

Tenses

Tense is defined as the form of verb that gives the relation between Time and Action. Time is the duration of work and action is the work done. Tense gives the time when the action is done.

There are three phases of time

- (i) present (time that is now)
- (ii) past (time that has passed)
- (iii) future (time that is yet to come)

Let's consider the sentences given below

- (i) Hari eats a mango. (Present)
- (ii) Hari ate a mango. (Past)
- (iii) Hari will eat a mango. (Future)

We can observe that each sentence given above has a different meaning. The reason is that each sentence has a different form of verb. These different forms of verbs are called tenses. The tense of a verb shows the time of an action or the state of being.

Classification of Tenses

There are three tenses

- (i) Present Tense
- (ii) Past Tense
- (iii) Future Tense

Each tense is further divided into four forms. Study the chart given below to understand more about all tenses and their forms.

TENSE		
Present	Past	Future
Indefinite	Indefinite	Indefinite
Continuous	Continuous	Continuous
Perfect	Perfect	Perfect
Perfect Continuous	Perfect Continuous	Perfect Continuous

Present Tense (Present Indefinite Tense) (Also Called Simple Present Tense)

This tense is used in the following ways

- (i) To express habitual action, habit or custom.
e.g. (a) I watch television on Sundays.
(b) She gets up every morning at 6 o'clock.
(c) He walks in the evening.
(d) My shop opens at 9 o'clock.
(e) I do exercise every morning.
- (ii) To talk about a general or universal truth.
e.g. (a) Earth revolves around the Sun.
(b) The Sun rises in the East.
(c) The Sun sets in the West.
(d) Two and two makes four.
(e) Honesty is the best policy.
- (iii) To indicate a future event which is part of a plan or arrangement.
e.g. (a) The school reopens next week.
(b) The examination commences next month.
- (iv) To introduce quotes with the verb 'says'.
e.g. (a) Newton says, "Every action has an equal and an opposite reaction."
(b) Keats says, "A thing of beauty is a joy forever."
- (v) Vivid narration, as a substitute for the simple past.
e.g. Ravana fights bravely but he is killed in the end.
- (vi) Exclamatory sentences that begin with here or there.
e.g. (a) Here you go! (b) There he goes!
- (vii) Time clauses and conditional clauses in place of simple future.
e.g. (a) If you do not earn money, you will not buy the house.
(b) If you do not work hard, you will fail.

> Rules for Affirmative Sentences

- Singular subject + first form of verb + s/es +
- Plural subject + first form of verb +
- e.g. (a) They play cricket in the ground.
(b) She cooks food in the evening.
(c) Water boils at 100°C.
(d) We study in ABC institution.
(e) She advises me not to smoke.

> Rules for Negative Sentences

- Singular subject + does not + first form of verb +
- Plural subject + do not + first form of verb +
- e.g. (a) Reena does not watch television.
(b) We do not smoke.
(c) She does not write a letter to her friend.
(d) They do not like to swim.

> Rules for Interrogative Sentences

- Do/does + subject + first form of verb +?
- Question word + do/does + subject + first form of verb +?
- e.g. (a) Do you play cricket?
(b) Does she wash clothes?
(c) Does he not go to school daily?
(d) Why do you weep now?
(e) Whose book do you read?
(f) Whom do you teach?
(g) Which subject does Ganima not want to study?
(h) Who teaches you English?
(i) Why do you not complete your homework?

Present Continuous Tense

This tense is used in the following ways

- (i) To describe an action in progress and the continuity of the action.
e.g. (a) She is playing tennis.
(b) We are watering the plants.
(c) The passengers are wandering to and fro.
- (ii) An action that is not happening at the time of speaking but is in progress.
e.g. (a) He is working in an MNC.
(b) I am teaching in a school.
(c) They are studying in DN College.
- (iii) An action that has been pre-arranged to take place in the near future.
e.g. (a) The wedding is going to take place on Sunday.
(b) I am going to attend the class tomorrow.
- (iv) Persistent and undesirable habit, especially with adverbs like *always, continually, constantly etc.*
e.g. (a) You are always running me down.
(b) He is constantly gazing at me.

> Rules for Affirmative Sentences

- Singular subject + is/am + first form of verb + ing +
- Plural subject + are + first form of verb + ing +
- e.g. (a) I am playing a game.
(b) She is reading a book.
(c) We are going to Shimla.

> Rules for Negative Sentences

- Singular subject + is/am + not + first form of verb + ing +
- Plural subject + are + not + first form of verb + ing +
- e.g. (a) Ram is not surfing the internet.
(b) They are not watching a movie.
(c) I am not swimming in the water.

> Rules for Interrogative Sentences

- Is/are/am + subject + first form of verb + ing + ...?
 - Question word + is/are/am + subject + first form of verb + ing + ...?
- e.g. (a) Is Reena cooking the food?
 (b) Are you not writing a letter?
 (c) What is Raveena doing here?
 (d) Which newspaper are you buying?
 (e) Why was the camel not drinking water?

Exceptions for Present Continuous Tense

The following verbs are not normally used in present continuous tense on account of their meaning

- Verbs of perception or senses, e.g. see, hear, smell, notice, recognise etc.
- Verbs of appearance, e.g. appear, look, seem etc.
- Verbs of thinking, e.g. think, suppose, believe, agree, consider, forget, know, imagine, mean etc.
- Verbs of emotion, e.g. want, wish, desire, feel, love, prefer etc.
- have, own, possess, be (except when used in the passive).

Present Perfect Tense

This tense is used in the following ways

- To express an action that has recently been completed.
e.g. (a) She has just taken tea.
(b) I have purchased a book.
(c) They have won the match.
(d) He has come now.
- To describe an action whose time is not given.
e.g. (a) Have you done M Sc in Maths?
(b) Have you read Shakespeare?
- To describe past events whose effect still exists.
e.g. I have finished my work and now I am free.
- To describe actions that started in the past and are continuing until now and possibly will continue into the future.
e.g. I have already used this brand of soap.
- To show how a past situation relates to the present.
e.g. I've done my homework, so I can help you with yours now.

> Rules for Affirmative Sentences

- Singular subject + has + third form of verb +
 - Plural subject + have + third form of verb +
- e.g. (a) She has gone to the market. (b) I have met her.
 (c) They have bathed. (d) It has become dark now.

> Rules for Negative Sentences

- Singular subject + has + not + third form of verb +
 - Plural subject + have + not + third form of verb +
- e.g. (a) I have not called him. (b) The train has not gone.

> Rules for Interrogative Sentences

- Has/have + subject + third form of verb +
 - Question word + has/have + subject + third form of verb +
- e.g. (a) Has she gone to Delhi?
 (b) Have they not seen the Taj Mahal yet?
 (c) What have they eaten today?
 (d) Why has the peon not come yet?

Present Perfect Continuous Tense

This tense is also called Present Progressive Tense.

This tense is used in the following ways

- To describe an action that began in the past and is still continuing.
e.g. (a) They have been staying in the village for a long time.
(b) It has been raining since last night.
- To express an action already completed, but whose effect is still continuing.
e.g. I have been running around for the job all day and am now tired.

> Rules for Affirmative Sentences

- Singular subject + has + been + first form of verb + ing + + for/since +
 - Plural subject + have + been + first form of verb + ing + + for/since +
- e.g. (a) Arpit has been sleeping since 6 o'clock.
 (b) They have been running for three hours.

> Rules for Negative Sentences

- Singular subject + has + not + been + first form of verb + ing + + for/since +
 - Plural subject + have + not + been + first form of verb + ing + + for/since +
- e.g. (a) You have not been suffering from fever for one week.
 (b) Reena has not been going to music class for 2 months.

> Rules for Interrogative Sentences

- Has/Have + subject + been + first form of verb + ing + + since/for +
 - Question word + has/have + subject + been + first form of verb + ing + + since/for +
- e.g. (a) Have you been sleeping since 8 o'clock?
 (b) Has he not been living in this house for a long time?
 (c) Why have they been playing football since morning?

TIP We use the Simple Present Tense to describe events that happen in succession, like cricket commentaries, demonstrations of an experiment or asking for and giving instructions. However, the Present Progressive Tense is used for changing and developing situations e.g. Rates of packaged foodstuffs are going up.

Past Tense (Past Indefinite Tense)

(Also Called Simple Past Tense)

This tense is used in the following ways

- To indicate an action that happened in the past and to report completed actions. It is used often in recounts and narratives.
e.g. (a) We closed the shop at 8 pm.
(b) She met me last year.
(c) I visited the Taj Mahal three months ago.
- To indicate past habits or repeated events that are now over.
e.g. (a) In those days, my mother gave me some pocket money every day.
(b) I always rode a bike to school when I was young.
- The habitual past can also be expressed by using 'used to'.
e.g. (a) She used to drink tea in the morning.
(b) My grandfather used to read a few chapters of the Gita every day.
- Sometimes this tense is used without an adverb of time. In such cases, the time may be either implied or indicated by the context.
e.g. I learnt Punjabi in Chandigarh.
- To indicate another action which happened in the middle of a longer action.
e.g. The light went out while I was watching my favourite TV serial.

> Rule for Affirmative Sentences

- Subject + second form of verb +
- e.g. (a) I played football in the ground.
 (b) She sang a song in the party.

> Rule for Negative Sentences

- Subject + did not + first form of verb +
- e.g. (a) I did not attend the function.
 (b) They did not watch television.

> Rules for Interrogative Sentences

- Did + subject + first form of verb +
 - Question word + did + subject + first form of verb +
- e.g. (a) Did you play a game?
 (b) Why did she abuse her friends?
 (c) When did father go to office?
 (d) Why did Supriya not speak the truth?

