



## MP – TET

माध्यमिक शिक्षक पात्रता परीक्षा (वर्ग - 2)

मध्यप्रदेश कर्मचारी चयन मण्डल (MPESB)

भाग - 4

अंग्रेजी भाषा

अंग्रेजी



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# 1 CHAPTER

## ARTICLE (लेख)



### Article

#### Indefinite - A/An

#### Definite – The

#### Position of Article

##### 1. Noun से पहले

जैसे –

He has an umbrella.

Noun

##### 2. Adjective से पहले

जैसे –

Monika has a long stick.

Adjective

##### 3. Adverb + Adjective + Noun से पहले

जैसे – She is a very beautiful girl.

Adv. Adj. N.

##### 4. All/both + double + ..... + Noun के बीच में

जैसे – All the girls.

Double the amount.

#### A and An का प्रयोग

- A/An का प्रयोग अनिश्चित Singular Noun से पूर्व करते हैं।

**Eg:-** I have a car.

This is an orange.

- यदि किसी शब्द के उच्चारण की प्रथम ध्वनि व्यंजन हो तो → A, एवं स्वर हो तो → An

जैसे –

An umbrella [word में प्रथम अक्षर Vowel होने पर भी ध्वनि स्वर की है।]

A union [word में प्रथम अक्षर Vowel होने पर भी ध्वनि व्यंजन की है।]

A one rupee note [vowel होने पर भी ध्वनि व्यंजन की है।]

An honest man [व्यंजन होने पर भी ध्वनि स्वर की है।]

- Vowel से प्रारम्भ होने वाले वाक्यों में an लगता है।

An inkpot

An apple

- जब u अक्षर 'यू' ही पढ़ा जाये तो a लगता है।

A European

A useful

A uniform

- जब o अक्षर को 'व' पढ़ा जाये तो a लगता है।

A one eyed boy

A one handed girl

- जब h अक्षर 'ह' पढ़ा जाये तो an लगता है।

An hair

An M.A.

An L.L.B

- जब किसी verb को noun के रूप में प्रयोग करते हैं तो उसके पहले A या An लगता है।

**Ex:-** He goes for a walk.

She goes for a swim.

- जब Exclamatory sentence what या How से प्रारम्भ हो तो Singular countable noun से पूर्व A का प्रयोग होता है।

**Ex:-** What a hot day.

How fine a day.

- Singular countable noun से पूर्व

**Eg:-** I have a pen.

Exclamatory वाक्यों में what/how के बाद

**Eg:-** What a grand building.

- कुछ गिनती बताने वाले शब्द जैसे - hundred, thousand, million, dozen, couple से पहले 'a' लगता है।

**Eg:-** A dozen pencil were bought by her.

- Half से पूर्व 'a' का प्रयोग किया जाता है।

**Eg:-**  $2\frac{1}{2}$  meter two and a half merter.

- कुछ विशेष Phrases में A/An का प्रयोग  
In a fix, in a hurry, in a nutshell, make a noise, make a foot, keep a secret, as a rule, at a stone's throw, a short while ago, at a loss, take a fancy to, take an interest in, take a liking, a pity, tell a lie.

### Omission of A/An -

- (a) Plural noun से पूर्व नहीं किया जाता है।

**Eg:-** A boys have come. (✗)

- (b) Uncountable noun से पूर्व

### 'The' का प्रयोग :-

(1)

Name of rivers	The Ganga
News papers	The Amar Ujala
Unique things (अद्वितीय)	The Earth, The Moon
Historical building	The Taj Mahal
Superlative degree	The best
Holy books	The Ramayan
Post	The Secretary, The D.M.
Nationality	The Indian
Ordinal Numbers	The First, The Second
Musical Instrument	The Tabla, The Flute
Mountain	The Himalyas

- (2) Cinema, Theatre, Circus, office, Picture, Station, bus stop से पूर्व The Article लग जाता है।

**Ex:-** My friend go to the theatre today.

- (3) जब Proper noun या common noun बनाया जाता है तो The Article लग जाता है।

**Ex:-** Kalidas is the Shakespeare of India.

- (4) The का use किसी देश के नाम से पूर्व नहीं होता है but यदि country के नाम के साथ Republic/Kingdom/States जुड़े हो तो इससे पूर्व The Article लग जाता है।

**Ex:-** He visited India and United states. (✗)  
He visited India and the United states. (✓)

- (5) Sky, Moon, World, Sea, से पूर्व The Article लग जाता है।

**Ex:-** The sky is dark and the moon is shining.

- (6) जब Adjective का use noun की भाँति होता है तो उससे पूर्व The Article लग जाता है।

**Ex:-** Rich should help poor. (✗)  
The Rich should the help poor. (✓)

- (7) जब Comparative degree से पूर्व कोई selection करना हो तो उसके पूर्व The Article लग जाता है।

**Ex:-** He is stronger of the two. (✗)  
He is the stronger of the two. (✓)

- (8) जब कोई वस्तु Understood होती है तो उससे पूर्व 'The' का प्रयोग होता है।

**E.g:-** Kindly return the book. (That I gave you)  
Can you turn off the lights ? (The light in the room)

- (9) Ordinal से पूर्व 'The' का प्रयोग किया जाता है। (First, second, third, ...)

