

# ***ENGLISH GRAMMAR***

***HIGH SCHOOL ENGLISH GRAMMAR***  
***(USEFUL FOR IX STD , X STD AND COLLEGES)***

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## GRAMMAR

### 1. ACTIVE VOICE TO PASSIVE VOICE

#### PRESENT TENSE

1. *Verb present tense (or) verb* ல் 'S' சேர்ந்து வந்து இருக்கும்.
2. *Verb past participle* ஆக மாற்று.
3. *Object change in to Subject.*
4. *Subject ஒருமையில் வருமானால் is+verb+past participle.*
5. *Subject பன்மை யில் வருமானால் are+verb+past participle.*
6. கட்டாயம் 'by' விகுதி போடு.
7. *He -Him, She- Her, They-Them, We-Us, I-Me.*

Ex:

1. *He likes this story very much (AV)*  
*This story is liked by him very much (PV)*
2. *She eats some apples very interesting (AV)*  
*Some apples are eaten by her very interesting (PV)*
3. *The government prohibits arrack from the village side (AV)*  
*Arrack is prohibited by the government in the village side (PV)*

#### PAST TENSE

1. *Verb past tense* வந்து இருக்கும்.
2. *Verb past participle* ஆக மாற்று.
3. *Object change in to Subject.*
4. *Subject ஒருமையில் வருமானால் was+verb+past participle.*

5. *Subject* பன்மையில் வருமானால் *were+verb+past participle*.

6. கட்டாயம் 'by' விருதி போடு.

7. *He -Him, She- Her, They-Them, We-Us, I-Me*.

Ex:

1. *I liked cricket (AV)*

*Cricket was liked by me (PV)*

2. *He played football (AV)*

*Football was liked by me (PV)*

3. *The government prohibited arrack from the village side (AV)*

*Arrack was prohibited by the government in the village side (PV)*

### **PRESENT CONTINUOUS SENTENCES**

1. *Verb+is (or) are+ing* வருமானால் அது *present continuous sentence*.

2. *Verb past participle*, ஆக மாற்றி *remove 'ing'*

3. *Object change in to Subject*.

4. *Subject* ஒருமையில் வருமானால் *is +being+verb past participle*.

5. *Subject* பன்மையில் வருமானால் *are+being+verb past participle*.

6. கட்டாயம் 'By' விருதி போடு

7. *He-Him, They-Them, We-Us, I-Me, She - Her*

Ex.:

1. *He is writing a long letter today evening (AV)*

*A long letter is being written by him today evening (PV)*

2. *They are over hearing our conversation (AV)*

*Our cnversation is being over heard by them (PV)*

3. *She is cleaning the vessels very clearly (AV)*

*The vessels are being cleaned by her very clearly (PV)*

### **PAST CONTINUOUS SENTENCES**

1. *Verb was+verb+ing (or) were +verb+ing* என்பது வருமானால் *past continuous sentence*.

2. *Verb past participle* ஆக மாற்று *+being*.

3. *Sentence* ஒருமையில் வருமானால் - *Was+being+verb past participle*.

4. *Sentence* பன்மையில் வருமானால் *Were+being+vern past participle*.

5. கட்டாயம் *'By'* விருதி போடு.

*He-Him, They-Them, We-Us, I-Me, She - Her.*

6. *Object change in to Subject.*

*Ex.:*

1. *He was finishing the lessons already (AV)*

*The lessons were being finished by him already (PV)*

2. *They were welcoming the reception in a grand manner (AV)*

*The reception was being welcomed by them in a grand manner (PV)*

### **PRESENT PERFECT, PAST PERFECT, FUTURE PERFECT**

1. *Have, has* என்பது *present perfect*.

2. *Had* என்பது *past perfect*.

3. *Shall, will, should, would, might+* *past perfect*.

4. கட்டாயம் *'be'* போடு.

*shall be, will be*

5. *Object change in to Subject.*

6. *Subject I person, II person வருமானால் have been+past participle.*

*என்பதையும் III person வருமானால் has been+ past participle என்பதையும். போடு.*

7. கட்டாயம் 'By' விகுதி போடு

*Ex.:*

1. *He will finish the construction very quickly (AV)*

*The construction will be finished by him very quickly (PV)*

2. *I have finished this novel very interesting (AV)*

*This novel has been finished by me very interesting (PV)*

3. *She had stole many jewels last night (AV)*

*Many Jewels had been stolen by her last night (PV)*

### ***PASSIVE TO ACTIVE (PAST TENSE)***

1. கட்டாயம் *by* விகுதி நீக்கு.

2. *Verb past particple change into verb past tense ஆக மாற்று.*

3. *Remove to be verb - was, were.*

4. *Subject change into Object.*

5. *Him-He, Her - She, Us-We, Them-They, You-You, Me-I.*

6. *பெயர்களை மாற்றாதே preposition lines க்குப் பின் வருவனவற்றை மாற்றாதே..*

*Ex.:*

1. *Some prizes were given by the wife of district collector to the winners (PV)*

*The wife of district collector gave some prizes to the winners (AV)*

2. *Arrack was prohibited by the government strictly (PV)*

*The government prohibited arrack strictly (AV)*

### **PRESENT TENSE**

1. கட்டாயம் *by* விசுவாசி நீக்கு.

2. *Verb present tense* ஆக மாற்று (*ie*) *past participle*.

3. *Subject change into Object*.

4. *Remove to be verb- is, are*.

5. *I person, II person (ie) I, We, You comes* என்பது வருமானால் - *verb present tense*. *III person* ல் வருமானால் 'S'.

6. *Him-He, Her - She, Us-We, Them-They, You-You, Me-I*.

7. *Preposition* பின்னால் வருவதை மாற்றாதே.

*Ex.:*

1. *Some apples are brought by me today evening (PV)*

*I bring some apples today evening (AV)*

2. *Many sweets are given by our friend in a party (PV)*

*Our friend gives many sweets in a party (AV)*

3. *Newspapers are read by us in the Library (PV)*

*We read newspapers in the Library (AV)*

### **PAST CONTINUOUS SENTENCES**

1. கட்டாயம் *By* விசுவாசி நீக்கு.

2. *Verb past participle+being change into verb present tense*.

3. *Subject change into Object.*

4. *Object ஒருமையில் வருமானால் was+verb+ing*

5. *Object பன்மையில் வருமானால் were+verb+ing*

6. *Him-He, Her - She, Us-We, Them-They, You-You, Me-I*

7. *Preposition பின்னால் வருவதை மாற்றாதே.*

*Ex.:*

1. *This book was being studied by him last monday (PV)*

*He was studying this book last monday (AV)*

2. *Many dramas were being seen by her continuously (PV)*

*She was seeing many dramas continuously. (AV)*

### **PRESENT CONTINUOUS SENTENCES**

1. கட்டாயம் 'By' விருதி நீக்கு.

2. *Verb past participle + being change into verb present tense + ing.*

3. *Subject change into Object.*

4. *Object ஒருமையில் வருமானால் is+ verb+ing.*

5. *Object பன்மை யில் வருமானால் are+verb+ing.*

6. *Him-He, Her-She, Us-We, Them-They, You-You*

7. *Preposition பின்னால் வருவதை மாற்றாதே..*

*Ex.:*

1. *This drama is being written by them very quickly (PV)*

*They are writing this drama very quickly (AV)*

2. *A function is being made by her very grand manner (PV)*

*She is making a function very grand manner (AV)*

### **PRESENT PERFECT, PAST PERFECT, FUTURE PERFECT**

1. *Have been, Has been, Had been* ' என்பதில் ' *been* ' என்பதை நீக்கு.

2. *Shall be, Will be, May be, Can be... etc.* இவற்றில் உள்ள என்பதை ' *be* ' நீக்கு.

3. *Verb no change (ie.) verb past participle.*

4. கட்டாயம் *by* விகுதி நீக்கு.

5. *Him-he, Her- She, Us-We, Them -They*

6. *Subject I person, II person* ல் வருமானால் ' *have* ', என்பதையும் *III person* ல் வருமானால் ' *has* ' போடு.

*Ex.:*

1. *This matter has been finished by me an hour ago (PV)*

*I have finished this matter an hour ago (AV)*

2. *This sum had been done by her very quickly (PV)*

*She had done this sum very quickly (AV)*

3. *This news will be published by the authors (PV)*

*The authors will published this news (AV)*

### **ARTICLES**

1. *A* ஒரு என்று பொருள் பட்டு வாக்கியம் ஒருமையில் வருமானால் கட்டாயம் ' *A* ' போடு.

*Ex.:* *Once there lived a king.*

2. 'An' ஒன்று என்று பொருள்பட்டு கோடிட்ட இடத்திற்கு பின்னால் <a,e,i,o,u> என்ற எழுத்துக்களில் வார்த்தைகள் வருமானால் 'an' போடு.

Ex.: I bought an *umberalla* yesterday

ii) இது தவிர கோடிட்ட இடத்திற்கு பின்னால் 'h'ஐக் கொண்டு சொற்கள் வருமானால் போடு.

