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# ENGLISH CHARTS

(अंग्रेज़ी के चार्ट्स)

by

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**Bikrant Rana**

(Professional Name: Aditya Rana { [www.SpokenEnglish.Guru](http://www.SpokenEnglish.Guru)})

&

**Pooja Rana**

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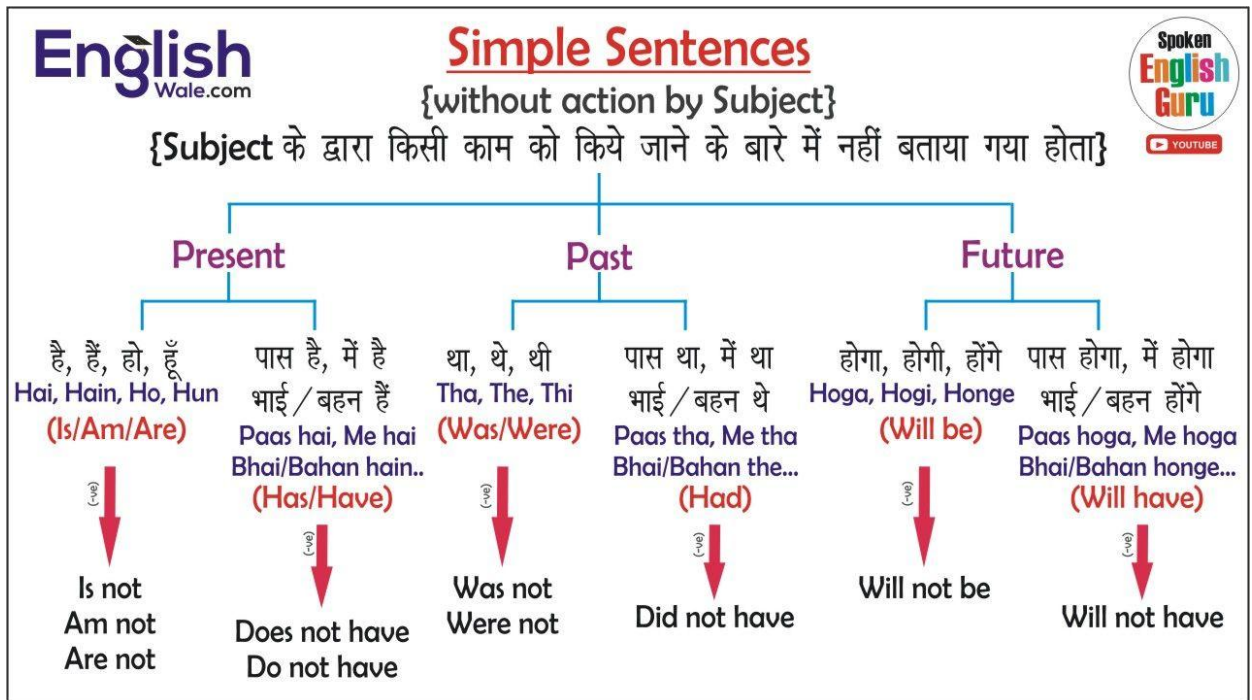
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## Simple Sentences




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## 1<sup>st</sup> Person, 2<sup>nd</sup> Person & 3<sup>rd</sup> Person Subject


	<u>Singular</u>	<u>Plural</u>
<u>1st Person</u>	I (मैं)	We(हम)
<u>2nd Person</u>	✗ Thou (आप / तुम)	You (आप / तुम )
<u>3rd Person</u>	He/She(वह) This, That, It	They(वै) These, Those

## “To Be, To Do, To Have”

 <b>English</b> Wale.com <b>Forms</b>	<b>Be</b> (होना)	<b>Have</b> (पास होना)	<b>Do</b> (करना)
Infinitive/Base Form	To be	To have	To do
Present (V1)	Is/ Am/ Are	Has/Have	Does/Do
Past (V2)	Was/Were	Had	Did
Past Participle (V3)	Been	Had	Done
Present Participle (V4)	Being	Having	Doing

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## Tenses

	<b>TENSE (काल) – पहचान</b>			<a href="http://www.SpokenEnglish.Guru">www.SpokenEnglish.Guru</a>
	<b>PRESENT (है, हैं, हो, हूँ)</b>	<b>PAST (था, थे, थी)</b>	<b>FUTURE (गा, गे, गी)</b>	
<b>Indefinite</b>	ता, ते, ती Does / Do	{आया} / {ता ते ती} Did (Non Action Verbs)	गा, गे, गी Will	
<b>Continuous</b>	रहा, रही, रहे + हैं Is / Am / Are + V4	रहा, रही, रहे + था Was / Were + V4	रहा, रही, रहे + होगा Will be + V4	
<b>Perfect</b>	चुका, लिया, ली + है Has / Have + V3	चुका, लिया, ली + था Had + V3	चुका, लिया, ली + होगा Will have + V3	
<b>Perfect Continuous</b>	रहा, रही, रहे + हैं समय के साथ 'से' के लिए Since/For Has/Have+been+V4	रहा, रही, रहे + था समय के साथ 'से' के लिए Since/For Had been + V4	रहा, रही, रहे + होगा समय के साथ 'से' के लिए Since/For/From Will have been + V4	



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## Present Indefinite Tense {ता, ते, ती}

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### Affirmative Sentence (सकारात्मक वाक्य)

Sub + V1 + {3rd person singular के साथ s, es} + Obj.

### Negative Sentence (नकारात्मक वाक्य)

Sub + does/do + not + V1 + Obj.

### Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + does/do + Sub + V1 + Obj ?

### Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + does/do + Sub + not + V1 + Obj ?



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## Present Continuous Tense {रहा है, रही है, रहे हैं}

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### Affirmative Sentence (सकारात्मक वाक्य)

Sub + is/am/are + V1 + ing + Obj.

### Negative Sentence (नकारात्मक वाक्य)

Sub + is/am/are + not + V1 + ing + Obj.

### Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + is/am/are + Sub + V1 + ing + Obj. ?

### Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + is/am/are + Sub + not + V1 + ing + Obj. ?