**E.g:-** The second chapter of this book is very difficult.

- (10) Adjective 'same' एवं 'whole' के पहले और 'all' एवं 'both' के बाद article 'The' का प्रयोग होता है।

**Eg:-** He is the same boy that met me in the market.

The whole period was wasted.

### Omission of 'The'

- (1) Name of games, Name of Subjects से पूर्व the article नहीं लगाते हैं।

**Ex:-** I play the cricket. (✗)

I play cricket. (✓)

- (2) Proper noun से पूर्व The article नहीं लगाते हैं।

**Ex:-** Shakespeare was the greatest dramatist. (✓)

- (3) Before Material Noun

**Ex:-** Gold is the most Precious metal. (✓)

The Tea grows in India. (✗)

Tea grows in India. (✓)

Particular sense में

**Ex:-** The tea of Assam is very famous. (✓)

**Ex:-** Water of the ganga is sacred. (✗)

The Water of the Ganga is sacred. (✓)

- (4) Before Abstract noun (भाववाचक शब्दा)

**Ex:-** The virtue is its own reward. (✗)

Virtue is its own reward. (✓)

**Ex:-** The love is a natural feeling. (✗)

Love is a natural feeling. (✓)

### Exception

Particular sense में

**Ex:-** Honesty of Ram cannot be doubted. (✗)

**Ex:-** The honesty of Ram cannot be doubted. (✓)

He speaks the truth. (✓)

- (5) Before languages :-

**Ex:-** The english is spoken all over the world. (✗)

English is spoken all over the world. (✓)

Particular sense में

**Ex:-** He knows the Sanskrit language.

- (6) School, college, home, church, temple, sea, burnt, bed, table, hospital, market, prison, court के पहले The article नहीं लगाते हैं।

**Ex:-** I go to the bed early. (✗)

**Ex:-** I go to bed early. (✓)

- (7) Name of disease के पहले The article नहीं लगाते हैं।

**Ex:-** He died of the cholera. (✗)

**Ex:-** He died of cholera. (✓)

**Note:-** But the rickets, the plague, the flu, the mumps, the measles are correct.

- (8) Regular meals के पहले The article नहीं लगाते हैं।

**Ex:-** I take the breakfast. (✗)

**Ex:-** I take breakfast. (✓)

Particular sense में

**Ex:-** The lunch that was served to the guests was delicious. (✓)

- (9) Parts of body, mode of travel के पहले The article नहीं लगाते हैं।

**Ex:-** The liver is the largest organ of human body. (✕)

**Ex:-** Liver is the largest organ of human body. (✓)

**Ex:-** He will go there by the bus. (✕)

**Ex:-** He will go there by bus. (✓)

(10) The name of relations के पहले The article नहीं लगाते हैं।

Uncle/mother, father

**Ex:-** Father will go to Delhi tomorrow.



# 2

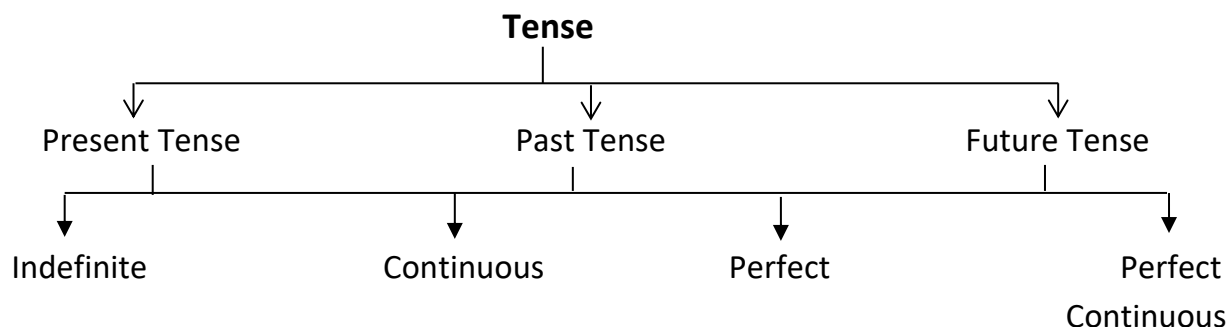
## CHAPTER

# Time and Tense (समय और काल)



**Tense (काल) :-** Tense किसी कार्य के समय एवं अवस्था को व्यक्त करता है।

- Tense किसी भी वाक्य को structure प्रदान करता है। जबकि time से उसी वाक्य का समय के आधार पर उचित कार्य निकाला जाता है।



- Verb** को व्यक्त करने का चिह्न :-

V<sup>1</sup> = (Present Form) = Go

V<sup>2</sup> = (Past Form) = Went

V<sup>3</sup> = (Participle) = Gone

V<sup>4</sup> = (V<sup>1</sup> + ing) = Going

V<sup>5</sup> = (V<sup>1</sup> + s/es) = Goes

## 1. Present Tense

### (1) Present Indefinite/Simple Present -

Sub + V<sup>1</sup>/V<sup>5</sup> + Obj.

**Use of present indefinite tense :-**

- (a) Habitual or regular or repeated action को express करने में

**Eg :-**

(1) I live at Jaipur.

(2) Sweta and Anshu are dancers.

