine	Me
	Plural	Common	We	Our	Ours	Us
Second	Singular	Common	Thou	Thy	Thine	Thee
	Plural	Common	You	Your	Yours	You
Third	Singular	Masculine	He	His	His	Him
		Feminine	She	Her	Hers	Her
		Neuter	It	Its	Its	It
	Plural	Common	They	Their	Theirs	Them

نوٽ: جڏهن ٽيئي ضمير فاعل جي صورت ۾ گڏ اچن ته انهن جي ترتيب ائين ٿيندي، جو پهرئين Second Person، پوءِ Third Person ۽ آخر ۾ First Person رکبو.

You, he and I will go to Murree tomorrow.

پر جيڪڏهن ڪنهن غلطيءَ يا ڏوه جو ڪرڻو هجي ته ترتيب ۾ پهرئين First Person ايندو.

I and he called Salim names.

We and you stole eggs.

3. صفت Adjective

اهي لفظ جيڪي اسم جي گڻن، اوگڻن، قسم ۽ وزن بابت خبر ڏين تن کي صفت چئجي ٿو. يا اهو لفظ جيڪو اسم يا ضمير جي ڪا وصف بيان ڪري يا انهن کي سمجھڻ ۾ مدد ڏئي ته ان کي صفت چئجي ٿو.

“A word which adds something to the meaning of noun or pronoun is called Adjective.” Or

“A word used with a noun to describe or point out the person, animal, place or thing, which the noun names or to tell the number, quantity is called an Adjective.” Or

“Adjectives are words which qualify or describe things, persons, or places.” Or

“Adjectives are describing words.”

Example:

1. Imran Khan is a fast bowler.
2. He is a clever boy
3. Your voice is sweet.

صفت جا قسم Kinds of Adjectives

1. صفت اشارو Demonstrative Adjective: this, that, those, these

2. صفت تقسيم Distributive Adjective: each, every, either, neither

3. صفت مقدار Quantitative Adjective: some, any, no, little, few, many, much, one, twenty

4. صفت استفهام Interrogative Adjective: which, what, whose

5. صفت Possessive Adjective: my, your, his, her, its, our, their

6. صفت كيفيتي Adjective of Quality: clever, fat, golden, good, heavy

صفت کي معلوم ڪرڻ لاءِ اڪثر هيٺيان سوال پڇبا آهن:

1. What kind? 2. Which one? 3. How many?

A white car went on this road three minutes ago.

هن جملي ۾ white, this, ۽ three لفظ صفتون آهن. اچي ڪار متعلق what kind جو سوال ڄاڻ ڏئي ٿو. هن روڊ جي خبر لهڻ لاءِ Which one ۽ متڻ لاءِ How many وارو سوال ڪبو.

صفت يا ضمير

اوهان کي اڳ ۾ ٻڌايو ويو آهي ته لفظ جيڪو ڪم جملي ۾ ڪن ٿا، تنهن موجب ئي انهن کي مختلف قسمن ورهايو ويو آهي. اوهان ڏٺو ته ڪي لفظ اهڙا آهن، جيڪي ضمير طور به ڪم ڪن ٿا، ته وري صفت طور به

اهي استعمال ٿين ٿا. مناسب رهندو ته اهڙن مکيه لفظن جو جملن ۾ استعمال ڪري اوهان تي فرق واضح ڪجي.

ضمير طور استعمال

This is my book. These are your friends. 3. That is his car. 4. Those are our cows.

صفت طور

This book is very interesting. These pencils are mine. That boy is naughty. Those flowers are yours.

ضمير طور

Each of the boys won a prize. Neither of the charges is just. Either of you can stay.

صفت طور

Each boy won the prize. 2. Neither statement is true. 3. Either road leads to the station.

ضمير طور

Which of these books do you prefer? 2. Which is your brother? 4. What is she singing? Whose is this?

صفت طور

Which pen do you prefer? 2. Which way shall we take? 3. What song are you singing? 4. Whose pen is this?

ضمير طور

This book is mine. Those books are yours. That book is hers. This book is his. This book is ours. This book is theirs.

صفت طور

This is my book. Those are your books. That is her book. This is his book. This is our book. This is their book.

صفت جا درجا Degrees of Adjectives

صفت جي پيٽ جا ٽي درجا آهن:

1. Positive Degree. 2. Comparative Degree. 3. Superlative Degree.

1. اهو لفظ جيڪو ڪنهن اسم جي خالص صفت ڪري يعني ڪنهن ٻئي اسم سان ان جي پيٽ نه ڪري ته ان کي صفت خالص Positive Degree چئجي ٿو.

“The simple form of Adjective is called the Positive Degree.”

Example: Rich, Tall, heavy, merry, fat, Tired, good etc.

2. اهو لفظ جيڪو ڪنهن اسم جي ٻئي اسم سان پيٽ ڪري ته ان کي صفت تفصيل Comparative Degree چئجي ٿو.

“When comparing two objects and saying that one possesses a certain quality in greater degree than the other, we use the Comparative Degree.”

Example: Richer, taller, bolder, heavier, merrier, fatter, redder, more tired, better

3. اهو لفظ جنهن جي مدد سان هڪ اسم جي هڪ کان وڌيڪ اسمن سان پيٽ ڪجي ته ان کي صفت مبالغو Superlative Degree سڏجي ٿو.

“The superlative form of the adjective is used when comparing more than two objects.”

Example: Richest, Tallest, boldest, heaviest, merriest, fattest, reddest, most tired, best.

درجن ٺاهڻ جا طريقا Formation of Degree

1. هڪڙي پڌ يا جز Syllable وارن لفظن ۾ er ۽ est ملائي ترتيبوار صفت تفصيل Comparative Degree ۽ صفت مبالغو Superlative Degree ٺاهيون آهن.

POSITIVE	COMPARATIVE	SUPERLATIVE
Rich	Richer	Richest
Brave	Braver	Bravest
Big	Bigger	Biggest
Bright	Brighter	Brightest

2. جيڪي صفتي لفظ ٽن يا ٽن کان وڌيڪ پڌن Syllables تي منحصر هجن، تن جي آڏو more ۽ most لڳائي ترتيبوار Comparative ۽ Superlative درجا جوڙيا ويندا آهن.

Positive	Comparative	Superlative
Interested	More interested	Most Interested
Frightening	More frightening	Most frightening

3. ٻن پڌن Two syllables وارن لفظن کي Comparative يا Superlative ٺاهڻ لاءِ مٿيان ڏنل ٻئي طريقا ڪم آندا ويندا آهن. پر اڪثر پويون يعني ٻيو طريقو ڪم آندو ويندو آهي.

Doubtful	More doubtful	Most doubtful
obscure	More obscure	Most obscure

4. ڪجهه خالص صفتن کي Comparative يا Superlative ٺاهڻ جو ڪو مقرر اصول ڪونهي.

bad	worse	worst
good	better	best
little	less	least

many/much	more	most
old	elder	eldest
old	older	oldest

نوٽ: ياد رهي ته انگريزيءَ ۾ Comparative کانپوءِ than ۽ Superlative کان اڳ the استعمال ڪبو آهي.

4. فعل Verb

اهڙا لفظ جن جي وسيلي ڪنهن اسم يا ضمير بابت ڪجهه چئي سگهجي يا منجهائن هڻڻ، ڪرڻ، سهڻ ۽ ٿيڻ جي معنيٰ نڪري، تن کي فعل چئجي ٿو.

- “A verb is a word, which states something about a person or thing.” Or
- “A verb which describes and narrates something is called verb.” Or
- “Verb is a doing word.” Or
- “A verb is may tell us: (1) what a person or thing does. Example: Nasim laughs. (2) What is done to a person or thing? Example: The window is broken. (3) What a person or thing is. Example: I feel sorry. He is grieved.”

ياد رهي ته هر جملو اوسينائين اڻپورو آهي، جيسيتائين ان ۾ فعل نه اچي. ڪڏهن ڪڏهن ته صرف هڪڙو فعل ئي مقصد جي بيان واسطي ڪافي هوندو آهي. جيئن ڪنهن کي چئجي: اڃ، وڃ، ويهه، ڊوڙ، بيهه وغيره.

فعل جا قسم

1. فعل لازمي Intransitive Verb 2. فعل متعدي Transitive

اهي فعل، جن جو لاڳاپو فقط پنهنجي ڪم ڪندڙ يعني فاعل سان هجي، ۽ ان کي مفعول جي ڪابه درڪار يا گهرج نه هجي ته اهڙي فعل کي فعل لازمي Intransitive Verb سڏيو وڃي ٿو.

- “A verb that does not take objects is called Intransitive.” Or
- “A verb is an intransitive when it expresses a simple action without reference to an object.”
- He talked nicely. The train arrived late. Shahid laughed.

2. فعل متعدي Transitive Verb

اهڙا فعل جيڪي پنهنجي فاعل سان لڳي پنهنجي ڪم جو اثر مفعول تي پهچائين ته اهڙن فعلن کي فعل متعدي چيو ويندو آهي. ٻين لفظن ۾ ائين چئجي ته اهي فعل جن کي پنهنجي مقصد واضح ڪرڻ لاءِ مفعول جي درڪار يا گهرج رهي، تن کي فعل متعدي چيو وڃي ٿو.

- “Transitive is derived from a Latin word, which means going over or passing over. Verbs that take objects are called transitive verbs.”
- The rat bit the dog. The dog killed the cat.

فعل معاون Auxiliary Verbs

انگريزي زبان ۾ ڪجهه اهڙا فعلي لفظ آهن، جيڪي پنهنجي مکيه ڪم کان سواءِ جملن کي ناڪاري ۽ سواليه ٺاهڻ ۽ مختلف زمان Tenses ٺاهڻ ۾ ڪم ايندا آهن. انهن کي انهيءَ استعمال جي ڪري فعل معاون Auxiliary Verbs سڏيو ويندو آهي.

■ I have a knife. (have=possess).

■ I have lost my knife.

پهرئين جملي ۾ فعل have پنهنجي حقيقي معنيٰ سان ڪم آيو آهي. جيڪا آهي مالڪ هئڻ Possession. اهڙي فعل کي Principal Verb چوندا آهن. هئو جي مکيه وڙب طور استعمال جو احوال آخرين باب ۾ ايندو.

ٻئي جملي ۾ فعل have ٻئي فعل lost سان سلهاڙجي استعمال ٿيو آهي. يا ائين چئجي ته اهو ڪامل زمان يا پرفيڪٽ ٽينس ٺاهڻ ۾ مددگار بنيو آهي. انجي اهڙي استعمال ڪري ان کي فعل معاون Auxiliary verb سڏجي ٿو.

انگريزيءَ ۾ have کان علاوه ٻيا پنج فعل بطور فعل معاون ڪم ڪندا آهن، جيڪي آهن: May, will, shall, do, be

انهن جون صورتون هيٺ ڏجن ٿيون:

1. May: may, might 2. Be: is, am, are, was, were, been, being 3. Will: will, would 4. Shall: shall, should 5. Do: do, did, does 6. Have: has, have, had.

فعل جو صورتون Forms of Verb

اوهان کي اڳ ۾ ٻڌايو ويو آهي ته فعل زمان Tense جي اظهار لاءِ ڪم ايندو آهي. ان واسطي هو پنهنجون صورتون بدلائيندو رهندو آهي. اهڙي استعمال جي حساب سان ان جون چار صورتون آهن.

1. Present 2. Past tense 3. Past participle 4. Present Participle.

1. امر حال Present: فعل جي پهرئين صورت حقيقت ۾ مصدر Infinitive آهي، جيڪا To اڳيان ڏيڻ سان ٺهندي آهي. مصدر to مان to go, to come, to write هٽائي جيڪا صورت ٺهندي آهي، تنهن کي امر حال Present سڏبو. هيءَ صورت زمان حال ۽ زمان مستقبل ۾ Will ۽ Shall سان گڏ استعمال ٿيندي آهي.

2. ماضي Past Tense: فعل جي ٻي صورت جيڪا زمان ماضيءَ جي اظهار لاءِ ڪم اچي، تنهن کي ماضي Past Tense سڏجي ٿو. went, came, wrote

3. اسم مفعول Past Participle: فعل جي هيءَ صورت زمان ماضي ڪامل ٺاهڻ لاءِ اڪثر Have فعل سان گڏ استعمال ڪبي آهي. gone, come, written

4. اسم حال Present Participle: فعل جي هيءَ صورت استمراري زمانن ٺاهڻ لاءِ اڪثر Be فعل سان گڏ استعمال ڪبي آهي. ياد رهي ته هي صورت جڏهن اسم طور ڪم ڪندي آهي ته ان مهل هن کي اسم مصدر Gerund چئبو آهي. going, coming, writing

I am writing. (Present participle); Your writing is illegible. (Gerund).

گهڻو ڪري فعل جي ماضي واري يا اسم مفعول واري صورت ان جي آخر ۾ ed ملائڻ سان ٺهندي آهي. جن فعل جي ماضي d, ed, t ملائڻ سان ٺهي، تن کي Regular Verb يا Weak Verb سڏجي ٿو.

ٻه اڍائي سو کن فعلن جي ماضي واري صورت واولن جي تبديلي يا ٻين اصولن سان ٿيندي آهي، تن کي Irregular Verb سڏجي ٿو. انهن جي فهرست ضميمي 2 (صفحو نمبر) ۾ ڏني ويئي آهي، تنهن کي ڏسو.

5. ظرف Adverb

اهي لفظ جيڪي جملي ۾ ڪنهن فعلي لفظ جي وڌيڪ وضاحت ڪن، يعني اهو ٻڌائين اهو عمل ڪيئن، ڪٿي، ڪهڙي نموني وغيره ٿيو. انهن لفظن کي آسان ظرف چوندا آهيون.

انگريزي لفظ Adverb لاءِ چيو ويو آهي ته اهو ٻن لفظن Add ۽ Verb مان جڙيو آهي. ان حساب سان ائين چئجي ته ظرف فعل جا مددي لفظ آهن، جهڙي نموني صفتي لفظ اسم جا مددي لفظ هئا.

گرامر جي ڪتابن ۾ هن جي وصف اها آهي ته ”اهي لفظ جيڪي جملي ۾ فعل، صفت يا ٻئي ظرف سان لاڳاپو ڏيکارين، ريت، قدر، وقت، جاءِ، انڪار توڙي اقرار جي معنيٰ ڏيکارين، تن کي ظرف چئجي.“ ٻين لفظن ۾ اهو لفظ جيڪو اسم يا ضمير کانسواءِ ڪنهن ٻئي لفظ ۾ ترميم يا اضافو ڪري، تنهنکي ظرف چئجي ٿو.