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## Present Perfect Tense

{चुका है, चुकी है, चुके हैं}

### Affirmative Sentence (सकारात्मक वाक्य)

Sub + has/have + V3 + Obj.

### Negative Sentence (नकारात्मक वाक्य)

Sub + has/have + not + V3 + Obj.

### Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + has/have + Sub + V3 + Obj ?

### Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + has/have + Sub + not + V3 + Obj ?



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## Present Perfect Continuous Tense

{रहा है, रही है, रहे हैं}

{किसी समय से - "से" के लिए Since या For का प्रयोग}

### Affirmative Sentence (सकारात्मक वाक्य)

Sub + has/have + been + V1 + ing + Obj. + since/for + {Time}.

### Negative Sentence (नकारात्मक वाक्य)

Sub + has/have + not + been + V1 + ing + Obj. + since/for + {Time}.

### Interrogative Sentence (प्रश्नवाचक वाक्य)

<WH> + has/have + Sub + been + V1 + ing + Obj. + since/for + {Time}?

### Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

<WH> + has/have + Sub + not + been + V1 + ing + Obj. + since/for + {Time}?



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## Past Indefinite Tense {आया, गया, सोया, गया, रोया.....}

### Affirmative Sentence (सकारात्मक वाक्य)

Sub + V2 + Obj.

### Negative Sentence (नकारात्मक वाक्य)

Sub + did + not + V1 + Obj.

### Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + did + Sub + V1 + Obj ?

### Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + did + Sub + not + V1 + Obj ?



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## Past Continuous Tense {रहा था, रही थी, रहे थे}

### Affirmative Sentence (सकारात्मक वाक्य)

Sub + was/were + V1 + ing + Obj.

### Negative Sentence (नकारात्मक वाक्य)

Sub + was/were + not + V1 + ing + Obj.

### Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + was/were + Sub + V1 + ing + Obj. ?

### Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + was/were + Sub + not + V1 + ing + Obj. ?



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## Past Perfect Tense

{चुका था, चुकी थी, चुके थे}

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### Affirmative Sentence (सकारात्मक वाक्य)

Sub + had + V3 + Obj.

### Negative Sentence (नकारात्मक वाक्य)

Sub + had + not + V3 + Obj.

### Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + had + Sub + V3 + Obj ?

### Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + had + Sub + not + V3 + Obj ?



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## Past Perfect Continuous Tense

{रहा था, रही थी, रहे थे}

{किसी समय से - “से” के लिए Since या For का प्रयोग}

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### Affirmative Sentence (सकारात्मक वाक्य)

Sub + had been + V1 + ing + Obj. + since/for + {Time}.

### Negative Sentence (नकारात्मक वाक्य)

Sub + had not been + V1 + ing + Obj. + since/for + {Time}.

### Interrogative Sentence (प्रश्नवाचक वाक्य)

<WH> + had + Sub + been + V1 + ing + Obj. + since/for + {Time}?

### Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

<WH> + had + Sub + not + been + V1 + ing + Obj. + since/for + {Time}?



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**Future Indefinite Tense**  
{गा, गे, गी}

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**Affirmative Sentence (सकारात्मक वाक्य)**  
Sub + will + V1 + Obj.

**Negative Sentence (नकारात्मक वाक्य)**  
Sub + will + not + V1 + Obj.

**Interrogative Sentence (प्रश्नवाचक वाक्य)**  
< WH > + will + Sub + V1 + Obj ?

**Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)**  
< WH > + will + Sub + not + V1 + Obj ?



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**Future Continuous Tense**  
{रहा होगा, रही होगी, रहे होंगे}


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**Affirmative Sentence (सकारात्मक वाक्य)**  
Sub + will be + V1 + ing + Obj.

**Negative Sentence (नकारात्मक वाक्य)**  
Sub + will not be + V1 + ing + Obj.

**Interrogative Sentence (प्रश्नवाचक वाक्य)**  
< WH > + will + Sub + be + V1 + ing + Obj. ?

**Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)**  
< WH > + will + Sub + not + be + V1 + ing + Obj. ?



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## Future Perfect Tense

{चुका होगा, चुकी होगी, चुके होंगे}



**Affirmative Sentence (सकारात्मक वाक्य)**  
Sub + will have + V3 + Obj.

**Negative Sentence (नकारात्मक वाक्य)**  
Sub + will not have + V3 + Obj.


**Interrogative Sentence (प्रश्नवाचक वाक्य)**  
< WH > + will + Sub + have + V3 + Obj ?

**Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)**  
< WH > + will + Sub + not + have + V3 + Obj ?



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## Future Perfect Continuous Tense

{रहा होगा, रही होगी, रहे होंगे}

{किसी समय से - “से” के लिए Since या For का प्रयोग}




**Affirmative Sentence (सकारात्मक वाक्य)**  
Sub + will have been + V1 + ing + Obj. + since/for + {Time}.

**Negative Sentence (नकारात्मक वाक्य)**  
Sub + will not have been + V1 + ing + Obj. + since/for + {Time}.

**Interrogative Sentence (प्रश्नवाचक वाक्य)**  
<WH> + will + Sub + have been + V1 + ing + Obj. + since/for + {Time}?

**Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)**  
<WH> + will + Sub + not + have been + V1 + ing + Obj. + since/for + {Time}?



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## Active to Passive Voice Charts

TENSE	ACTIVE VOICE	PASSIVE VOICE
Present Indefinite (ता, ते, ती)	Does/ Do	Is/ Am/ Are
Present Continuous (रहा है)	Is/ Am/ Are	Is/ Am/ Are + being
Present Perfect (चुका है)	Has/ Have	Has been/ Have been
Present Perfect Cont. (रहा है)	Has / Have been	Has/Have been + being [RARE]
Past Indefinite (आया, गया)	Did	Was/ Were
Past Continuous (रहा था)	Was/ Were	Was/ Were + being
Past Perfect (चुका था)	Had	Had been
Past Perfect Cont. (रहा था)	Had been	Had been + being [RARE]
Future Indefinite (गा, गे, गी)	Will	Will be
Future Continuous (रहा होगा)	Will be	Will be + being [RARE]
Future Perfect (चुका होगा)	Will have	Will have been
Future Perfect Cont. (रहा होगा)	Will have been	Will have been + being [RARE]