Past Continuous Tense

This tense is used in the following ways

- To indicate an action that was happening at some time in the past. The time of action may or may not be indicated.
e.g. We were watching TV the whole evening.
- Used with *always, continually* etc for persistent habits in the past.
e.g. He was always sulking.
- The past continuous is also used for an action that was going on during a given period or at a period of time in the past.
e.g. While Rohan was filling in the hole, his dog was digging another.

> Rules for Affirmative Sentences

- Singular subject + was + first form of verb + ing +
 - Plural subject + were + first form of verb + ing +
- e.g. (a) She was driving her car.
 (b) They were making a noise.

> Rules for Negative Sentences

- Singular subject + was + not + first form of verb + ing +
 - Plural subject + were + not + first form of verb + ing +
- e.g. (a) She was not singing a song.
 (b) They were not eating mangoes.

> Rules for Interrogative Sentences

- Was/were + subject + first form of verb + ing +
 - Question word + was/were + subject + first form of verb + ing +
- e.g. (a) Were you eating a mango?
 (b) When was the milkman milking the cow?
 (c) Why was the blind boy crying?

Past Perfect Tense

This tense is used in the following ways

- To indicate an action that was completed before a definite time or before another action that took place in the past.
e.g. (a) Manish reached here after you had gone.
(b) The patient had died before the doctor reached the hospital.
- It indicates desires in the past that have not been fulfilled.
e.g. I wish I had not wasted my time.
- It expresses those conditions of the past that were impossible to fulfil.
e.g. If you had questioned him earlier, things would have improved.

> Rule for Affirmative Sentences

- Subject + had + third form of verb +
e.g. She had cooked the food.

> Rule for Negative Sentences

- Subject + had + not + third form of verb +
e.g. They had not attended the function.

> Rule for Interrogative Sentences

- Had + subject + third form of verb + ?
- Question word + had + subject + third form of verb + ?
e.g. (a) Had she watched a movie?
(b) Why had you not gone to Delhi?

Past Perfect Continuous Tense

This tense is used in the following way

It indicates an action which began in the past and continued up to a certain point of time in the past.

- e.g. (a) When we met in Lucknow, she had been studying in city college for 3 years.
- (b) At that time, he had been working in the company for two months.

> Rule for Affirmative Sentences

- Subject + had been + first form of verb + ing + + since/for +
e.g. (a) You had been suffering from fever since Tuesday.
(b) I had been studying for three hours.

> Rule for Negative Sentences

- Subject + had + not + been + first form of verb + ing + + since/for +
e.g. They had not been going to office since the 5th of July.

> Rules for Interrogative Sentences

- Had + subject + been + first form of verb + ing + + since/for + ?
- Question word + had + subject + been + first form of verb + ing + since/for + ?
e.g. (a) Had you not been reading the book since morning?
(b) Where had he been playing since morning?

Future Tense (Future Indefinite Tense)
(Also Called Simple Future Tense)

This tense is used in the following ways

(i) To say what we believe or think will happen in future.

- e.g. (a) I believe she will join the office tomorrow.
- (b) They will go to college.
- (c) We shall win the match.

(ii) Things which we cannot control and are factual.

- e.g. The Sun will rise at 6.00 AM.

(iii) To indicate an instant decision.

- e.g. It is our first marriage anniversary. I shall give you a precious gift.

> Rules for Affirmative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + first form of verb +
e.g. (a) He will sell his house.
(b) I shall purchase a new car.
- I/We (First Person Pronouns) + shall + first form of verb +
e.g. (a) He will sell his house.
(b) I shall purchase a new car.

> Rules for Negative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + not + first form of verb +
e.g. (a) My friend will not host dinner this evening.
(b) We shall not skip the exams.
- I/We (First Person Pronouns) + shall + not + first form of verb +
e.g. (a) My friend will not host dinner this evening.
(b) We shall not skip the exams.

> Rules for Interrogative Sentences

- Will/Shall + subject + first form of verb + ?
- Question word + will/shall + subject + first form of verb + ?
e.g. (a) Will she not come in the party?
(b) Who will help him?
(c) Why will your friend not come here?

Future Continuous Tense

This tense is used in the following ways

(i) To indicate an action that will occur in the normal course.

- e.g. (a) She will be cooking the food tomorrow.
- (b) I will be meeting him tomorrow.

(ii) To indicate an action that will be in progress at a given point of time in the future.

- e.g. (a) At this time tomorrow, we shall be attending the party.
- (b) We shall be visiting the zoo at this time tomorrow.

> Rules for Affirmative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + be + first form of verb + ing +
e.g. (a) Next year my teacher will be going to China.
(b) I shall be teaching my students.
- I/We (First Person Pronouns) + shall + be + first form of verb + ing +
e.g. (a) Next year my teacher will be going to China.
(b) I shall be teaching my students.

Tenses (Section B)

> Rules for Negative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + not + be + first form of verb + ing +
e.g. (a) They will not be studying in city college.
(b) I shall not be bathing this evening.
- I/We (First Person Pronouns) + shall + not + be + first form of verb + ing +
e.g. (a) They will not be studying in city college.
(b) I shall not be bathing this evening.

> Rules for Interrogative Sentences

- Will/shall + subject + be + first form of verb + ing + ?
- Question word + will/shall + subject + be + first form of verb + ing + ?
e.g. (a) Will this boy be wandering in the forest?
(b) How long will they be travelling?

Future Perfect Tense

This tense is used to describe an action which will be completed at some point of time in the future.

- e.g. (a) I shall have finished this work by tomorrow.
- (b) They will have reached home by the evening.
- (c) I shall have reached the school before the bell rings.

> Rules for Affirmative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + have + third form of verb +
e.g. (a) Your examination will have been over by Tuesday.
(b) We shall have cooked the food by the evening.
- I/We (First Person Pronouns) + shall + have + third form of verb +
e.g. (a) Your examination will have been over by Tuesday.
(b) We shall have cooked the food by the evening.

> Rules for Negative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + not + have + third form of verb +
e.g. (a) The passengers will not have reached the station before the train starts.
- I/We (First Person Pronouns) + shall + not + have + third form of verb +
e.g. (a) The passengers will not have reached the station before the train starts.
- (b) Your brother will not have read this novel before next Saturday.
- (c) I shall not have written the letter by noon.

> Rules for Interrogative Sentences

- Will/shall + subject + have + third form of verb + ?
- Question word + will/shall + subject + have + third form of verb + ?
e.g. (a) Will he not have gone before I reach?
(b) What will he have eaten before he sleeps?

Future Perfect Continuous Tense

This tense is used in the following ways

It describes an action that will be in progress over a period of time that will end in the future.

- e.g. (a) At noon Anuradha will have been singing songs for an hour.
- (b) I shall have been working round the clock for twenty two years next April.

> Rules for Affirmative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + have + been + first form of verb + ing + + since/for +
e.g. By next April we shall have been leaving for the USA.
- I/We (First Person Pronouns) + shall + have + been + first form of verb + ing + + since/for +
e.g. By next April we shall have been leaving for the USA.

> Rules for Negative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + not + have + been + first form of verb + ing + + since/for +
e.g. (a) Mahima will not have been going to Kanpur for a long time.
- I/We (First Person Pronouns) + shall + not + have + been + first form of verb + ing + + since/for +
e.g. (a) Mahima will not have been going to Kanpur for a long time.
- (b) I shall not have been writing for half an hour.

> Rules for Interrogative Sentences

- Will/shall + subject + have + been + first form of verb + ing + + since/for + ?
- Question word + will/shall + subject + have + been + first form of verb + ing + + since/for + ?
e.g. (a) Will she have been playing for some time?
(b) Why will you not have been going to school since 8 o'clock?

PRACTICE QUESTIONS

I. Fill in the blanks with suitable tenses.

- A.
1. Hardly had the minister finished the speech when the earthquake (shake) the stadium.
 2. Everybody will be at office at about 08:30 tomorrow as the meeting (start) at nine o'clock.
 3. While climbing onto the mountain top, I (encounter) a strange animal which I had never seen before.
 4. She (know) about their problem for years.
 5. Mother (work) in the garden whole day.
 6. Most shops (close) at 6 p.m on Saturday.
 7. When I (come) home this evening, my parents had gone out for a walk.
 8. By the time the troops (arrive), the war will have ended.
 9. By the year 2020, linguists (study) the Indy-European language family for more than 200 years.
 10. By the time he was 14, Mozart (compose) an enviable number of musical pieces.
- B.
1. We (visit) the seashore many times before but last summer we enjoyed ourselves more than ever.
 2. By Saturday next week, I (work) on this painting for exactly one month.
 3. By the year 2030, the population of Delhi (grow) substantially.
 4. They were very tired in the evening because they (help) on the farm all day.
 5. When they (walk) through the park yesterday, they met their neighbours.
 6. When I was a young boy, I (meet) Santa Claus.
 7. I (see) this movie about a dozen times already.
 8. We (sleep) all day yesterday.
 9. Rahul (study) for his maths test right now.
 10. He finally (decide) to call her yesterday to know how she was.