- An Adverb is a word which modifies the meaning of a verb, an adjective or another adverb.
- Adverb is a modifying word.
- An Adverb is a word that qualifies a verb, an adjective or another verb. It tells when, where, how, how much or how often an action occurs.
- Adverbs give us more information about verbs.
- They describe verbs by telling us more about the action of the verb.
- They may also describe adjectives or other adverbs.
- Many adverbs end in -ly. Many do not. Some words are sometimes adverbs, at other times they are prepositions or adjectives. To identify an adverb you have to understand its function in the sentence.

Example: Razia arrived late.

لفظ Late ظرف آهي، جيڪو ڏيکاري ٿو ته ڇا ٿيو what happened

- The Director visited the school yesterday.

لفظ yesterday ظرف آهي، جيڪو ڏيکاري ٿو ته ڪم ڪڏهن ٿيو when happened

- We kept the furniture inside.

لفظ inside ظرف آهي، جيڪو ٻڌائي ٿو ته ڪم ڪٿي ٿيو يعني Where the action happened

- He picked up glasses carefully.

ظرف ڏيکاري ٿو ته ڪم ڪيئن ٿيو يعني carefully How the action took place

- How often does she practice daily?

ظرف ڏيکاري ٿو ته ڪم ڪڏهن ڪڏهن يا ڪيترا ڀيرا ٿيو يعني daily How often an action happened

- A word which is used to add something to the meaning of a verb, an adjective or another adverb, is called Adverb.

1. He worked the sum quickly.
2. This flower is very beautiful.
3. She pronounced the word quite correctly.
4. Nazir is running fast.

ظرف جا قسم Kinds of Adverb

1. ظرف انداز يا ريت :Adverb of Manner bravely, quickly, fast, well, happily, hard
2. ظرف مڪان :Adverb of Place by, down, here, near, there, up
3. ظرف زمان :Adverb of Time now, still, then, today, yet
4. ظرف مقدار :Adverb of Frequency always, never, occasionally, often, twice
5. ظرف جملو :Adverb of sentence certainly, definitely, luckily, surely
6. ظرف قدر :Adverb of Degree fairly, hardly, rather, quite, too, very
7. ظرف سوال يا استهفام :Interrogative when? where? why?
8. ظرف موصول :Relative when, where, why

صفت يا ظرف؟

ڪجهه لفظ اهڙا آهن، جيڪي صفت طور به استعمال ٿيندا آهن، ته وري ظرف طور. هيٺ ڏنل مثالن کي غور سان ڏسو، ۽ فرق کي ذهن ۾ رکو.

Used as Adverbs

Come back soon.

You can dial Rome direct.

The train went fast.

Used as Adjectives

the back door

The most direct route

a fast train

www.voiceofsindh.net

اچو ته انگريزي گرامر سکون

They worked hard. (energetically)

The work is hard

An ill made road

You look ill/well.

Turn right here.

the right answer

She went straight home

a straight line

He led us wrong.

This is the wrong way.

6. حرف جر Preposition

اهڙا لفظ جيڪي جملي ۾ ڪنهن اسم يا ضمير پويان اچي، سندس لاڳاپو جملي جي ڪنهن ٻئي لفظ سان ڏيکارين، ته انهن کي حرف جر چئجي ٿو. يا اهو لفظ جنهن مان ڪنهن جي جاءِ Position معلوم ٿئي، ان کي حرف جر چئجي ٿو.

- “A preposition is a word that shows the relationship of a noun or a pronoun to some other word in the sentence.”
- “Prepositions most often help show relation of time, place, manner or kind.”
- Time: After, Before, During, since, until.
- Place: About, below, near, above, across, beside, on, down, at, between, over, against, beyond, through, around, into, under, behind, inside, up.
- Manner or kind: By, for, like, of, with.

انگريزيءَ ۾ اڪثر حرف جر اسم يا ضمير جي اڳيان استعمال ڪبا آهن. حرف جر نه صرف اسم کي ٻئي سان، بلڪ اسم کي فعل سان به ڳنڍيندو آهي.

- There is a boy in the garden.
- The cat jumped off a chair.
- He is fond of coffee.

انگريزي زبان ۾ حرف جر جو استعمال ڪافي خبرداريءَ سان ڪرڻو پوي ٿو. ڪافي لفظن (اسم، صفت، فعل) جي پويان مقرر حرف جر اچي ان کي مخصوص معنيٰ ڏيندو آهي. مثال طور

- Abide by= You must abide by your promise.
- Abound with: This house abounds with rats.
- Abound in= Her conversation abounds in good things.

7. حرف جملو Conjunction

اهڙا لفظ جيڪي ٻن لفظن يا جملي جي ٻن ڀاڱن يا ٻن جملن کي پاڻ ۾ ڳنڍين يا ملائين تن کي حرف جملو چيو وڃي ٿو.

■ “Conjunctions are words which join words or sentences with each other.” Or

■ Conjunctions are joining words.

Example: although, because, but, and, if either

1. She came to me and spoke against her husband.
2. Choose a watch or a clock.
3. It was a case of a miser and his money.
4. Did you know that she was my sister?
5. He will pass, if he works hard.

حرف جملي جا قسم

Correlative Conjunctions .3 Sub-ordinating Conjunctions .2 Coordinating Conjunctions.1

ٽئين قسم جي حرف جملن Correlative Conjunctions ۾ حرف جملا جوڙي جي صورت ۾ استعمال ٿيندا آهن. جيئن:

- Either — or : Either he is mistaken or his mother.
- Neither — nor: He was neither a rogue nor a fool.
- Though — yet: Though he is poor, yet he is honest.
- Both — and: He is both a poet and philosopher.
- Such — as: There is no such country as you mention
- Such — that: Such as his love for her that he sacrificed even his life for her sake.
- So — as: He is not so clever, as you think/understand.
- As — as: It is as clear as sun.
- As — so: As you sow, so shall you reap.
- so — that: He was so tired that he could not go any further.
- scarcely — when: He had scarcely recovered from fever when he caught a bad cold.
- Not only — but also: He is not only honest but also sincere.

■ No sooner — than: No sooner did the bell ring than the boys left the class.

■ whether — or: I don't care whether you go or stay.

8. حرف ندا Interjection

اهڙا لفظ جن مان سڏ ڪرڻ، ۽ دل جي حالت جهڙوڪ سڏ، خوشي، ارمان ۽ عجب وغيره جي معنيٰ نڪري تن کي حرف ندا چئجي ٿو. يا اهڙا لفظ جيڪي خوشي ڏک، حيرت جي اوچتي اظهار تي وات مان نڪري وڃن ته ان کي حرف ندا چئجي ٿو.

■ “An interjection is a word used merely to express some sudden feeling of the mind — or it is a sudden outburst of feeling.” Or

■ ‘An interjection is a word which expresses some sudden feeling or emotion. Interjection may express:

■ Joy: Hurah! Huzza!

■ Grief: Alas!

■ Surprise: Ha! what!

■ Approval: Bravo!”

Example:

1. Hello! what are you doing there?
2. Alas! he is dead.
3. Hurrah! we have won the game.
4. Ah! have they gone?
5. Oh! I got such a fright.
6. Hush! don't make noise.

ڪي حرف ندا جوڙي جي صورت ۾ استعمال ڪبا آهن:

■ Ah me!; For Shame!; Well done!; Good gracious!

آرٽيڪل Article يا حرف تنڪير

سنڌي ٻوليءَ ۾ آرٽيڪلز جو وجود ڪونهي. انگريزيءَ ۾ ٻه آرٽيڪل آهن: a/an, the. ڪجهه ماهر انهن کي صفت جو هڪ قسم سمجهن ٿا ته ڪي وري ان کي باقاعده ڳالهائڻ جو نائون قسم سمجهن ٿا. بهرحال اڇو ته انهن جو استعمال ڪرڻ سکون.

a يا an کي Indefinite Article ٿو سڏجي. انهن کي تڏهن استعمال ڪبو آهي، جڏهن ڪنهن عام واحد شيءِ يا شخص جو ذڪر ڪبو آهي.

- I saw a boy in the bazaar.
- I found an inkpot lying in the room.
- A dog needs exercise.
- Javed is an actor.
- The sun was hot, so he bought an ice cream.

نوٽ: جنهن لفظ جي شروعات واولن a,e,i,o,u سان ٿي هجي ته ان جي آڏو a جي بجاءِ an ڪم آڻبو.
ندائي لفظن، قيمت يا رفتار، يا مقدار وارن فقرن جي اڳيان هن کي استعمال ڪبو آهي

- What a hot day! Such a long queue!
- They cost 25p a kilo. It's cheap at \$1 a metre.
- He drives at sixty kilometers an hour.
- We eat three times a day.
- a few, a lot, a great deal, a great many, a couple

عدد جمع جي آڏو انهن کي استعمال نه ڪبو آهي.

2. پر جڏهن ڪنهن هڪڙي خاص يا گهڻن خاص شين جو ذڪر ڪبو آهي ته انهن سان the کي ڳنڍيو آهي.

- The cow is a useful animal.
- The ostrich is a huge bird.
- Amna is in the garden.
- The beds are comfortable.

3. جيڪي صفتون اڪثر اسم جو ڪم ڪن، تن سان the جو استعمال ڪبو آهي.

- The poor are often happier than the rich.
- Honour the brave, feed the hungry, clothe the naked, care for the fatherless.

4. جڏهن ڪنهن شيءِ جو بار بار ذڪر ٿئي ته پهرئين استعمال سان a يا an ڳنڍيو آهي. باقي پوءِ جي استعمالن سان the ڳنڍيو آهي.

- A traveler followed a path through a forest and came to a bridge over a river. He crossed the bridge over the river and was glad to leave the path through the forest behind him.
- His car hit a tree. You can still see the mark on the tree.

5. اسم خاص Proper Noun، اسم ذات Abstract Noun ۽ اسم جنس Material Noun جي آڏو اڪثر آرٽيڪل استعمال نه ڪيو آهي.

■ Abbotabad is a beautiful city.

■ Honesty is the best policy.

■ Gold is more precious than silver.

6. جيڪي اسم عام واحد عام نموني يا معنيٰ General sense ۾ استعمال ٿيندا آهن، تن جي آڏو به آرٽيڪل استعمال نه ڪيو ويندو آهي.

■ Man is mortal.

■ Woman is a man's mate.

■ What kind of flower is it?

باب ٽيون

Tenses زمان

1. زمان حال استمراري The Present Continuous

فارم

هن زمان جو فارمولا هيٺيون آهي:

Subject + am/is/are + Present Participle (ing form of verb)

گردان Conjugation

Affirmative	Negative	Interrogative	Negative Interrogative
I am working	I am not working	Am I working?	Am I not working?
You are working	You are not working	Are you working?	Are you not working?
He/she/it is working	He/she/it is not working	Is he/she/it working?	Is he/she/it not working?
We are working	We are not working	Are we working?	Are we not working?
You are working	You are not working	Are you working?	Are you not working?
They are working	They are not working	Are they working?	Are they not working?

استعمال Use

1. هن زمان جو مکيه استعمال اهو آهي ته ان کي ڳالهائڻ وقت ٿيندڙ ڪم کي بيان ڪرڻ لاءِ ڪتب آڻبو آهي.

1. Amjad is watching Television.
2. It is raining.
3. I am not wearing a coat as it isn't cold.
4. Why are you sitting at my desk?
5. What's the baby doing? ~ He's tearing up a Rs. 100 note.

6. I'm getting the lunch ready.
7. The train is coming, look.
8. We're looking for a post office.
9. Naeema isn't wearing her new dress.
2. What are you doing?
3. Who is Vicky dancing with?
4. Please don't make so much noise. I'm working.
5. 'Where's Maroosha?' 'She's having bath.' (not 'she has a bath')
6. Let's go out now. It isn't raining any more. (not 'it doesn't rain')
7. (at a party) Hello, Jane, are you enjoying the party? (not 'do you enjoy')
8. I'm tired. I'm going to bed now. Goodnight!
9. (On the phone) We're having dinner now. Can phone again later?
10. You can turn off the television. I'm not watching it.

2. ڪو ڪم جيڪو اوهان شروع ڪيو هجي ۽ اڃان هلندڙ هجي، پر ضروري نه آهي ته اهو ڳالهائڻ وقت ٿيندڙ هجي. اهڙي ڪم کي به بيان ڪرڻ لاءِ هيءَ صورت استعمال ٿيندي آهي.

1. I'm reading an interesting book at the moment. I'll lend it to you when I've finished it.
2. Catherine wants to work in Italy, so she is learning Italian. (but perhaps she isn't learning Italian exactly at the time of speaking)
3. Some friends of mine are building their own house. They hope it will be finished before the next summer.
4. 'You're working hard today.' 'Yes, I have a lot to do.'
5. Is Susan working this week?' 'No she's on holiday.'
6. The population of the world is rising very fast.
7. Is your English getting better?
8. I'm quite busy these days. I'm doing a course at college.
9. I must back to the office. We're working on a new project.
10. He is teaching French and learning Greek.

3. ويجهي مستقبل ۾ ڪرڻ لاءِ ڪنهن خاص رٿيل ڪم يا انتظام کي بيان ڪرڻ لاءِ

1. A: What are you doing on Saturday evening? ~ B: I'm going to the theatre.

2. A: What time is Cathy arriving tomorrow? ~ B: At 10.30. I 'm meeting her at the station.
3. I 'm not working tomorrow, so we can go out somewhere.
4. Ilyas isn't playing football on Saturday. He 's hurt his leg.
5. Ahmed is getting married next month.
6. I 'm meeting Peter tonight. He is taking me to the theatre.
7. Are you doing anything tomorrow afternoon? — Yes, I 'm playing tennis with Ann.

Exercise 1: Complete the sentences with one of the following verbs in the correct form:

Come, get, happen, look, make, start, stay, try, work

5. 'You ----- hard today.' ~ 'Yes, have a lot to do.'
6. I ----- for Christine. Do you know where she is?
7. It ----- dark. Shall I turn on the light?
8. They haven't got any where to live at the moment. They ----- with friends until they find somewhere.
9. 'Are you ready, Ann?' ~ 'Yes, I -----.'
10. Have you got an umbrella? It ----- to rain.
11. You ----- a lot of noise. Could you be quieter? I ----- to concentrate.
12. Why are all these people here? What-----?