PASSIVE VOICE OF MODAL VERBS	
<b>Can</b> (सकता है), <b>Could</b> (सका, पाया, सकता था), <b>Should</b> (चाहिए), <b>Shall</b> (चाहिए/ऊँ), <b>Must</b> (चाहिए / गा, गे, गी) {ज़रूर}, <b>May/Might</b> (सकता है) / (गा, गे, गी {शायद}), <b>Has to/Have to</b> (करना है, करना पड़ता है), <b>Had to</b> (करना था, करना पड़ता था, करना पड़ा), <b>Used to</b> (किया करता था), <b>Would</b> (करता था, करता ) <b>Would like to</b> (करना चाहेगा), <b>Will have to</b> (करना होगा, करना पड़ेगा) <b>May/Might have to</b> (करना पड़ सकता है)	<b>Be</b>
<b>Could have</b> (सकता था), <b>Should have</b> (चाहिए था) <b>Must have</b> (चाहिए था, चुका होगा){ज़रूर}, <b>Would have</b> (होता, चुका होता), <b>May have/Might have</b> (सकता था) / (चुका होगा {शायद})	<b>Been</b>

## Conditional Sentences Chart

# CONDITIONAL SENTENCES

**Type 0** Facts that are generally true

अगर ये हो/होता है, तो ये होता है

(Agar ye ho/hota hai, to ye hota hai)

If/When + Present Simple , Present Simple

If we **heat** water above 100 degrees, it **boils**.



**Type 1** Real condition & its probable result

अगर ये हो/करें/करेंगे, तो वो होगा/हो सकता है

(Agar ye ho/kare/kareng, to vo hoga/ho sakta hai)

If + Present Simple , Will/May/Might/Could

If you **study** hard, you **will** pass the exam.

**Type 2** Hypothetical condition but possible

अगर ये होता, तो वो हो जाता/पाता

(Agar ye hota, to vo ho jata/pata)

If + Past Simple, Would/Could

If I **won** a lottery, I **could** buy Mercedes S560.

**Type 3** Hypothetical condition but impossible

अगर ये होता, तो वो हो चुका होता/कर पाता/सकता था

(Agar ye hota, to vo ho chuka hota/kar pata/sakta tha)

If + Past Perfect, Would have/Could have

If he **had studied** well, he **would've** become a doctor.



### Is/Am/Are + to

Formation		Sentence Type (किसी क्रिया को)
PRESENT	Is/ Am/ Are + to	करना है
	Has/Have + to	करना है, करना पड़ता है (Compulsion)
PAST	Was/Were + to	करना था
	Had + to	करना था, करना पड़ता था, करना पड़ा (Compulsion)
FUTURE	Will be + to	करना होगा, करना पड़ेगा
	Will have + to	करना होगा, करना पड़ेगा (Compulsion)
<b>“Having to” - किसी क्रिया को करना पड़ रहा है</b>		
Present	Is/Am/Are + having to	करना पड़ रहा है
Past	Was/Were + having to	करना पड़ रहा था
Future	Would be + having to	करना पड़ रहा होगा


### Will vs Would

WILL vs WOULD	Present/Past	Future
गा, गे, गी (Ga Ge Gi)	Would + V1st	Will + V1st
रहा होगा, रही होगी, रहे होंगे Raha hoga, Rahi hogi, Rahe honge	Would be + Ving	Will be + Ving
चुका होगा, चुकी होगी, चुके होंगे Chuka hoga, Chuki hogi, Chuke honge	Would have + V3	Will have + V3
ता, ते, ती (Ta Te Ti)	Would + V1st	
रहा होता, रही होती, रहे होते Raha hota, Rahi hoti, Rahe hote	Would be + Ving	
चुका होता, चुकी होती, चुके होती Chuka hota, Chuki hoti, Chuke hoti	Would have + V3	


## Use of HAVING

Formation	Sentence Type
<b>Having</b> + V3	{ कोई क्रिया } करने के बाद
<b>Having</b> + V3	{ कोई क्रिया } किये हुए
<b>Having to</b> + V1	{ कोई क्रिया } करना पड़ रहा
<b>Having said that</b>	पर फिर भी, इसके बावजूद भी
<b>Have - Having</b>	1) पाकर 2) पास होना
<b>Eat / Drink - Have</b>	खाना, पीना
<b>Having a + Disease/Pain</b>	कोई बीमारी / दर्द होना
<b>Should have - Should be having</b>	पास होना चाहिए
<b>Must have - Must be having</b>	पास होना चाहिए { ज़रूर }
<b>May have - May be having</b> <b>Might have - Might be having</b> <b>Could have - Could be having</b>	पास हो सकता है { सम्भावना }

## Indefinite Pronoun



Indefinite Pronoun



It does not refer to a specific person, place or thing.

**3rd Person Singular**

Someone/Somebody, Anyone/Anybody, No one/Nobody, One, Everyone/Everybody, Something, Anything, Each, Every, Other, Nothing, Everything, Little, Much, Either, Neither, Another

}

Is, Was, Does, Has

**3rd Person Plural**

Both, Few, Many, Several, Others

}

Are, Were, Do, Have

**3rd Person Singular or Plural**

All, Some, More, None, Any

}

Is/ Are, Was/Were, Does/Do, Has/Have

## Gerund and Infinitive

### Verbs followed only by a "Gerund"

Admit	Appreciate	Forgive	Recollect
Allow	Anticipate	Mind	Recommend
Advise	Avoid	Mention	Resist
Enjoy	Celebrate	Miss	Report
Escape	Detest	Permit	Shirk
Explain	Evade	Understand	Tolerate
Finish	Dispute	Resume	Be worth
Confess	Dread	Risk	Defend
Consider	Feel like	Postpone	Confess
Delay	Can't help	Recall	Urge

### Verbs followed only by an "Infinitive"

Decide	Remain	Prove	Can't wait
Fail	Say	Strive	Can't afford
Hope	Struggle	Resolve	Swear
Arrange	Threaten	Agree	Tend
Care	Wait	Appear	Turn out
Choose	Learn	Pay	Demand
Deserve	Manage	Determine	Wish
Endeavor	Hesitate	Beg	Want
Expect	Pretend	Ask	Request
Plan	Prepare	Seek	Guarantee