- (b) Universal truth तथा permanent activities में,

**Eg :-**

(1) The sun rises in the east.

(2) Man is mortal.

- (c) fixed समय में fixed program तथा Fixed plan के संदर्भ में-

**Eg :-**

(1) The PM comes here tomorrow.

(2) The college reopens in October.

- (d) आँखों देखा हाल का प्रस्ताव (मैच, आयोजन, कार्यक्रम, नाटक आदि) में-

**Eg :-**

(1) Ganguli runs after the ball.

(2) Virat hits a four.

- (e) Author के statement को express करने के लिए-

**Eg:-**

(1) Keats says, "A thing of beauty is a joy forever".

- (f) History की घटना को जीवंत या ताजा बनाकर दिखाने में-

**Eg:-**

At last, Ram kills Ravan.

- (g) ऐसे वाक्य जिसमें स्थायी कार्य (Permanent Activity) या स्वभाव (Nature) का बोध हो, तो चाहे वह किसी काल की बात करे, तो उसमें Present Indefinite का प्रयोग होता है।

**Ex:-**

(1) We work with our hand

(2) We hear with our ears.

## (2) Present Continuous

Sub. + is/am/are + V<sup>4</sup> + Object.

**Uses**



- (a) ऐसे कार्यों के लिए जो बोलने के वक्त जारी हो-

**Eg :-**

- (1) Mukesh is coming now.  
(2) They are playing.

- (b) निकट भविष्य के Fixed program of plan तथा जो future tense का बोध कराता हो-

**Eg :-**

- (1) He is going to Chennai tonight.  
(2) I am leaving for Patna next month.

- (c) See, Hear, Smell, Notice, Recognize, Taste, Appear, Seem, Look, Love, Hate, Detest, Dislike, Hope, Doubt, Admit, Wish, Intend, Believe, Know, Have, Comprise, Include etc. के साथ Present Continuous नहीं बनता है।

**Eg :-**

- (1) She is knowing him very well. (✗)  
She knows him very well. (✓)  
(2) He is owning a scooter. (✗)  
He owns a scooter. (✓)

### (3) Present Perfect -

Sub. + has/have + V<sup>3</sup> + Object.

**Uses**

- (a) ऐसे कार्यों के लिए जो तुरन्त समाप्त हुए हैं-

**Eg :-**

- (1) She has written a letter.  
(2) I have just bought a pen.

- (b) जो कार्य Past में start हुए हो व अब भी जारी है।

**Eg :-**

- (1) I have lived in this house since 1999.  
(2) She has been ill since Friday.

- (c) इस Tense में निम्नलिखित Adverbs/Adverbial phrases का प्रयोग होता है -

Ever, Never, Always, Occasionally, Often, Several Times, Already, Yet, Just, Lately, Recently, So far, Up to now, Up to the present, Since, For etc.

**Eg :-**

- (1) For → Period of time [for 4 days, for 3 months etc.]  
(2) Since → Point of time [since Monday, since morning]

### (4) Present Perfect Continuous

Subject + has/have + been + V<sup>4</sup> + obj. + For/since + time.

**Uses -**

- (a) ऐसे कार्य जो Past में प्रारम्भ हुआ और अभी तक जारी है-

**Eg :-**

- (1) She has been reading a novel since morning.  
(2) I have been teaching in the school for five years.

## 2. Past Tense

- (1) Past Indefinite/Simple past - Subject + V<sup>2</sup> + Object.

**Uses**

- (a) जो कार्य किसी निश्चित समय में घटित हुआ या समाप्त हुआ हो-

**Eg :-**

- (1) He went to Mumbai yesterday.  
(2) The building was built in 1999.

Time expressing words- yesterday, The day before yesterday, The other day, Ago, Last morning, Last day, Last week, In march 1942 etc. प्रयोग होते हैं।

- (b) Past habitual actions को दर्शाने के लिए- Seldom, Always, Used to, Daily, etc. शब्द आते हैं।

**Eg :-**

- (1) He went on Sundays.
  - (2) In my childhood, I played cricket.
  - (3) Gandhiji used to spin in the afternoon.
- (c) It is time, it is high time, It is about time etc. के बाद simple past का प्रयोग होता है ।

**Eg :-**

- (1) It is time you studied.
  - (2) It is high time she left for the bus stop.
- (d) Suppositional sentences :- प्रायः If, as if, as though, if only, I wish, we wish, he wishes, she wishes, they wish आदि से स्टार्ट होने वाले वाक्यों में Simple past का प्रयोग किया जाता है ।

**Eg :-**

- (1) I wish I were the CM of Rajasthan.
  - (2) He talks as if he were my master.
- (e) bl Tense से भूतकाल में कार्य करने की आदत का बोध होता है अर्थात् यह बोध होता है कि कोई कार्य बराबर होता था ।

**Ex :-**

- (1) He always helped me.
- (2) He never touched wine.