II. Fill in the blanks using correct tenses.

- A.
1. He (lose) his watch while he (see) the sights of the city.
 2. I (come) down the stairs when my friend (ring) the doorbell.
 3. A few years ago he (live) in Germany where he (work) as a journalist.
 4. Jaya (get) a degree in 2006 after she (study) at the university for over 5 years.
 5. The plane that you (look) at now (just take) off for Paris.
 6. When we went to see them last night they (play) cards. They said they (play) cards since 6 o'clock.
 7. I am so sorry that I (have) to leave the party so early yesterday because I (enjoy) myself.
 8. He usually (work) at the restaurant after school. After work he (go) to the fitness centre twice a week.
 9. Mary told him what (happen) to his dog. So he (run) home to see how it was.
 10. Look! those bees (buzz) round the flowers. The bees not only (collect) honey, but they (pollinate) the flowers as well.
- B.
1. It (rain) since last night and it (look) as if it may rain for the rest of the day.
 2. Ravi (not stop) studying until he (cover) all the exam topics.
 3. When Sarita (graduate) from university next year, she (study) English for nearly four years.
 4. When the old woman (hear) that her grandson (arrest) for robbery. She (shock).
 5. We (wait) for the bus for nearly half an hour, but it (not arrive) yet so, I don't think we (be able to) attend the meeting on time.
 6. When I (have) another look I (realise) that the shirt (shrink) in the laundry.

7. In the evenings, I often (play) chess with my next door neighbour. I (play) chess with him ever since I (come) to live here ten years ago. He has been here all his life. He (inherit) this house from his father.
8. The police (investigate) the robbery that (take) place last week. So far, they (discover) nothing and (arrest) no one.
9. She (look) very worried for the past few days: but when I (ask) what the matter was, she (say) that it was nothing.
10. He walked along the road, wondering what (happen) and where all the people (go). The streets were deserted and the stalls (leave) as they were with fruits and vegetables arranged in neat rows.

III. Fill in the blanks with correct forms of tense to complete the passage.

- A. Information technology (1) (change) the way we access information. Since its introduction in the 1980s, the internet (2) (become) cheap and common place. Some people (3) (see) this as an opportunity to deal with problems like unemployment. They (4) (argue) that the government should (5) (provide) free internet access to people (6) (look) for a job.
- I do not agree with this point of view for several reasons. Lack of skills is an important reason that (7) (prevent) jobless people from (8)

- (find) employment. Instead of (9) (offer) free internet to the people, the government should (10) (organise) training programs for the jobless. Giving free internet is unlikely to be of any help. In the first place, it (13) is nearly impossible to control how these technologies (11) (use). Instead of this, the government should use public money to provide subsidised or free bus tickets for the unemployed who (16) (need) to travel for a job interview.
- B. Two years ago Rajeev's firm (1) (make) a mistake of sending him to Germany. Although he (2) (study) German at school, he soon (3) (discover) that he (4) (can not) remember very much. He (5) (miss) an important meeting because he (6) (forget) that 'halb neun' in German (7) (mean) half past eight in English. So while he (8) (have) breakfast, his colleagues (9) (be) at the meeting already. When he arrived, the meeting (10) (already finish). When he got back to India, Rajeev (11) (join) a German course at his local college. While he (12) (drive) to work everyday he (13) (listen) to language CDs. In the past few weeks his German (14) (improve) a lot and now he (15) (know) how to tell the time. Right how he (16) (study) hard for an examination. Next year Rajeev (17) (plan) to spend his summer holiday in a language school in London. After that he hopes that his company (18) (send) him to Germany again.

Answer

- I. A. 1. shook 2. starts
3. encountered 4. has known
5. has been working 6. close
7. came 8. arrive
9. will have been studying 10. had composed
- B. 1. had visited 2. will have been working
3. will have grown 4. had been helping
5. were walking 6. met
7. have seen 8. slept
9. is studying 10. decided
- II. A. 1. lost, was seeing 2. was coming, rang
3. lived, worked 4. got, had studied
5. are looking, has just taken
6. were playing, had been playing
7. had, was enjoying
8. works, goes
9. had happened, ran
10. are buzzing, collect, pollinate
- B. 1. has been raining, looks
2. will not stop, covers
3. graduates, will have been studying
4. heard, had been arrested, was shocked
5. have been waiting, has not arrived, will be able to
6. had, realised, had shrunk
7. play, have been playing, came, inherited
8. are investigating, took, have discovered, have arrested
9. had been looking, asked, said
10. had happened, had gone, were left
- III. A. 1. has changed 2. has become
3. see 4. argue
5. provide 6. looking
7. prevents 8. finding
9. offering 10. organise
11. are used 12. need
12. need 2. had studied
1. made 4. could not
3. discovered 6. had forgotten
5. missed 8. was having
7. meant 10. had already finished
9. were 12. was driving
11. joined 14. has improved
13. listened 16. is studying
15. knows 18. will send
17. is planning

CHAPTER

02

Modals

The finites which express the mode or manner of the actions denoted in the principal verb are termed as Modals. This class of helping verbs not only assists in forming questions and negatives, but also expresses a wide range of meanings. These helping verbs are **can, could, will, would, shall, should, may, might, must, ought to, have to, has to and had to**. These are also known as **modal auxiliaries**. They express the degree of certainty of the action in the sentence or the attitude or opinion of the writer/speaker concerning the action. **Need, dare and used to** are called **semi-modals**.

Nature of Modals

- Modals are never used alone.
e.g. (a) I can upon the harmonium. (Incorrect)
(b) I can play upon the harmonium. (Correct)
Modals always have a principal verb with them.
- Modals don't change according to the number or person of the subject.
e.g. (a) I can play. (b) He can play. (c) We can play. (d) They can play.
- Modals don't have the infinitive form. We can't place 'to' with them in order to use them in a sentence.
e.g. (a) We must to get there before time. (Incorrect)
(b) We must get there before time. (Correct)
- Two modals can never to together.
- We always use first form of verb with modals.

Functions of Modals

Will

- (i) To show promise, intention, willingness, determination with the first person (I, we)
e.g. (a) I will give you a gift of your choice. (*promise*)
(b) We will help you. (*willingness*)
(c) I will change the system of our organisation. (*determination*)
- (ii) To express request, invitation, insistence, assumption, characteristic or habit
e.g. (a) Will you please help me? (*request*)
(b) She will be in the school during school hours. (*assumption*)
(c) The lion will usually kill other animals. (*characteristic, habit*)

• **Negative Form of will : Will not/ Won't**

- e.g. (a) I *will not* spend my pocket money.
 (b) She *won't* eat unhygienic food.
 (c) They *won't* win the match.
 (d) My friend *will not* attend the party.

Would (Past form of 'Will')

(i) It expresses the past form of 'will'

- e.g. (a) He informed me that he *would* dance at my marriage function.
 (b) The problem was how he *would* reach there.

(ii) To express past habit

- e.g. (a) He *would* drink a cup of coffee in the morning.
 (b) My father *would* get up early in the morning.

(iii) For request

- e.g. (a) *Would* you please give me your bike?
 (b) *Would* you like to spend this evening with me?

(iv) To express wish

- e.g. (a) I wish she *would* be healthy.
 (b) You *would* be an engineer.

(v) To express an imaginary condition

- e.g. I *would* have a big house if I earned ₹10 crore every year.

• **Negative Form of Would : Would not / Wouldn't**

- e.g. She *would not* get up early in the morning.

Shall

(i) To ask for suggestion, request, advice with the first person (I, We) in the interrogative sentence

- e.g. (a) *Shall* we start the class? (*advice*)
 (b) *Shall* I have a cup of coffee from your shop? (*request*)
 (c) *Shall* we open a new shop? (*suggestion*)

(ii) In the second and third person to indicate threat, warning, command, promise, assurance and determination

- e.g. (a) If you sit with bad boys, you *shall* be punished. (*threat*)
 (b) You *shall* go now. (*command*)
 (c) She *shall* get a bicycle. (*promise*)

• **Negative Form of Shall : Shall not/ Shan't**

- e.g. (a) She *shall not* sing tomorrow.
 (b) They *shall not* win the match.
 (c) My friend *shan't* be dismissed.

Should (Past form of 'shall')

(i) To express duty or obligation

- e.g. (a) I *should* help my friends. (*duty*)
 (b) You *should* not be lazy. (*obligation*)
 (c) You *should* respect your elders. (*duty*)

(ii) To express opinion

- e.g. They *should* be on the way to Jaipur.

(iii) To give or take advice or suggestion

- e.g. (a) We *should* go to the temple.
 (b) We *should* obey our elders.

(iv) After 'lest' when someone expresses fear

- e.g. (a) Walk carefully *lest* you should fall down.
 (b) They started early *lest* they should miss the train.

• **Negative Form of Should : Should not / Shouldn't**

- e.g. (a) You *should not* come to me daily.
 (b) You *shouldn't* make a noise here.
 (c) They *shouldn't* tease others.
 (d) We *should not* waste our time.

Can

(i) To express an ability, capability, capacity or power

- e.g. (a) I can lift 60 kg. (*Ability*)
 (b) She can pass the MBA examination. (*Capability*)
 (c) Can you understand English language? (*Capacity*)
 (d) I can grant you leave. (*Power*)
 (e) She can swim across the river. (*Ability*)

(ii) To show possibility

- e.g. (a) She can fall on the road. (b) I can go there.

(iii) To take or give permission

- e.g. (a) Can I sit here?
 (b) You can park your scooter here.

• **Negative Form of Can : Cannot / Can't**

- e.g. (a) They cannot climb the mountain.
 (b) She can't run fast.
 (c) I cannot speak against you.

Could (Past form of 'can')

(i) To express ability/talent in the past

- e.g. (a) They could win the game last month.
 (b) She could sing beautifully.

(ii) To express polite request

- e.g. (a) Could I have your pen?
 (b) Could I ride on your bike?