Exercise 2: Put the verbs into the present continuous:

1. Aziz ----- (work) in a travel agency at the moment.
2. Where ----- (you / work)?
3. I ----- (no / do) anything at the moment. I ----- (look) for a job.
4. Jack and Jill ----- (wait) to hear their exam results.
5. Meanwhile they ----- (help) their father in his shop.
6. He ----- (not / pay) them very much.
7. Why isn't Tom here? What ----- (he /do)?
8. He ----- (talk) to Ann on the phone. He ----- (make) arrangements for tonight.
9. They ----- (go) to a concert together.

10. But he ----- (not / pay) for her. She ----- (pay) for herself.

2. زمان حال سادو يا مطلق The simple Present Tense or Present Indefinite Tense

فارم Form

Subject + First form of Verb + Complement

گردان Conjugation

Affirmative	Negative	Interrogative	Negative Interrogative
I work	I do not work	Do I work?	Do I not work?
You work	You do not work	Do you work?	Do you not work?
He/she/it works	He/she/it does not work	Does he/she/it work?	Does he/she/it not work?
We work	We do not work	Do we work?	Do we not work?
You work	You do not work	Do you work?	Do you not work?
They work	They do not work	Do they work?	Do they not work?

نوٽ: جيڪڏهن فعل جو فاعل subject اسم خاص، اسم عام واحد يا ضمير غائب واحد مان ڪو هجي ته هن زمان ۾ فعل سان s يا es ملائجي. (جن فعلن جي پڇاڻي ss, sh, ch, x o ڪئي ٿئي ته اتي es ڳنڍجي. جيئن does, goes, kisses, watches, rushes وغيره). ان کان علاوه جڏهن Y ڪنهن ڪانسوننٽ کان پوءِ اچي ته y کي I ۾ بدلائي es ڳنڍي آهي. جيئن I carry يا He carries يا I try يا He tries.

استعمال Use

1. هن زمان جو مکيه استعمال اهو آهي ته ان کي بار بار ٿيندڙن يا عادي ڪم ڪارين يا عام سچاين جي بيان لاءِ استعمال ڪيو آهي. ۽ اهو ضروري نه آهي ته جنهن ڪم لاءِ هن جو استعمال ٿئي سو ان وقت ٿيندڙ هجي.

1. Nurses look after patients in hospital.
2. I usually go away at weekends.
3. The earth goes round the sun.
4. I like big cities.

5. The shops open at 9 o'clock and close at 5.30.
6. Tim works very hard, He starts at 7.30 and finishes at 8 o'clock in the evening.
7. We do a lot of different things in our free time.
8. It costs a lot of money to stay at luxury hotels.
9. Post Offices sell stamps.
10. Bees make honey.
11. Water boils at 100 degrees Celsius.
12. Excuse me, do you speak English
13. It does not rain very much in summer.
14. What do you usually do at weekends?
15. What do you do? (What's your job?)
16. I always go to bed before midnight.
17. Most people learn to swim when they are children.
18. My parents live in Karachi. They have lived there all their lives.
19. Ahmed isn't lazy. He works very hard most of the time.
20. I work every day from 9 o'clock to 5.30.
21. Aziz has a shower every morning.
22. It rains a lot in winter.
23. I don't watch television very often.
24. What do you usually do at the weekend?

2. پنهنجن ويچارن، محسوسات يا حالتن States کي بيان ڪرڻ لاءِ

1. I think it is a good programme.
2. Nazneen likes her job.
3. Reporting means a lot to her.
4. Paper burns easily.
5. I promise I'll write to you.

6. It's all right. I forgive you.

3. اخباری سرخین یر

1. Car bomb kills Two

2. Peace talks fail

3. Mass Murderer escapes

4. ویجھی مستقبل یا ایندڑ وقت لاءِ رٹیل عوامی پروگرامن یا تاثیر تبیل کی بیان کرڻ لاءِ:

1. The train leaves Plymouth at 11.30 and arrives in London at 14.45.

2. What time does the film begin?

3. It's Wednesday tomorrow.

4. I start my new job on Monday.

5. What time do you finish work tomorrow?

Exercise 3: Choose the right verb for the following sentences.

digs, looks, puts, brings, paints, flies, makes, cures

1. A pilot ----- an aero plane.
2. A doctor ----- sick people
3. An artist ----- pictures
4. A gardener ----- after plants.
5. A baker ----- bread and cakes.
6. A postman ----- letters.
7. A fireman -----out fires.
8. A miner ----- coal from under the ground.

Exercise 4: Complete the sentences by putting in the verbs. Use the present simple. You have to decide if the verb is positive or negative.

1. My friend is finding life in Paris a bit difficult. He ----- (speak) French.
2. Most students live quite close to the college, so they ----- (walk) there.
3. My sports kit is really muddy. This Shirt ----- (need) a good wash.
4. I've got four cats and two dogs. I ----- (love) animals.

5. No breakfast for Mark, thanks. He ----- (eat) breakfast.
6. What's the matter? You ----- (look) very happy.
7. Don't try to ring the bell. it ----- (work).
8. I hate telephone answering machines. I just ----- (like) talking to them.
9. Mathew is good at badminton. He ----- (win) every game.
10. We always travel by bus. We ----- (own) a car.

نوٽ: اوهان ڏٺو ته زمان حال سادو توڙي زمان حال استمراري مستقبل واسطي استعمال ڪيا وڃن ٿا. جڏهن ڪنهن عوامي پروگرام يا ٽائيمر ٽيبل جو بيان ڪرڻو آهي ته ان حالت ۾ زمان حال سادو، باقي رٿيل ڪنهن خاص انتظام جي بيان لاءِ زمان حال استمراري ڪتب آندو ويندو آهي.

3. زمان ماضي Past Tense

فارم

Subject + second form of verb

Conjugation

Affirmative	Negative	Interrogative	Negative Interrogative
I worked	I did not work	Did I work?	Did I not work?
You worked	You did not work	Did you work?	Did you not work?
He/she/it worked	He/she/it did not work	Did he/she/it work?	Did he/she/it not work?
We worked	We did not work	Did we work?	Did we not work?
You worked	You did not work	Did you work?	Did you not work?
They worked	They did not work	Did they work?	Did they not work?

استعمال

1. ماضيءَ ۾ رٿيل ڪنهن ڪم کي بيان ڪرڻ لاءِ

1. I was tired last night.
2. Where was the Ann Yesterday?
3. The weather was good last week.

4. You were late yesterday.
5. They weren't here last Sunday.
6. When I was child, I was afraid of dogs.
7. We were hungry after the journey but we weren't tired.
8. The hotel was comfortable but wasn't expensive.
9. Was the weather good when you were on holiday?
10. Those shoes are nice. Were they expensive?
11. Why were you late this morning?
12. Ahmed worked in a bank from 1986 to 1998.
13. Yesterday it rained all morning. It stopped at lunchtime.
14. We enjoyed the party last night. We danced a lot and talked to a lot of people. The party finished at midnight.
15. I usually get early but this morning I got up at 9.30.
16. We did a lot of work yesterday.
17. Caroline went to the cinema three times last week.
18. Jameel came into the room, took off his coat and sat down.
19. We went to the cinema but we didn't enjoy the film.
20. We invited them to our party but they decided not to come.
21. The police stopped me on my way home last night.
22. She passed her examination because she studied very hard.
23. Did you go out last night? ~ Yes, I went to the cinema but I didn't enjoy the film much.
24. What did you do at the weekend?
25. I didn't do anything.
26. I was angry because they were late.
27. Was the weather good when you were on holiday?
28. They weren't able to come because they were so busy.
29. Did you go out last night or were you too tired?

30. I knew what the problem was.
31. When did you buy this car? ~ About three years ago.
32. I wasn't well last week.
33. The gates were open.
34. The car did not stop. The driver did not look to his right.
35. What did you tell the police? ~ Nothing.
36. Did you ring home? ~ Yes I did.
37. I had breakfast at six. We took some photos. The train left on time.
38. Those cakes were nice.
39. The van crashed into the car.

2. ماضی واریں عادت کی بیان کر کے لاء

■ He always carried an umbrella.

■ They never drank wine.

Exercise 5: Complete the sentences. Use one of these verbs in the past simple:

clean, die, enjoy, finish, happen, open, rain, start, stay, want.

1. I ----- my teeth three times yesterday.
2. It was hot in the room, so I ----- the window.
3. The concert-----at 7.30 and ----- at 10 o'clock.
4. When I was child, I ----- to be doctor.
5. The accident ----- last Sunday afternoon.
6. It's nice day today but yesterday it ----- all day.
7. We ----- our holiday last year. We ----- at a very nice place.
8. Amjad's grandfather ----- when he was 90 years old.

Exercise 6: Complete the sentences. Put the verb into the correct form, positive or negative.

1. It was warm, so I ----- off my coat. (take)
2. The film wasn't very good. I ----- it very much. (enjoy)
3. I knew Sarah was very busy, so I ----- her. (disturb)

4. I was very tired, so I ----- to bed early. (go)
5. The bed was very uncomfortable. I ----- very well. (sleep)
6. Sue wasn't hungry, so she ----- anything. (eat)
7. We went to Kate's house but she ----- at home. (be)
8. It was a funny situation but nobody ----- . (laugh)
9. The window was open and a bird ----- into the room. (fly)
10. The hotel wasn't very expensive. It ----- very much. (cost)
11. I was in a hurry, so I ----- time to phone you. (have)
12. It was hard work carrying the bags. They ----- very heavy. (be)

used to جو استعمال

ماضي جي ڪا عادت يا اهڙو ڪم جيڪو ڪافي وقت تائين روٽين Routine رهيو، پر هاڻي نٿو ٿئي، تنهن کي بيان ڪرڻ لاءِ فاعل کان پوءِ Used to وجهي پوءِ فعل جي پهرئين صورت هڻبي آهي.

1. When I was child, I used to like chocolate.
2. I used to read a lot of books but I don't read much these days.
3. When I was child I didn't use to like tomatoes.

4. زمان ماضي استمراري The Past Continuous tense

فارم

Subject+ was / were + present participle (ing form of verb)

Affirmative	Negative	Interrogative	Negative Interrogative
I was working	I was not working	Was I working?	Was I not working?
You are working	You are not working	Are you working?	Were you not working?
He/she/it was working	He/she/it was not working	Was he/she/it working?	Was he/she/it not working?
We were working	We were not working	Were we working?	Were we not working?
You were working	You were not working	Were you working?	Were you not working?

They were working	They were not working	Were they working?	Were they not working?
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استعمال

1. جڏهن اسان ڪنهن کي اهو ٻڌائڻ پيا گهرندا آهيون ته ماضيءَ ۾ ڪنهن مخصوص وقت تي ڪو ڪم اڃان جاري هو، تڏهن اسان هيءُ زمان استعمال ڪندا آهيون.

- Soft music was playing. People were walking in the park.
- I wasn't dreaming. I really was in the New York City.
- why did you give our secret away? What were you thinking of?
- Was Mubeen already waiting for you when you got there?
- What you were doing at 11.30 yesterday? Were you working?
- What did he say? I don't know. I wasn't listening.
- It was raining, so we didn't go out.
- In 1985, we were living in Canada.
- Today she 's wearing a skirt, but yesterday she was wearing trousers.
- I work up early yesterday. It was a beautiful morning. The sun was shining and birds were singing.
- This time last year I was living in Brazil.
- What were you doing at 10 o'clock last night?
- I waved to her but she wasn't looking.
- I was walking home when I met Hasnain.
- Aneeta was watching television when the phone rang.
- Tom burnt his hand when was cooking the dinner.
- I saw you in the park yesterday. You were sitting on the grass and reading a book.
- While I was working in the garden, I hurt my back.
- When Kashif arrived, we were having dinner.

Exercise 7: What can you say in these situations? Add a sentence with the past continuous to say that any action lasted a long time.

- You had to make phone calls. The calls went on all evening.

2. You had to wait in the rain. The wait last for half an hour.

-----.

3. You had to make sandwiches. This went on all afternoon.

-----.

4. You had to sit in a traffic jam. You were there for two hours.

-----.

5. Your neighbour plays loud music. This went on all night.

-----.

Exercise 8: Put the verbs into the correct form, past continuous or past simple.

- Jane ----- (wait) for me when I arrived.
- 'What ----- (you/do) this time yesterday?' ~ 'I was asleep.'
- '----- (you/go) out last night?' ~ 'No, I was too tired.'
- 'Was Kashmala at the party last night?' ~ 'Yes, she ----- (wear) a really nice dress.'
- How fast ----- (you/drive) when the accident ----- (happen)?
- Jan Muhammad ----- (take) a photograph of me while I ----- (not/look)
- We were in a very difficult position. We ----- (not know) what to do.
- I haven't seen Imtiaz for ages. When I last ----- (see) him, he ----- (try) to find a job in Karachi.
- I ----- (walk) along the street when suddenly I ----- (hear) footsteps behind me. Somebody ----- (follow) me. I was frightened.
- When I was young, I ----- (want) to be a bus driver.

5. زمان حال کامل یا زمان ماضی قریب Present Prefect

فارم

Subject + has / have + past participle (Third form of verb)

Affirmative	Negative	Interrogative	Negative Interrogative
I have worked	I have not worked	Have I worked?	Have I not worked?

You have worked	You have not worked	Have you worked?	Have you not worked?
He/she/it has worked	He/she/it has not worked	Has he/she/it worked?	Has he/she/it not worked?
We have worked	We have not worked	Have we worked?	Have we not worked?
You have worked	You have not worked	Have you worked?	Have you not worked?
They have worked	They have not worked	Have they worked?	Have they not worked?

استعمال

هيءَ زمان حال ۽ ماضي جو ميلاپ يا مڪسچر آهي. جيڪو ڪم تازو تازو ٿيو هجي ۽ ان جا اثرات هلندڙ وقت ۾ ظاهر ٿيا هجن، يا ائين چئجي ته گذريل وقت ۾ ٿيل اهو ڪم جنهن جا نتيجا حال ۾ پتڙا ٿين، اهڙي ڪم کي بيان ڪرڻ لاءِ جيڪا فعلي صورت استعمال ڪبي آهي، ان کي زمان حال يا زمان ماضي قريب ڪوٺيو وڃي ٿو.