(ie.) verb 'h' -hour

Ex: I returned home an *hour* late

3. The -அந்த என்று பொருள்படும் ஒரே சொல் மீண்டும் வருமானால் கட்டாயம் 'The' போடு.

பெரிய மலைகள், ஆறுகள் , கடல்கள், நாடுகள், உலகில் உள்ள இயற்கைப் பொருள்கள், *degrees of comparision* ல் *superlative degree* வருமானால் கட்டாயம் 'The' போடு.

Ex. Ram is one of the *best boy* in the class

4. Some – சில, பல, கொஞ்சம் என்று பொருள்படும். வாக்கியம் பன்மையி ல் வருமானால் 'Some'போடு

Ex.: I bought some *fruits* yesterday.

*prepositions of, on* கோடிட்ட இடத்திற்கு பின்னால் வருமானால் 'some' போடு.

Ex.: Some of the students are studying here

### **PREPOSITIONS/ உருபிடைச் சொற்கள்]**

#### **(FROM, TO, AT, ON, IN, FOR, OF, BY, WITH)**

*From...to*: பிரயாணங்கள் மற்றும் போக்குவரத்துக்களைக் குறிக்கும் போதும் கட்டாயம் *from..to* போடு.

Ex.: The kovai express starts from Coimbatore to Erode

*At*: இல் என்று பொருள்படும். நேரத்தையும், காலத்தையும் குறிக்கும் போதும் , சிறிய கிராமங்களைக் குறிக்கும் போதும் 'at'போடு.

*Ex.: I wake up at 8'o clock*

*By:* ஆல் என்று பொருள்படும் 'by' துணை கொண்டு செயல்படும்.

*Ex.: The snake was killed by somebody*

*With:*

*Ex.: Ramasamy lives with her innocent wife at Kurumandur.*

*In:* உள்ளே என்று பொருள்படும்.

இது தவிர பெரிய நகரங்களைக் குறிக்கும் போது 'in' போடு .

*Ex.: Our CM arrives in madras today.*

*On:* பிறப்பு, இறப்பு வருடங்கள் , காலங்களைக் குறிக்கும் போது 'on' போடு.

*Ex.: Gandhiji was born on 2'nd Oct at Probhandar*

*Of:* அடங்கி இருத்தல் என்று பொருள்படும். *A group* (i.e) கட்டடங்களை குறிக்கும் போது கட்டாயம் 'of' போடு.

*Ex.: Our class consists of 40 students*

*For:* வருடங்களைக் குறிக்கும் போது கட்டாயம் 'for' என்பதை போட வேண்டும்.

*Ex.: I have been living for six months.*

## **DEGREES OF COMPARISON**

**Superlative degree** – உச்ச நிலையில் வைத்து பேசப்படுதல். கோடிட்ட

இடத்திற்கு முன்னால் *one of the*, , *most* இவைகள் வருமானால் அடைப்புக் குறி வார்த்தைக்கு கட்டாயம் 'est' சேர்க்கவும்.

(ii) அடைப்பு குறி வார்த்தையில் எழுத்துக்கள் 7 அல்ல து அதற்கு மேல் வந்தால் கட்டாயம் 'most' என்பதை சேர்த்து எழுது.

*Ex.: The Lotus is one of the most beautiful (beautiful) of all flowers.*

*The rose is the loveliest (love) flowers.*

**Comparative degree** – ஒப்புமைப்படுத்தி பேசப்படுதல்

கோடிட்ட இடத்திற்கு பின்னால் *than, any other, many other, most other* வந்தால் கட்டாயம் அடைப்புக் குறி வார்த்தைக்கு 'er' சேர்த்தால் போதும்.

(ii) . அடைப்புக் குறி யில் உள்ள வார்த்தையில் 7 அல்லது அதற்கு மேல் வந்தால் 'more' சேர்த்து எழுது.

Ex.: *Kumar is taller (tall) than Krishna*

*Rajani is more attractive (attractive) than kamal.*

**Positive degree** – சமநிலையில் வைத்துப் பேசப்படுதல்.

கோடிட்ட இடத்திற்கு முன்னால் 'as' வருமானால் 'as' என்பதைச் சேர்த்து எழுது. வாக்கியத்தில் 'not' என்பது வந்தால் 'so' என்பதைச் சேர்த்து எழுது.

Ex.: *Krishna is as tall (tall) as govind.*

*Bala is not so small (small) as kannan*

## COMPLEX, SIMPLE, COMPOUND SENTENCES

### I type I Division:

1. *so.. that.. not-* என்ற *complex* வார்த்தைகுறிய *simple sentence -too-to* என்பதாகும்.

2. 'SO' என்பதை நீக்கி விட்டு அந்த இடத்தில் 'too'வைப் போடு . *conjunction* 'that' என்பதற்குப் பதிலாக 'for' என்பதை போடு.

3. *He-Him, They-Them, We-Us, I-Me, You-You.*

*Cannot, Couldnot* இவைகளை நீக்கி விட்டு 'to' வைப் போடு.

4. *Compound sentence*, ஆக மாற்றும் போது *very...and...so.* இவைகளை மேற்குரியவைகளை நீக்கி விட்டு அந்த இடத்தில் போடு.

Ex.:

1. *The roof is so high that he cannot touch it. (Complex)*

*The roof is too high for him to touch it. (Sim)*

*The roof is very high and so he cannot touch it (Compound)*

2. *The road was dirty that they could not walk (Cx)*

*The road was too dirty for them to walk (Sim)*

*The road was very dirty and so they could not walk (Cd)*

### ***I type II Division***

1. *Too...to* என்ற *simple sentence* குரிய *complex- so..that..not* என்பதாகும்.

2. '*too*'. என்பதை நீக்கி விட்டு அந்த இடத்தில் என்பதை போடு. '*so*' என்பதை போடு.

3. *conjunction 'for'* க்குப் பதிலாக '*that*' போடு.

4. *Me-I, them-they, her-she,*

5. '*To*', என்பதை நீக்கி வாக்கியம் *present tense* ல் இருந்தால் *cannot, past tense* ல் இருந்தால் *Could not* என்பதையும் போடு.

6. *Compound sentence* ஆக மாற்றும் போது மேற்குரியவைகளை நீக்கி விட்டு *very..and.. so.* என்பதை பயன்படுத்து.

*Ex.:*

1. *Kumar is too short for him to touch the board (Sim)*

*Kumar is so short that he cannot touch the board (Cx)*

*Kumar is very short and so he cannot touch the board (Cd)*

2. *English was too tough for her to read (Sim)*

*English was so tough that she could not read (Cx)*

*English was very tough and so she could not read (Cd)*

### ***I type III Division***

1. *Very, and so* என்ற *compound sentence* குரிய *simple sentence* *too...to* என்பதாகும்.
2. *Very* என்பதை நீக்கி விட்டு அந்த இடத்தில் '*too*' என்பதை போடு.
3. '*and so*' என்பதை நீக்கி விட்டு '*for*' என்பதைப் போடு.
4. *He-Him, They-Them, We-Us, I-Me, She-Her, You-You*
5. *Cannot, Could not* இவைகளை நீக்கி விட்டு '*to*' வைப் போடு.
6. *Complex sentence* ஆக மாற்றும் போது *so...that...not* என்பதைப் போடு.  
(மேற்ககுறியவகளை நீக்கி விட்டு)

Ex.

*The wall is very dirty and so he cannot draw (Cx)*

*The wall is too dirty for him to draw (Sim)*

*The wall is so dirty that he cannot draw (Cd)*

### ***II type I Division***

1. *When, As soon as-* என்ற *complex sentence* குரிய *Simple sentence-on+verb+ing*.
2. *Verb past tense* ல் வந்து இருக்கும் . அதை *present tense* ஆக மாற்றி அதற்கு + *ing* சேர்.
3. முதல் வாக்கியத்தில் வரும் *subject* ஐ இரண்டாவது வாக்கியத் தில் பயன்படுத்து.
4. *When* என்பதற்கு *compound-> and* என்பதும் *As soon as* என்பதற்கு *at once, Immediatel.* என்பதாகும். நடுவில் *Conjunction* ஆகப் பயன்படுத்து)

Ex.:

1. *As soon as Sita saw a snake, she fainted (Cx)*

*On seeing a snake sita fainted (Sim)*

*Sita saw a snake at once she fainted (Cd)*

## ***II type II Division***

1. *On+verb+ing* - என்ற *simple sentence* குரிய *complex- when, as soon as* என்பதாகும்.
2. *verb* ஐ *past tense*, ஆக மாற்றிய பின்பு இரண்டாவது வாக்கியத் தில் வரும் *subject* முதல் வாக்கியத் தில் பயன்படுத்த வேண்டும்.
3. *When* என்பதற்கு *compound and* என்பதும் *As soon as* என்பதற்கு *at once, Immediately* என்பதாகும்.