• **Negative Form of Could : Could not / Couldn't**

- e.g. (a) Could you not smoke outside the house?
 (b) She couldn't cook delicious food.

May

(i) To show possibility or probability

- e.g. (a) The inspector may attend the school today.
 (b) She may win the match.

(ii) To give or take permission

- e.g. (a) May I come in?
 (b) Yes, you may come in.

(iii) To wish or pray

- e.g. (a) May you get well soon!
 (b) May God bless you with a child!

(iv) To show a purpose

- e.g. (a) My friend is joining a new company so that he may achieve his target.
 (b) He is working hard so that he may win.

• **Negative Form of May : May not/ Mayn't**

- e.g. (a) It may not rain today.
 (b) She mayn't attend the meeting.

Might (Past form of 'may')

(i) To express less possibility

- e.g. (a) He might help us.
 (b) She might be a winner in the competition.

(ii) For permission

- e.g. (a) Might I begin to reveal the truth?
 (b) Might this be the Key?

(iii) To express a guess

- e.g. That might be Rohit.

• **Negative Form of Might : Might not/ Mightn't**

- e.g. (a) It might not rain.
 (b) She mightn't talk to me this evening.

▲ **TIP** 'May' and 'might' can be used interchangeably to express possibility. However, we usually use 'might' when something is less likely and 'may' when it is more likely.

Must

(i) To express necessity or obligation

- e.g. (a) You must take part in the competition.
 (b) We must love our motherland.

(ii) To indicate assumption or conclusion

- e.g. (a) She must be here in the evening.
 (b) Mr AK Gupta must be a good teacher.

(iii) In case of prohibition

- e.g. You must not bunk school.

• **Negative Form of Must : Must not/ Mustn't**

- e.g. (a) You must not play in sunlight.
 (b) You must not write your name on the walls.
 (c) You mustn't make a fuss over this.

Have to/ Has to/ Had to

(i) To express obligation or compulsion (While talking about rules, laws)

- e.g. (a) I have to reach school early.
 (b) She has to work late in the office.
 (c) They had to follow the instructions.

• **Negative Form of Have to : Don't have to**

- e.g. (a) I don't have to cook the food at home.
 (b) She doesn't have to work till late in the office.

Ought to

(i) To express moral obligation or duty

- e.g. (a) You ought to respect your parents.
 (b) You ought to serve the nation.
 (c) We ought to help our relatives.
 (d) We ought to speak the truth.

(ii) To give advice

- e.g. You ought to study hard to achieve success.

• **Negative Form of Ought to : Ought not to/ Oughtn't to**

- e.g. (a) You ought not to hate your neighbours.
 (b) You oughtn't to insult your elders.

Use of 'Need', 'Need to', 'Dare' and 'Used to'

Need and dare are considered semi-modals because they can be used either as modal auxiliaries or as main verbs.

Need/Need to

As a modal auxiliary verb in negative terms, it indicates absence of obligation. It expresses the speaker's authority or advice and is used for the present and the future. e.g. You needn't type this letter.

(i) The interrogative is formed by inversion.

- e.g. Need I speak to him?

(ii) Its past is needed to in the affirmative sentence, need not have in the negative and need have in the interrogative.

- e.g. (a) Need I have gone to him? (Interrogative in the past)
 (b) I needed to go to him. (Affirmative in the past)
 (c) You needn't have gone to meet him. (Negative in the past)
 (d) You need to go to the barber — your hair are too long. (Affirmative in the future)

Dare

As a modal auxiliary, dare refers to being bold and courageous. The negative is formed by dare not and the interrogative by inversion.

- e.g. (a) Dare we talk to them? (b) I dare not disturb them.

Used to

(i) A discontinued habit or a past situation which is no more in the present.

- e.g. He used to drink daily. (Now he does not drink)

(ii) Something existing in the past.

- e.g. This used to be a dense jungle before.

PRACTICE QUESTIONS

I. Fill in the blanks with suitable modals

- A. 1. Usha run a hundred yards in ten seconds.
2. his soul rest in peace!
3. The baby is crying, he be hungry.
4. you tell me the way to the post office, please?
5. You keep your scooter locked.
6. I bring you a cup of coffee.
7. When I was a boy, I walk forty miles in a day.
8. I have come to ask if Geeta use your bicycle tomorrow.
9. you have another piece of cake?
10. All of us die.

- B. 1. You have watered the flowers, for it is going to rain.
2. If we had taken the other road, we have arrived earlier.
3. The bank closes at 2 PM, but the manager allow you to get in.
4. you please send me an application form?
5. As Rahul was the last one to leave, it be he who left the door open.
6. You read his latest book.
7. She speak three languages when she was twelve.
8. I see quite clearly what the children are doing in the garden.
9. He be at least sixty.
10. Your job be very demanding, but at least it isn't boring.

II. Fill in the blanks with suitable modals

- A. 1. It's not very important. You not do it now. You do it tomorrow.
2. I have no time. I leave now or I miss the bus.
3. we go out tonight, please? Yes, but you be late

4. I haven't decided where I go in my next holidays. I think I go to Paris.
 5. you water my plants while I am away? If they don't get enough water they certainly die.
 6. I buy the tickets for the concert? I see you're too busy.
 7. you speak German? No, I
 8. Jayati not play the violin when she was five but now she play it very well.
 9. You not be so nervous. I think it be very easy.
 10. He had been working for more than eleven hours. He be tired after such hard work. He prefer to get some rest.
- B. 1. I speak Arabic fluently when I was a child. But now, I say just a few things in the language.
 2. The teacher said we read this book for our own pleasure. But we read if we don't want to.
 3. You not leave small objects lying around. Such objects be swallowed by children.
 4. Those whose names are called come for practice. The rest of you come.
 5. They have returned last night. I check to see if they are back.
 6. How you speak so rudely to me! You be punished.
 7. The boy be very hardworking, but now he is very lazy. He pull up his socks.
 8. I not ask for his permission in case he says 'no'. I wish he were as lenient as he be.
 9. How you say such a thing! You be ashamed of yourself. You never be so rude before.
 10. He said that it be alright for you to enter, but I think you wait until he gets here.

III. Complete the following conversation by filling appropriate modals.

- A. Naresh: Raghav, I (1) get my watch repaired. (2) you get it done for me if you are going to the market?
 Raghav: I (3) surely get your work done but I am not going to the market today. I (4) go tomorrow.
 Naresh: Then you (5) take my watch tomorrow.
 Raghav: You (6) give it to me right now if you like. In that case I (7) come back all the way to your house tomorrow.
 Naresh: Thanks a lot.
 Raghav: There is no need to be thankful. I (8) go to the market in any case.
- B. Ajay: (1) I come in, Sir?
 Teacher: No, don't you know that you (2) reach the class in time.
 Ajay: Sorry, Sir, I (3) not repeat it again.
 Teacher: You (4) go to the principal's office and get his permission.

Ajay: (5) you please excuse me for one day?

Teacher: No, you (6) go.

Ajay: I (7) meet him, sir. He (8) even suspend me.

IV. Fill in the blanks with suitable modals to complete the passage.

- A. The Electricity Board Office has warned that they (1) cut the electricity connection if I don't pay the bill by today. So I (2) go to the Electricity Board office to pay the bill. I (3) have paid the amount yesterday but the office was closed. I (4) finish my work immediately and rush to the office so that I (5) pay the bill before 2 PM. I (6) be late, perhaps.
- B. Accidents (1) happen anywhere and (2) result in injuries. Correct first aid at the earlier stage (3) mean a difference between life and death. It (4) prevent fatal loss. A knowledge of what (5) be done in such cases till the doctor arrives (6) always be helpful to the common man.

Answers

- I. A. 1. can
3. must
5. should
7. could
9. Will
- B. 1. need not
3. might
5. might
7. could
9. must
- II. A. 1. need, can
3. May, must not
5. Could, will
7. Can, cannot
9. should, will
- B. 1. could, can
3. should, may
5. might, May
2. May
4. Will
6. Shall
8. may
10. will
2. would
4. Would
6. should
8. can
10. may
2. must, will
4. will, might
6. Shall, can
8. could, can
10. must, may
2. can, need not
4. must, need not
6. dare, ought to

7. used to, ought to
8. dare, used to
9. dare, ought to, used to
10. would, should

- III. A. 1. have to
3. will
5. can
7. need not
- B. 1. May
3. shall
5. Would
7. dare not
2. would
4. may
6. should
8. have to
2. cannot
4. should
6. have to
8. may
- IV. A. 1. will
3. would
5. can
- B. 1. can
3. could
5. should
2. have to
4. will
6. may
2. may
4. might
6. can

Subject-Verb Agreement

We often need to write sentences which contain only a subject and a verb. The subject could be a noun, a proper noun (name of a person or place) or an abstract noun.

Rules Involved in Subject-Verb Agreement

- The basic rule is Singular Subject → Singular Verb
Plural Subject → Plural Verb
- When we make a sentence, we tell something about a person or a thing. The part of the sentence which states the person or thing in the sentence is called the subject of the sentence and the part which gives us more information about the subject is called the predicate of the sentence. A subject can be

Singular	—	A book, an egg, a key
Plural	—	Women, boys, flowers
Uncountable	—	Sugar, water, air

KNOW MORE A subject will come before a phrase beginning with

Incorrect A bouquet of yellow roses lend colour and fragrance to the room.

Correct A bouquet of yellow roses lends colour and fragrance to the room. (bouquet lends, not roses lend)

Subject and Verb in Person and Number

The subject and verb must agree in person and number. If the subject is singular, the verb should also be singular. If the subject is plural, the verb should also be plural.