**(2) Past Continuous** - Subject + was/were + V<sup>4</sup> (V<sup>1</sup> + ing) + Obj.

**Uses -**

- (a) Past में जारी कार्यों के लिए

**Eg :-**

- (1) They were reading a notice.
  - (2) I was writing this book yesterday morning.
- (b) tc दो कार्य Past में एक ही समय पर हो रहे हो तो दोनों के लिए Past Continuous का प्रयोग होता है ।

**Eg :-**

- (1) While my brother was singing, I was sleeping.
  - (2) While I was writing this chapter, my wife was watching TV.
- (c) Get, become, grow –verb किसी कार्य में दिनोंदिन वृद्धि या कमी दर्शाये तो Past Continuous tense का प्रयोग किया जाता है ।

**Eg :-**

- (1) He was becoming poorer and poorer.
- (2) It was getting darker and darker.

**(3) Past Perfect** - Sub. + had + V<sup>3</sup> + Obj.

**Uses**

- (a) अगर दो कार्य Past में एक के बाद एक हो तो पहला कार्य past perfect में और दूसरा कार्य simple past में होगा-

**Eg :-**

- (1) The bell had rung before I reached the school.
  - (2) When she reached there, the dinner had started.
- (b) I wish, we wish, he wishes, she wishes, they wish, as if, as though ... etc. के बाद काल्पनिक तथ्यों का वर्णन करने में-

**Eg :-**

- (1) She wishes she had been born in 1948.
- (2) She talks to me as if she had come from the film industry.

- (c) Before and After का प्रयोग-

1 <sup>st</sup> action	Before	2 <sup>nd</sup> action
Past perfect		Simple past
2 <sup>nd</sup> action	After	1 <sup>st</sup> action
Simple past		Past Perfect

**Eg :-**

(Past perfect)

- (1) I had seen him before he stopped his car.

(Simple past)

(Simple perfect)

- (2) I met him after I had finished my work.

(Simple past)

- (d) Verbs- hope, expect, think, mean, intend, suppose, want आदि past में किसी कार्य के होने की उम्मीद की गयी पर पूरा न हुआ के अर्थ में आते हैं-

**Eg :-**

- (1) I had hoped that he would come to see my daughter.

- (2) He had wanted to see me but unfortunately he fell ill.

- (4) Past perfect continuous :-** Subject + had been + V<sup>4</sup> + obj. + For/since + time.

**Uses -**

- (a) Past में जारी चल रहे किसी कार्य के लिए-

**Eg :-**

- (1) I had been reading a novel since 2008.

- (2) She had been singing a song.

### 3. Future Tense

- (1) Future Indefinite/Simple future -** Subject + Shall/will + V<sup>1</sup> + Obj.

**Uses -**

- (a) सामान्य रूप से भविष्य में होने वाले कार्यों के लिए-

**Ex :-**

- (1) He will help you.

- (2) I Shall meet you.

- (b) Future में होने वाले actions को express करने के लिए निम्नलिखित structure-

Sub. + has/have + infinitive.

**Eg :-**

- (1) I have to pay the fees. (Future)

- (2) He has to come in time. (Future)

Sub. + is/am/are + going + infinitive.

**Eg :-**

- (1) I am going to write several books.

- (2) He is going to buy a motorcycle tomorrow.

- (2) Future Continuous :-** Subject + shall/will + be + V<sup>4</sup> (V<sup>1</sup> + ing) + obj.

**Uses -**

- (a) Future में जारी रहने वाले कार्यों के लिए-

**Eg :-**

- (1) He will be playing cricket tomorrow morning.

- (2) She will be staying there.

- (3) Future Perfect :-** Subject + shall/will + have + V<sup>3</sup> + Obj.

**Uses -**

- (a) Future में किसी निर्धारित समय तक समाप्त होने वाले कार्यों के लिए-

**Eg :-**

- (1) He will have finished his work before Monday.

- (2) By this time next year I shall have watched the film.

- (b) संभावना (likelihood) और अनुमान (inference) को अभिव्यक्त करने के लिए-

**Eg :-**

- (1) You will have heard the name of Mother Teresa.

- (2) You will have read the Gita.

- (4) Future perfect continuous :-** Sub. + Shall/will + Have been + V<sup>4</sup> + Obj.

**Uses -**

- (a) Future में किसी निश्चित समय तक जारी कार्यों के लिए-

**Eg :-**

- (1) Lata will have been singing from morning.

- (2) By the end of this month I shall have been teaching have for five year.

# 3

## CHAPTER

### Voice (वाच्य)



- Verb का वह रूप voice कहलाता है जिससे पता चलता है कि कर्ता काम करता है या कर्ता पर कोई काम होता है।