Ex.:

1. *On buying a new sari, Seetha reached home safely (Sim)*  
*As soon as seetha bought a new sari, she reached home safely (Cx)*  
*Seetha bought a new sari at once she reached home safely (Cd)*

## ***II type III division***

1. *At once, immediately-* என்ற *compound sentence-* குரிய *complex 'as soon as'* என்பதாகும்.
2. *And-* என்ற *compound sentence-* குரிய *complex, when* என்பதாகும்.  
(Remove conjunctions)
3. *Simple sentence-* ஆக மாற்றும் போது *on+verb+ing* என்பதை வாக்கியத் தின் முன்னால் போட்டு எழுத வேண்டும்.
4. முதல் வாக்கியத்தில் வரும் *Subject* ஐ 2 வது வாக்கியத்தில் பயன்படுத்து.

1. *Raghu came steadily at once he fell down (Cd)*  
*On coming steadily Raghu felt down (Sim)*  
*As soon as Raghu came steadily he fell down (Cx)*

## ***III type I Division***

1. *If, Unless* - என்ற *Complex*- வார்த்தைகுரிய *simple sentence*- *In the case of, in the event of* என்பதாகும்.

2. *You-Your*

3. கட்டாயம் *Verb 'ing'* சேர்க்கவும்.

4. *Compound sentence* - ஆக மாற்றும் போது *or, otherwise, else* இவைகளில் ஏதேனும் ஒன்றை நடுவில் போடவும்.

5. *Verb* மட்டும் வாக்கியத்தின் முன்னாள் போட்டு எழுது.

Ex.:

1. *If you run fast, you will miss the train (Cx)*

*In the event of you running fast, you will miss the train (Sim)*

*Run fast other wise you will miss the train (Cd)*

## II Division

1. *In the event of, In the case of*- என்ற *simple sentence*- குரிய *complex*- *If, Unless* என்பதாகும்.

2. *Verb* ல் உள்ள *'ing'* என்பதை நீக்கு .

3. *Your - You*

4. *Compound sentence*, ஆக மாற்றும் போது *verb* ஐ மட்டும் வாக்கியத்தின் முன்னால் போட்டு எழுத வேண்டும்.

5. *Or, Otherwise, else* இவைகளில் ஏதேனும் ஒன்றை நடுவில் போட்டு எழுது.

Ex.:

1. *In the event of your getting the medal, you will happy (Sim)*

*If you get the medal, you will happy (Cx)*

*Get the medal otherwise you will happy (Cd)*

### **III Division**

1. *Very, or, otherwise, else-* என்ற *compound sentence-* குரிய *complex-If,Unless* என்பதாகும்.

2. கட்டாயம் *Verb* உடன் *you* என்பதையும் சேர்த்து எழுத வேண்டும்  
(*Remove or, otherwise*)

3. *Simple sentence*, ஆக மாற்றும் போது *In the event of, In the case of-* என்பதை வாக்கியத்தின் முன்னால் போட்டு எழுத வேண்டும்.

4. *Verb + ing*

*You - Your*

*Ex.: Study hard otherwise, you will get good marks (Cd)*

*If you study hard, you will get marks (Cx)*

*In the event of your studying hard, you will get good marks (Sim)*

### **IV th type I Division**

1. *Though, Although -* என்ற *complex* வார்த்தைக்குரிய *simple sentence - in spite of* என்பதாகும்.

2. *Is-Was* வந்தால் *In spite of* உடன் *being* சேர்க்கவும்.

3. *Verb past tense* ல் வந்தால் அதை *present tense* ஆக மாற்றி அதற்கு '*ing*' சேர்க்கவும். (*In spite of* உடன் *being* போட வேண்டாம்).

4. *He-His, She- Her, I-My, We-Our, They -Their*

5. *Compound sentence*, ஆக மாற்றும் போது *But, Yet, Still* இவைகளில் ஏதேனும் ஒன்றை போடு.

*Ex.: Though he is poor, she is honest (Cx)*

*In spite of being her poor, she this honest (Sim)*

*She is poor but she is honest (CD)*

2. *Although he worked hard, he won the medal (Cx)*

*In spite of his working hard, he won the medal (Sim)*

*He worked hard still he won the medal (Cd)*

#### **IV type II Division**

1. *In spite of* - என்ற *simple sentence*- குரிய *complex sentence*- *though, although* என்பதாகும்.

2. *In spite of* உடன் *being* என்பது வந்திருந்தால் வாக்கியம் *present tense* ல் இருந்தால் *verb* உடன் *is* என்பதையும் *past tense* ஆக இருந்தால் *was* என்பதையும் போடு.

3. *Verb* உடன் *ing* சேர்ந்து வந்திருந்தால் *ing* ஐ நீக்கி விட்டு *verb* ஐ *past tense* ஆக மாற்று.

4. *His-He, Her - She, My-I, Our-We, Their - They*

5. *Compound sentence* ஆக மாற்றும் போது *but, yet, still* இவைகளில் ஏதேனும் ஒன்றை நடுவில் போட்டு எழுத வேண்டும்.

Ex.:

1. *In spite of his old he walked quick far (Sim)*

*Though he was old, he walked quick far (Cx)*

*He was old but he walked quick far (Cd)*

#### **IV type III Division**

1. *But, Yet, Still* என்ற *compound sentence*- குரிய *simple sentence*-> *inspite of* என்பதாகும்.

2. *Is, was* என்பது வருமானால் *In spite* உடன் *with being* சேர்க்கவும்.

3. *Verb past tense* ல் வருமானால் அதை *present tense* ஆக மாற்றி *ing* சேர்க்கவும்.

4. *He-his, She-her, I-My, We-Our, They-Their*

5. *Complex sentence*, ஆக மாற்றும் போது *Though, Although* இவற்றில் ஏதேனும் ஒன்றை முன்னால் போட்டு எழுத வேண்டும்.  
(*but, yet, still remove*)

### *V type*

1. *As* - என்ற *complex* வார்த்தைக்குரிய *simple sentence 'Being'* என்பதாகும்

2. *Is, Was, Are- etc* நீக்கு.

3. முதல் வாக்கியத்தில் உள்ள *subject* ஐ 2 வது வாக்கியத் தில் பயன்படுத்தவும்.

4. *Compound* ஆக மாற்றும் போது '*and so*' என்பதை நடுவில் போடு.

*Ex.:*

1. *As the boy was hungry, he ran away (Cx)*

*Being hungry the boy ran away (sim)*

*The boy was hungry and so he ran away (Cd)*

2. *Being weak, she cannot walk (Sim)*

*As she is weak, she cannot walk (Cx)*

*She is weak and so she cannot walk (Cd)*

### *VI type*

1. *After* என்ற *complex* வார்த்தைக்குரிய *simple sentence- having* என்பதாகும்

2. *Had* என்பதை *Having* என மாற்றி வாக்கியத்தை ஆரம்பி.

3. முதல் வாக்கியத்தில் உள்ள *subject* ஐ 2 வது வாக்கியத் தில் பயன்படுத்தவும்.

4. *Compound* ஆக மாற்றும் போது '*and*' என்பதை நடுவில் போடு.

*Ex.:*

1. *After he had finished his work, he want to bed (Cx)*  
*Having finished his work, he want to bed (Sim)*  
*He had finished his work and he kumar want to bed (Cd)*
2. *Having stolen some Jewels, the thief ran away (Sim)*  
*After the thief had stolen some jewels he ran away (Cx)*  
*The thief had stolen some jewels, he ran away (Cd)*

### **VII type**

1. *Not only... but also* என்ற *complex-* வார்த்தைக்குரிய *simple sentence - Besides+verb+being* என்பதாகும்.
2. *Verb past tense* ல் வந்து இருக்கும் . அதை *present tense* ஆக மாற்றி 'ing' சேர்க்கவும். முதல் வாக்கியத்தில் உள்ள *subject* ஐ 2 வது வாக்கியத் தில் பயன்படுத்து.
3. *Compound*, ஆக மாற்றும் போது 'and' என்பதை நடுவில் போடு.  
*Ex.:*
  1. *Not only did the thieves take away, all the money but also they escaped (Cx)*  
*Besides talking away all the money thieves escaped (Sim)*  
*The thieves took away all the money and they ran away (Cd)*

## **DEGREES OF COMPARISION**

### **I type**

1. *Superlative degree one of the+most+est+tall* - இவைகள் வருமானால் அது *I type superlative*.

2. *Comparative degree* ஆக மாற்றும் போது மேற்கொரியவைகளை நீக்கி விட்டு *er, morethan, most other, many other* என்பதைப் போடு.

3. *Positive degree* ஆக மாற்றும் போது *object change in to subject*.

4. *Very few* என்பதை வாக்கியத் தின் முன்னால் எழுது. கட்டாயம் *adjective verb* உடன் *as...as*. என்பதையும் சேர்த்து எழுத வேண்டும்.

*Is-Are, Was-Were*.

*Ex.:*

1. *Kumar is one of the tallest boys in our class (Su)*

*Kumar is taller than most other boys in our class (Com)*

*Very few boys in our class are as tall as kumar (Positive)*

2. *Cancer is one of the most dreadful diseases in the world (Su)*

*Very few diseases in the world are as dreadful as cancer (Po)*

3. *Very few words are as interesting as Othello (Po)*

*Othello is one of the most intereting novels (S)*

*Othello is more interesting than most other novels (Co)*

4. *Alagar is more cheerful than most other patients in our village (C)*

*Very few patients in our village are as cheerful as Alagar (Po)*

### ***II type***

1.*Superlative degree* ல் *the, most, est, tall* இவைகள் வருமானால் *II type superlative*.