1. I ve lost my passport. (= I can't find my passport now)
2. 'Where is Ummama?' ~ 'She 's got to bed.' (= she is in bed now)
3. We 've bought a new car. (= we have a new car now)
4. It's Ayesha's birthday tomorrow and I haven't bought her a present.
5. 'Babur is on holiday.' ~ 'Oh, where has he gone?'
6. Can I take this newspaper? Have you finished with it?
7. I can't find my bag. Have you seen it? (= do you know where it is now?)
8. Ow! I 've cut my finger.
9. The police have arrested two men in connection with the robbery.
10. We 've washed the dishes. (They 're clean now)
11. The aircraft has landed. (It 's on the ground now)
12. We 've eaten all the eggs. (There aren't any left)
13. They 've learnt the words. (They know the words.)

'a short time ago يعني ماضي قريب استعمال ٿيندو آهي. لفظ Just جي معنيٰ آهي just, already ۽ yet لفظن سان زمان ماضي قريب استعمال ٿيندو آهي. لفظ Just جي معنيٰ آهي 'sooner than expected' يعني 'توقع کان اڳ'. لفظ Yet جي معنيٰ آهي 'ago' يعني 'پوءِ وقت اڳ'. لفظ already جي معنيٰ آهي 'Until now' يعني 'اڃان تائين'.

1. We 've just come back from our holiday.
2. I 've just had an idea.
3. 'Would you like something to eat?' 'No, thanks. I 've just had lunch.'
4. Hello. Have you just arrived?
5. Don't forget to post the letter, will you?' 'I 've already posted it.'
6. 'What time is Mark leaving?' 'He 's already gone.'
7. It isn't a very good party. Most people have already gone home.
8. My brother has already crashed his new car.
9. It's eleven o'clock and you haven't finished breakfast yet.
10. Has your course started yet?
11. Has it stopped raining yet?
12. I 've written the letter but I haven't posted it yet.

جڏهن اسان ان عرصي ۾ ٿيل ڪم جو ذڪر ڪندا آهيون، جيڪو ماضي کان وٺي هاڻي تائين جاري رهيو آهي، تڏهن اسان هيءَ فعلي صورت استعمال ڪندا آهيون.

1. Dave: Have you traveled a lot, Jane?
2. Jane: Yes, I 've been to lots of places.
3. Dave: Really? Have you ever been to China?
4. Jane: Yes, I 've been to China twice.
5. Dave: What about India?
6. Jane: No, I haven't been to India.
7. We 've never had a car.
8. 'Have you read Hamlet?' 'No, I haven't read any of Shakespeare's plays.'
9. Sajjad really loves that film. He 's seen it eight times!
10. What a boring film! It's the most boring film I 've ever seen.

هيءَ زمان today / this morning / this evening etc. وارين ترڪيبن سان ان وقت استعمال ڪبو آهي، جڏهن اهي وقت اڃان جاري هجن ۽ ختم نه ٿيا هجن.

1. I 've drunk four cups of coffee today. (perhaps I'll drink more before today is finished)
2. Have you had a holiday this year (yet)?

3. I haven't seen Tom this morning. Have you?
4. Rameez hasn't worked very hard this term.

Exercise 9: Complete the sentences with a verb from the list.

break, buy, decide, finish, forget, go, go, invite see, not/see, take, tell

1. 'Can I have this newspaper?' ~ 'Yes, I----- with it.'
2. I ----- some new shoes. Do you want to see them?
3. 'Where is Ummama?' ~ 'She ----- out.'
4. I'm look for Pashmeena. ----- you ----- her?
5. Look! Somebody ----- that window.
6. 'Does Lisa know that you're going away?' ~ 'Yes, I ----- her.'
7. I can't find my umbrella. Somebody ----- it.
8. I'm looking for Sarah. Where ----- she -----?
9. I know that woman but I ----- her name.
10. Sue is having a party tonight. She ----- a lot of people.
11. What are you going to do? ----- you ----- ?
12. 'Where are my glasses?' ~ 'I don't know. I ----- them.'

Exercise 10: Complete B's answers. Some sentence are positive and some negative. Use a verb from this list:

be, be, eat, happen, have, meet, play, read, see, see, try.

A	B
1. What's George's sister Like?	I've no idea. ----- her.
2. How is Amy these days?	I don't know. I ----- her recently.
3. Are you hungry?	Yes, I ----- much today.
4. Can you play chess?	Yes, but ----- for ages.
5. Did you enjoy your holiday?	Yes, it's best holiday ----- for a long time.

6. What 's that book like?	I don 't know. ----- it.
7. Mike was lat for work again today.	Again? He ----- every day this week.
8. Do you like caviar?	I don 't know. ----- it.
9. The car broke down again yesterday.	Not again! That 's the second time.
10. Who 's that women by the door?	I don 't know. ----- before.

6. زمان ماضي قريب استمراري Present Perfect continuous Tense

فارم

Subject + has / have been + present participle (ing form of verb)

Affirmative	Negative	Interrogative	Negative Interrogative
I have been working	I have not been working	Have I been working?	Have I not been working?
You have been working	You have not been working	Have you been working?	Have you not been working?
He/she/it has been working	He/she/it has not been working	Has he/she/it been working?	Has he/she/it not been working?
We have been working	We have not been working	Have we been working?	Have we not been working?
You have been working	You have not been working	Have you been working?	Have you not been working?
They have been working	They have not been working	Have they been working?	Have they not been working?

استعمال

هيءَ زمان اهڙي ڪم کي بيان ڪرڻ لاءِ ڪتب ايندو آهي جيڪو ماضي ۾ شروع ٿيو ۽ ڪافي عرصو هلي يا تہ هاڻي هاڻي ختم ٿيو آهي يا اڃان هلندڙ آهي.

1. We 've been standing here for ages.
2. It has been raining all day.
3. Have you been waiting for long?
4. Our team hasn 't been doing very well lately.
5. We 've been waiting here for twenty minutes.

6. Listen. That burglar alarm has been ringing since eight o'clock this morning.
7. Natasha has been playing the piano since she was four.
8. I 've been swimming. That's why my hair is wet.
9. My sister has been staying with me for three weeks now.
10. You 've been playing on that computer since seven o'clock.
11. I haven't been feeling very well recently.
12. What have you been doing lately?
13. I have been looking for a job for two years.
14. Oh here's my key! I 've been looking for it all day.

Exercise 11: What you could say in these situations? Write sentences with the present perfect continuous and a phrase with for. Use these verbs: read, swim, talk, travel, work

1. Mehran went into the water an hour ago. He doesn't want to come out yet.

2. Your friends started their journey around the world three months ago. They've gone about half way now.

3. Jamshed got to the office early this morning. Ten hours later he's still there.

4. Nadia rang Ramsha forty minutes ago, and they're still on the phone.

5. Taimur has got an interesting book. He started it quite a long time ago. Ask him how long.

7. زمان ماضی بعید Past Perfect Tense

فارم

Subject + had + past participle (Third form of verb)

Affirmative	Negative	Interrogative	Negative Interrogative
I had worked	I had not worked	Had I worked?	Had I not worked?

You had worked	You had not worked	Had you worked?	Had you not worked?
He/she/it had worked	He/she/it had not worked	Had he/she/it worked?	Had he/she/it not worked?
We had worked	We had not worked	Had we worked?	Had we not worked?
You had worked	You had not worked	Had you worked?	Had you not worked?
They had worked	They had not worked	Had they worked?	Had they not worked?

استعمال

1. ماضيءَ جو احوال ڏيندي جڏهن اسان ڪنهن اهڙي ڪم جو ذڪر ڪندا آهيون، جيڪو ڪنهن ٻئي ڪم کان اڳ ٿيو هو، تڏهن پهرئين ڪم کي بيان ڪرڻ لاءِ زمان ماضي بعيد جو استعمال ڪندا آهيون، ۽ پوئين ڪم کي بيان ڪرڻ لاءِ زمان ماضي سادو جو استعمال ڪندا آهيون.

“The past perfect tense is used to show that one action happened before another action in the past.”

Examples:

1. When Zulfikar arrived at the party, Manik wasn't there. He had gone home.
2. When we got home last night, we found that somebody had broken into the flat.
3. Kamila didn't want to come to the cinema with us because she had already seen the film.
4. At first I thought I 'd done the right thing, but I soon realized that I 'd made a serious mistake.
5. The man sitting next to me on the plane was very nervous. He hadn't flown before. / He had never flown before.
6. The rabbits crept out of their shelter when the lion had gone.
7. Before the fire-engines arrived, the fire had destroyed the house.
8. When Maria had finished her home work, she turned on the radio.
9. I had already got home before it began to rain.
10. Rameez got a new exercise book yesterday because he had filled his old one.
11. The children came to the party 4 o'clock; but before that, Mary and Eric had decorated the room, Mrs. Lee had baked cakes, and Mr. Lee had bought a small present for everybody.

2. هيءُ زمان، زمان ماضي قريب Present Perfect Tense جو ماضي آهي.

1. I didn't know who she was. I 'd never seen her before. (=before that time)

2. We weren't hungry. We'd just had lunch.
3. The house was dirty. They hadn't cleaned it for weeks.
4. We could not get into the house. I'd lost the key.

Exercise 12: Read the situation and write sentences from the words in brackets.

1. You went to Jill's house but she wasn't there. (she / go / out) -----
2. You went back to your home town after many years, It wasn't the same as before. (it /change / a lot) -----

3. I invited Raeshma to the party but she couldn't come. (she / arrange / to do something else) -----

4. You went to the cinema last night. You arrived at the cinema late. (the film / already / begin) -----

5. I was very pleased to see Tim again after such a long time. (I / not / see / him for five years) -----

6. I offered Samina something to eat but she wasn't hungry. (she / just / have / breakfast) -----
-----.

Exercise 13: Put the verbs in brackets into the past perfect:

When I last met Paul he was feeling very depressed because recently everything had gone wrong.

1. His wife ----- (leave) him.
2. He ----- (quarrel) with his son.
3. He ----- (lose) his job.
4. He ----- (crash) his car.
5. He ----- (broke) his watch.
6. His landlord ----- (put up) the rent.

8. زمان ماضي بعيد استمراري Past Perfect Continuous Tense

فارم

Subject + had been + present participle (ing form of the verb)

Conjugation

Affirmative	Negative	Interrogative	Negative Interrogative
I had been working	I had not been working	Had I been working?	Had I not been working?
You had been working	You had not been working	Had you been working?	Had you not been working?
He/she/it had been working	He/she/it had not been working	Had he/she/it been working?	Had he/she/it not been working?
We had been working	We had not been working	Had we been working?	Had we not been working?
You had been working	You had not been working	Had you been working?	Had you not been working?
They had been working	They had not been working	Had they been working?	Had they not been working?

استعمال

ماضي ۾ ٿيل ڪمن جو ذڪر ڪندي، جڏهن اسان پهرئين ڪم لاءِ اهو ظاهر ڪرڻ گهرندا آهيون ته اهو ٻئي ڪم کان اڳ ڪافي وقت تائين يا بار بار جاري رهيو هو، تڏهن اسان زمان ماضي بعيد استمراري جو استعمال ڪندا آهيون

1. When the boys came into the house, their clothes were dirty, their hair was untidy and one of them had a black eye. They 'd been fighting.
2. I was very tired when I arrived home. I 'd been working hard all day.
3. Our game of tennis was interrupted. We 'd been playing for about half an hour when it started to rain very heavily.
4. Kamal gave up smoking two years ago. He 'd been smoking for 30 years.
5. At last the bus came. I 'd been waiting for 20 minutes.
6. He was out of breath. He had been running.
7. It wasn't raining when we went out. The sun was shining. But it had been raining, so the ground was wet.
8. Anila was sitting in an armchair watching television. She was tired because she 'd been working very hard.
9. She had been living alone for many years.
10. I found the calculator. I 'd been looking for it ages.
11. When the company went bankrupt, it has been losing money for months.
12. When I phoned, Natasha had been having a piano lesson.
13. Vaneza looked very upset. I thought she 'd been crying.

Exercise 14: Read the situations and make sentences from the words in brackets.

1. I was very tired when I arrived home.

(I / work / hard all day) -----

2. The two boys came into the house. They had a football and they were both very tired.

(they / play / football) -----

3. There was nobody in the room but there was a smell of cigarettes.

(somebody / smoke / in the room) -----

4. Anusha woke up in the middle of the night. She was frightened and didn't know where she was.

(she / dream) -----

5. When I got home, Manik was sitting in front of the TV. He had just turned it off.

(he / watch / TV) -----

Exercise 15: Answer the questions:

When you first met her, had she just started to give lectures? ~

No, she'd been giving lectures for quite a long time.

1. Had she just started to paint portraits? ~ -----

2. Had she just started to sell her paintings? ~ -----

3. Had she just started to diet? ~ -----

4. Had she just started to look for house? ~ -----

9. زمان مستقبل The Future Simple Tense

فارم

Subject + will/Shall + present (1st form of verb)

Affirmative	Negative	Interrogative	Negative Interrogative
I will /I'll work or I shall work	I will not/I won't work or I shall not/I shan't work	Will I/Shall I work?	Will I not/Won't I work?
You will/you'll work	You will not/you won't work	Will you work?	Will you not/Won't you work?

He/she/it will work	He/she/it will not/won't work	Will he/she/it work?	Will he/she/it not work?
We will work or We shall work.	We will not/won't work or We shall not/shan't work	Will we work? or Shall we work?	Will we not work? or Shall we not work?
They will/they'll work	They will not/ won't work	Will they work?	Will they not work? or Won't they Work?

استعمال

1. هن زمان جو مکيه استعمال ڳالهائيندڙ جي مستقبل متعلق ويچارن، انديشن ۽ اميدن جي اظهار لاءِ ڪيو ويندو آهي.

1. (I'm sure) he'll come back.
2. (I suppose) they'll sell the house.
3. (Perhaps) we'll find him at the hotel.
4. They'll (probably) wait for us.

2. ڳالهائڻ وقت ڪيا ويندڙ فيصلن کي بيان ڪرڻ لاءِ هن زمان کي استعمال ڪبو آهي

1. I'm thirsty. I think I'll make some tea.
2. I don't think I'll do any work tonight. I'm too tired.
3. I'll have the vegetable salad, please.
4. Oh, I've left the door open. I'll go and shut it.
5. 'What would you like to drink?' ~ 'I'll have an orange juice, please?'
6. 'Did you phone Ruth?' ~ 'Oh no, I forgot. I'll phone her now.'