- यह दो प्रकार का होता है -

**1. Active Voice** - जब कोई व्यक्ति या वस्तु subject के रूप में कुछ करता है।

**Eg. :-** I write a letter.

**2. Passive Voice** - जब कोई व्यक्ति या वस्तु किसी व्यक्ति या वस्तु के द्वारा किये गये कार्य का परिणाम भोगता है।

**Eg. :-** A letter is written by me.

- Active से Passive में Tense में परिवर्तन -

Tense	Active Voice	Passive Voice
Simple Present	Sub + V <sub>1</sub> + Obj	Obj + is/am/are + V <sub>3</sub> + by + sub.
Present Continuous	Sub + is/am/are/V <sub>1</sub> + ing + obj.	obj + is/am/are + being + V <sub>3</sub> + by + sub.
Present Perfect	Sub + has/have + V <sub>3</sub> + obj	Obj + has / have + been + V <sub>3</sub> + by + sub
Simple Past	Sub + V <sub>2</sub> + obj	Obj + was/were + V <sub>3</sub> + by + sub.
Past Continuous	Sub + was / were + V <sub>1</sub> + ing + obj	Obj + was/were + being + V <sub>3</sub> + by + sub
Past Perfect	Sub + had + V <sub>3</sub> + obj	Obj + had + been + V <sub>3</sub> + by + sub
Simple Future	Sub + shall/will + V <sub>1</sub> + obj	Obj + shall/will + be + V <sub>3</sub> + by + sub.
Future Continuous	Sub + shall/will + be + V <sub>1</sub> + ing + obj	No Passive
Future Perfect	Sub + shall/will + have + V <sub>3</sub> + obj	Obj + shall / will + have + been + V <sub>3</sub> + by + sub

Modal	Sub + modal + V <sub>1</sub> + obj	Obj + modal + be + V <sub>3</sub> + by + sub
Modal Perfect	Sub + Modal + have + V <sub>3</sub> + obj	Obj + modal + have + been + V <sub>3</sub> + by + sub

#### Examples -

**Active:** Ashish Anurag makes a noise.

**Passive:** A noise is made by Ashish Anurag.

**Active:** Children like sweets.

**Passive:** Sweets are liked by children.

**Active:** Boys love animals.

**Passive:** Animals are loved by boys.

**Active:** He is writing a letter.

**Passive:** A letter is being written by him.

**Active:** Bhavna is singing a song.

**Passive:** A song is being sung by Bhavna.

**Active:** The students are watching the match.

**Passive:** The match is being watched by the student.

**Active:** Nutan has written this letter.

**Passive:** This letter has been written by Nutan.

**Active:** He has washed the plates.

**Passive:** The plates have been washed by him.

**Active:** Tendulkar has thrown the balls.

**Passive:** The balls have been thrown by Tendulkar.

**Active:** They have cut all telephone wires.

**Passive:** All telephone wires have been cut.

**Active:** Someone has stolen my watch.

**Passive:** My watch has been stolen.

**Active:** I have told a lie.

**Passive:** A lie has been told by me.

**Active:** He stole my book.

**Passive:** My book was stolen by him.

**Active:** Ajay spoke the truth.  
**Passive:** The truth was spoken by Ajay.  
**Active:** The mad dog bit the beggar.  
**Passive:** The beggar was bitten by the mad dog.  
**Active:** Dinkar wrote this poem.  
**Passive:** This poem was written by Dinkar.  
**Active:** Binay killed the snake.  
**Passive:** The snake was killed by Binay.  
**Active:** The police did not catch the thief.  
**Passive:** The thief was not caught by the police.  
**Active:** The farmers were sowing the seeds.  
**Passive:** The seeds were being sown by the farmers.  
**Active:** The gardener was watering the plants.  
**Passive:** The plants were being watered by the gardener.

### Change in Pronouns

Active Voice	Passive Voice
I	Me
We	Us
You	You
He	Him
She	Her
They	Them
Who	By Whom
Whom	Who

### Interrogative Sentences -

- (1) Auxiliary Verbs से स्टार्ट होने वाले Interrogative sentences या Yes-No questions को Passive Voice में नीचे दिये गए steps को follow कर बदलें ।
- Yes-No question form को Assertive form में बदलें ।
  - इसके बाद General rules के मुताबिक Passive form में बदलें ।
  - Passive form में प्रयुक्त Auxiliary Verb को Subject के पहले रखें ।
  - अंत में questions marks (?) लगा दें ।

**Eg. :-**

**Active:** Does he write a letter ?

**Step (1):** He writes a letter.

**Step (2):** A letter is written by him.

**Step (3):** Is a letter written by him?  
(Passive)

(2) **Wh-words** or Interrogative words से स्टार्ट होने वाले Interrogative sentences को Passive Voice में नीचे दिये गए steps के आधार पर बदला जाता है ।

- Wh - words** or Interrogative words को Passive बनाते समय छिपा दें ।
- परिणामस्वरूप प्राप्त Yes-No question को Assertive form में लिखें ।
- इसके बाद General rules को follow कर Passive form में बदलें ।
- Passive form में प्रयुक्त Auxiliary Verbs को Subject के पहले रखें । अंत में question marks (?) लगा दें ।
- Wh - words/Interrogative words** को Passive form के प्रारंभ में जोड़ दें ।

**Eg.:-**

**Active:** Why does she teach the children ? (Wh-question)

**Step (1):** Does she teach the children ?  
(Why is hidden)

**Step (2):** She teaches the children.  
(Assertive form)

**Step (3):** The children are taught by her ? (Passive form)

**Step (4):** Are the children taught by her ? (Yes-No question form)

**Step (5):** Why are the children taught by her? (Passive of Wh question-why को जोड़ने पर)

### Imperative Sentence

- Imperative Sentence सामान्यतः Let से बनते हैं-

Let + object + be + verb V<sub>3</sub>

**Eg. :-** Open the gate. (Active)

Let the gate be opened. (Passive)

- Moral Suggetion प्रकट करने वाले वाक्य Sentence 'should be' से बनाये जाते हैं । Let से नहीं -

**Eg.:-** Love your country. (Active)

Your country should be loved.  
(Passive)