2. *Comparative degree*, ஆக மாற்றும் போது மேற்கூறியவைகளை நீக்கி விட்டு *er, more than, any other* என்பதைப் போடவும்.

3. *Positive degree* ஆக மாற்றும் போது, *object change into subject*. *No other + so..as* சேர்த்து எழுது.

Ex.:

1. *Arul is the cleverest boy in the class (S)*

*Arul is cleverer than any other boy in the class (C)*

*No other boy in the class is so clever as Arul (Po)*

2. *Iron is the most useful metal (Su)*

*Iron is more useful than any other metal (Com)*

*No other metal is so useful as Iron (Po)*

3. *No other river in India is so long as caveri (Po)*

*Caveri is the longest river in India (Su)*

*Caveri is longer than any other river in India (Co)*

4. *No other game is so thrilling as cricket (Po)*

*Cricket is the most thrilling game (Su)*

*Cricket is more thrilling than any other game (Co)*

### **III type**

1. ஒன்றை ஒன்று ஒப்பிடும் போது *'No' superlative degree*

2. *Comparative degree* ல் இருந்து *positive degree* ஆக மாற்றும் போது *er, more, than* இவைகளை நீக்கு.

3. *Object change in to Subject*.

4. *Adjective verb*, உடன் *not...so...as* என்பதைச் சேர்த்து எழுது.

Ex.:

1. *Madras is bigger than Bombay (Co)*

*Bombay is not so big as Madras (Po)*

2. *The Rose is more beautiful than Lilly (Co)*

*The lilly is not so beautiful as the rose (Po)*

3. *Ooty is not so cool as Madras (Po)*

*Madras is cooler than Ooty (Co)*

4. *Valluvar was more famous than Valli (Co)*

*Valli was not so famous as Valluvar (Po)*

5. *Rahim is not so bad as Karim (Po)*

*Karim is more than Rahim (Co)*

### ***DIRECT TO INDIRECT***

#### ***COMMON RULES***

***Direct      Indirect***

*Now          Then*

*Today        That day*

*Tomorrow    The next day*

*Yesterday   The day before or(The previous day)*

*This          That*

*These        Those*

*Ago          Before*

*So            Thus*

*Here                      There*

*Tonight                  Thatnight*

*Remove commas, inverted commas, Question mark, exclamation mark.*

***I TYPE STATEMENT*** (சாதாரண வாக்கியம் )

1. *Conjunction 'that'* என்பதைப் போடு.
2. *Said, replied, answered, promised, assured* இவைகளை மாற்றாதே..
3. *Said to* வருமானால் *into told* போடவும்.
4. *I- he, she My, your- his, her*
5. *We-they Our-their Us-them*
6. *'You'* நடுவில் வந்தால் *him ,her*. *'You'* கடைசியில் வந்தால் *You* வை மாற்றாதே.
7. *Is-am, are-was shall-should will-would may-might Have- has, had*
8. *Verb in past tense* ல் வருமானால் *had+verb+past participle*. *went-had gone, saw-had seen*

*Ex.:*

1. *Ram said, "I am going to film now"*  
*Ram said that he was going to film then.*
2. *Ram said to Sita, "I will meet you tomorrow."*  
*Ram told Sita that he would meet her the next day.*
3. *Mala replied, "My watch has stopped"*.  
*Mala replied that her watch had stopped.*
4. *The boys said, "We want our leader today"*.

*The boys said that they wanted their leader that day.*

5. *Prabha answered, "I have finished my work".*

*Prabha answered that he had finished his work.*

6. *Geetha replied, "I went to my native place yesterday"*

*Geetha replied that she had gone to her native place the day before.*

## **II TYPE INTERROGATIVE**

### **QUESTION TYPE** (கேள்வி வாக்கியம்)

1. *Conjunctions-> what, which, when, where, who, whose, whom, why, How* இவைகளை மாற்றாதே.

2. *Said, Said* நீக்கி விட்டு *asked or enquired* இவைக ளுள் ஏதேனும் ஒன்றை போடு.

3. *I, You-> He, She*

4. *Simple helping verbs change into past tense.*

5. *Do, Does* வருமானால் நீக்கி விட்டு, *verb* க்கு *past tense* போடவும்.

6. *Did* நீக்கி விட்டு *Had+verb past participle.*

7. *My, Your -> his, her*

*Me-> him, her*

*Ex.:*

1. *"What are you doing here?" said Ravi to Mani.*

*Ravi asked Mani what he was done there.*

2. *The teacher said to the boy, "Why were you absent yesterday?"*

*The teacher asked the boy why he were absent the day before.*

3. *I said to the Porter, "When does the next train come?"*

*I asked the porter when the next train came.*

### **INTERROGATIVE III TYPE HELPING VERB**

1. *Conjunctions if or whether* என்பதைப் போடு.

2. *Said, Said to -> asked or enquired*

3. துணை வினைச் சொல் நிகழ் காலத்தில் வந்து இருக்கும் அதை இறந்த காலமாக மாற்று.

4. *Do, Does* வந்தால் நீக்கி விட்டு *verb* க்கு *past tense, did* என்பது *had+ verb past participle*.

5. *You, I- He, She*

*Me -him, her*

*Ex.:*

1. *The police said to the lady, "Did you see any body running this way?"*

*The police asked the lady if he had seen any body running this way.*

2. *Kamal said to Vimal, "Are you going to play tennis this afternoon?"*

*Kamal asked Vimal if he was going to play tennis that afternoon.*

3. *My friend said to me, "Do you know the way?"*

*My friend asked me if he knew the way.*

4. *The teacher said to the boys, "Will you listen to me?"*

*The teacher asked the boys if he would listen to him.*

### **IV TYPE - COMMAND OR REQUEST**

1. *Said, Said to -> asked or ordered or advised or commanded*

2. *Conjunction 'to'* என்பதைப் போடு. *Don't -Not to* என மாறும்.

3. *Me-him,her My,Your-his,her*

4. *Please* வந்தால் 'said to' வை நீக்கி 'requested' போடு.

Ex.:

1. *The conductor said to the passenger, " Don't you have change?"*

*The conductor asked the passenger not to he had changed.*

2. *Father said, "Don't quarrel among yourselves my dear sons?"*

*Father asked not to quarrel among hisselves his dear sons.*

### ***V TH TYPE – EXCLAMATION***

1. *What... How Hurrah! Bravo!* வந்து இருக்கும்..

2. *Said* என்பதைப் *exclaimed,exclaimed joyfully, exclaimed with joy, exclaimed sorrowfully, exclaimed with sorrow* என்பதைப் போட வேண்டும்.

3. *Conjunction 'that'* என்பதைப் போட வேண்டும்.

4. *What,How, Alas!* நீக்கி விட வேண்டும்.

Ex.:

1. *"What a wonderful building it is!"said the tourist.*

*The tourist exclaimed that it was a wonderful building.*

2 *The oldman said,"Alas! I am helpless".*

*The oldman exclaimed sorrowfully that he was helpless.*

### ***INDIRECT TO DIRECT***

#### ***COMMON RULES***

***INDIRECT      DIRECT***

*That day      Today*

*The next day      Tomorrow*

*The day before or*

*The previous day Yesterday*

*That This*

*Those These*

*Before Ago*

*Thus So*

*There Here*

*That night To night*

*Put commas, inverted commas, Question mark, Exclamation mark.*

### ***I TYPE STATEMENT***

1. *Conjunction 'that'* என்பதை நீக்கவும்.

2. *Said, Replied, answered, promised, assured, remarked* இவை களை மாற்றாதே.

3. *Told* என்பது *Said to* என மாறும்.

4. *He, She* என்பது *I* எனவும் *Was* என்பது *am*, எனவும் *His, Her* என்பது *My or your* எனவும், *Was- Is* எனவும், *They-We, Their – Our, Them-Us* எனவும் மாறும்.

5. *Simple helping verb past tense change in to simple present.*

*Had – Have, Has Could-Can*

*Would-Will Might-May*

*Was –Is, Are, Am*

6. *Him, her* நடுவில் வந்தால் '*you*' என மாறும்.