3. مستقبل ۾ ٿيندڙ عادي يا روتين وارن ڪمن کي بيان ڪرڻ لاءِ

1. Spring will come again.
2. Birds will build nests.
3. People will make plans.
4. Other men will climb these stairs and sit at my desk.
5. These birds will come back next spring.

will يا shall

ضمير متکلم يعني فرست پرسن I ۽ We سان گڏ will يا shall کي استعمال ڪري سگهجي ٿو. پر اڄڪلهه آمريڪي انگريزيءَ جي اثر ڪري will جو استعمال وڌيڪ ٿو ٿئي. هونئن جڏهن ڪنهن ارادي (intention) کي ظاهر ڪرڻو هجي ته will استعمال ڪجي:

1. I'll send you a cheque.
2. I'll wait for you.

shall جو استعمال تڏهن ڪبو آهي، جڏهن ڪنهن ارادي کي نه بيان ڪبو آهي.

1. I shall be 25 next week.
2. We shall know the result next week.

ان کان علاوه سواليه جملن يا آڇ وارن جملن ۾ shall کي استعمال ڪيو ويندو آهي.

1. Shall I pack up your shopping for you? ~ Oh, thank you.
2. Shall we all go out tonight? ~ Good idea.
3. It's very warm in this room. Shall I open the window?
4. Shall I phone you this evening? ~ 'Yes, please.'
5. I'm going to a party tonight. What shall I wear?
6. It's a nice day. Shall we go for a walk?
7. Where shall we go for our holidays this year?

ياد رهي ته آمريڪن انگريزي ۾ Shall کي استعمال نه ڪندا آهن.

Exercise 16: Complete the sentences with will ('ll) + one of these verbs: be, be, come, get, like, look, meet, pass.

1. Don't worry about your exam. I'm sure you-----
2. Why don't you try on this jacket? It ----- nice on you.
3. You must meet Jansher sometimes. I think you ----- him.
4. It's raining. Don't go out. You ----- wet.
5. They've invited me to their house. They ----- offended if I don't go.
6. Goodbye. I expect we ----- again before long.
7. I've invited Sadia to the party I don't think she -----.
8. I wonder where I ----- 20 years from now.

Exercise 17: Say what your decision is in these situations, or what you offer to do. Use these verbs: answer, carry, have, post, shut.

1. The phone is ringing. You are the nearest person to it.

2. The choice on the menu is fish or chicken. You hate fish.

3. You are meeting a friend at the station. he has two suitcases. There's a bag, too.

4. Your friend has written a letter. You are going to walk into town past the post office.

going to استعمال جو

1. اگر ويجهي مستقبل ۾ ڪنهن ڪم ڪرڻ جو اوهان فيصلو ڪيو آهي، تڏهن انهيءَ ڪم کي بيان ڪرڻ لاءِ هيءَ فعلي تركيب استعمال ڪئي ويندي آهي.

1. I'm going to buy some books tomorrow.

2. Sarah is going to sell her car.

3. I'm not going to have breakfast this morning. I'm not hungry.

4. What are you going to wear to the party tonight?

5. Your hands are dirty.' ~ 'Yes, I know. I'm going to wash them.'

6. Are you going to invite Ayaz to your party?

7. They're going to move house.

8. We aren't going to complain.

2. موجود يا ظاهري صورتحال ڏسي ڪنهن ڪم لاءِ انومان Prediction ڪيڻ لاءِ به هيءَ صورت استعمال ٿيندي آهي.

1. My sister is going to have a baby in March.

2. It's nearly nine now. We're going to be late.

3. Do you think it's going to rain?

Exercise 18: Complete the sentences. Use going to + one of these verbs: eat, do, give, lie down, stay, walk, wash, watch, wear

My hands are dirty. I'm going to wash them.

What are you going to wear to the party tonight?

1. I don't want to go home by bus. I ----- .
2. Jan Muhammad is going to London next week. He ----- with some friends.
3. I'm hungry. I ----- this sandwich.
4. It's Ummama's birthday next week. We ----- her a present.
5. Samina says she's feeling very tired. She ----- for an hour.
6. There's good film on TV this evening, ----- you ----- it?
7. What ----- Raheela ----- when she leaves school?

زمان حال استمراري Present Continuous جو مستقبل لاء استعمال

جڏهن اوهان ويجهي مستقبل ۾ ڪنهن ڪم ڪرڻ جو انتظام ڪري ڇڏيو آهي، تڏهن ان کي بيان ڪرڻ لاءِ هيءَ فعلي صورت استعمال ٿيندي آهي.

1. What time are you meeting Anoocha this evening?
2. I'm leaving tomorrow. I've got my plane ticket.
3. Kamlesh is getting married next month.
4. I'm not working tomorrow, we can go out somewhere.
5. We're having a party tomorrow.
6. What time are you leaving?

زمان حال سادو Present Simple جو مستقبل لاءِ استعمال

مستقبل ۾ رٿيل ڪنهن عوامي پروگرام يا ٽائيم ٽيبل کي بيان ڪرڻ لاءِ هيءَ فعلي صورت استعمال ٿيندي آهي.

1. The concert starts at 7.30.
2. What time does your train leave?
3. The train leaves at seven twenty-three every morning.
4. The match starts at half past seven.
5. Next Friday is the thirteenth.
6. What time does the film begin?

10. زمان مستقبل استمراري The Future Continuous Tense

فارم

Subject + will / shall be + present participle (ing form of verb)

Affirmative	Negative	Interrogative	Negative Interrogative
I will/shall be working	I will/shall not be working	Shall I be working?	Shall I not be working?
You will be working	You will not be working	Will you be working?	Will you not be working?
He/she/it will be working	He/she/it will not be working	Will he/she/it be working?	Will he/she/it not be working?
We will/shall be working	We will not be working	Shall we be working?	Shall we not be working?
They will be working	They will not be working	Will they be working?	Will they not be working?

استعمال

ايندڙ وقت يعني مستقبل ۾ ڪنهن خاص وقت ۾ هلندڙ يا جاري ڪنهن امڪاني ڪم کي بيان ڪرڻ لاءِ هيءَ زمان استعمال ڪيو آهي.

1. Tahseen can't go to the party. He ll be working all day tomorrow.
2. I'll be out at three o'clock. I ll be playing golf.
3. When the men leave the building, the police will be waiting for them.
4. What we will be doing in ten years' time, I wonder.
5. I'm going on holiday on Saturday. This time next week I ll be lying on a beach or swimming in the sea.
6. Don't phone me between 7 and 8. We ll be having dinner then.
7. At 10 o'clock tomorrow, she will be in her office. She will be working.

Exercise 19: Complete the conversation. Put in a pronoun and the future continuous form of the verb.

1. Daniyal: I'm going to go into business when I leave college. Five years from now I'll be running a big company. I expect (1) ----- (I / earn) lots of money.
2. Vamiq: I don't know what (2) ----- (I / do). What about you, Natasha?
3. What (3) ----- (you / do), do you think?

4. Natasha: I'm too lazy to do any work. I intend to marry someone with very rich. (4) ----- (I /give) dinner parties all the time. We'll have a cook (5) ----- (who / do) all the work, of course. And you'll both get invitations.
5. Vamiq: You're joking, aren't you, Natasha? I expect (6) ----- (you /play) in an orchestra. That's what you really want to do, isn't it?

11. زمان مستقبل کامل The Future Perfect Tense

فارم

Subject + will/shall have + past participle (Third form of verb)

Affirmative	Negative	Interrogative	Negative Interrogative
I will/shall have worked	I will have not worked	Shall I Have worked?	Shall I have not worked?
You will have worked	You will have not worked	Will you have worked?	Will you have not worked?
He/she/it will have worked	He/she/it will have not worked	Will he/she/it have worked?	Will he/she/it have not worked?
We will/shall have worked	We will have not worked	Shall we have worked?	Shall we have not worked?
They will have worked	They will have not worked	Will they have worked?	Will they have not worked?

استعمال

ایندژ وقت یعنی مستقبل ۾ امکاني طور کنهن وقت تائین مکمل کیل کنهن کمر کی بیان کرڻ لاءِ هيءَ فعلی صورت استعمال کبی آهي. یا ائين کٿي چئجي ته اهو کمر جيڪو مستقبل ۾ ماضي ٿي چڪو هوندو، تنهن کي بيان کرڻ لاءِ هيءَ فعلی صورت استعمال کبی آهي.

- I like looking at these pictures, but I'll have had enough by lunch time.
- Taseer and Laura will have lived here for four years next April.
- This chess game is going to last ages. They won't have finished it until midnight.
- Will you have read this by the time it's due back to the library? ~ Yes. I'll have finished it by then.
- We're late. The film will already have started by the time we get to the cinema.
- Salima always leaves for work at 8.30 in the morning, so she won't be at home 9 o'clock. She'll have gone to work.

Exercise 20: How good is your maths? Can you work out the answers?

1. It's quarter to six. Mahjabeen is putting something in the oven. It needs to be in the oven for an hour and a half. When will it have cooked?

It will have cooked at quarter past seven.

2. It's seven o'clock in the evening, and Anwar is starting to write an essay. He writes one page every fifteen minutes. He plans to finish the essay at midnight. How many pages will he have written?

He will have written ----- pages.

3. It's Monday morning, and Sarah is traveling to work. It's twenty miles from her home to the office. How far will she have traveled to an from work by the time she gets home on Friday?

4. Manik is doing press-ups - one every two seconds. How many will he have done after five minutes?

Exercise 21: Put the verb in correct form, will be (do)ing or will have (done)

- Don't phone me between 7 and 8. We'll be having (we/have) dinner then.
- Phone me after 8 o'clock. ----- (we/finish) dinner by then.
- Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock, ----- (we/play) tennis.
- Kamil is on holiday and he is spending his money very quickly. If he continues like this, ----- (he/spend) all his money before the end of his holiday.
- Do you think ----- (you/still/do) the same job in then years' time?
- Jane is from New Zealand. She is traveling around Europe at the moment. So far she has traveled 1,000 miles. By the end of the trip, ----- (she/travel) more than 3000 miles.

12. زمان مستقبل کامل استمراري The Future Perfect Continuous Tense

فارم

Subject + will/shall have been + present participle (ing form of verb)

Affirmative	Negative	Interrogative	Negative Interrogative
I will/shall have been working	I will/shall not have been working	Shall I have been working?	Shall I have not been working?
You will have been	You will not have been	Will you have been working?	Will you have not been

working	working		working?
He/she/it will have been working	He/she/it will not have been working	Will he/she/it have been working?	Will he/she/it have not been working?
We will/shall have been working	We will not have been working	Shall we have been working?	Shall we have not been working?
They will have been working	They will not have been working	Will they have been working?	Will they have not been working?

استعمال

مستقبل ۾ ڪنهن اهڙي ڪم کي بيان ڪرڻ لاءِ جيڪو ايندڙ وقت ڪنهن خاص وقت تائين جاري رهيو هوندو، هيءُ زمان استعمال ڪيو آهي.

1. By the end of this year he ll have been acting for thirty years.
2. By the end of the month he will have been living/studying here for ten years.
3. By the end of the month he will have been training horses for twenty years.
4. By the end of month he will have been climbing mountains for twenty years.

Conditional Sentences شرطيه جملو

شرطي جملن جا ٻه حصا آهن: پهرين if clause ۽ ٻيو main clause. هيٺيون جملو ڏسو:

- If you drop the glass, it will break.

If you drop وارو حصو if clause آهي، ۽ it will break وارو حصو مکيه حصو Main clause آهي. Main clause پهرين ٻه اچي سگهي ٿو.

- It will break if you drop it.

شرطي جملن جا ٽي نمونا آهن. هر هڪ جو علحدده علحدده احوال هيٺ ڏجي ٿو.

1. پهرين نمونو

فارم

هن نموني ۾ if clause وارو فعل زمان حال Present Tense ۾ هوندو آهي ۽ main clause وارو فعل زمان مستقبل سادو Future Tense simple هوندو آهي.

- If I see Jami tomorrow, I ll give him your message.

- If I find your passport, I ll post it to you.

- If we go by bus, it will be cheaper.
- If you don't hurry, you ll miss the train.

استعمال

هن نموني کي استعمال تڏهن ڪبو آهي، جڏهن اسان if clause واري عمل يا صورتحال متعلق سمجهندا آهيون ته اها ٿيڻي يا ممڪن آهي.

بنیادي فارم ۾ هلڪيون تبديليون Variations in Basic Form

1. if clause ۾ زمان حال جي بجاءِ زمان حال استمراري Present Continuous يا زمان حال کامل Present Perfect به استعمال ڪري سگهجي ٿو:

1. If you 're looking for Tanseen, you ll find him upstairs.
2. If we 're expecting visitors, the flat will need a good clean.
3. If you 've finished your homework, we ll watch TV.
4. If you 've finished with computer, I ll put it away.

2. مين ڪلاز Main Clause ۾ will جي جاءِ تي اجازت لاءِ may/can؛ امڪان possibility لاءِ may/might/could؛ اهليت ability لاءِ can/could يا حڪم، صلاح يا عرض وارو ڪو فقرو استعمال ڪري سگهجي ٿو.

1. If you eat all your dinner, you can have a chocolate.
2. If you need a ticket, I can get you one.
3. If Hamid jogs regularly, he might lose weight.
4. If it s foggy tonight, the plan may be late.
5. If the ice is thick, we can walk across.
6. If you are tired, sit down (command/advice) OR you should sit down/you had better sit down (advice) OR why don't you sit down? (advice or suggestion)
7. If you aren't too busy, would you help with this? (request)

3. عادي Habitual يا خودرو Automatic نتيجن جو اظهار ڪرڻ لاءِ اسان ٻنهي حصن ۾ زمان حال سادو استعمال ڪري سگهون ٿا.

1. If you press this button, the light goes on. (automatic result)
2. If you argue with him, he gets angry. (Habitual result).

2. ٻيو نمونو

فارم

if clause وارو فعل، زمان ماضي سادو Past Tense ۽ main clause وارو فعل would + infinitive هوندو آهي. هن نموني جا جملا زمان حال يا مستقل جو بيان ڪندا آهن.