Always speak the truth. (Active)

The truth should always be  
spoken. (Passive)

- Verb पर जोड़ डाला जाए तो do पहले लग जाता है।

Eg.:- Do open the door. (Active)

Let the door be opened. (Passive)

- **Advice**

Eg.:- Work hard. (Active)

You are advised to work hard.  
(Passive)

- **Order**

Eg.:- Go out at once. (Active)

You are ordered to go out at once.  
(Passive)

- **Request :-** Please/Kindly/ Sir/ Madam आदि पर -

Eg.:- Please do it. (Active)

You are requested to do it.  
(Passive)

- **Sentence beginning with let -**

Let + direct object + be + V<sub>3</sub> form + by +  
indirect object

Eg.:- Let me do it. (Active)

Let it be done by me. (Passive)

Where - Me = indirect object

It = direct object

- **Let me** से **Permission** का भी बोध होता है।

Eg.:- Let me play here. (Active)

Let me be played here. (Passive)

- **Let us** = सुझाव का बोध करता है।

Eg.:- Let us help him. (Active)

He should be helped. (Passive)

- **Let us** से प्रार्थना **sentence** में यदि **intransitive verb** हो तो-

It is suggested that we should से sentence  
बनाते हैं।

Eg.:- Let us sit here. (Active)

It is suggested that we should sit  
here. (Passive)

- **Imperative Sentence** में यदि **object** नहीं हो तो -

'You should be' या be + V<sub>3</sub> form' से  
sentence बना लेते हैं।

Eg.:- Play for a short while. (Active)

You should be played for a short  
while. (Passive)

Or

Be played for a short while.

(Passive)

### Special Rules for Passive Voice

- **Active-** Sub. + is/am/are/was/were/  
has/have/had + Infinitive + obj.

**Passive -** Obj. + is/am/are/was/were/  
has/have/had + to be + v<sub>3</sub> + by + sub.

Eg.:- I am to write a book. (Active)

A book is to be written by me.  
(Passive)

He has to purchase a radio set.  
(Active)

A radio set has to be purchased by  
him. (Passive)

- Passive में 'by' के बजाए दूसरे उपयुक्त  
Preposition का प्रयोग भी होता है।

Words	Prepositio ns	Words	Prepositio ns
Pleased	with	know	to
Interested	in	satisfied	with
Astonishe d	at	displeas ed	with
Disinterest ed	in	dissatisfi ed	with
Disgusted	with	depende nt	on
Amazed	at	annoyed	at
Prepared	for	addicted	to
Compared	to	knocked	at
Invited	to	listen	to
quarrelled	with	preferre d	to

- कभी-कभी Sentence दो clause में बँटा होता है तो passive बनाने में Principle clause को ही Passive बनाते हैं।



**Eg.:-** We believe that he will pass.  
(Active)

It is believed that he will pass.  
(Passive)

- जब has to और have to के साथ Intransitive verb हो तो is/am/are के साथ obliged to में बदलते हैं ।

**Eg.:-** I have to stay here. (Active)

I am obliged to stay here. (Passive)

- Intransitive verb के साथ infinitive दिया हो तो उसी infinitive का Passive voice 'be' लगाकर बना देते हैं । (Infinitive = To + Main Verb)

**Eg.:-** It is impossible to do. (Active)

It is impossible to be done.  
(Passive)

- By + Agent को छोड़ देते हैं, जब कर्ता understood या universal हो ।

**Eg.:-** People speak English all over the world. (Active)

English is spoken all over the world.  
(Passive)

Police arrested the thieves. (Active)

The Thieves were arrested.  
(Passive)

Someone has stolen my watch.  
(Active)

My watch has been stolen.  
(Passive)



# 4 CHAPTER

## Narration (कथन)



### Narration

#### Direct Speech

#### Indirect Speech

- **Direct Speech :-** जब कोई श्रोता किसी वक्ता के कथन को उसी के शब्दों में व्यक्त करता है। जैसे – Sweta said, "I am busy."

- **Indirect Speech :-** जब कोई श्रोता किसी वक्ता के कथन को अपने शब्दों या भाषा में व्यक्त करता है। जैसे– Sweta said that she was busy.

- **Direct speech** के दो भाग होते हैं :-

He said, "I am hungry."



(Reporting Verb) (Reported speech)

- यहाँ said reporting verb है।

#### Kinds of Sentences :-

1. **Assertive Sentence :-** ऐसे वाक्य जिनसे हाँ या ना का बोध होता है।

Eg:- He is a student. (Yes sense)

I did not go there. (No sense)

2. **Interrogative Sentence :-** ऐसे वाक्य जिनमें प्रश्न पूछा जाता है।

(a) Yes- No Question

Q:- Are you tall?

A:- Yes, I am tall.

(b) **Wh- Question :-** Wh-word से शुरू होने वाले प्रश्नवाचक वाक्य।

Eg:-

What is your name ?

How are you?

(Wh- word:- what, why, how, where, when etc.)

3. **Imperative Sentence :-** ऐसे वाक्य जिनमें आज्ञा, सलाह, प्रार्थना आदि का बोध होता है।

Eg:- Bring me a glass of water.

Help the poor.