*Ex.:*

1. *The officer said that he was very busy that day.  
The officer said, "I am very busy today."*
2. *Rama told sita that he would meet her the next day.  
Rama Said to Sita,I will meet you tomorrow."*
3. *Sheela replied that her watch had stopped.  
Sheela replied, "My watch has stopped."*
4. *The boys said that they wanted their leader that day.  
The boys said, "We Want our leader today,"*
5. *Geetha said that she had gone to her village the day before.  
Geetha said, "I have gone to my village yesterday".*

## **II TYPE INTERROGATIVE QUESTION TYPE**

1. *Asked or enquired இவைகளை நீக்கி விட்டு said to வை போடவும் .*
2. *Conjunctions what,which,when,where,who,whose, whom, why,  
How இவை களை மாற்றாதே.*
3. *He,She,I -> You  
I, Was ->Are you*
4. *His,Her-> Your Him, Her நடுவில் வந்தால் Me என மாறும்.*
5. *Verb past tense ல் வந்தால் do+verb present.  
Verb past participle + had என்பது வந்தால் did+verb present tense.*

Ex.:

1. *The stranger asked the boy whom he was looking for.  
The stranger said to the boy, "Whom are you looking for?"*
2. *Mani asked me What I wanted  
Mani said to me, "What do you want?"*
3. *The Manager enquired the clerk where he had gone the previous  
day.  
The Manager said to the clerk,"Where have you gone  
yesterday?"*  
(or)

- The Manager said to the Clerk, "Where did you go yesterday?"*
4. *Rani asked Vimala When she would return from her tour.*  
*Rani asked Vimala, "When will you return from your tour?"*

### **III TYPE - HELPING VERBS**

1. *conjunctions- if or whether* என்பதை நீக்கு.
2. துணை வினைச்சொற்கள் இறந்த காலத்தில் வந்து இருக்கும். அதை நிகழ்காலமாக மாற்றி கேள்வியை அமைக்க வேண்டும்.
3. துணை வினைச்சொற்கள் வராமல் *verb past tense* ல் இருந்தால் *do+verb present*.
4. துணை வினைச் சொற்கள் வராமல் *verb past participle + had* என்பது வருமானால் *Have+verb no change*.
5. *He, she, I-> You Was->are*
6. *Him, Her - Me , His, Her -My, Your*

*Ex.:*

1. *The principal asked the boy if he could play cricket in summer.*  
*The principal said to the boy, "Can you play cricket in summer?"*
2. *Ratha asked Kamala if she liked coffee.*  
*Ratha said to Kamala, "Do you like coffee?"*
3. *Kumar asked Ravi if he had posted that letter the day before.*  
*Kumar said to Ravi, "Have you posted this letter yesterday?"*

### **IV TYPE COMMAND AND REQUEST**

1. *Asked, Advised, commanded, told, ordered* இவைகளை நீக்கி விட்டு *Said to* வை போடவும் .
2. *Conjunction 'to'* என்பதை நீக்கவும்.
3. *Not to* என்பது *Don't* என மாறும்.
4. *Him, her - me, his, her - my or your*

5. 'Requested' வந்தால் 'said to' வை போட்ட பின்பு 'please' என்பதைப் போடவும்.

Ex.:

1. Ratha requested Kannan to show her the way to the temple.

Ratha said to Kannan, "Please show me the way to the temple."

2. Bama asked Ravi to give her a piece of chalk.

Bama said to Ravi, "Give me a piece of chalk."

3. The police ordered the boys not to crowd there.

The police said to the boys, "Don't crowd here".

### **V TYPE**

1. What., How hurrah! Bravo! வந்து இருக்கும்.

2. Exclaimed -> said

3. conjunction 'that'. என்பதைப் போட வேண்டும்

4. What!, How!, Alas! வந்து இருக்கும்.

Ex.:

1. The tourist exclaimed that it was a wonderful building.

"What a wonderful building it is!" said the tourist.

### **GERUND 'ING' FORM**

1. preposition 'To' என்பதை நீக்கி விட்டு கட்டாயம் verb+ing சேர்க்கவும்.

2. சில verbs களில் என்ற vowels வந்தால் நீக்கி விட்டு 'ing' போடு.

Ex.:

1. To swim is a good exercises.

*Swimming is a good exercises.*

2. *To give up stop smoking.*  
*Giving up stop smoking.*

### **INFINITE 'TO'**

1. *verb's ல் ing என்பதை நீக்கி விட்டு 'to' என்பதைப் போடவும்.*

*Ex.: Running is a good exercises.*  
*To run is a good exercises.*

2. *Verb past tense comes change into present tense and add 'to'.*  
*Remove*

*Conjunctions what, that, which, when, where, who etc.*

*Ex.: Meena was the lost who left the hall*  
*Meena was the lost to leave the hall.*

3. *Remove I can, they can, I could, they could, we could*  
*இவைகளை நீக்கி விட்டு 'to'*  
*remove conjunctions.*

*Ex.:*

*Kala does not know what she can do*  
*Kala does not know what to do.*

4. *Remove If, Whether, that...he, might, she might, I will, they will... etc. Add 'to'*

*Ex.:*

*Kala hopes that she will pass the exam.*

5. Remove *that it is comes*, Add *'to be'*

Ex.:

*Kalavathi wishes that it is impossible.*

*Kalavathi wishes to be impossible.*

6. Remove *so, that, he cannot, they cannot, could not*. Add *too..to*.

Ex.:

1. *My grand father is so old that he cannot walk.*

*My grand father is too old to walk.*

## **HEADLINES**

1. *Change verb past participle.*

2. *Check sentences -> present or past or future.*

3. *Verb present tense or verb-'S' comes, so, present tense.*

4. *Verb past tense comes, so, past tense.*

5. *If, Unless, hope, tomorrow, the next month, the next day, the next year  
comes so, future tense.*

6. *Change into sentence as passive voice*

*Present tense passive voice:*

*Sentence in singular-> is+verb past participle.*

*Sentence in plural-> are+verb past participle.*

*Past tense: Sentence in singular-> was+past participle.*

*Senteence in plural -> were+past participle*

*Future tense: I, II person -> shall be+ past participle, III person  
-> will be + past participle.*

*Ex.:*

*1. Santhan arrested*

*Ans: Santhan was arrested yesterday.*

*2. Air India flights cancelled:*

*Ans: Air India flights are cancelled.*

*3. Diplomat was expolled last night.*

*4. This programme was brought to you by.*

*5. Seven were killed lorry accidents.*

## **TENSES AND VOICES**

### **COMMON RULES FOR PASSIVE VOICE**

1. கோடிட்ட இடத்திற்கு முன்னால் 'by' வருமானால் *passive voice*.
2. கோடிட்ட இடத்திற்கு முன்னால் 'it' வருமானால் *passive voice*
3. வாக்கியம் பன்மையில் வருமானால் (*Subject-"S"* வருமானால்) *passive voice*.
4. அடைப்புக் குறி *speak, use, make, eat, mark, celebrate present passive voice*.
5. *In bracket, take, catch, bring, give, discover, find words -> passive voice past tense*.
6. *In bracket, not+verb present tense in comes -> passive past tense*.

### ***ACTIVE VOICE-PRESENT TENSE***

1. *Today, always, often, everyday, every year, every month, every week, daily, generally, regularly, rarely - are present tense*.
2. *Before blank, I, II person -> (ie) I, We, You -> Don't change bracket words*.
3. *Before blank, III person (ie) He, She, It, names, Natural items -> bracket word 'S'*
4. *Sentence Now, At present, At the moment in singular-> is+verb+ing, Plural -> are+verb+ing (ie.) Tense*.

5. In voice now, at present, in singular -> *is+being+past participle*, Plural-> *are+being+past participle*.

6. 'Be' -> singular *-is*, plural *-are*.

7. Sentence since, for -> singular III person-> *has been +verb+ing*.

I,II person -> *have been+verb+ing* or I,II-> *have+past participle*,

III-> *has+past participle*.

Ex.:

1. I go (go) to school everyday.
2. My mother goes (go) to temple regularly.
3. Now, Kumar is looking (look) a picture.
4. At present we are playing (play) cricket
5. The wall is being white washed (whitewash) now.
6. My father has been working (work) this place since 1987.
7. We have been living (live) this place for two years.

### **PRESENT TENSE: PASSIVE VOICE**

**(SEE COMMON RULES)**

1. If sentence in singular -> *is+verb+past participle*.  
plural -> *are+verb past participle*.

Ex.:

1. Hindi is spoken (speak) all over India.

2. Vegetables are sold (sell) in the market.
3. Ramjan is celebrated (celebrate) Every year.

### **PASTTENSE: ACTIVE VOICE:**

1. Yesterday, Once, Once upon a time, Long Long ago, Last month, Last day,

Last year, Last week, Once ago all of them are past tense. bracket word change into past tense.

2. While in singular -> was+verb+ing, plural-> were+verb+ing

3. Sentence in After, Before -> had+verb past participle

Ex.:

1. Last week I saw (see) a film
2. After Mala had written (write) an exam.
3. She returned (return) home.

'Be' -> singular - was, plural-were.