- Singular Subject → Singular Verb
e.g. I **am** in the classroom.
- Plural Subject → Plural Verb
e.g. They **are** in the classroom.
- When two or more singular subjects are joined together, plural verb is used.
e.g. Mrs and Mr Gupta **are** going to the market.
- When two subjects together express one idea, singular verb is used.
e.g. Earning your bread and butter is essential for living. (Bread and butter is symbolic and expresses one idea)
- If the given nouns look like plurals (i.e. they end with 's') but they are, in fact, singular nouns, then we use a singular verb.
e.g. Economics **is** my favourite subject.

- Words such as audience, congregation, crowd, group and family take a singular or plural verb depending upon the sentence, but it is always safe to use a plural verb with these nouns.
e.g. The family **are** our strongest support.
- EXCEPTION** In some cases, you can also use a singular verb with a plural subject.
e.g. The audience **is** very excited.
The crowd **is** coming in huge numbers.
In these sentences, *audience* and *crowd* are plural subjects, but singular verb is used because they are treated as a group.
- Everybody, somebody, nobody, anybody and anyone take a singular verb.
e.g. Nobody **is** perfect in this world.
- Nouns joined by 'and' take a plural verb.
e.g. Sita and Gita **are** going to Mumbai.
- EXCEPTION** In some cases, singular verb is used if the subjects are treated as a single idea/concept.
e.g. Earning your bread and butter **is** essential for living.
Tom and Jerry **is** a funny series.
- If subjects are joined by 'or', 'nor', 'either', 'neither', the verb agrees with the subject nearest to it.
e.g. (a) Neither he nor his sister **was** there.
(b) He or his friends **are** to be blamed.
- The title of a book, play, story or a musical composition, even though plural, takes a singular verb.
e.g. The Three Musketeers **is** a very good book.
- When a plural noun comes between a singular subject and its verb, the verb agrees with the singular subject.
e.g. (a) Each of the apples **is** juicy.
(b) Neither of the men **was** a thief.
- If the words are joined to a singular subject by 'with', a singular verb is used.
e.g. The Prime Minister, **with** his cabinet colleagues, **is** supposed to be present.
- If subjects are joined by 'as well as', the verb must agree with the first subject, irrespective of whether it is singular or plural.
e.g. (a) Ram, **as well as** Shyam, **was** missing.
(b) My friends **as well as** my colleagues **are** going abroad.
- Two nouns qualified by each or every, even though connected by 'and', require a singular verb.
e.g. (a) Every boy and every girl **was** given vaccination.
(b) Each of the hens **was** sick.
- None* is singular but takes a plural/singular verb according to the sense involved in the sentence.
e.g. (a) *None were* given a chance to speak.
(b) I asked for a maid, but *none was* there.
- When the plural noun is a proper name for some single object or some collective unit, it must be followed by a singular verb.
e.g. The United Nations **is** not an effective body for world peace.
- Nouns like glasses (spectacles), pants, trousers, shoes, people, police, scissors always take a plural verb. Also, descriptive nouns like the rich, the blind, the guilty are always plural.
e.g. (a) Your shoes **are** glossy.
(b) When used with 'a pair of', they are singular.
(c) A pair of branded shoes **is** quite expensive these days.
- Uncountable nouns like advice, news, media, stationery, weather, progress are singular and take a singular verb.
e.g. One must not offer **advice** unless asked.
- Nouns like news, physics, economics, measles, cards, aerobics are plural in form, but they are treated as singular.
e.g. Aerobics **is** a good exercise.
- A collective noun takes a singular verb when the collection is thought of as one whole. It takes a plural verb when the stress is on the individuals.
e.g. (a) The cartel of oil supplying countries **has** submitted its report.
(b) The cartel of oil supplying countries **are** divided over the issue.
- A singular verb is used when a plural noun denotes some specific quantity or amount.
e.g. (a) One-fifty rupees **is** too much for this bag.
(b) Two-thirds of the city **is** in ruins.
- EXCEPTIONS** Remember that a few nouns are always plural, even though they don't end in 's' and they always take a plural verb.
e.g. **People** have such strange ideas.
The **police** were baffled.
Quite a few common plurals don't end in 's':
e.g. The **children** are in bed.
My **feet** hurt.
Her **teeth** are rather uneven.
My **hair** are brown in colour.

Reported Speech

The act of reporting the words of a speaker is called **narration**. There are basically two ways in which the words of the speaker can be conveyed in writing.

- (a) **Direct Speech (Direct Narration)** The reporting of the words of the speaker without making any changes to it is known as **Direct Speech**. Direct speech is shown inside double quotation marks.
- (b) **Indirect Speech (Indirect Narration)** The act of reporting the words of the speaker by making necessary changes to it is called **Indirect Speech**. In indirect speech, while narrating something, changes are made in the original words of the person. For example, tenses and pronouns are changed according to the reporting verb.

e.g. (i) My mother told me, "You have to work harder at school." (Direct speech)
 (ii) My mother told me that I had to work harder at school. (Indirect speech)

In sentence (i) we can notice that this is the speaker's direct narration as it is shown inside double quotation marks, but in sentence (ii) tense and pronouns are changed and quotation marks are removed.

TIP The first verb part of the sentence (i.e. he said, she said, he says, she says, they said etc) before the statement (quotation marks) of a person in the sentence is called the **reporting verb**. The reporting clause contains the reporting verb (in many cases *said* or *told*) and usually comes first.

Observe the following changes carefully.

- He said, "I work in a factory." (Direct speech)
He said that he worked in a factory. (Indirect speech)
- They said, "We are going to the cinema." (Direct speech)
They said that they were going to the cinema. (Indirect speech)
- She said, "I am playing." (Direct speech)
She said that she was playing. (Indirect speech)
- He said to me, "You have been a great help to me." (Direct speech)
He told me that I had been a great help to him. (Indirect speech)
- Ashish said to me, "I shall go to the market today." (Direct speech)
Ashish told me that he would go to the market that day. (Indirect speech)

Basic Rules of Speech and Conversion

- (a) **In Direct Speech**
 - (i) Put the words spoken by the speaker within " " (double quotes or double inverted commas).
 - (ii) Separate the reporting verb from the direct speech by a comma.
 - (iii) Begin the first word inside inverted commas with a capital letter.
- (b) **In Indirect Speech**
 - (i) Change the reporting verb according to the sense conveyed by the speech.
 - (ii) Do not change the tense of the reporting verb.
 - (iii) Remove the comma separating the reporting verb from the direct speech.
 - (iv) Remove inverted commas.
 - (v) Introduce the indirect speech by some connector like *that*, *if*, *whether*, *what*, *where*, *how*, *why* etc depending on whether you want to transform a statement, question or request, as the case may be.
 - (vi) Convert all kinds of sentences into assertive statements.
 - (vii) Make other necessary changes in person, verb forms, time, place and expressions.

Some changes to consider

- (a) 1st person (I, we etc) → change according to the subject of the reporting verb.
- (b) 2nd person (You, your etc) → change according to the object of the reporting verb.
- (c) 3rd person (He, she, it, they, his, her etc) → make no change.
- (d) Change 1st person into 3rd person if the reporting verb has no object mentioned.

Rules for Changing Simple Direct Speech into Indirect Speech

Rules	Direct Speech	Indirect Speech
Remove separating comma, inverted commas and use the connector 'that' when there is no object in the sentence.	<ul style="list-style-type: none"> • He said, "I work in a shipyard." • Sheena said, "My teacher is highly educated." 	<ul style="list-style-type: none"> • He said that he worked in a shipyard. • Sheena said that her teacher was highly educated.
The reporting verb 'said' becomes 'told' along with the subject and the connector 'that' when it is followed by an object.	<ul style="list-style-type: none"> • Kamya said to me, "You have been a great help." • He said to me, "I shall go to the party." 	<ul style="list-style-type: none"> • Kamya told me that I had been a great help. • He told me that he would go to the party.

Changes into Reported Speech with Respect to the Tense

Rules of Conversion	Present Tense	
	Direct Speech	Indirect Speech
Simple Present changes into Simple Past	<ul style="list-style-type: none"> • He said, "I do not like computers." • They said, "We love our country." 	<ul style="list-style-type: none"> • He said that he did not liked computers. • They said that they loved their country.
Present continuous changes into past continuous	<ul style="list-style-type: none"> • I said, "It is raining." • She said, "I am not laughing." 	<ul style="list-style-type: none"> • I said that it was raining. • She said that she was not laughing.

Rules of Conversion	Direct Speech	Indirect Speech
Present perfect changes into past perfect	<ul style="list-style-type: none"> • She said, "He has finished his work." • They said, "We have not gone to New York." 	<ul style="list-style-type: none"> • She said that he had finished his work. • They said that they had not gone to New York.
Present perfect continuous changes into past perfect continuous	<ul style="list-style-type: none"> • He said, "I have been studying since 3 o' clock." • Radha said, "It has been raining for three days." 	<ul style="list-style-type: none"> • He said that he had been studying since 3 o' clock. • Radha said that it had been raining for three days.

Past Tense

Rules of Conversion	Direct Speech	Indirect Speech
Simple past changes into past perfect	<ul style="list-style-type: none"> • My teacher said to me, "You answered correctly." • He said, "I didn't buy a car." 	<ul style="list-style-type: none"> • My teacher told me that I had answered correctly. • He said that he had not bought a car.
Past continuous changes into past perfect continuous	<ul style="list-style-type: none"> • They said, "We were enjoying the weather." • He said, "Mohit was listening to the music." 	<ul style="list-style-type: none"> • They said that they had been enjoying the weather. • He said that Mohit had been listening to the music.
Past perfect remains past perfect (tense does not change)	<ul style="list-style-type: none"> • He said, "I had started a business." • I said, "She had eaten the meal." 	<ul style="list-style-type: none"> • He said that he had started a business. • I said that she had eaten the meal.