4. **Optative Sentence:-** ऐसे वाक्य जिनमें 'इच्छा' का बोध होता है।

Eg:- May you live long!

May god save the king!

ये वाक्य सामान्यतः 'May' से स्टार्ट होते हैं।

5. **Exclamatory Sentence :-** ऐसे वाक्य जिनमें मानसिक भावनाओं जैसे – दुःख, सुख, आश्चर्य, संदेह, घृणा, प्रशंसा आदि का बोध होता है।

Eg:- He said, "Alas! I am ruined."

He said, "What a nice film it is."

**Direct speech** से **Indirect speech** में बदलने के नियम :-

- (1) Inverted commas व comma हटा दिये जाते हैं व conjunction 'That' का प्रयोग करते हैं।

- (2) Reporting verb यदि Present या future tense में है तो Reported Speech के tense में कोई परिवर्तन नहीं करते, यदि Reporting verb 'past tense' में है तो आगे दिए नियम अनुसार परिवर्तन होंगे।

- (3) **Person** में परिवर्तन :-

**1<sup>st</sup> person** – R.V. के subject के अनुसार

**2<sup>nd</sup> person** – R.V. के object के अनुसार

**3<sup>rd</sup> person** – No change



Person का number एवं case नहीं बदला जाता है । Pronoun का परिवर्तन निम्नानुसार होता है -

Persons	Nominative Case	Objective case	Possessive case	
			Possessive Adjective	Possessive Pronouns
First person	I	Me	My	Mine
	We	Us	Our	Ours
Second person	You	You	Your	Yours
Third Person	He	Him	His	His
	She	Her	Her	Hers
	It	It	Its	×
	They	Them	Their	Theirs

(4) Reporting Verb में निम्न परिवर्तन करें -

Direct Speech	Indirect Speech
Say, Says, will say, said,	Say, says, will say, said
Say/ says/ said) + to	Tell/ tells/ told

(5) Change of tenses :-

- Universal truth, proverb, mathematical fact, historical fact, habitual fact, या morality आदि का भाव हो तो tense में परिवर्तन नहीं होगा ।

Eg.:-

He said, "The sun sets in the west."

He said that the sun sets in the west.

1. He said, "Man is mortal."

He said that the man is mortal.

2. The teacher said, "India became Republic on 26 January 1950."

The teacher said that India became Republic on 26 January 1950.

3. She said to me, "Honesty is the best policy."

She told me that Honesty is the best policy.

4. He said, "London is the capital of U.K."

He said that London is the capital of U.K.

(6) Change in other part of speech :-

	Direct Narration	Indirect Narration
1.	This	That
2.	These	Those
3.	Here	There
4.	Hence	Thence
5.	Hither	Thither
6.	Now	Then
7.	Ago	Before
8.	Thus	So
9.	Today	That day
10.	Tomorrow	The next day/ the following day
11.	Yesterday	The previous day
12.	Last week /month/year	The previous week/month/year
13.	The last fort night	The previous fort night
14.	The day before yesterday	The day before the previous day

**Interrogative** वाक्यों को बदलना -

(1) Inverted comma के स्थान पर

Yes-no वाले वाक्यों में - if/whether का प्रयोग करें ।

Wh-word वाले वाक्यों में - wh-word का ही प्रयोग करें ।

- (2) Say, says, said के स्थान पर ask, asks, asked का प्रयोग करें। कभी-कभी inquired, questioned, interrogated का भी प्रयोग करते हैं।
- (3) प्रश्नवाचक वाक्य को Assertive वाक्य में बदल दे तथा question mark (?) के स्थान पर Full stop (.) का प्रयोग करें।
- (4) Pronoun एवं Tense में पूर्व में बताये अनुसार नियम परिवर्तन करें।

**Eg.:-**

He said to me, "Are you a student?" (Direct)

He asked me if/whether I was a student. (Indirect)

He enquired of me if/whether I was a student. (Indirect)

She said to Raman, "Have you a mobile set?" (Direct)

She asked Raman if/whether he had a mobile set. (Indirect)

She enquired of Raman if/whether he had a mobile set. (Indirect)

He said, "Were you absent there?" (Direct)

He asked if/whether he had been absent. (Indirect)

He enquired if/whether he had been absent there. (Indirect)

He said to us, "Are you going away today?" (Direct)

He asked us if/whether we were going away that day. (Indirect)

He enquired of us if/whether we were going away that day. (Indirect)

The teacher said to me, "How old are you?" (Direct)

The teacher asked me how old I was. (Indirect)

## Some important rules of Interrogative sentences -

(1) **Yes-no** वाले वाक्यों में यदि उत्तर भी उन्ही प्रश्न के साथ जुड़ा हुआ हो तब

Yes में → Affirmative

No में → Negative

जैसे -

She said to me, "can you solve this question?" "No", I said. (Direct)

She asked me if I could solve that question, I replied in negative. (Indirect)

He said to me, "Do you know me?" I said, "Yes" (Direct)

He asked me if I knew him, I replied in Affirmative (Indirect)

(2) **Shall I/Shall we** से शुरू होने वाले प्रश्न :-

(a) इस तरह के प्रश्नों से जब कोई सूचना (information) हो या कोई speculation हो।

**Eg.:-**

"Shall I ever see her again?", he said. (Direct)