1. If he had a garden, he would grow roses.
2. If I won Rs. 500,000, I 'd give up my job.
3. If I ate cake, I 'd get fat.
4. If I had your figure, I 'd eat the whole lot.
5. If we didn't have a car, we 'd find it difficult to get about.
6. If Raheel got up earlier, she wouldn't always be late.

استعمال

1. جڏهن if clause ۾ ڏنل بيان جاتل حقيقتن جي ابتڙ هجي يا ان ۾ بيان ڪيل ڪم ٿيڻ جو ڳو نه هجي تڏهن اسان هيءُ نمونو استعمال ڪندا آهيون.

1. If you were in my position, what would you do?
2. If I were you, wouldn't buy that coat.
3. If I were rich, I would have a yacht.
4. If I had a map I would lend it you.
5. If someone tried to blackmail me I would tell the police.
6. If I lived near office I 'd be in time for work. (But I don't live near my office.)
7. If I were you I 'd plant some trees round the house.
8. If a burglar came into my room at night, I 'd scream.
9. If I died my hair blue everyone would laugh at me.

بنيادي فارم ۾ تبديلي

1. مين ڪلاز ۾ would جي جاء تي might يا Could کي استعمال ڪيو ويندو آهي:

If you tried again you might succeed.

If I knew her number I could ring her up.

2. اف ڪلاز ۾ اسان زمان ماضي استمراري Past Continuous استعمال ڪري سگهون ٿا.

If I were going by car, I 'd offer you a lift.

If Raheela was playing here stereo, it wouldn't be so quiet in here.

3. ٽيون نمونو

فارم

اف ڪلاز جو فعل زمان ماضي بعيد (had + past participle) ۾ ۽ مين ڪلاز جو Would + perfect infinitive ۾ هوندو آهي:

If he had been in his office, I would have seen him.

استعمال

اسان جڏهن ماضيءَ جو ذڪر ڪندي اهڙي ڪم جو احوال ڏيندا آهيون، جيڪو نه ٿي سگهيو، تڏهن اهڙي ڪم کي بيان ڪرڻ لاءِ هيءُ نمونو استعمال ڪبو آهي.

1. If I had seen him, I would have warned him.
2. If you 'd spoken politely, he wouldn't have been angry.
3. If you hadn't made that mistake, you 'd have passed your test.
4. If Anwar had been more careful, he wouldn't have fallen.
5. If Noman had set his alarm clock, he wouldn't have overslept.

بنيادي فارم ۾ تبديلي

1. اف ڪلاز ۾ اسان زمان ماضي ڪامل استمراري Past Perfect Continuous استعمال ڪري سگهون ٿا:

If you had been going more slowly, you 'd have been able to stop.

2. اڪثر if کي ڇڏي يا omit ڪري، اسان جملي جي شروعات Had سان ڪندا آهيون. اهڙي هن نموني جي رواجي يا فارمل ترتيب آهي.

Had the Minister known all the facts, he would have acted differently.

3. مين ڪلاز ۾ might يا could کي ڪم آڻي سگهجي ٿو:

If you 'd asked him, he might have helped you. (possibility)

If you 'd asked him, he could have helped you. (ability)

باب چوٿون

متفرقات

Have.1 جو رواجي Ordinary استعمال

فعل have هڪ پاسي مددي فعل Auxiliary Verb طور ڪامل زمان Perfect Tenses ٺاهڻ ۾ مدد ڪندو آهي، ته ٻئي طرف ان جو رواجي استعمال به ٿيندو آهي. رواجي استعمال ۾ هن جي معنيٰ آهي مالڪ هئڻ. يا وٽ هئڻ Possess or own. ان معنيٰ ۾ استعمال وقت برٽش انگريزيءَ ۾ اڪثر have ساڻ got ڪتب ايندو آهي.

Form

	Affirmative	Negative	Interrogative
Present	Have (got) or have	Haven't (got) or don't have	Have I (got) etc. or do you have? etc.
Past	Had	Hadn't (got) or didn't have	Had you (got) etc. or did you have? etc.

Examples:

1. I have a new car. Or I 've got new car.
2. She has got long hair. Or Sue has long hair.
3. Have they got any children? Or Do they have any children?
4. We have three cats. Or We 've got three cats.
5. Daniyal does not have a car. Or I haven't got any money.
6. He has a black beard.
7. I have had this car ten years.
8. She will have fifty thousand a year when she retires.

2. اوهان کي ڪو سور، تڪليف يا بيماري آهي ته انهيءَ جي ذڪر ڪرڻ واسطي have کي استعمال ڪبو آهي:

1. I have/I've got a headache/toothache/stomach ache.
2. Have you got a cold? Or Do you have a cold?

3. I have headaches very often.

نوٽ: جڏهن ڪنهن عادي يعني بار بار ٿيندڙ بيماريءَ جو ذڪر ڪبو آهي جيئن مٿئين 3 نمبر جملي ۾ ٿيو آهي، تڏهن نڪو got کي وجهبو ۽ نه ئي have کي تخفيف Contract ڪبو.

3. انڪاري ۽ سوالِي جملن ۾ اگر عادت جو اظهار هجي ته اسان do استعمال ڪندا آهيون. البت عادت جو ذڪر ڪونهي ته پوءِ اوهان پلي have(got) يا do نمونو استعمال ڪريو.

1. Do you have headaches often? ~ No, I don't/Yes, I do.

2. I haven't (got) time to do it. Or I don't have time to do it.

3. Have you (got) a visa? Or Do you have a Visa?

4. He hadn't (got) a work permit. Or He didn't have a work permit.

نوٽ: have کي مالڪي واري معنيٰ ۾ جاري يا استمراري continuous حالت ۾ استعمال نه ڪبو آهي.

4. Have جون ٻيون معنائون به آهن. جهڙوڪ ونڻ يا کائڻ take؛ ڏيڻ give؛ entertain؛ مقابل ٿيڻ encounter وغيره. هن جي اهڙي انداز ۾ استعمال تحت هن کي Action verb سڏيو وڃي ٿو. انهيءَ حالت ۾ ان جي ناڪاري ۽ سوالِي جملن ۾ do جو استعمال ٿيندو ۽ got ڪم نه آڻبو. ان کان علاوه استمراري يا جاري Continuous صورت به استعمال ڪري سگهبي آهي.

■ Take= have a meal/something to eat/a drink/ a cigarette/ a bath/ arrest/ a day off.

■ Give= have a party: have friends to dinner etc

■ Encounter= have difficulties / trouble / an adventure / an accident / a dream /nightmare / good or bad days / nights / weeks etc.

■ Undergo= have treatment / operations etc.

Example Sentences:

1. You have a month's holiday every year, don't you?

2. Did you have a good journey? ~ Not very. We had an accident on the superhighway.

3. We are having supper with Nadeem tonight.

4. Mr. Jehanzeb is having lunch with a client at the moment.

5. We are having breakfast early tomorrow.

6. She is having twenty people to dinner next Monday.

7. How many English lessons do you a week? ~ I have six.

8. You have coffee at eleven, don't you?

9. Samun has breakfast in bed, but Muneeza doesn't.
10. Will you have some tea/coffee etc.? Or Have some tea/coffee etc?
11. Did you have a good time at the theatre?
12. Have a good time?
13. I am having a wonderful holiday.
14. I didn't have a very good journey.
15. I have shower every morning.
16. Manik has lunch around one.

Exercise 21 : Complete these sentences. Use an expression from the list and put the verb into the correct form where necessary.

have lunch have a swim have a nice time have a chat have a cigarette have a rest
have a baby have a shower have a good flight have a look have a party

1. I don't eat much during the day. I never have lunch.
2. David likes to keep fit, so he ----- every day.
3. We ----- last Saturday. It was great — we invited lots of people.
4. Excuse me, can I ----- at your newspaper, please?
5. 'Where's Jim?' ~ 'He ----- in his room. He's very tired.'
6. I met Anusha in the supermarket yesterday. We stopped and -----.
7. I haven't seen you since you came back from Holiday. -----?
8. Sushmeeta ----- a few weeks ago. It's her second child.
9. I don't usually smoke but I was feeling very nervous, so I -----.
10. The phone rang but I couldn't answer it because I -----.

2. دُیا دو Do

فارم : Do, did, done, doing

زمان حال ۽ زمان ماضي جي ناڪاري ۽ سوالِي جملن ٺاهڻ ۾ Do مددي فعل Auxiliary ٿيندو آهي. مددي فعل طور ان کي هيٺين حالتن ۾ به استعمال ڪبو آهي.

الف) ننڍن جوابن ۾، يا فعل جي ورجاءُ ڪرڻ بجاءِ هن کي استعمال ڪبو آهي.

1. Did he write to you? ~ Yes, he did/No, he didn't.
2. Do you smoke? ~ Ye, I do/No. I don't.
3. Did you see him? Yes, I did/ No, I didn't.
4. Noman talks too much. ~ Yes, he does/No, he does not.
5. He didn't go. ~ No, he didn't/Oh yes, he did.

ب) سوالِي پڇاڙين Question Tags ۾

He lives here, does he?

He did not see you, did he?

ڪنهن ڳالهه تي زور ڏيڻ يا پرڻ Emphasize لاءِ اسان هڪ پاسي ۽ have is کي مڪمل طور استعمال ڪندا آهيون ۽ ان جي تخفيف ٿيل صورت 've يا 's نه ڪم آڻيندا آهيون. ٻئي پاسي زمان حال جي جملن ۾ do کي مکيه فعل آڏو وجهي، زور جو اظهار ڪندا آهيون.

1. You're right. I do agree with you.
2. Your hair is much too long. You do need a haircut.
3. We do hope you can come to our barbecue.
4. I am getting fed up with those dogs. They do make such a noise.
5. The city centre does get crowded, doesn't it?

رواجي استعمال

انهيءَ فعل جو رواجي استعمال به آهي. ان حالت ۾ ان جي معنيٰ آهي ڪرڻ. رواجي معنيٰ ۾ استعمال وقت ان کي جاري صورت ۾ به ڪم آڻي سگهجي ٿو.

1. What do you do? ~ I work in bank/school/NGO.
2. I did a lot of things yesterday.
3. I'm doing my driving test next week.
4. Jansher has just done a training course.
5. Have the children done their homework?

6. Amna, could you do me a favour?
7. I go for a run and do exercises every morning.
8. What's he doing? ~ He is writing a letter.
9. He does not do what he's told.
10. What do you do for a living? ~ I am an artist.
11. I haven't got a torch. Will a candle do? (= be suitable/adequate) ~ A candle won't do. I'm looking for a gas leak.
12. Would Five Hundred Rupees do? (= be adequate) ~ No, it wouldn't. I need One thousand rupees.

3. بي Be

فارم: is, am, are, was, were, been, being

مددي فعل طور فعل Be جو مکيه استعمال جاري يا استمراري زمان Continuous Tenses ٺاهڻ آهي.

- He is reading a book.
- She was singing.
- They will be waiting.

Passive حالت ۾

- He is employed by the bank.
- He was followed.
- He was being followed.

حڪمن ۽ هدايتن لاءِ فعل be کان پوءِ infinitive لڳائبو آهي.

- You are to wait here. You 're not to leave this room.
- You are to report to Mr. Ahmed Ali.
- Books are to be returned within fortnight.

جهت ۾ ٿيڻ واري ڪم کي بيان ڪرڻ لاءِ اسان am/are/is + about + infinitive جي ترڪيب استعمال ڪندا آهيون.

- We are about to open a new branch in your area.

پر اهو ڪم اڳر بلڪل ٿيڻ وارو هجي ته ان حقيقت کي زورائتو ڪري ڏيکارڻ اسان just جهندا آهيون.

- The concert 's just about to start. Hurry!

هيءُ فعل ڪنهن جي موجودگي يا ڪنهن شيءِ يا ماڻهو متعلق ڄاڻ ڏيڻ لاءِ ڪم آڻبو آهي.

1. Janoo is a carpenter.
2. The dog is in the garden.
3. Malta is an island.
4. The roads were rough and narrow.
5. Gold is a metal.
6. Sameer was tall and fair.

جسماني يا ذهني حالت کي بيان ڪرڻ لاءِ:

1. They will be happy/unhappy.
2. He was excited/clam.
3. I am hot/cold.

عمر، وزن، ۽ سائيز بيان ڪرڻ لاءِ

1. How old are you? ~ I 'm ten/I am ten years Old. (not I 'm ten years.)
2. How old is the tower? ~ It is 400 years old.
3. How tall are you? / What is your Height? ~ I am 1.65 metres.
4. How high are we now? ~ We 're about 20,000 feet.
5. What is your weight? or What do you weigh/How much do you weigh? ~ I am 65 kilos Or I weigh 65 kilos.

قيمتون بيان ڪرڻ لاءِ

- How much is this melon? Or What does this melon cost? ~ It 's Rs. 30.
- The best seats are (= cost) Rs. 250.

جو استعمال There is / are / There was /Were

جڏهن ڪنهن عام ماڻهوءَ يا شيءِ کي ظاهر ڪندڙ اسم جملي ۾ فعل Be جو فاعل هوندو آهي، ته اهڙن جملن جي شروعات جي ترتيب There +be (is/are/was/were) +noun جهڙي هوندي آهي. اسان A policeman is at the door. There is a policeman at the door. ته سگهون پر ان جي جاءِ تي وڌيڪ استعمال ٿيندڙ جملو ٿيندو: There is a policeman at the door.

- There's a new by pass.
- There's been accident.
- There'll be delays.
- There was a meeting.

4. شڊ Should يا Ought to

هنن ٻنهي لفظن جي معنيٰ ساڳئي آهي يعني ”گهرجي“. پر اڪثر حالتن ۾ should کي وڌيڪ استعمال ڪيو ويندو آهي.

استعمال

1. عام طور ڪنهن کي صلاح ڏيندي يا پنهنجو رايو ٻڌائيندي اسان هنن لفظن جو استعمال ڪندا آهيون. ٻين لفظن ۾ ائين چئجي ته جڏهن اسان ڪنهن کي اهو چوڻ چاهيندا آهيون ته هيءُ شيءِ يا ڪم ڪرڻ بهتر آهي، تڏهن اسان Should يا ought to ڪتب آڻيندا آهيون.

- You look tired. You should go to bed.
- The government should do more to help homeless people.
- Should we invite Suman to the Party? ~ Yes, I think we should.
- You're not very well. Perhaps, you should see a doctor.
- Your uncle was very kind to me. I ought to write him a letter of thanks.
- People shouldn't break / oughtn't to break their promises.