Future Tense

Rules of Conversion	Direct Speech	Indirect Speech
Simple future: will changes into would	<ul style="list-style-type: none"> • He said, "I will study the book." • They said to me, "We will send you gifts." 	<ul style="list-style-type: none"> • He said that he would study the book. • They told me that they would send me gifts.
Future continuous: will be changes into would be	<ul style="list-style-type: none"> • Shreya told him, "I will be waiting for you." • He said, "He will not be flying kites." 	<ul style="list-style-type: none"> • Shreya told him that she would be waiting for him. • He said that he would not be flying kites.
Future perfect: will have changes into would have	<ul style="list-style-type: none"> • He said, "I will have finished the work." • Narayan said, "I will have gone." 	<ul style="list-style-type: none"> • He said that he would have finished the work. • Narayan said that he would have gone.

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Rules for Changing Interrogative Sentences into Indirect Speech
(The reporting verb 'said' becomes 'asked' and 'to' is removed)

Rules	Direct Speech	Indirect Speech
Use 'if' or 'whether' in place of 'that' as a connector.	• She said to me, "Do you like tea or coffee?"	• She asked me whether I liked tea or coffee.
Remove the question mark while forming an assertive sentence.	• She said to Shyam, "Do you have an extra copy?"	• She asked Shyam if he had an extra copy.
The questions starting with question words like when, why, where, do not use 'if' or 'whether'. The question words are retained to introduce the reported question.	<ul style="list-style-type: none"> • He said, "What is your problem?" • She said, "Why are you not coming?" 	<ul style="list-style-type: none"> • He asked me what my problem was. • She asked me why I was not coming.

Rules for Changing Imperative Sentences into Indirect Speech
(Commands, Requests and Suggestions)

Rules	Direct Speech	Indirect Speech
Use conjunction 'to' instead of 'that'.	• I said to Hari, "Do not pluck the flowers."	• I ordered Hari not to pluck the flowers.
In sentences beginning with 'Let', the reporting verb is changed to 'proposed' or 'suggested'.	<ul style="list-style-type: none"> • The Principal said to the students, "Get out of the office." • He said, "Let us keep quiet in this matter." 	<ul style="list-style-type: none"> • The Principal ordered the students to get out of the office. • He suggested that we should keep quiet in this matter.

Rules for Changing Exclamatory Sentences into Indirect Speech

Rules	Direct Speech	Indirect Speech
Words such as Alas, Bravo, Oh, Wow, Wah should be left out in indirect speech.	• Ram said, "Alas! I have been ruined."	• Ram exclaimed with sorrow that he had been ruined.
Forms of the verb 'wish' is used if the sentence conveys a wish.	• She said, "If I were a bird."	• She wished to be a bird./She wished that she were a bird.

Summary of Changes

Change of Verb Forms	Change of Pronouns	Time, Place, Expression and Other Changes
is, am, are – was, were	1st Person – according to the subject	now – then
has, have – had	2nd Person – (i) according to the object	ago – before
go – went	(ii) changed to 3rd person if the reporting verb has no object	today – that day
did – had + 3rd form of the verb	3rd Person – unchanged	last night – the previous night or the night before
was, were – had been		next week – the following week
will – would		here – there
shall – should		hither – thither
can – could		this – that
		thus – so

PRACTICE QUESTIONS

1 Fill in the Blanks.

- A. 1. Mum said, "I am angry with you."
Mum said she angry with me.
2. Java said, "I am cooking lunch today."
Java said that she lunch
3. My friend said, "I will go to the cinema tomorrow."
My friend said that heto the cinema
4. Her teacher said, "You must do your homework every day."
Her teacher said that she do her homework every day.
5. Their father said, "I can speak three languages."
Their father said that he speak three languages.
6. Kavita said, "I have been on holidays."
Kavita said that she on holidays.
7. Mary said, "I will play cards the day after tomorrow."
Mary said that cards the following day.
8. Sangeeta said, "I went to bed early last night."
Sangeeta said that to bed early the night before.
9. My dad said to the immigration officer, "This is my first visit to England."
My dad told the immigration officer that it his first visit to England.
10. He said to me, "You are the most beautiful girl I have ever seen."
He told me that I the most beautiful girl he
- B. 1. Nikhil said, "I am going to see my parents next month."
Nikhil said that to see his parents the following month.
2. Garima said to me, "I am sorry but I can't come to your birthday party because I am going away for the weekend."
Garima said that she sorry but she to my birthday party because she away for the weekend.

3. Judy said, "I have already written this paragraph four times."
Judy complained that that paragraph four times.
4. Prakash said, "I will not stop until this factory is shut down."
Prakash promised that until that factory..... shutdown.
5. Jagan said, "I don't think so." Jagan said that so.
6. My friends said to me, "We want to leave at once."
My friends told me that to leave at once.
7. Uncle John said, "Please take off your shoes when you come in."
Uncle John told us to take off shoes when we in.
8. Pankaj said, "I haven't brushed my teeth yet."
Pankaj said that brushed teeth yet.
9. Maya said, "You can borrow my book."
Maya told me that borrow.....book.
10. Sanjay said, "My head is aching."
Sanjay said that head aching.

2 Read the conversations and complete the passages that follow

- A. 1. Shylock : I am unwell
Duke : What can I do for you, sir?
Shylock : Will you take me to the doctor?
Duke : Yes, Sir.
Shylock told the Duke (a) The Duke asked (b)
Shylock asked the Duke (c) The Duke replied in affirmative.
2. Divya : I am planning to buy a car.
Arti : Which car do you intend to buy?
Divya : I intend to buy the latest model of any popular company.
Arti : It is a wise decision.

Reported Speech (Section B)

- Divya told Arti that (a) Then Arti asked her (b) Divya said that (c) Arti said that (d)
3. Susan : Why have you not brought my party dress?
Jenny : I haven't brought it because I had gone to my uncle's house with my parents, so I forgot to keep it.
Susan : Don't give me silly excuses. I want to know the truth.
Jenny : I am sorry Susan. I was chatting with my friends till late. I forgot that you needed it urgently today.
Susan asked Jenny (a) Jenny said that she (b) Susan (c) Jenny said that (d) She was chatting with her friends till late and (e) that Jenny needed it urgently that day.
4. Dilip : I have been watching the sea and there hasn't been any trace of a ship.
Rohan : I told you yesterday too that we'll be rescued, so have patience.
Dilip : Why do you ask me to keep quiet whenever I say something?
Rohan : Have you ever said anything sensible?
Dilip said that (a) the sea and that (b) any trace of a ship. Rohan replied that (c) that they (d) and asked him to have patience. Dilip angrily asked Rohan (e) to keep quiet whenever he said something to which Rohan wanted to know (f)
5. Sanjay : I am surprised to see you here in Delhi. When did you come?
Madan : I came here yesterday. I have been offered a job here.
Sanjay told Madan (a) and asked (b) Madan replied that (c) and added that (d)
6. Kanak : Have you seen "Three Idiots"?
Kartik : I saw them yesterday in the class.
Kanak : I was talking about the movie.
Kartik : I thought that you were talking about the three idiots in the class.
Kanak asked Kartik (a) "Three Idiots". Kartik replied that (b) in the class. Kanak further said that (c) Kartik replied that (d) in the class.
7. Ananya : I want to order a big pineapple cake for my birthday.
Confectioner : When is your birthday?
Ananya : It is tomorrow.
Confectioner : You can collect it by noon.
Ananya told the confectioner (a) a big pineapple cake for her birthday. The confectioner asked (b) Ananya replied that it was (c) The confectioner told her that (d) by noon.
8. Mother : Why are you late from school, Kabir?
Kabir : While coming from school to bus stop, I slipped by stepping on a banana peel.
Mother : O, my son! Did you hurt yourself?
Kabir : I got a bad bruise on my left knee.
Mother asked Kabir (a) Kabir replied that while coming from school to bus stop (b) on a banana peel. Mother was shocked to hear this. She asked (c) Kabir said that (d) a bad bruise on his left knee.
9. Rahul : Do you know that Ranjit met with an accident and is in hospital?
Sukrit : Oh! I don't know Is he badly hurt? Which hospital is he in?
Rahul : The doctors say that there is nothing to worry. He is admitted to City Hospital.
Rahul asked Sukrit (a) that Ranjit (b)with an accident and was in hospital. Sukrit expressed his ignorance and enquired (c) He also asked (d) Rahul told him that according to the doctors (e) and said that he (f) to the City Hospital.
10. Shilpa : Can I borrow your English textbook?
Jaya : Sure you can. But when will you return it?
Shilpa : I will return it to you after two days from today.
Jaya : Please do as I have to prepare for the exams.
Shilpa asked Jaya (a) Jaya replied that (b) and asked her (c) Shilpa said she (d) Jaya urged her (e) since she (f)

3 Change the following into indirect speech.

- A. 1. The teacher said to the boys, "Have you done your homework?"
 2. The little girl said to the man, "Will you help me?"
 3. Janaki said, "I have been reading this book."
 4. Mother said to the daughter, "Go and change your dress."
 5. Rachna said, "I had read this book before I gave it to you."
 6. Anjali said, "I watched this movie last week."
 7. Shyam said, "I can solve this problem."
 8. She said, "I have found my keys."
 9. They asked me, "Did you see Ravi at cinema last night?"