### Verbs followed by either "Gerund" or "Infinitive"

#### No change in meaning/sense:

Continue, Love, Like, Prefer, Hate, Propose

#### Change in meaning/sense:

Remember, Forget, Stop, Quit




## Use of GET as a Main Verb

### Use of “Get” - As a Main Verb

To receive/obtain	_____	Prapt karna (प्राप्त करना)
To reach/arrive	_____	Pahunchna (पहुँचना)
To buy/purchase	_____	Khareedna (खरीदना)
To become	_____	Hona (होना)
To understand	_____	Samajhna (समझना)
To bring	_____	Laana (लाना)
To give	_____	Dena (देना)
To earn	_____	Kamaana (कमाना)
To go	_____	Jaana (जाना)

## Use of GET as a Phrasal Verb

<b>English</b> Wale.com	<b>Phrasal Verbs - Get</b>	
<b>Get up</b> (उठना, उठाना)	_____	To wake up / To stand up
<b>Get in</b> (किसी वाहन में चढ़ना)	_____	To enter a vehicle
<b>Get off</b> (किसी वाहन से उतरना)	_____	To leave a vehicle
<b>Get through</b> (पास करना/सफलता पाना)	_____	To pass / To clear / To be successful
(खत्म करना/उपभोग करना)	_____	To finish/ To use/ To consume
<b>Get over</b> (किसी बुरे अनुभव से उभरना)	_____	To recover from a bad experience
<b>Get out</b> (किसी को निकलने के लिए कहना)	_____	To Tell someone to leave
(उजागर होना/ज्ञान में आना)	_____	To become known
(बाहर निकलना)	_____	To go out to enjoy/relax
<b>Get away from</b> (किसी से बचना)	_____	To escape from a person or thing
<b>Get on with</b> (संभालना)	_____	To manage
<b>Get rid of</b> (पीछा छुड़ाना)	_____	To throw / To give away
<b>Get into</b> (शामिल होना)	_____	To become involved in something
<b>Get at</b> (बिना कहे बताने की कोशिश करना)	_____	To try to say something indirectly
(बार-बार आलोचना करना/पीछे पड़ना)	_____	To criticize repeatedly

## WH + Ever

English	Formal	Emphasis	Use of EVER with WH Family
Whatever / Whatsoever			{Jo kuchh bhi} Anything at all
Whenever / Whensoever			{Jab kabhi bhi} Anytime at all
Wherever / Wheresoever			{Jahaan kahin bhi} Anywhere at all
Whomever / Whomsoever			{Jisko bhi} To anyone at all
Whoever / Whosoever			{Jo koi bhi} Any "Living" at all {Jisko bhi} To anyone at all
Whichever / Whichsoever			{Jo koi bhi} Anyone at all {Jaise bhi} In any way at all
However / Howsoever			{Lekin fir bhi} Then also {Jitna bhi} To any extent at all
Whosever / Whossoever (Whoever's)			{Jis kisi ka bhi} of any "Living" at all
Of whichever / Of whichsoever			{Jis kisi ka bhi} of any "Non-living" at all

## WH Questions

English	WH Questions {Same WH Word twice}
क्या - क्या { Kya Kya }	→ What all
कहाँ - कहाँ { Kahaan Kahaan }	→ Where all
कब - कब { Kab Kab }	→ How often
कैसे - कैसे { Kaise Kaise }	
↳ किस तरह के { Kis tarah ke }	→ What type/ kind/ sort of
↳ किस तरह से { Kis tarah se }	→ How
कौन - कौन { Kaun Kaun }	→ Who all
किस - किस को { Kis Kis ko }	→ Who all / Whom all
कौन - कौन से { Kaun Kaun se }	→ Which all
किस - किस के साथ { Kis Kis ke sath }	→ With who all / With whom all
किस - किस के लिए { Kis Kis ke liye }	→ For who all / For whom all



## Direct & Indirect Speech



**Direct Indirect Speech**



CHART 1 (Change in Pronoun)


Reporting Speech
Reported Speech

He said to me, "You are my best friend".

↓

If **First Person** (I, We) - according to the **SUBJECT** of the Reporting Speech  
 If **Second Person** (You) - according to the **OBJECT** of the Reporting Speech  
 If **Third Person** (He, She, They, Any name) - **NO CHANGE**

Pronoun Family	I	We	You	He	She	They
	My	Our	Your	His	Her	Their
	Mine	Ours	Yours	His	Hers	Theirs
	Me	Us	You	Him	Her	Them
	Myself	Ourselves	Yourself / Yourselves	Himself	Herself	Themselves



**Direct Indirect Speech**




CHART - 2 (Change in Tense & Modal)

<b>Present Indefinite (Do / Does)</b> <b>Present Continuous (Is/Am/Are)</b> <b>Present Perfect (Has/Have)</b> <b>Present Perfect Cont. (Has been / Have been)</b>	<b>→ Past Indefinite (Did)</b> <b>→ Past Continuous (Was/Were)</b> <b>→ Past Perfect (Had)</b> <b>→ Past Perfect Cont. (Had been)</b>
<b>Past Indefinite (Did)</b> <b>Past Continuous (Was/Were)</b> <b>Past Perfect (Had)</b> <b>Past Perfect Cont. (Had been)</b>	<b>→ Past Perfect (Had)</b> <b>→ Past Perfect Cont. (Had been)</b> <b>→ No Change</b> <b>→ No Change</b>
<b>Future Tense (Will)</b>	<b>→ Conditional (Would)</b>

MODAL VERBS	Shall → Should Can → Could May → Might	Must → Must / Had to Has to / Have to → Had to
-------------	--	---





**Direct Indirect Speech**




CHART 3 (Change in Adjectives/Adverbs/Time)

Reporting Speech
Reported Speech

He said to me, “I will come tomorrow”.

This	⇒	That
This day	⇒	That day
These	⇒	Those
These days	⇒	Those days
Here	⇒	There
Now	⇒	Then
Today	⇒	That day
Yesterday	⇒	The day before

Tomorrow	⇒	The following day
At the moment	⇒	At that moment
Last night	⇒	The night before
Last year	⇒	The year before
Next year	⇒	The following year
Tonight	⇒	That night
Ago	⇒	Before / Earlier



**Direct Indirect Speech**




CHART 4

Reporting Speech
Reported Speech

He said to me, “Oh! I lost my pen.”