### **PAST TENSE PASSIVE VOICE**

#### **SEE COMMON RULES**

1. Sentence in singular -> was+ verb+past participle.
2. Plural -> were+verb past participle.

Ex.:

1. The thief was caught (catch) by the police yesterday.
2. Some robbers were arrested (arrest) Last night.

## ***FUTURE TENSE***

1. *Tomorrow, the next month, the next day, the next year, the next week, so on all of them are future tense.*

2. *Before blank, I, II person -> Shall, III person -> will, In voice shall be+past*

*participle, will be+pastparticiple.*

*Ex.:*

1. *I shall return (return) home tomorrow.*

2. *Lalitha will arrive (arrive) here soon.*

3. *An Action will be taken (take) soon.*

## ***CONVERSATION***

### ***ANSWER TO QUESTION***

#### ***I TYPE***

1. *Maximum sentence should be present tense.*

2. *What, which, where, when, who, whose, whom, why, how long how much, how far all of them are comes in questions.*

3. *In answer, helping verb comes answer (question), Don't change helping verb.*

*is, will, shall, have, has, can, could, would, may, might, was, were, am-are.*

4. *In answer, helping verb not comes -> comes verb present tense-> do+ verb no change.*

*In answer, helping verb not comes -> verb past tense-> did+verb present.*

*In verb 'S' comes ->does+verb ('s' remove)*

*5. I, we-You, My, Our-> Your, Don't change He, She, It, The, Names.*

*6. After prepositions in, on, of, by, to, for, with object comes.*

*Ex.:*

*A: What do you want?*

*B: I want coffee.*

*A: What do you like?*

*B: I like coffee.*

*A: Where are you going?*

*B: I am going to Bombay.*

*A: What is your name?*

*B: My name is Senthil.*

*A: How long have you been living for?*

*B: I have been living for a month.*

*A: What do you wish?*

*B: I wish to prefer tea.*

*A: Where did you leave your cycle?*

*B: I left my cycle at Gobi.*

*A: When does your school close?*

*B: My school closes at 4 pm.*

*A: Where did you see the murder?*

*B: I saw the murder under a bank.*

*A: How long will you stay there?*

*B: I will stay there for a month.*

*A: Where do you come from?*

*B: I come from Erode.*

*A: Where did you pick your party?*

*B: I picked my party near Hotel Akbar.*

A: *When did you sell the car?*

B: *I sold the car yesterday.*

A: *How much Rs. did you pay?*

B: *I paid Rs.100 only.*

A: *What do you pray?*

B: *I pray god to live.*

A: *How are you?*

B: *I am fine sir.*

A: *When did you pay the hostel fees?*

B: *I paid the hostel fees already.*

A: *How long have you been staying in the hostel?*

B: *I have been staying in the hostel for three years.*

A: *Which class did you get B.A degree?*

B: *I got I class in B.A degree.*

## **II TYPE ANSWER TO QUESTION YES OR NO TYPE**

1. In answer, Yes -> helping verb in comes, Don't change.
2. In answer, No -> helping verb in comes with not-> remove 'not'. Add helping verb in question. Isn't, will not, cannot.-> Is, Will, Can
3. In answer, Yes -> helping verb not comes- verb present tense -> do+verb no change.  
past tense -> did+verb present tense, Verb 'S' -> does+verb 's' remove.
4. I, We -> you, My, our-Your, Don't change He, She, It, Names. Am-are.

Ex.:

A: *Can you swim well?*

B: *Yes I can swim well or Yes, I can*

A: *Do you know Tamil well?*

b: *Yes I know Tamil well.*

### **III TYPE QUESTION TO ANSWER**

1. *In question, subject comes in starts first.*

2. *In question, to be verb -> don't change.*

*are-am*

3. *In question do, did, does -> answer yes comes -> verb present, past, verb+s.*

4. *You-I, Your-My, Don't change He, she, it, they, names.*

Ex.:

A: *What do you want?*

B: *I want a fountain.*

A: *Where did you go yesterday?*

B: *I went to london yesterday.*

A: *What does the clock show?*

B: *The clock shows at 4 pm.*

A: *How long will you stay there?*

B: *I will stay there for a month.*

A: *How much does this saree cost?*

B: *This saree cost Rs.140.*

A: *Did you pass the exam?*

B; *Yes I passed the exam.*

A: *Does your father help?*

B: *Yes my father helps.*

A: *Have you seen Bombay?*

B: *No I have not seen Bombay.*

A: *Are you willing to join NCC?*

- B: No I am not willing to join NCC.*  
*A: Did you get the certificate for NCC?*  
*B: Yes I got the certificate.*  
*A: Have you already in NCC?*  
*B: Yes I have already in NCC*  
*A: Did you take part in the signal line?*  
*B: Yes, I took part in the signal line.*  
*A: All right, Did you learn the rules of NCC?*  
*B: Yes I learnt the rules of NCC*  
*A: Are you going to NCC camp?*  
*B: Yes I am going to NCC camp*  
*A: How do you go there?*  
*B: I go there by bus.*  
*A: Where did you put your boys?*  
*B: I put my boy near kurumandur.*  
*A: Can you speak tamil well?*  
*B: Yes, I can speak tamil well.*  
*A: Did you sleep last night?*  
*B: Yes I slept last night.*  
*A: Does your father help in your studies?*  
*B: Yes my father helps in my studies.*  
*A: Have you got a complement ticket for mannan?*  
*B: No I have not got a complement by ticket for mannan.*  
*A: Are you willing to swimming poll in Ayeepalayam?*  
*B: Yes I am willing to swimming poll in Ayeepalayam.*

#### ***IV TH TYPE***

- 1. In question, to be verb -> answer 'yes' comes-> do't change to be verb.*
- 2. In question, to be verb -> answer 'no' comes -> add 'not'*

3. In question *do, did, does* -> answer 'yes' comes-> verb present, past tense, verb+s.

4. I- your, my are-am Don't change He, she, it, they, names.

Ex.:

A: Will you sign the register?

B: Yes I will sign the register.

A: Do you like coffee?

B: Yes I like coffee.

A: Did you see the film yesterday?

B: Yes I saw the film yesterday.

A: Does this road lead to coimbatore?

B: Yes this road leads to coimbatore

A: Are you joined NCC?

B: Yes I am joined NCC.

A: Can you play well?

B: No I cannot play well.

### **QUESTION TAG**

1. In question, sentence comes in helping verb - *is, am, are, have, has, can, could, should, may, might, was, were* -> Add n't. (can't)

2. *shall, will* -> add won't

3. Subject I, You, we, they, he, she - Don't change

4. Subject in names - he or she

Ex.:

You are clever: Aren't you?

Sita will write: Won't she?

He is writing: Isn't he?

2. *Subject - plural -> 'they'.  
natural items -> 'it'*

*The workers are tired: Aren't they?  
The sky is blue: Isn't it?*

3. *Helping verb with n't comes, remove n't. only helping verb  
use in question.  
Won't change into Will.*

*Ex.: I can't play = Can I?  
She won't = Will she?*

4. *If not helping verb comes, -> verb present tense -> don't.*

*Ex.: I like mango = Don't I?  
Don't please comes, so, will you.*

5. *If, helping verb not comes-> verb is past tense -> didn't.  
Ex.: Kannan came late: didn't he?*

6. *If helping verb not comes -> verb+s comes -> doesn't.  
Ex.: Raja drinks coffee: doesn't he?*

7. *Let's -> shall we*

*Ex.: Lets go to film = shall we?*

8. *Command and Request words -> Will you.*

*Ex.: Please pass the sugar: Will You?*

## **DIALOGUE WRITING**

### **BETWEEN DOCTOR AND PATIENT**

*Doc : How long have you been suffering?*

*Pat: I have been suffering for a week.*

*Doc: Are you suffering from head ache?*

*Pat: Yes I am suffering from head ache.*

*Doc: Why do you come so late? Di*

*Pat: Because, I have consult an homeopathi.*

*Doc: How do you feel about Homeopathi?*

*Pat: No sir, I do not feel any improve.*

*Doc: Did you sleep last night?*

*Pat: Yes, I slept last night*

*Doc: Have I seen temperature now?*

*Pat: Yes sir, you have seen the temperature now.*

*Doc: Well done, your temperature 100'*

*Pat: Did you give any medicines?*

*Doc: Yes, I gavve some medicine.*

*Pat: How many rupees do you charges?*

*Doc: Rs.20.*

## **DIALOGUE WRITING**

*Police man: Did you see two men empty hands?*

*Old Lady: No they are bringing a bag*

*Pol: Then what happened?*

*Old: Suddenly a loud noise inside the bank.*

*Pol: Is there a sound riffle?*

*Old: No the staff of the banks shout there.*

*Pol: What shall you and your friends?e*

*Old: We are keep quite and also inside the bank staff also.*

*Pol: How is the position inside it?*

*Old: The two men opened the locker and stolen all the jewels and money.*

*Pol: If you trunk immediately the ----*

*Old: At once they ran away.*

## **DIALOGUE**

### **A DIALOGUE BETWEEN LAWER AND WITNESS**

*Lawer: What is your name?*

*Witness: My name is Kannan.*

*L: Where are you coming from?*

*W: I am coming from Gobi.*

*L: How far the distance between you is the house and murder house.*

*W: 2 KMs from here.*

*L: Where was the accused standing there?*

*W: The accused was standing there under a tree.*

*L: How did the accused kill the man?*

*W: The accused kill the man with an knife.*

*L: What is time did the murder happeen?*

*W: The murder hoped at 12 pm..*

*L: Is there any relationship between the murderer?*

*W: Yes the murder was my neptiew.*

*L: What is the reason?*

*W: The reason is 4 participate the sole property.*

*L: How many lands occur in the murder.*

*W: The murder occur 2 acres lands.*

*L: Did you complain the matter at once?*

*W: No I did not complained the matter at once.*

*L: Why did you inform the police at once?*

*W: Because, I informed a police it was midnight*

*L: Are you identify the man.*

*W: Yes I am identify the man.*

### ***DARE***

*Remove Bold enough, argue with, Add 'Dare'. Don't change in sentence.*

*Ex.:*

*Rani is bold enough to live her husband (Dare)*

*Rani is dare to live her husband.*

### ***HAD BETTER I DIVISION***

*1. Remove must, should, would. Add Had better.*

### ***II DIVISION***

*1. Remove at once, immediately. Add verb+you+had better.*

*Ex.:*

*James must stop smoking serious is health (Had better)*

*James had better stop smoking serious is health.*

### ***USING TOO..TO***

*1. Remove so, very. Add 'too'*

*2. I cannot, she cannot, we cannot, they could not and then add 'to'*

*Ex.:*

*The roof is so high that I cannot touch it (too..to)*

*The roof is too high for me to touch it.*

### **BEGIN WITH 'IT'**

1. 'Is' helping verb near, add 'it' start the sentence.