2. ڪنهن کان صلاح وٺندي به انهن لفظن کي استعمال ڪبو آهي.

- Were should I put this picture, do you think?
- It's a difficult problem. How ought we to deal with it?

3. ڪافي فعلن خاص ڪري suggest, propose, recommend, insist, demand کان پوءِ should کي ئي استعمال ڪيو ويندو آهي:

1. They insisted that we should have dinner with them.
2. I demanded that he should apologize.
3. What do you suggest I should do?

4. ڪجهه صفتن خاص ڪري strange, odd, funny, typical natural, interesting, surprised, surprising کان پوءِ should ڪم آڻبو آهي.

1. It's strange that he should be late. He's usually on time.
2. I was surprised that she should say such a thing.

5. ڪا تجويز، رٿا وغيره ڏيندي Should ڪم آڻبو آهي.

■ What do you think of Jamil's suggestion that I should buy a car?

6. ساڳئي طرح ... it's important/vital/necessary/essential that ڪم آڻبو آهي.

■ It's essential that you should be here on time.

5. هٽڻ بيشر Had better

ڪنهن صورتحال ۾ اسان کي جيڪو بهتر لڳندو آهي تنهن کي بيان ڪرڻ لاءِ اسان هن فقري کي استعمال ڪندا آهيون.

■ It's cold. The children had better wear their coats.

■ The neighbours are complaining. We d better turn the music down.

■ My wife is waiting for me. I d better not be late.

نوٽ: مٿين مثالن ۾ اسان هٽڻ بيشر جي جاءِ تي شد يا آت ت ڪي استعمال ڪي سگهون ٿا، پر وڌيڪ پراثر لفظ Had Better آهي.

6. وڏ Would

1. ماضي جو احوال ڏيندي اهڙي ڪم جو ذڪر ڪرڻ جيڪو ان وقت مستقبل ۾ ٿيڻو هو، would ڪم آڻبو آهي.

■ She hoped that he would come to her party.

■ I thought that he would refuse the invitation.

2. ماضي ۾ روئين يا متواتر ٿيندڙ ڪمن کي ٻڌائڻ لاءِ نه صرف used to جي ترڪيب آهي، پر would ڪم آڻبو آهي، جيڪو وڌيڪ عام آهي:

■ At weekends we would cycle to the beach. We d take our lunch with us and (would) eat it on the sands. Afterwards we d swim, or fish from the rocks. We d come home tired and sun burnt.

■ When we were children, we lived by the sea. In summer, if the weather was fine, we would all get up early and go for a swim. (= we did this regularly)

- Whenever Aziz was angry, he would walk out of the room.
3. ڪنهن کي ڪا دعوت ڏيندي يا ڪجهه آڇيندي اسان Would you like جي ترڪيب استعمال ڪندا آهيون.
- Would you like a cup of coffee?
- Would you like to come to dinner tomorrow evening? ~ 'Yes, I'd love to.'
4. ڪنهن به شيءِ کي مهذب نموني چوڻ لاءِ اسان I'd like جي ترڪيب استعمال ڪندا آهيون.
- (at a tourist information office) I d like some information about hotels, please.
- (in a shop) I d like to try on this jacket, please.
5. ڪنهن تصور کيل صورتحال يا عمل جو احوال ڏيندي به وڍ would جو استعمال ڪبو آهي.
- It would be nice to have a holiday but we can't afford it.
- I'm not going to bed yet. I'm not tired and I wouldn't sleep,
6. جڏهن اسان خواهشمند هوندا آهيون ته هيءُ يا هيئن ٿئي، تڏهن اسان I wish ---- would جي ترڪيب ڪم ۾ آڻيندا آهيون.
- The phone has been ringing for five minutes. I wish somebody would answer it.
- I wish you would do something instead of just sitting and doing nothing.
7. Can, could
- جڏهن اسان اهو ٻڌائڻ گهرندا آهيون ته ڪا شيءِ ممڪن آهي يا ڪنهن ۾ ڪا شيءِ ڪرڻ جي اهليت آهي، تڏهن اسان can جو استعمال ڪندا آهيون.
- We can see the lake from our bedroom window.
- Can you speak any foreign languages?
- I can come and see you tomorrow if you like.
- Could لفظ نه صرف can جي ماضي طور ڪم ڪندو آهي:
- My grandfather could speak five languages.
- We were completely free. We could do what we wanted.
- پر هاڻي يا ويجهڙ ۾ ٿي سگهندڙ ڪمن کي بيان ڪرڻ لاءِ به ان جو استعمال ڪندا آهيون.
- 'What shall we do this evening?' ~ We could go to the cinema.
- It is a nice day. We could go for a walk.
- When you go to New York next month, you could stay with Babar.

■ 'If you need money, why don't you ask Karen?' ~ 'Yes, I suppose I could.'

■ The phone is ringing. It could be Tim.

■ I don't know when they'll be here. They could arrive at any time.

ڪنهن شيءِ وٺڻ لاءِ ڪئي ويندڙ گذارش کي وڌيڪ مهذب بنائڻ لاءِ could کي استعمال ڪبو آهي.

■ Could I borrow your ladder, please? ~ Well, I am using at the moment.

8. May ۽ Might

1. جڏهن اسان ٻڌائيندا آهيون ته هيءُ ڪم ممڪن يا ٿيڻ جوڳو آهي تڏهن اسان may يا might جو استعمال ڪندا آهيون. انهن کي زمان حال توڙي مستقبل ۾ استعمال ڪري سگهجي ٿو.

■ It may/might be a bomb. (= Perhaps it is a bomb)

■ I may/might go to the disco tomorrow. (= Perhaps I will go to the disco.)

■ Where is bob? ~ He may be in his office. Or He might be having lunch.

■ It may/might be true.

■ She may/might know.

■ I haven't decided yet where to spend my holidays. I may go to Ireland.

■ Take an umbrella with you when go out. It might rain later. (= Perhaps it will rain.)

■ Aziz may not come to the party tonight. He isn't well.

■ They might not be a meeting on Friday because the director is ill.

2. توهان may يا might استعمال ڪريو، ڪو فرق نٿو پوي. البت جڏهن صورتحال غير حقيقي هوندي آهي ته اسان might کي ڪتب آڻيندا آهيون.

■ If I knew them better, I might invite them to dinner.

3. ماضيءَ لاءِ may/might have (done) جي ترڪيب استعمال ڪئي ويندي آهي.

■ I wonder why Kamila didn't answer the phone. ~ She may have been asleep. (= perhaps she was asleep.)

■ I can't find my bag anywhere. ~ You might have left it in the shop. (= Perhaps you left it in the shop.)

■ I was surprised that Sarah wasn't at the meeting. ~ She might not have known about it.

■ I wonder why Kabeer was in such a bad mood yesterday. ~ He may not have been feeling well.

4. استمراري زمان لاءِ may/might be -ing واري ترڪيب استعمال ڪبي آهي.

■ Don't phone at 8.30. I might/may be watching the football on television.

5. بس اسٽاپ تي جڏهن به جڻا پهچن ٿا ته بس رواني ٿي چڪي هوندي آهي. تڏهن هو هيٺين نموني ڳالهيندا آهن.

■ What shall we do? Shall we walk? ~ We might as well. It's nice day and I don't want to wait here for an hour.

ڪرڻ لاءِ نه آهي، ۽ انهيءَ ڪم نه ڪرڻ لاءِ به ڪو مناسب سبب ڪونهي. (We) might as well do something جي معنيٰ آهي ته اسان کي ڪجهه ڪرڻ گهرجي، ڇو ته ٻيو ڪو سنو ڪم

Must .9

ڪنهن کي جڏهن اهو چوڻو هجي ته هيءُ يا هو ڪم ڪرڻ ضروري آهي ته ان مهل اسان must کي استعمال ڪندا آهيون. هن لفظ جو سنڌي ۾ نعر البدل ٿيندو ”ضرور“.

■ My house is very near the motorway. ~ It must be very noisy.

■ You've been travelling all day. You must be tired.

■ Kashmala must get very bored in her job. She does the same thing every day.

■ The phone rang but I didn't hear it. I must have been asleep.

■ I've lost one of my gloves. I must have dropped it somewhere.

Active Voice and Passive Voice

جڏهن ڪنهن جملي جو فاعل ئي ڪم جو ڪندڙ يا ايجنٽ هوندو آهي، تڏهن اسان Active Verb استعمال ڪندا آهيون. اهڙي جملي جي انداز کي Active Voice سڏيندا آهن.

■ My grandfather was builder. He built this house in 1930.

■ It's a big company. It employs two hundred people.

■ Bell invented the telephone.

پر جڏهن ڪنهن جملي جو فاعل ڪم جو ڪندڙ يا ايجنٽ نه هوندو آهي، تڏهن اسان passive فعل استعمال ڪندا آهيون. ۽ اهڙي جملي جي نموني کي Passive Voice ڪوٺيندا آهيون.

■ The house is quite old. It was built in 1930.

■ Two hundred people are employed by the company.

■ The Telephone was invented by Bell.

پئسو فارم Passive Voice جو استعمال اڪثر لکت ۾ ڪبو آهي. يعني ڪتابن، رپورتن ۽ اخباري بيانن وغيره ۾ هن جو وڌيڪ استعمال ڪيو ويندو آهي. ان علاوه هن کي تڏهن ڪم آڻبو آهي جڏهن اسان کي عمل ڪندڙ جي ڄاڻ وٺڻ جو شوق نه هجي.

- A lot of money was stolen in the robber. (Somebody stole it but we don't know who)
- Is this room cleaned every day? (Does somebody clean it? — it's not important who)
- Bananas are exported to Europe.
- The liquid is heated to boiling point.
- Payments can be made at any post office.
- Cars left here will be towed away.
- A number of political prisoners have been released.
- Talks will be held in London next week.

هيٺ ڏنل جدول ۾ مکيه زمانن جو ائڪٽو توڙي پئسو جملو ڏنو ويو آهي. ان کي غور سان جانچيو ته ڪيئن ائڪٽو جملي جو فعل پئسو جملي جي فعل ۾ تبديل ٿئي ٿو.

Present and past

Active

Passive

Present Simple	We make butter from milk.	Butter is made from milk.
	Somebody cleans these rooms every day.	These rooms are cleaned every day.
	People never invite me to parties.	I am never invited to parties.
	How do they make butter?	How is butter made?
Past Simple	Somebody stole my car last week.	My car was stolen last week.
	Somebody stole my keys yesterday.	My keys were stolen yesterday.
	They did n't invite me to the party.	I wasn't invited to the party.
	When did they build these houses?	When were these houses built?
Present Continuous	They are building a new airport at the moment. (= it isn't finished)	A new airport is being built at the moment.
	They are building some new homes near the river.	Some new houses are being built near the river.

Past Continuous	When I was here a few years ago, they were building a new airport. (= it wasn't finished at that time)	When I was here a few years ago, a new airport was being built.
Present Perfect	Look! The have painted the door. These shirts are clean. Somebody has washed them. Somebody has stolen my car.	Look! The door has been painted. These shirts are clean. The have been washed. My car has been stolen.
Past Perfect	Ann said that somebody had stolen her car.	Ann said that her car had been stolen.

Will / can / must / have to etc.

Active

Passive

Somebody will clean the office tomorrow. Somebody must clean the office. I think they'll invite you to the party. They can't repair my watch. You should wash this sweater by hand.	The office will be cleaned tomorrow. The office must be cleaned. I think you'll be invited to the party. My watch can't be repaired. This sweater should be washed by hand.
They are going to build a new airport. Somebody has to wash these clothes. They had to take the injured man to hospital.	A new airport is going to be built. These clothes have to be washed. The injured man had to be taken to hospital.

Direct and Indirect speech

ڪنهن ماڻهو جي چوڻ کي بيان ڪرڻ جا ٻه رستا آهن. هڪڙي رستي ۾ ان شخص جا ڳالهائيل لفظ جيئن جو تيئن ٻڌايا ويندا آهن. ٻئي رستي ۾ ڳالهائيل لفظن جي تز exact معنيٰ بيان ڪئي ويندي آهي، تنهنڪري ان ۾ ساڳيا لفظ گهڻو ڪري ورجايا نه ويندا آهن. پهريون بيان جو طريقو سڌو Direct Speech سڏبو آهي، ۽ ٻئي طريقي کي Indirect Speech يا Reported Speech طريقو چوندا آهن.

■ Direct: Tom said: 'I am feeling ill.'

■ Indirect: Tom said that he was feeling ill.

- Direct: Tom said: "I woke up feeling ill, so I didn't go to work."
- Indirect or reported: Tom said (that) he woke up feeling ill, so he didn't go to work. Or Tom said (that) he had woken up feeling ill, so he hadn't gone to work.
- Direct: Tanveer: "I'm tired."
- Indirect: Tanveer says he's tired.

ڊائريڪٽ ڪي انڊائريڪٽ يا رپورٽيڊ بناڻ

اڻسڌي يا انڊائريڪٽ بيان ۾ گهڻو ڪري ڊائريڪٽ ۾ استعمال ٿيل زمان تبديل ٿيندو آهي.

Direct Speech	Indirect Speech
Simple Present	Simple Past
'I never eat meat,' he explained	He explained that he never ate meat.
Present Continuous	Past Continuous
'I'm waiting for Ann,' he said	He said (that) e was waiting for Ann.
Present Perfect	Past Perfect
'I have found a flat,' he said	He said that he had found a flat.
Present Perfect continuous	Past Perfect continuous
He said, 'I've been waiting for ages.'	He said he had been waiting for ages.
Simple Past	Past Perfect
'I took it home with me,' she said.	She said she had taken it home with her.
Future	Conditional
He said 'I will/shall be in Paris on Monday.'	He said he would be in Paris on Monday.
Future continuous	Conditional Continuous
I will/shall be using car myself on the 24 th , she said.	She said she'd be using the car herself on the 24 th .
But note, Conditional	Conditional
I said, 'I would/should like to see it.'	I said I would/should like to see it.

ٻيون تبديليون

1. ضمير حاضر First Person Pronoun ۽ possessive adjective بدلجي ضمير غائب Third person بنجي وڃي؛

- He said, 'I have missed my train.' - He said he'd missed his train.

پر جڏهن بيان ڪندڙ پنهنجو بيان ڪندو هوندو ته پوءِ مٿين تبديلي نه ايندي:

- I said, 'I've lost my job.' - I said I'd lost my job.