**Imperative Sentences** - To order / To request / To advise  
 Said (to) - ordered/instructed // requested/urged // advised/suggested

**Exclamatory Sentences** - Expression of joy, sorrow, regret, applause or wonder/surprise  
 Said (to) - Exclaimed with { joy, sorrow, regret, applause, wonder/surprise }

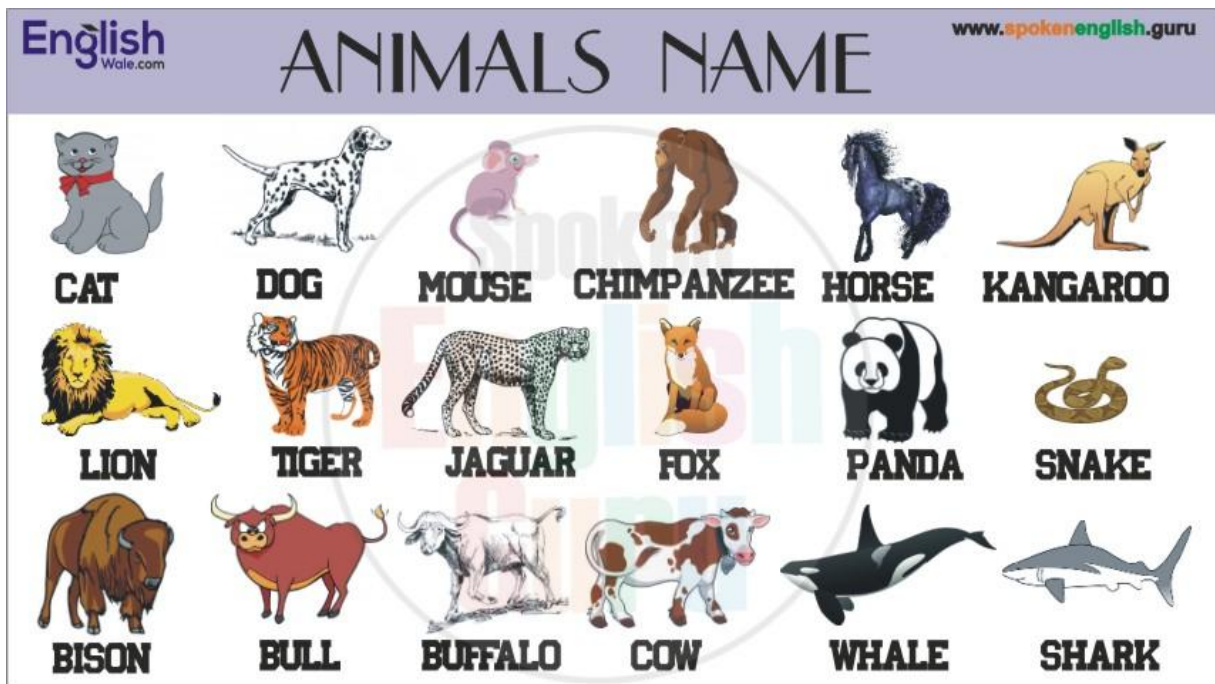
**Optative Sentences** - To pray / To wish / To bid  
 Said (to) - Prayed / Wished / Bade

Punctuation Marks				
<b>Full Stop</b> <b>■</b> पूर्ण विराम	<b>Question Mark</b> <b>?</b> प्रश्नवाचक चिन्ह	<b>Exclamation Mark / Point</b> <b>!</b> विस्मयादिबोधक चिन्ह	<b>Comma</b> <b>,</b> अल्पविराम	<b>Quotation Mark</b> <b>"</b> उद्धरण चिन्ह
<b>Colon</b> <b>:</b> अपूर्ण विराम	<b>Semicolon</b> <b>;</b> अर्धविराम	<b>Apostrophe</b> <b>'</b> अक्षर लोप चिन्ह	<b>Dash</b> <b>—</b> डैश चिन्ह	
<b>Hyphen</b> <b>-</b> हायफन चिन्ह	<b>Round Brackets</b> <b>()</b> छोटा कोष्ठक	<b>Curly Brackets</b> <b>{ }</b> मझला कोष्ठक	<b>Square Brackets</b> <b>[ ]</b> बड़ा कोष्ठक	<b>Ellipsis</b> <b>...</b> ऐलिप्सिस