2. Conjunction 'to' or 'that'

Ex.:

*That so many boys failed in the first rank is pity (Begin with it)*

*It is pity that so many boys failed in the first rank.*

### **WHO**

1. Near subject, add 'who'. Remove He, she, it, they in second sentence subject.

Ex.: *The police man caught the thief, He my nepted (Who)*

*The police man who caught the thief is my nepted.*

### **HARDLY EVER I DIVISION**

1. Remove Always, often, usually, never. Add Hardly ever.

*Verb -> opposite.*

### **II DIVISION**

1. In sentence, remove do not, did not, does not. Add Hardly ever.

*Don't change in verb opposite.*

Ex.: 1. *Ragu always comes to school late (Hardly ever)*

*Ragu hardly ever comes to school in time or punctual.*

2. *Sam does not like going to movies (Hardly ever)*

*Sam hardly ever like going to movies.*

## **COMBINE INTO TWO SENTENCES**

### **(AS LONG AS) I TYPE**

1. Sentence, starts with *as long as*. Don't change in sentence.

### **II TYPE**

1. Sentence comes in *cannot, will not, had not, do not*. So, II type.  
Change into second sentence is first sentence.

*As long as is comes in center.*

Ex.: 1. *I had a car, we travelled by bus (As long as)*

*As long as I had a car, we travelled by bus.*

2. *It is raining, I cannot go with umbrella (As long as)*

*I cannot go with umbrella as long as it is raining.*

### **ON-ING FORM**

1. In bracket words, in past tense. Add bracket words with 'on'

2. Subject comes in first sentence, change into second sentence.

*Remove And, when.*

Ex.: *When Karim switched off the light, he went to bed (switching)*

*On switching off the light karim went to bed.*

### **SO...THAT... NOT**

1. Remove 'too'. Add, 'so'

2. Conjunction 'that'

3. Remove 'to'. sentence comes in present tense -> cannot, past tense-

> *could not.*

*Ex.: He was too weak to understand (so...that...not)*

*He was so weak that he could not understand.*

### **SUCH...THAT I TYPE**

1. *Remove so great, was great, very great.*

2. *'Was' comes in helping verb near, Add such. 'That' comes in center.*

*Ex.: 1. The road of the condition is very great, travellers could easy to walk. (such..that)*

*In road of the condition is such that travellers could easy to walk.*

2. *Ali is a good wrestler. No one could defeat him (such..that)*

*Ali is such a good wrestler that no one could defeat him.*

### **BEGIN WITH 'IF' I TYPE**

1. *IF comes first. Add 'you' – Ex. If you*

2. *'Be' change into 'are'*

*Ex.:*

1. *Work hard you will get first class (If)*

*If you work hard, you will get first class.*

2. *Be honest you will be rewarded (If)*

*If you are honest, you will be rewarded.*

### **II TYPE**

*Two sentence comes did not.*

*first sentence remove did not-> had+ verb past participle.*

*second sentence remove did not-> would have+verb past participle.*

*Ex.: Subathra did not see him, she did not speak him (If)*

*If subathra had seen him, she would have spoken him.*

### **III TYPE**

*Two sentence comes in verb past tense,*

*first sentence- had not+ verb past participle, Ex.: went -> had gone*

*second sentence would have not+verb past participle. Ex.: missed-> would have not missed*

*Ex.: Chitra went to the cinema, she missed the class(If)*

*If chitra had not gone to the cinema, she would have not missed her class.*

### **IV TYPE**

*First sentence, verb in past tense -> had not +verb past participle.*

*Second sentence, remove did not, -> would have+ verb past participle.*

*Ex.: The crops failed, the rain did not come in time. (If)*

*If the crops had not failed, the rain would have come in time.*

### **V TYPE**

*1. First sentence, 'was' helping verb -> had been.*

*second sentence, verb in past tense-> would not have+ participle.*

*Ex.: The driver was careless, the bus dashed on a tree (If)*

*If the driver had been careless, the bus would not have dashed on a tree.*

### ***INSPIRE OF I TYPE, II TYPE***

*1. Remove but, yet, still*

*2. is, was remove, add being.*

*3. He-his, she-her, I-my, We-Our, they-their*

*4. Verb past tense change into present tense+ ing. (ie) In spite of + verb + ing*

*Ex.: He is poor, but he is honest (In spite of)*

*In spite of being his poor, he is honest.*

*2. He worked hard still he could not happy (In spite of)*

*In spite of his working hard, he could not happy.*

### ***ALTHOUGH, THOUGH, EVEN THOUGH, EVEN IF***

*1. Remove but, yet, still. First comes Although, though, Eventhough, Even if. Don't change anything.*

*Ex.: Sita is very rich, but she is honest (Although)*

*Although sita is very rich, she is honest.*

### ***AS THOUGH, AS IF***

*1. Remove But, Like*

*As though, As if comes in center*

2. First sentence subject change into second sentence.

3. Remove *is not, was not. Add were.*

Ex.: *Mary is not poor girl, but shet talks like one (As if)*

*Mary talks one as if she were poor girl.*

### **SUCH...AS I TYPE**

1. Remove *like, add such as.*

2. Don't change anything.

### **II TYPE**

1. First sentence -> last 2 words comes into first. After, *such as* comes.

*Second sentence - remove are, they.*

Ex.: *Madras, Bombay like large cities, They are crowded ( such as)*

*Madras, Bombay such as large cities, they are crowded.*

2. *Rahu, Chitra and Davi are clever students. They are sure to pass (such as)*

*Clever students such as Ragu, Chitra and Davi are sure to pass.*

### **IN ORDER TO (OR) SO AS TO**

1. Remove *I wanted, She wanted, I want.*

*Add In order to or so as to.*

Ex.: *I go to the library. I wanted to read books (In order to)*

*I go to the library in order to read books.*

### **NEITHER...NOR**

1. Remove *do not, did not, does not, is not* in two sentence.

2. *Neither comes First sentece, nor comes second sentence.*

*Ex.: I do not like coffee, I do not like tea (neither..nor)*

*I neither like coffee nor tea.*

### ***RICH ENOUGH, BOLD ENOUGH, STRONG ENOUGH***

*Remove I cannot, We cannot, He cannot,. Add Rich enough, Bold enough, Strong enough.*

*Ex.: You are not strong, you cannot defeat him (strong enough)*

*You are not strong enough to defeat him.*

### ***WHO***

1. *Add subject+who.*

*In second sentence-- He, she, it, they - subject remove.*

*Ex.: The policeman caught the thief, He is my neptew (Who)*

*The policeman who caught the thief is my neptew.*

### ***UNLESS***

1. *Remove do not, did not, must, otherwise, else, or*

2. *Unless comes first in first sentence.*

3. *Add Unless+you+verb*

*Ex.: You must start at once, or you will be late (unless)*

*Unless you start at once, you will be late.*

2. *If Ravi does not play will he will get prizes ( Unless)*

*Unless Ravi plays well, he will get prizes.*

### ***WOULD RATHER***

1. Remove *prefer to, wishes*. Add *would rather*
2. *I won't, She won't remove* in second sentence.

Add *'than'*

Ex.: *Sita prefers to stay alone, she does not want to marry the drunkard (would rather)*

*Sita would rather to stay alone than to marry the drunkard.*

### ***AFTER, BEFORE***

1. Remove *'then'*. *After* comes in first. *Before* comes in center.
2. Add *had+verb past participle*.

Ex.: *Chitra wrote a letter then she posted it (After)*

*After chitra had written a letter she posted it.*

2. *People entered the station then the train left (Before)*

*People entered the station before the train had left.*

### ***AS LONG AS I TYPE***

1. *As long as* comes first. Don't change in sentence.
2. *Cannot, will not, shall not* - second sentence is first comes.

*As long as* in center.