He wondered if he would ever see her again. (Indirect)

"When shall I know the result of the election?", Ram asked. (Direct)

Ram asked when he would know the result of the election. (Indirect)

इस तरह के वाक्यों में shall को would में परिवर्तित किया जाता है।

(b) जब कोई सलाह या प्रार्थना की गई हो।

**Eg.:-**

He said to the customer "shall we dispatch these letters?" (Direct)

He asked the customer if they should dispatch those letters. (Indirect)

"What shall I say father?" he said. (Direct)

He asked his father what he should say. (Indirect)

- (c) जब Shall का प्रयोग वाक्य में 'offer' (प्रस्ताव) के शब्दार्थ में किया गया हो।

**Eg.:-**

"Shall I bring you something to eat?" she said. (Direct)

She offered to bring me something to eat. (Indirect)

- (d) जब Shall का प्रयोग एक सुझाव के अर्थ में हो।

**Eg.:-**

"Shall we meet again tomorrow?" he said. (Direct)

He suggested to meet again the next day. (Indirect)

इस तरह के वाक्यों में **Suggested** का प्रयोग करके **indirect speech** में परिवर्तित किया जाता है।

- (3) **Will you/would you/could you** से शुरू होने वाले प्रश्नों को indirect speech में परिवर्तित करते समय, वाक्य का भाव देखकर Reporting verb में परिवर्तित किया जाता है।

**Eg.:-**

He said, "Will you be there on Monday?" (Direct)

He asked if he would be there on Monday. (Indirect)

He shouted, "Will you keep silence?" (Direct)

He shouted at me to keep silence. (Indirect)

Or

He ordered me to keep silence. (Indirect)

- (4) यदि Reported speech में Assertive sentence + (,) + question tag का प्रयोग हो, तो उसे Indirect speech में बदलते समय question tag को छोड़ देना चाहिए तथा Inverted commas को हटा कर if/whether का प्रयोग करना चाहिए तथा general rules को follow करना चाहिए।

**Eg.:-**

She said to me, "You know me, don't you?"

She asked me if I knew her.

Prabha said to me, "You will help me, won't you?"

Prabha asked to me if I would help her.

Mukesh said to me, "You like sweets, don't you?"

Mukesh asked me if I liked sweets.

Ashok said to Sanjay, "You didn't see her last night, did you?"

Ashok asked Sanjay if he had not seen her the previous night.

### Imperative वाक्यों को बदलना

- (1) Reporting verb के वाक्य को भाव के अनुसार order, command, advise, suggest, request, warn, urged, persuade आदि में बदले।
- (2) 'That' की जगह 'to' का प्रयोग करें तथा Negative वाक्यों में 'Not to' का प्रयोग करें।
- (3) Please, kindly, sir, Madam आदि शब्दों को हटा दें।
- (4) अन्य changes पहले की तरह ही करें।

**Eg.:-**

He said to Pankaj, "Sit down."	Direct
He told Pankaj to sit down.	Indirect
The teacher said to the students, "Keep quiet".	Direct
The teacher asked the students to keep quiet.	Indirect
The inspector said to him, "Call the witness."	Direct

The inspector ordered him to call the witness.	Indirect
He said to me, "Please help me."	Direct
He requested me to help him.	Indirect
The doctor said, "Walk in the morning."	Direct
The doctor advised me to walk in the morning.	Indirect
My father said, "Binay, do as I say."	Direct
My father asked Binay to do as he said.	Indirect
The teacher said to them, "Read at least eight hours day."	Direct
The teacher advised them to read at least eight hours a day.	Indirect
Dr. Tiwary said to my wife, "Take medicine in time."	Direct
Dr. Tiwary advised my wife to take medicine in time.	Indirect
He said to me, "Have a cup of coffee."	Direct
He told me to have a cup of coffee.	Indirect

कुछ अन्य महत्वपूर्ण नियम -

(1) यदि 'Do' का प्रयोग Main verb के पहले 3<sup>र</sup> पर दबाव (emphasis) डालने के लिए हो तो Indirect speech में 'Do' हटा देते हैं।

**Eg.:-**

He said to me, "Do read the Gita."

He asked me to read the Gita.

(2) 'Let' शुरू होने वाले वाक्य :-

(a) यदि 'Let' से स्टार्ट होने वाले Imperative sentence से प्रस्ताव (Proposal) या सुझाव (Suggestion) का बोध हो तो निम्न परिवर्तन करें -

- Reporting verbs : say, says, said को क्रमशः propose/propose/proposed; suggest/suggests/suggested में बदल कर लिखें।
- Inverted commas को हटाकर that का प्रयोग करें।
- Let को हटा दें।
- Objective case के Pronouns 'us' को sentence के अर्थ/भाव के मुताबिक Nominative case के Pronouns we/they में बदल दें।
- we/they के बाद should + V<sub>1</sub> का प्रयोग करें।

**Eg.:-**

Mohan said to his friends, "Let us go to the cinema."	Direct
Mohan proposed/suggested to his friends that they should go to the cinema.	Indirect
I said to the villagers, "Let us help the poor."	Direct
I proposed/suggested to the villagers that we should help the poor.	Indirect
The children said, "Let us play together."	Direct
The children proposed / suggested that we / they should play together.	Indirect