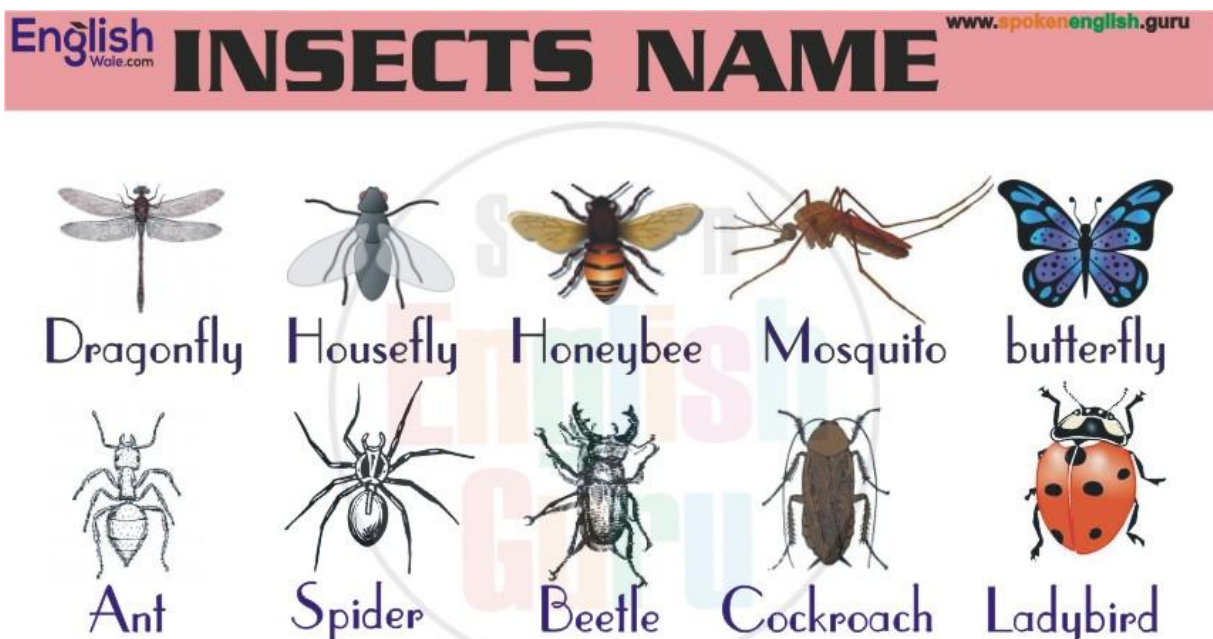
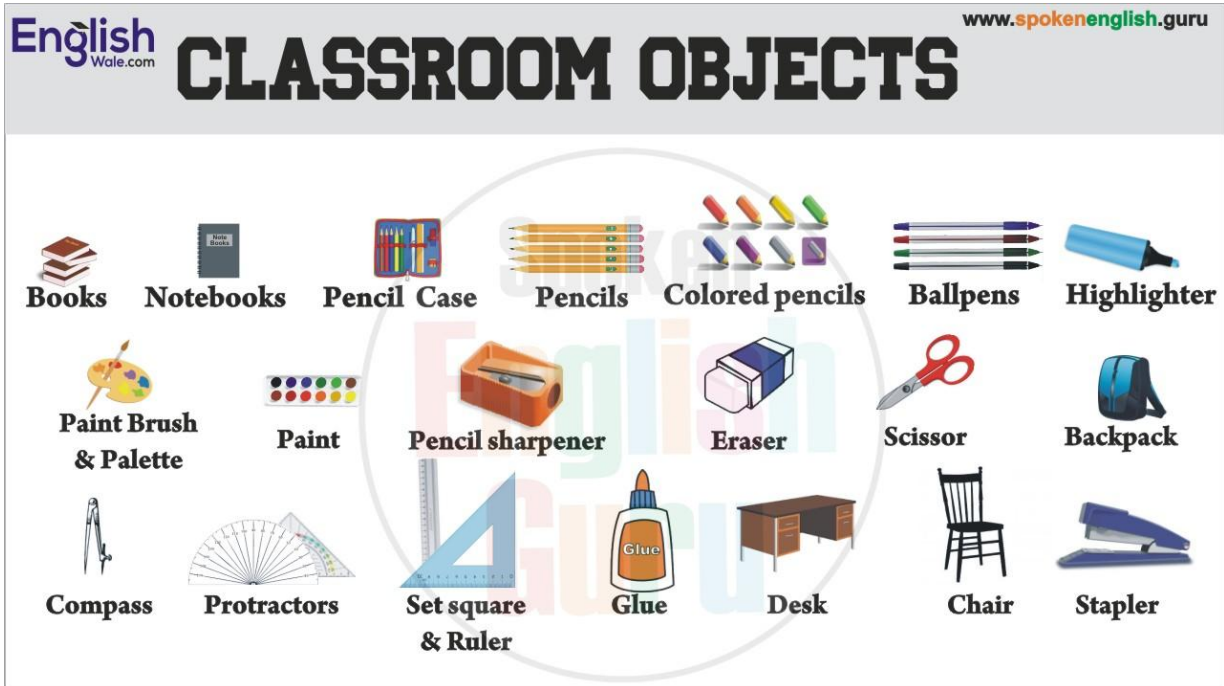
CONTRACTIONS IN ENGLISH					
	BE	HAVE	HAD	WILL	WOULD
I	I am = I'm	I have = I've	I had = I'd	I will = I'll	I would = I'd
She	She is = She's	She has = She's	She had = She'd	She will = She'll	She would = She'd
He	He is = He's	He has = He's	He had = He'd	He will = He'll	He would = He'd
You	You are = You're	You have = You've	You had = You'd	You will = You'll	You would = You'd
It	It is = It's	It has = It's	It had = It'd	It will = It'll	It would = It'd
That	That is = That's	That has = That's	That had = That'd	That will = That'll	That would = That'd
They	They are = They're	They have = They've	They had = They'd	They will = They'll	They would = They'd
We	We are = We're	We have = We've	We had = We'd	We will = We'll	We would = We'd
These	These are = These're	These Have = These've	These had = These'd	These will = These'll	These would = These'd
What	What are = What're	What have = What've	What had = What'd	What will = What'll	What would = What'd
Who	Who is = Who's	Who has = Who's	Who had = Who'd	Who will = Who'll	Who would = Who'd
There	There is = There's	There has = There's	There Had = There'd	There will = There'll	There would = There'd
Why	Why is = Why's	Why has = Why's	Why had = Why'd	Why will = Why'll	Why would = why'd
When	When is = When's	When has = When's	When had = When'd	When will = When'll	When would = When'd
Where	Where is = Where's	Where has = Where's	Where had = Where'd	Where will = Where'll	Where would = Where'd
How	How are = How're	How Have = How've	How had = How'd	How will = How'll	How would = How'd



English <small>Wale.com</small>		British vs American				Spoken English Guru
Rubber	Eraser	Biscuit	Cookie	First Floor	Second Floor	
Film	Movie	Jug	Pitcher	Staff room	Teachers' lounge	
Holiday	Vacation	Reception	Front desk	Academic staff	Faculty	
Flat	Apartment	Pavement	Sidewalk	Sweet shop	Candy store	
Lift	Elevator	Marks	Grade	Primary school	Elementary school	
Tap	Faucet	Maize	Corn	Timetable/Schedule	Schedule	
Full stop	Period	Autumn	Fall	Fire brigade	Fire department	
Nappy	Diaper	Taxi	Taxi / Cab	Plaster	Band-aid	
Trousers	Pants	Tyre	Tire	Roundabout	Traffic circle	
Aeroplane	Airplane	Zip	Zipper	Headmaster	Principal	
Football	Soccer	Parcel	Package	Dungarees	Overalls	
Torch	Flashlight	Break time	Recess	Post code	Zip code	
Trolley	Cart	Post	Mail	Postman	Mailman	
Dustbin	Trash can	Tin	Can	Motorbike	Motorcycle	
Mum	Mom	Queue	Line	Dustman	Garbage man	
Maths	Math	Cashier	Teller	Hoovers	Vacuum Cleaners	
Garden	Backyard	Dear	Expensive			