Ex.: *We had a car, we travelled no bus (As long as)*

*As long as we had a car, we travelled no bus.*

2. *It is raining, we cannot go out. (as long as)*

*We cannot go out as long as as it is raining.*

***IN THE EVENT OF, IN THE CASE OF***

1. Remove *If, Unless, Otherwise, else, or*. Add *In the event of* is first.

2. Add *verb+ing*. *You-Your*

Ex.: *If you eat too much, you will suffeerer (In the event of)*

*In the event of your eating too much, you will suffer.*

***BECAUSE OF, ON ACCOUNT OF***

1. *Because of* comes first sentence.

2. *On account of* comes in center.

3. *He-his, she-her*

4. Remove *and, so*

Ex.: 1. *He is poor and so he cannot pay his fees (Because of)*

*Because of his poor, he cannot pay his fees.*

2. *Amutha came to school and so she is ill (On account of)*

*Amutha came to school on account of her illness.*

***THAT, WHICH, WHY... HOW IF OR WHETHER, TO***

***DIRECT TO INDIRECT RULEES***

***COMMON RULES:***

*I, You - he, she*

*my, your - his, her*

*we, our - they, their (person change)*

*you (object), me-him, her*

1. *simple present tense change into simple past. ie., wanted.*

*is, am - was, will - would, shall - should, may - might.*

2. *do, does change into verb past tense.*

*Did change into had+ verb past participle. said to - asked, enquired.*

3. *All the conjunction put down in to the centre. except what, how, which, where.*

*today-that day, tomorrow- the next day, this- that, these-those, Ago-before, so-thus, here-there.*

*Ex.: 1. The HM said to Mala, "Do you understand this problem?". (If)*

*The HM asked Mala if she understand the problem.*

2. *Mrs. Venu said to Balu, "Did you see my husband yesterday?". (Whether)*

*Mrs. Venu asked balu whether he had seen her husband the day before.*

3. *The police man said to the passenger, "Where do you come from?".*

*The policeman entered the passenger where he come from.*

4. *The manager said to the typist, "Where did you go yesterday?."*

*The manager asked the typist where she had gone the day before.*

5. *The Director said to the peon, "Show me the actor's room". (To)*

*The director asked the peon to show him the actor's room.*

6. *Arun said, " How delicious the sweet is!*

*Arun exclaimed that the sweet was very delicious.*

7. *Kannan said to Rathai, "I met your old friend yesterday". (that)*

*Kannan told Rathai that he had met her old friend the day before.*

## **TENSES (காலங்கள்)**

1. *Present tense*
2. *Past tense*
3. *Past participle*

### **PRESENT TENSE**

1. *Today's, always, often, every day, every month, every week, every year, daily, generally, never* - இவை அனைத்தும் நிகழ் காலத்தைக் குறிக்கும் சொற்களாகும்

2. கோடிட்ட இடத்திற்கு முன்னால், *I, II person* -> வந்தால் அடைப்புக் குறி வார்த்தையை மாற்றாமல் அப்படியே போட வேண்டும்.

*I person - I, We*

*II person - You*

*III person - He, She, It, They etc.*

*ex.: 1. I go(go) to school every day.*

3. *Before, Blank, III person* -> *bracket word with 'S'*

*ex.: 1. Krishnan goes (go) to school daily.*

2. *Anitha writes (write) a test every week.*

4. *Now, At present, At the moment* -> *singular*-> *is+verb+ing,*

*plural* -> *are + verb + ing.*

*ex.: 1. Now, I am seeing (see) a TVS50.*

2. *At present we are going (go) to lunch.*

3. At the moment Rajini is singing (sing) well.

5. In bracket, be->singular-> is, plural->are.

Ex.: 1. Cyclone is (be) a small island.

2. Bees are (be) lives in river.

Ex.: 1. She drinks (drink) coffee every day.

2. The sun sets (set) in the west.

3. Now we are playing (play) in the cricket.

4. At present Mohan is dancing (dance) very well.

5. I write (write) a letter

6. He is (be) a good boy

### **PAST TENSE**

1. Yesterday, once, once upon a time, long long ago, last month, last week, last year, last day, before, after, ago, since, while, when -> past tense.

2. Sentence in simple past tense, bracket word is change in to past tense.

Ex.: Yesterday Krishnan smoked (smoke) a cigaratte.

2. Last saturday suganya went (go) to circus.

3. In sentence, After, Before -> had+ verb past participle.

Ex.: After Kalai had written (write) a exam.

4. Sentence, when, while - in singular ->was+verb+ing.

Plural -> were+verb+ing.

Ex.: 1. When saravanan was leaving (leave) the tuition. He met (meet)

his girl friend.

5. Sentence, Since, For comes, before blank I person, II person comes  
-> have been + verb + ing, III person -> has been + verb + ing.

Ex.: 1. Ramesh has been serving (serve) this place since 1984.

2. I have been working (work) this place for the month.

6. In bracket 'be' -> singular -> was, plural -> were.

Ex.: 1. Rajive Gandhi was (be) no more

2. When saw him, he was playing (play) football

3. After we had reached (reach) the station the train started.

4. I had written (write) the letter before he arrived.

5. At the time, she has been writing (write) a novel for two months.

### **FUTURE TENSE**

1. Tomorrow, the next month, the next year, the next week, the next day, if, unless, soon -> future tense.

2. Before blank, I, II person -> shall, III person -> will

3. In sentence, by this time -> shall have+ verb past participle, or will have+ verb past participle.

Ex.: 1. Baba film will release (release) in next month.

2. Tomorrow Rajini will arrive (arrive) this place.

3. Tomorrow Subha will work (work) this place.

4. By this time, Karuppannan will have married (marry) hand's some girl.

5. By this time other men and women shall have passed (pass) by on their way to work.

6. Next week I shall go (go) to madras

7. Radha will join (join) her duty the next month.

### **SENTENCE PATTERN**

**Subject, Verb, Object, Complement, Adjunct.**

*Subject: Generally first part of a sentence*

*Verb: It is second part of a sentence*

*Object: It comes to transitive verb.*

*Complement: This part completes meaning of a sentence.*

*Adjunct: It adds some additional meaning to a sentence.*

*How? Where? When? Or preposition*

*The baby /smiles- S/V*

*The boys/Laugh – S/V*

*I /am/ a doctor – S/V/C*

*She/ is/ young- S/V/C*

*We /saw/ a tourist- S/V/O*

*He /visited/ the Taj-S/V/O*

*They /played/ criket/ today- S/V/O/A*

*We /wrote/ the exam /in the hall- S/V/O/A*

*I /gave/ her/ a pen- S/V/IO/DO*

*She /offers/ me/ a book-S/V/IO/DO*

*Today/ he/ comes- A/S/V*

*They /named/ the child/ martin – S/V/O/C*

*He /took/ rest /for long- S/V/O/A*

*She/ sang/ songs/ sweetly-S/V/O/A*

*He/ was/ happy/ then- S/V/C/A*

*She/ became/ sad/ at once-S/V/C/A*

**IMPORTANT:**

*I /WRITE – S/V*

*I WRITE A LETTER – S/V/O*

*I WRITE A LETTER TODAY –S/V/O/A*

*HE IS A DOCTOR-S/V/C*

*HE IS A TEACHER-S/V/C*

*MY UNCLE GAVE ME A WRIST WATCH –S/V/IO/DO*

*MY UNCLE GAVE ME A WRIST WATCH YESTERDAY-S/V/IO/DO/A*

*I WROTE A LETTER- S/V/O*

*I WROTE A LETTER YESTESDAY –S/V/O/A*

*HE WROTE A LETTER-S/V/O*

*HE WILL WRITE A LETTER TOMORROW-S/V/O/A*

*HE PLAYED WELL YESTERDAY-S/V/O/A*

**ADJUNCT: A:**

*TODAY, YESTERDAY, TOMORROW, THE NEXT DAY, THE DAY BEFORE, SUDDENLY, LY, PREPOSITION NEXT WORDS ARE ADJUNCT. WHEN, WHERE, WHY, HOW, TIME, O' CLOCK, MONTH*

### **IF**

*I type*

*Ex: work hard you will get first class (If)*

*If you work hard, you will get first class.*

*II type*

*Did not+verb present tense : did not +verb present tense*

*Had+verb pp : would have +verb pp*

*III type*

*Verb past tense : Verb past tense*

*Had not + verb PP : Would have not + verb PP*

*IV type*

*Verb past tense : did not + verb present tense*

*Had not + verb PP : would have + verb PP*

*V type*

*Was : Verb past tense*

*Had been : would not have pp*

### **IF**

- 1. If you study well, you will get good marks*
- 2. If you studied well, you would get good marks*

3. *If you had studied well, you would have got good marks*
4. *If I were a bird, I would fly*

### **Articles**

*The bible, The bhagavat gita, The Taj Mahal, The Artic Ocean, The Pacific Ocean, The Ganges, The vaigai, The Arabian sea, The bay of Bengal, The Himalayas, The alps, The veena, The guitar, the largesr, one of the biggest.*

*Exempted words:*

*Exception: an MLA (em pronounciation), an MP, an X-ray (ex)*

*Exception: a university, a European, a One-way street, a one o' clock, a one rupee note.*