10. The news said, "There has been a big earthquake in Japan."

- B. 1. Rajesh said, "I can't come to the meeting on Saturday."
 2. My brother said, "I am going to learn to cook."
 3. Sujata said to me, "You don't know what Manish is doing."
 4. He said, "The Sun rises in the East."
 5. He says, "Ram is a good player."
 6. He said to her, "Can you lend me your umbrella?"
 7. I said to her, "I wrote a letter."
 8. She said, "Keep this room open."
 9. She said, "What a pitiful scene!"
 10. The Principal said, "well done! my boys."

Answers

- I. A. 1. was
 3. would go, the next day
 5. could
 7. she would play
 9. was
 2. was cooking, that day
 4. had to
 6. had been
 8. she had gone
 10. was, had ever seen
- B. 1. he was going
 2. was, couldn't come, was going
 3. she had already written
 4. he would not stop, was
 5. he didn't think
 7. our, came
 9. I could, her
 6. they wanted
 8. he hadn't, his
 10. his, was
- II. A. 1. (a) that he was unwell
 (b) what he could do for him
 (c) if he would take him to the doctor
 2. (a) she was planning to buy a new car
 (b) which car she intended to buy
 (c) she intended to buy the latest model of any popular company
 (d) it was a wise decision
 3. (a) Why she had not brought her party dress
 (b) hadn't brought it as she had gone to her uncle's house with her parents so she had forgotten to keep it
 (c) told her not to give silly excuses and that she wanted to know the truth
 (d) she was sorry
 (e) had forgotten
 4. (a) he had been watching

10. (a) if she could borrow her English textbook
 (b) she could
 (c) when she would return it
 (d) would return it to the after two days from that day
 (e) to do that
 (f) had to prepare for the exams
- III. A. 1. The teacher asked the boys if they had done their homework.

2. The little girl asked the man if he would help her.
 3. Janaki said that she had been reading that book.
 4. Mother told the daughter to go and change her dress.
 5. Rachna said that she had read that book before she gave it to me.
 6. Anjali said that she had watched that movie the previous week.
 7. Shyam said that he could solve that problem.
 8. She said that she had found her keys.

9. They asked me if I had seen Ravi at cinema the previous night.
 10. The news said that there had been a big earthquake in Japan.
- B. 1. Rajesh said that he couldn't come to the meeting on Saturday.
 2. My brother said that he was going to learn to cook.
 3. Sujata told me that I didn't know what Manish was doing.
 4. He said that the Sun rises in the East.
 5. He says that Ram is a good player.
 6. He asked her if she could lend him her umbrella.
 7. I told her that I had written a letter.
 8. She ordered to keep that room open.
 9. She exclaimed that it was a pitiful scene.
 10. The Principal exclaimed with joy that the boys had done well.

Determiners

Determiners are words that modify nouns. In other words, determiners are words that can be used before nouns to determine or to modify their meaning. Determiners function like adjectives. They are also called as fixing words.

Characteristics of Determiners

Characteristics of determiners are as follows

- A determiner may determine or fix a place, person or thing.
- A determiner may identify two or more persons or things.
- A determiner may precede numerals or objects.
- A determiner may indicate a quantity or amount.

Classification of Determiners

Determiners can be classified into

1. **Articles** A, an, the.
2. **Demonstrative Adjectives** This, that, these, those.
3. **Quantifiers** A quantifier is a word or phrase which is used before a noun to indicate the amount or quantity. Types of quantifiers are as follows
 - (i) **Definite** One, two, hundred, ..., first, second, both etc.
 - (ii) **Indefinite** Some, many, much, enough, few, a few, all, little, a little, several, most etc.
 - (iii) **Distributive** Each, every, all, either, neither.
 - (iv) **Difference** Another, other.
 - (v) **Comparative** More, less, fewer.
4. **Possessives** My, your, his, her, its, our, their, mine, hers, yours, ours, theirs etc.

Determiners and Kinds of Nouns With Which They are Used

- **A, an, each, everyone, another and either** are used with singular countable nouns.
- **This and that** are used with uncountable nouns/singular countable nouns.
- **These and those** are used with uncountable nouns/plural countable nouns.
- **A little, a lot of, a great deal of, much** are used with uncountable nouns.
- **More, most, a lot of, enough, adequate, some** are used with uncountable nouns/plural countable nouns.
- **A few, several, many, both** are used with plural nouns.
- **The, some, any, my, her, your, our, their, its, which, whose, what** are used with any type of noun.

1. Articles—A, An, The

Articles are used before nouns. 'A' is used before a noun starting with a consonant sound and 'An' is used before a noun starting with a vowel sound. 'The' is used before singular countable nouns, plural countable nouns and uncountable nouns.

Use of Indefinite Articles : A/An

'A' is used before a noun beginning with a consonant sound.

e.g. a woman, a horse, a university
(Here woman, horse and university are words beginning with a consonant sound.)

'An' is used before a noun beginning with a vowel sound.

e.g. an orange, an egg, an elephant, an hour
(Here orange, egg, elephant and hour are words beginning with a vowel sound.)

How to Use 'A' and 'An'

- The use of 'a' and 'an' is determined by sound. The following words begin with a vowel, but not with a vowel sound. A unique thing, a one rupee coin, a European, a unicorn, a university, a useful thing, a union.
So here 'a' is used.
- On the other hand, with the following words, 'an' is used although they begin with a consonant.
- An hour, an honest man, an heir to the throne, an MCA. Here, the sound is the criterion to decide whether a/an will be used.

Use of Definite Article : The

'The' is used before singular countable nouns, plural countable nouns and uncountable nouns. Uncountable nouns do not have plural forms, e.g. we cannot say 'sugars', we will say 'the sugar'.

'The' is used

I. While talking about a particular person or thing or one already referred to (that is, when it is clear from the context which one do we mean).

e.g. **The** book you want is not available.

II. When a singular noun represents the whole class.

e.g. **The** dog is a faithful animal.

III. Before some proper names that denote physical features.

(i) Oceans and seas e.g. **The** Pacific ocean, **The** Arabian Sea

(ii) Rivers e.g. **The** Yamuna, **The** Thames

(iii) Canals e.g. **The** Suez Canal

(iv) Deserts e.g. **the** Thar Desert, **the** Sahara Desert.

(v) Group of islands e.g. **the** West Indies, **the** Netherlands

(vi) Mountain ranges e.g. **the** Himalayas, **the** Satpura Ranges

(vii) A few names of countries, which include words like States, Republic or Kingdom e.g. **The** People's Republic of China, **the** United Kingdom, **the** USA, **the** Republic of Korea, **the** Hague etc.

IV. Before the names of religious or mythological books.

e.g. **the** Vedas, **the** Puranas, **the** Mahabharata
(but we say *Homer's Iliad*, *Valmiki's Ramayana*).

V. Before the names of things which are unique or one of their kind.

e.g. **the** Sun, **the** Moon, **the** Pacific Ocean

VI. Before a proper noun, when it is qualified by an adjective or a defining adjectival clause.

e.g. **The** Great Caesar, **the** King of Rome

The Mr Verma whom you met last night is my boss.

VII. With superlative degrees.

e.g. This is **the** worst performance I have ever seen.

VIII. With ordinals.

e.g. He was **the** first man to walk on the Moon.

IX. Before musical instruments.

e.g. He can play **the** tabla very well.

X. Before an adjective when the noun is understood.

e.g. **The** rich always exploit **the** poor. (Here the word 'people' is understood.)

XI. As an adverb with comparatives.

e.g. **The** more money we have, **the** more we want.

Omission of Article 'The'

- Before material, abstract and proper nouns used in a general sense.
 - e.g. (a) Honesty is the best policy. (not *The* honesty...)
 - (b) Sugar tastes sweet. (not *The* sugar...)
 - (c) Paris is the capital of France. (not *The* Paris...)
- Before plural countable nouns used in a general sense.
 - e.g. Children like toys.
- Before names of people.
 - e.g. Rohit.
- Before names of continents, countries; cities etc.
 - e.g. Europe, Pakistan, Nagpur.
- Before names of individual mountains.
 - e.g. Mount Everest.
- Before names of meals used in a general sense.
 - e.g. Dinner is ready.
- Before languages and words like school, college, university, church, hospital.
 - e.g. (a) I learn English at school.
 - (b) My uncle is still in hospital.
- Before names of relations, like father, mother etc.
 - e.g. Father is still not at home.
- In certain phrases consisting of preposition followed by its object.
 - e.g. At home, in hand, by night, in case, on foot, by train, on demand etc.

2. Demonstrative Adjectives
(This, That, These, Those)

I. That (in case of plural, those)

- (a) It is used to avoid the repetition of the preceding noun(s).
- e.g. • My bat is better than **that** of my friend.
 - Our soldiers are better equipped than **those** of Pakistan.
- (b) It refers to person(s) or thing(s) far from the speaker.
- e.g. • Get **that** dog out of here.
 - **Those** houses are for sale.

II. This (in case of plural, these)

- (a) It refers to person(s) or thing(s) near the speaker.
- e.g. • **This** book is very interesting.
 - **These** flowers are very beautiful.

3. Quantifiers

'Some', 'many', 'a lot of' and 'a few' are examples of quantifiers. Quantifiers can be used in affirmative sentences, questions, requests or commands with both countable and uncountable nouns.

- e.g. • There are **some** books on the desk.
- He's got only **a few** dollars.
- How **much** money have you got?
- There is **a large** quantity of fish in this river.
- He's got **more** friends than his sister.