**English** Wale.com **Business Abbreviations** [www.spokenenglish.guru](http://www.spokenenglish.guru)

Dept. - Department	Acct. - Account	Max - Maxim
Lb. - Pound (weight)	Ad. - Advertisement	Yr. - Year
PO - Purchase order	Approx. - Approximately	Pkg - Package
BS - Bachelor of Science Degree	FWD - Forward	Jr. - Junior
B2B - Business to business	Govt. - Government	PR - Public relations
B2C - Business to consumer	HQ - Headquarters	Qty. - Quantity
CEO - Chief Executive Officer	Inc. - Incorporated	VP - Vice President
CFO - Chief Financial Officer	APR - Annual percentage rate	No. - Number
Co. - Company	MBA - Master of Business Administration	
Corp. - Corporation	FAQ - Frequently Asked Questions	

# SLANG

**I'm starving** (I'm extremely hungry)

**I'm stuffed** (I've eaten a lot and I can't eat more)

**I'm great** (I'm very good & happy)

**I'm wrecked** (I'm extremely tired)

**I'm pissed off** (I'm angry about something)

## 8 WAYS TO ANSWER "HOW ARE YOU"

➔ Not bad

➔ Great

➔ Not so great

➔ Pretty good

➔ I have been busy

➔ Same as always

➔ Can't complain

➔ Could be better



## Five Alternatives to 'WHY'

- **How is it that**  
**How is it that** he got Rs 25,000/- incentive?
- **Tell me the reason**  
**Tell me the reason** you don't study?
- **What's the point of**  
**What's the point of** going there?  
Nobody respects us.
- **How come**  
**How come** you called me today?
- **What for**  
He is calling me repeatedly! **what for?**

**English**  
Wale.com

**COMMON SPELLING ERRORS**

www.spokenenglish.guru

INCORRECT	CORRECT
Vaccum, Vaccuum	Vacuum
Refridgerator	Refrigerator
Arguement	Argument
Committment, Comittment	Commitment
Dissappoint, Dissapoint	Disappoint
Intrested	Interested
Seperate, Seperate	Separate
Fourty	Forty
Ketchup	Ketchup
Truely	Truly
Existance	Existence

**English**  
Wale.com

WWW.SpokenEnglish.Guru

FORMAL	INFORMAL
➔ ENQUIRE	★ ASK
➔ APOLOGIZE	★ SORRY
➔ ASSIST	★ HELP
➔ PROVIDE	★ GIVE
➔ VERIFY	★ CHECK
➔ INFORM	★ TELL
➔ REQUIRE	★ NEED

English Wale.com **OTHER WAYS TO SAY AMAZING** www.SpokenEnglish.Guru

First-class	Supreme	Marvelous	Incredible
First-rate	Surprising	Wonderful	Dazzling
Fascinating	Thrilling	Tremendous	Delicate
Excellent	Ideal	Awesome	Striking
Exquisite	Impressive	Beautiful	Stunning
Fantastic	Luscious	Brilliant	Sublime
Unbelievable	Magnificent	Charming	Superb
Gorgeous	Adorable	Delightful	Radiant
Graceful	Alluring	Delicious	Sensual
Grand	Astonishing	Elegant	Splendid

English Wale.com **Words to use instead of VERY** www.spokenenglish.guru

Instead of...	Use...
Very Heavy	Wighty, Hefty, Massive
Very Clear	Apparent, Obvious, Crystal clear
Very Friendly	Affable, Amiable, Warmhearted
Very Dull	Tedious, Monotonous, Pedestrian
Very Dangerous	Perilous, Hazardous, Precarious
Very Afraid	Terrified, Petrified, Terror-Stricken
Very Light	Featherlight, Weightless, Airy



# PREFIX

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Prefix	Meaning	Examples
<b>non-</b>	not	<b>n</b> onsense
<b>un-</b>	not	<b>u</b> nseen
<b>mis-</b>	wrong,bad	<b>m</b> isfortune
<b>re-</b>	again	<b>r</b> eattempt
<b>pre-</b>	before	<b>p</b> reschool
<b>dis-</b>	not, opposite of	<b>d</b> isorder
<b>im-</b>	not, opposite of	<b>i</b> mpossible

## Common 90 Abstract Noun

- |             |               |               |               |
|-------------|---------------|---------------|---------------|
| 1 Fiction   | 21 Calm       | 41 Luxury     | 61 Belief     |
| 2 Horror    | 22 Childhood  | 42 Sleep      | 62 Sorrow     |
| 3 Crime     | 23 Appetite   | 43 Thought    | 63 Infancy    |
| 4 Comfort   | 24 Loneliness | 44 Growth     | 64 Failure    |
| 5 Movement  | 25 Cleverness | 45 Pleasure   | 65 Mercy      |
| 6 Right     | 26 Anger      | 46 Love       | 66 Speed      |
| 7 Patience  | 27 Idea       | 47 Beauty     | 67 Fashion    |
| 8 Omen      | 28 Marriage   | 48 Annoyance  | 68 Envy       |
| 9 Deceit    | 29 Delay      | 49 Kindness   | 69 Success    |
| 10 Elegance | 30 Lie        | 50 Nap        | 70 Fear       |
| 11 Pain     | 31 Truth      | 51 Gain       | 71 Union      |
| 12 Gossip   | 32 Wisdom     | 52 Talent     | 72 Irritation |
| 13 Dream    | 33 Religion   | 53 Dishonesty | 73 Freedom    |
| 14 Luck     | 34 Philosophy | 54 Happiness  | 74 Generosity |
| 15 Frailty  | 35 Generation | 55 Coldness   | 75 Wit        |
| 16 Life     | 36 Solitude   | 56 Poverty    | 76 Peace      |
| 17 Clarity  | 37 Justice    | 57 Brilliance | 77 Hatred     |
| 18 Joy      | 38 Bravery    | 58 Loss       | 78 Thrill     |
| 19 Care     | 39 Confusion  | 59 Disregard  | 79 Advantage  |
| 20 Trend    | 40 Ability    | 60 Riches     | 80 Company    |
|             |               |               | 81 Wealth     |
|             |               |               | 82 Slavery    |
|             |               |               | 83 Divorce    |
|             |               |               | 84 Goal       |
|             |               |               | 85 Stupidity  |
|             |               |               | 86 Friendship |
|             |               |               | 87 Goodness   |
|             |               |               | 88 Rhythm     |
|             |               |               | 89 Timing     |
|             |               |               | 90 Awareness  |