2. you/ your بدلجو

- He said, 'You're late.' - He said I was late.

- He said, 'You've left your umbrella behind. Amina.' - He told Amina she'd had left her umbrella behind.

پر جيڪر اسان آمنه سان ڳالهائيندڙ هونداسين ته پوءِ you/your تبديل نه ٿيندو.

- He told you (that) you'd left your umbrella behind.

3. صفت this بدلجي that ٿيندي:

- I said, 'I'll go later this week/month/year.' - I said I'd later that week/month/year.

بي استعمال جي صورت ۾ this ۽ ٻيون صفتون these, that, those بدلجي the بنيون:

- He said, 'I'll give you this book/these books.' - He said he'd give me the book/ the books.

بطور ضمير this, that/these, those عام طور it/them ۾ تبديل ٿيندا آهن:

- 'I made this' she said. - She said she'd made it.

پر جيڪر that ڪلاز clause جي نمائندگي ڪندڙ هوندو ته پوءِ that رهندو:

- 'That's true,' he said. - He said that was true.

4. جيڪڏهن بيان ساڳئي ڏينهن جو نه آهي ته پوءِ هيٺيان اظهار expressions بلدا:

- Today - that day; yesterday - the day before; the day before yesterday - two days before; tomorrow - the next day/the following day; the day after tomorrow - in two days' time.

5. جيڪر بيان انهيءَ هفتي، مهيني، سال ۾ رپورٽ نه ٿو ٿئي ته پوءِ هيٺيان اظهار بلدا:

- 'the next week/month/year' - the following week/month etc.; 'last week/month/year' - the previous week/month etc.; 'a week/month/year/ago' - a week etc. before.

ضمیمو 1 اختصاري صورتون يا Short Forms

ڳالهائڻ وقت گهڻو ڪري اسان ڪافي فقرا اڻپورا يا مختصر ڪري اڇاريندا آهيون. آءٌ آٿم I am جي جاءِ تي آءٌ مر I m ؛ يو هئو You have جي جاءِ تي You ve وغيره استعمال ٿيندو آهي. غير رواجي لکت ۾ به اهي اختصاري يا تخفيف ٿيل صورتون استعمال ٿيندو آهن. اختصاري صورت ۾ ڪٽل اکرن جي جاءِ تي اپاسترافي ’لڳائي ويندي آهي.

مددي فعلن جي شارٽ فارمن جي فهرست

'm = am	I'm						
's = is or has		He's	She's	It's			
're = are					You're	We're	They're
've = have	I've				You've	We've	They've
'll = will	I'll	He'll	She'll		You'll	We'll	They'll
'd = would or had	I'd	He'd	She'd		You'd	We'd	They'd

‘s فارم is يا has کي ظاهر ڪندو آهي:

- She's ill. (= She **is** ill.)
- She's gone away. (= She has **gone** away.)

پر let's جي مڪمل صورت آهي let us.

- Let's go now. (= Let us **go**.)

‘d فارم had يا would کي ظاهر ڪندو آهي:

- I'd see a doctor if I were you. (= I **would** see)
- I'd never seen her before. (= I **had** never seen)

انهن اختصاري صورتن (خاص ڪري ‘s) کي اسان اڪثر سوالِي لفظن who/what etc ۽ that/there/here کان پوءِ استعمال ڪندا آهيون.

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

- Who's that woman over there? (= who **is**)
- What's happened? (=what **has**)
- Do you think there'll be many people at the party? (= there **will**)

اسمن کانپوءِ به هي اختصاري صورتون خاص ڪري 's واري صورت استعمال ڪري سگهجي ٿي:

- Jameel's going out tonight. (= Jameel **is**)
- My friend's just got married. (= My friend **has**)

جملي جي پڇاڙيءَ ۾ اختصاري صورتون 's / 'm / 're / 've / 'll / 'd استعمال نه ڪيون آهن. ڇو ته ان جاءِ تي فعل تي زور Stress وجهيو آهي.

- 'Are you tired?' ~ Yes, I **am**. (not 'Yes, I'm')
- Do you know where she **is**? (not "Do you know where she's?")

ناڪاري اختصاري صورتون جي فهرست هيٺين جدول ۾ ڏنل آهي.

Isn't = is not	Haven't = have not	Shan't = shall not
Aren't = are not	Hasn't = has not	Shouldn't = should not
Wasn't = was not	Hadn't = had not	Mightn't = might not
Weren't = were not	Can't = can not	Mustn't = must not
Don't = do not	Couldn't = could not	Needn't = need not
Doesn't = does not	Won't = will not	Daren't = dare not
Didn't = did not	Wouldn't = would not	

Is يا are جي لاءِ ناڪاري اختصاري صورتون ٻن نمونن جي ٿي سگهن ٿيون:

- He isn't / she isn't / it isn't or he's not / she's not / it's not
- You aren't / we aren't / they aren't or you're not / we're not / they're not.

ضمیمو 2 اریگیلور فعلن جي فهرست List of Irregular Verbs

Present and infinitive	Simple Past	Past Participle
Abide	abode	abode
Arise	arose	arisen
Awake	awoke/awaked	awoken/awaked
Be	was	been
Bear	bore	borne/born*
Beat	beat	beaten
Become	became	become
Befall	befell	befallen
Beget	begot	begotten
Begin	began	begun
Behold	beheld	beheld
Bend	bent	bent
Bereave	bereaved	bereaved/bereft*
Beseech	besought	besought
Bet	betted/bet	betted/bet
Bid (= command)	bade	bidden
Bid (= offer)	bid	bid
Bind	bound	bound
Bite	bit	bitten
Bleed	bled	bled
Blow	blew	blown
Break	broke	broken
Breed	bred	bred
Bring	brought	brought
Broadcast	broadcast	broadcast
Build	built	built
Burn	burned/burnt	burned/brunt
Burst	burst	burst
Buy	bought	bought

Can	could	be able
Cast	cast	cast
Catch	caught	caught
Chide	chid	chidden
Choose	chose	chosen
Cleave	clove/cleft	cloven/cleft*
Cling	clung	clung
Clothe	clothed/clad	clothed/clad
Come	came	come
Cost	cost	cost
Creep	crept	crept
Crow	crowed/crew	crowed
Cut	cut	cut
Dare	dared/durst	dared/durst
Deal	dealt	dealt
Dig	dug	dug
Do	did	done
Draw	drew	drawn
Dream	dreamed/dreamt	dreamed/dreamt
Drink	drank	drunk
Drive	drove	driven
Dwell	dwelled/dwelt	dwelled/dwelt
Eat	ate	eaten
Fall	fell	fallen
Feed	fed	fed
Feel	felt	felt
Fight	fought	fought
Find	found	found
Flee	fled	fled
Fling	flung	flung
Fly	flew	flown
Forbear	forbore	forborne

Forbid	forbade	forbidden
Forget	forgot	forgotten
Forgive	forgave	forgotten
Forsake	forsook	forsaken
Freeze	froze	frozen
Get	got	got
Gild	gilded/gilt	gilded/gilt
Gird	girded/girt	girded/girt
Give	gave	given
Go	went	gone
Grind	ground	ground
Grow	grew	grown
Hang	hanged/hung	hanged/hung*
Have	had	had
Hear	heard	heard
Hew	hewed	hewed/hewn
Hide	hid	hidden
Hit	hit	hit
Hold	held	held
Hurt	hurt	hurt
Keep	kept	kept
Kneel	knelt	knelt
Knit**	knit	knit
Know	knew	known
Lay	laid	laid
Lead	led	led
Lean	leaned/leant	leaned/leant
Leap	leaped/leapt	leaped/leapt
Learn	learned/learnt	learned/learnt
Leave	left	left
Lend	lent	lent
Let	let	let

Lie	lay	lain
Light	lighted/lit	light/lit
Lose	lost	lost
Make	made	made
May	might	
Mean	meant	meant
Meet	met	met
Mow	mowed	mowed/mown
Must	had to	
Ought		
Pay	paid	paid
Put	put	put
Read	read	read
Rend	rent	rent
Rid	rid	rid
Ride	rode	ridden
Ring	rang	rung
Rise	rose	risen
Run	ran	ran
Saw	sawed	sawed/sawn
Say	said	said
See	saw	seen
Seek	sought	sought
Sell	sold	sold
Send	sent	sent
Set	set	set
Sew	sewed	sewed/sewn
Shake	shook	shaken
Shall	should	-
Shear	sheared/shore	sheared/shorn
Shed	shed	shed
Shine	shone	shone

Shoe	shoed/shod	shoed/shod
Shoot	shot	shot
Show	showed	showed/shown
Shrink	shrank	shrunk
Shut	shut	shut
Sing	sang	sang
Sink	sank	sunk
Sit	sat	sat
Slay	slew	slain
Sleep	slept	slept
Slide	slid	slid
Sling	slung	slung
Slink	slunk	slunk
Slit	slit	slit
Smell	smelled/smelt	smelled/smelt
Smite	smote	smitten
Sow	sowed	sowed/sown
Speak	spoke	spoken
Speed	speeded/sped	speeded/sped
Spell	spelled/spelt	spelled/spelt
Spend	spent	spent
Spill	spilled/spilt	spilt
Spin	spun	spun
Spit	spit	spat
Split	split	split
Spread	spread	spread
Spring	sprang	sprung
Stand	stood	stood
Steal	stole	stolen
Stick	stuck	stuck
Sting	stung	stung
Stink	stank/stunk	stunk

Strew	strewed	strewed/strewn
Stride	strode	stridden
Strike	struck	struck
String	strung	strung
Strive	strove	striven
Swear	swore	sworn
Sweep	swept	swept
Swell	swelled	swelled/swollen
Swim	swam	swum
Swing	swung	swung
Take	took	taken
Teach	taught	taught
Tear	tore	torn
Tell	told	told
Think	thought	thought
Thrive	thrived/throve	thrived/thriven
Throw	threw	thrust
Tread	trod	trodden/trod
Understand	understood	understood
Undertake	undertook	undertaken
Wake	waked/woke	waked/woken
Wear	wore	worn
Weave	wove	woven
Weep	wept	wept
Wet	wetted/wet	wetted/wet
Will	would	-
Win	won	won
Wind	wound	wound
Wring	wrung	wrung
Write	wrote	written

* هي پاست پارٽيسيپل آپشنل نه آهن، پر علحدہ معنيٰ وارا آهن، تنهنڪري انهن جي معنيٰ ڪنهن مناسب ڊڪشنريءَ ۾ ڏسي وٺو.

مشقن جو حل

Key to Exercises

Exercise 1: 1. are working; 2. am looking; 3. is getting; 4. are staying; 5. am coming; 6. is starting; 7. are making; 8. is happening.

Exercise 2: 1. is working; 2. are you working; 3. not doing, am looking; 4. are waiting; 5. are helping; 6. is not paying; 7. is he doing; 8. is talking, is making; 9. are going; 10. is not paying, is paying.

Exercise 3: 1. flies; 2. cures; 3. paints; 4. looks; 5. bakes; 6. brings; 7. puts; 8. digs.

Exercise 4: 1. does not speak; 2. walk; 3. needs; 4. love; 5. doesn't eat; 6. don't look; 7. doesn't work; 8. don't like; 9. wins; 10. don't own.

Exercise 5: 1. cleaned; 2. opened; 3. started, finished; 4. wanted; 5. happened; 6. rained; 7. enjoyed, stayed; 8. died.

Exercise 6: 1. took; 2. did not enjoy; 3. did not disturb; 4. went; 5. did not sleep; 6. didn't eat; 7. was not; 8. laughed; 9. flew; 10. did not cost; 11. did not have; 12. were.

Exercise 7: 1. I was making phone calls all evening; 2. I was waiting in the rain for half an hour; 3. I was making sandwiches all afternoon; 4. I was sitting in a traffic jam for two hours; 5. My neighbour was playing loud music all night.

Exercise 8: 1. was waiting; 2. were you doing; 3. did you go; 4. was wearing (wore is also possible); 5. were you driving ... happened; 6. took ... wasn't looking; 7. did not know; 8. saw ... was trying; 9. was walking ... heard; 10. wanted.

Exercise 9: 1. have finished; 2. have bought; 3. has gone; 4. have you seen; 5. has broken; 6. have told; 7. has taken; 8. has she gone; 9. have forgotten; 10. has invited; 11. Have you decided; 12. haven't seen.

Exercise 10: 1. I have never met; 2. haven't seen; 3. haven't eaten; 4. I haven't played (it); 5. I've had; 6. I haven't read; 7. I have never been; 8. I have never tried; 9. I have never tried; 10. that has happened.

Exercise 11: 1. Mehran has been swimming for an hour; 2. My friends have been traveling (around the world) for three months; 3. Jamshed has been working for ten hours; 4. Nadia and Ramsha have been talking for forty minutes; 5. How long have you been reading the/that/your book?

Exercise 12: 1. She had gone out; 2. It had changed a lot; 3. She had arranged to do something else; 4. The film had already begun; 5. I had not seen him for five years; 6. She had just had breakfast.

Exercise 13: 1. had left; 2. had quarreled; 3. had lost; 4. had crashed; 5. had broken; 6. had put up.

Exercise 14: 1. I had been working hard all day; 2. They had been playing football; 3. Somebody had been smoking in the room; 4. She had been dreaming; 5. He had been watching T.V.

Exercise 15: No, she'd been painting portraits for quite a long time. 2. No, she'd been selling her paintings for quite a long time. 4. No, she'd been looking for a house for quite a long time.

Exercise 16: 1. will pass 2. will look 3. will like 4. will get 5. will be 6. will meet 7. will come 8. will be

Exercise 17: 1. I'll answer it/the phone. 2. I'll have (the) chicken, please. 3. I'll carry the/your bag (for you). 4. I'll post it/the letter (for you).

Exercise 18: 1. am going to walk 2. is going to stay 3. am going to eat 4. going to give 5. is going to lie down 6. Are you going to watch 7. is Raheela going to do.

Exercise 19: 1. I will be earning 2. I will be doing 3. will you be doing 4. I will be giving 5. who will be doing 6. you will be playing

Exercise 20: 2. twenty 3. She will have traveled two hundred miles. 3. He will have done a/one hundred and fifty (press-ups).

Exercise 21: 2. We'll have finished. 3. we'll be playing 4. he'll have spent 5. you'll still be doing 6. she'll have travelled