Some quantifiers can go only with countable nouns (e.g. friends, people, cups), some can go only with uncountable nouns (e.g. sugar, tea, money, advice), while some can be used with both countable and uncountable nouns.

Examples of quantifiers are given below

Only with Uncountable Nouns	With both Countable and Uncountable Nouns	Only with Countable Nouns
a little	no, none, not any	a few
a bit of	some, all	a number of
—	any	several
a great deal of	a lot of, lots of	a great number of
a large amount of	plenty of	a large number of

Usage of quantifiers are as follows

I. Use of few/a few and little/a little

- (a) Few, a few and the few.

Few emphasises the lack of something.

e.g. There are **few** sweets left in the jar.
(We should be careful not to eat them too quickly because they are almost finished.)

A few emphasises that something still remains.

e.g. We still have **a few** minutes left before the class gets over. Do you have any questions?
(We still have some time, so we should use it.)

- (b) Little, a little and the little

Little emphasises the lack of something.

e.g. We have **little** money right now; we should go out for dinner another day.
(We should be careful and use the money wisely because we don't have much.)

A little emphasises that something still remains.

e.g. There's **a little** ice-cream left; who will eat it?
(There's not enough ice-cream left to put back in the freezer, so it should be eaten.)

II. Use of much and many

- (a) We use **much** with singular uncountable nouns and **many** with plural nouns.
- e.g. • I haven't got **much** change; I've only got a hundred rupee note.
 - Are there **many** campsites near your place?
- (b) We usually use **much** and **many** with interrogative sentences and negative sentences.
- e.g. • Is there **much** unemployment in that area?
 - How **many** eggs have not been used in this cake?
 - Do you think **many** people will come?
 - The rain was pouring down in torrents but there wasn't **much** wind.

III. Use of more, less and fewer

(comparative determiners)

- (a) We use **more** or **less** before singular uncountable nouns by adding than after it, or for an additional or lesser quantity of something.
- e.g. • I do **more** work than Suresh.
 - Please give me some **more** salad.
 - Satish does **less** work than me.
 - I want **less** salad than Mahesh.
- (b) We use **fewer** before plural countable nouns to refer to a group of things smaller than another.
- e.g. • **Fewer** students succeeded in passing than last year.
 - We had **fewer** computers a year ago.

IV. Use of each and every (distributive determiners)

- (a) We use **each** for two or more than two items and **every** for more than two items. Both of these are followed by singular countable nouns and singular verbs.
- e.g. • **Each** of the two boys has won a prize.
 - **Every** student in the school is present today.
- (b) We use **each** when the number in the group is limited or definite, but **every** is used when the number is indefinite or unknown.
- e.g. • **Each** student in my class was promoted.
 - **Every** person in the world has a parent.

V. Use of most, several and all

- (a) We usually use **most** with plural uncountable nouns.
- e.g. • **Most** of the people can be trusted.
 - **Most** of the time I am not at home.
- (b) We usually use **several** with plural nouns, but it refers to a number which is not very large. (i.e. less than most)
- e.g. • **Several** people were crushed in the stampede.
 - **Several** people lost their lives in the Tsunami.

- (c) **All** requires a plural verb when used with a countable noun, but requires a singular verb with an uncountable noun.
- e.g. • **All** are going to Delhi.
 - **All** that glitters is not gold.

VI. Use of another and other

We use **another** only with singular countable nouns, whereas **other** can be used with singular countable, plural countable or uncountable nouns.

- e.g. • Bring me **another** knife, as this one is blunt.
- I would prefer the **other** house.
- The **other** students went back home.
- He is a better human being than most **others**.

VII. Use of either and neither

- (a) We use **either** to refer to two things, people, situations etc. It may mean one or the other of two or each of the two.
- e.g. • I don't agree with **either** Ram or Shyam.
- (b) We use **neither** with only singular countable nouns and a singular verb. **Neither** is the negative of **either**.
- e.g. • **Neither** of the two boys passed the exam.

4. Possessives (My, Your, His, Her, Its, Our, Their etc)

Possessive determiners or possessive adjectives tell us who owns something. We use a possessive determiner before a noun to show who owns the noun we are talking about. They come in front of any other adjectives.

- e.g. • This is **your** book.
- That is **our** beautiful house.

We use different possessive determiners depending on who owns the thing we are talking about.

Subject	Possessive Determiner	Used with Type of Noun
I	my	first person singular
We	our	first person plural
You	your	second person singular/plural
They	their	third person plural
He	his	third person singular masculine
She	her	third person singular feminine
It	its	third person singular neuter

My, her, his and **its** are used with singular nouns, while **our** and **their** are used with plural nouns. **Your** can be used with either singular or plural nouns, depending on the sense.

- e.g. • This is **my** book.
- The dog licked **its** paw.
- Which is **their** car?
- All three of you, have you done **your** homework?

PRACTICE QUESTIONS

I Fill in the blanks with appropriate determiners.

- A. 1. There are books in the library.
 2. Have you ever had high fever?
 3. National Health Service was set up in Britain in 1946.
 4. In countries, you have to pay for the medical treatment.
 5. My brother is dentist.
 6. Only houses were spared by the earthquake.
 7. You must learn English everyday to improve your language.
 8. There isn't bread in that tin.
 9. Sometimes patience and advice help more than medicine.
 10. Could you bring me books I left in the garden?

- B. 1. She gave a cookie to child.
 2. I've got to solve math problems before I go to sleep.
 3. Cherries are delicious.
 4. My mother doesn't drink coffee.
 5. I always keep money in my wallet for emergencies.
 6. They were bored because there was to do.
 7. We invited friends over to our house for a party.
 8. of the cakes had been baked the day before.
 9. the children went to their respective classes.
 10. I invited Ram and Sheila to the party, but of them came.

II Fill in the blanks with suitable determiners.

- A. 1. I admit that I don't have knowledge of the subject. I'll have to spend time reading.
 2. May I taste of the soup that you cooked this morning? How pepper did you put in?

3. When Sapna realised that she still had time left, she gave me assistance with work.
 4. I took apple from refrigerator and ate it.
 5. The man complained that boys were stealing of his mangoes.
 6. Are there sandwiches for you? If there aren't, I'll make more for you.
 7. There are people at the theatre. I don't think we can get tickets.
 8. children in the Kindergarten are given cup of milk and biscuits during the break.
 9. goats have wandered into the garden and damaged plants. The gardener couldn't catch of them.
 10. "How tablets have you taken?" The doctor inquired. "I've taken of them, doctor. I don't have more."

- B. 1. of the answers that girls gave were wrong. of them has passed the test.
 2. "Won't you buy welfare lottery tickets, sir?" the boy asked. "I have here that you can choose from."
 3. books are ? They have been lying on desk for a long time but of the girls have claimed them.
 4. He has got debts to settle, but he hasn't got money.
 5. You can do better if you put in more effort.
 6. They encountered difficulties because only of them were really experienced at mountaineering. The rest only had experience.
 7. There was accident near central market this morning. car hit scooter and man on scooter was killed.
 8. A cup of tea may seem ordinary thing to of us in India. But drinking tea is ritual which is taken very seriously in Japanese homes.

9. people came to site where the revolutionary general was to be hanged. When I asked if he had desire, smile came on dry lips and he nodded his head.
 10. It was grand occasion for children. of them had won prizes and parents felt proud. of them introduced their parents to their teachers.

III Fill in the blanks with appropriate determiners to complete the passage.

- A. Traditionally, Ilkal saris were made using natural indigo dyes then, in the 1970s, (1) (a/an/the) synthetic German indigo replaced (2) (this/that/these/those) vat dyeing process. Today, this has given way to naphtha based dyes. The famed and centuries old indigo dyeing is now on the verge of extinction. As the new generation steps into more profitable avenues, the skyline of Ilkal is fast changing too. "The (3) (more/most/much/alittle) profitable business in the area now is granite", states (4) (a/an/the/any) Weaver. With (5) (that/this/their/ those) stone being available in

plenty (6) (their/here/there/somewhere) a number of granite selling agencies and chimneys of granite possess units are spreading all over.

As more and (7) (much/more/many/some) of town's younger citizens step into newer ventures like that of selling stones, the loom may become a mere memory. It will be a sad day for (8) (more/much/many/most) people.

- B. Unfortunately, (1) (a lot/few) of the companies which we sent offers to showed interest in our products.

Last month was a good month for the company. We found (2) (many/ more/much) new customers and also added to our profit.

We have to speed up, there is very (3) (few/little) time to finish the project.

There were (4) (fewer/all) people than usual in the supermarket to buy our product.

It will take me (5) (a little/neither) time, but I'm sure that everyone will learn how to use the new software eventually.

I have (6) (many/little) money but more time than I did ten years ago.

Answers

- I A. 1. many 2. a
 3. The 4. many
 5. a 6. a few
 7. a little 8. any
 9. a little 10. those
 B. 1. each 2. some
 3. These 4. much
 5. some 6. little
 7. a few 8. Most
 9. All 10. neither
 II A. 1. much, more 2. a little, much
 3. a little, some, my 4. an, the
 5. a few, some 6. any, some
 7. many, any 8. The, a, some
 9. Several, the, any 10. many, all, any
 B. 1. Some, the, None
 2. a few, several

3. Whose, these, the, none
 4. many, much
 5. much, a little
 6. many, a few, a little
 7. an, the, a, a, the, the
 8. an, some, a, many
 9. Many, the, any, a, his
 10. a, many, some, their, Some

- III A. 1. the 2. this
 3. most 4. a
 5. this 6. here
 7. more 8. many
 B. 1. few 2. many
 3. little 4. fewer
 5. a little 6. little