## 60 Most Important Collective Nouns

- |                          |                             |                              |                          |
|--------------------------|-----------------------------|------------------------------|--------------------------|
| 1 A pair of shoes        | 16 A battery of Artillery   | 31 A library of books        | 46 An outfit of clothes  |
| 2 A packet of letters    | 17 A mob of deer            | 32 A garland of Sonnets      | 47 A quiver of arrows    |
| 3 A pack of cards        | 18 A herd of curlew         | 33 A bowl of rice            | 48 A tribe of natives    |
| 4 A wad of notes         | 19 A team of oxen           | 34 A fight of Stairs         | 49 A cluster of coconuts |
| 5 A string of pearls     | 20 A swarm of bees          | 35 A team of players         | 50 A bouquet of flowers  |
| 6 A stack of wood        | 21 A stud of horses         | 36 A staff of employees      | 51 A book of notes       |
| 7 A shower of rain       | 22 A chatter of budgerigars | 37 A regiment of soldiers    | 52 A bunch of crocks     |
| 8 A sheaf of grain       | 23 A pod of birds           | 38 A posse of policemen      | 53 A flight of Airplanes |
| 9 A set of clubs         | 24 A erst of bees           | 39 A patrol of policemen     | 54 A fleet of Vehicles   |
| 10 A reel of film        | 25 A sloth of bears         | 40 A party of friends        | 55 A serving of Spoons   |
| 11 A chest of drawers    | 26 A colony of badgers      | 41 A cloud of dust           | 56 A round of Drinks     |
| 12 A catalogue of prices | 27 A rope of Pearls         | 42 A range of mountains      | 57 A rouleau of Money    |
| 13 A bundle of sticks    | 28 A herd of horses         | 43 An orchard of fruit trees | 58 A troop of scouts     |
| 14 A bunch of keys       | 29 A string of horses       | 44 A heap of rubbish         | 59 A class of students   |
| 15 A belt of Asteroids   | 30 A ream of paper          | 45 A hedge of bushes         | 60 A choir of singers    |

# MODAL VERBS

Type	Modal Verbs	Examples
ADVICE	Should	<ul style="list-style-type: none"><li>• You should visit the Doctor.</li><li>• You should try to put on some weight.</li></ul>
POSSIBILITY	Might, May, Could	<ul style="list-style-type: none"><li>• It might be very expensive.</li><li>• Aman may be going to market.</li></ul>
PERMISSION	Can, Could, May	<ul style="list-style-type: none"><li>• Can i sit here please?</li><li>• Could I open the bottle?</li><li>• May I come in?</li></ul>
ABILITY	Can, Could	<ul style="list-style-type: none"><li>• Rahul could dance well, when he was a kid.</li><li>• He can speak fluent English.</li></ul>
OBLIGATION	Must, Have to, Has to	<ul style="list-style-type: none"><li>• I must go to hospital right now..</li><li>• He has to be loyal to his company</li></ul>

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## How to Ask Someone to Repeat Something

- ➔ Pardon?
- ➔ Sorry?
- ➔ Excuse me?
- ➔ Would you mind repeating that?
- ➔ Sorry, I didn't hear what you said?
- ➔ Do you mind repeating that?
- ➔ Sorry, I didn't catch that?
- ➔ Could you please repeat that?

## Ways to Start a Sentence

To add to it...	As a matter of fact...	As far as I can see...
In addition...	In regard to...	Summing it up...
To make a long story short...	It comes as no surprise that...	My best guess is...
Small wonder that...	So, to sum it up...	To my way of thinking...
To crown it all...	It seems to me...	I believe...
It is important to note that...	We can safely assume that...	For all I know...
To the best of our knowledge...	As far as I know...	As I see it...
Luckily / Fortunately / Unfortunately	To put it in a nutshell...	From my point of view / viewpoint...
This plays a key / vital / prominent / important role in...	On the one hand,... On the other hand,...	

## CONTRACTIONS

★ Gotta (got+to)	I've gotta go to market.
★ Kinda (kind+of)	He is a kinda person I like to talk to.
★ Dunno (don't+know)	I dunno where to go.
★ Lemme (let+me)	Lemme go home.
★ Hafta (have+to)	I hafta do it any how.
★ Gonna (going+to)	I'm gonna meet you tomorrow.
★ Wanna (want+to)	I wanna call you right now.
★ Outta (out+of)	Get outta my house!
★ Gimme (give+to)	Gimme some water, please!

## Other Ways To Say

### I AGREE

★ Sure.  
★ That's right.  
★ Agreed.  
★ Me too.  
★ Definitely.  
★ I agree with you.  
★ You got it.  
★ That's exactly how I feel.  
★ You've found.  
★ You are so right.  
★ You've hit the nail on the head.  
★ Our thoughts are absolutely parallel.  
★ That's exactly what I was thinking.  
★ I think you are totally right about that.  
★ I could not agree with you more.

★ I'd go along with that.  
★ That's just what I was thinking.  
★ Of course.  
★ My thoughts exactly.  
★ Affirmative.  
★ No doubt about it .  
★ Yup.  
★ We are of one mind.  
★ You can say that again.  
★ Our thoughts are parallel.  
★ I don't doubt you're right.  
★ I see what you mean...  
★ So do I.  
★ I feel that way too.

PREPOSITIONAL PHRASE LIST				
Prepositional phrases consist of a preposition and a word(s)				
BY	IN	FOR	AT	ON
● By all means	● In difficulty	● For good	● At any rate	● On foot
● By accident	● In demand	● For certain	● At a distance	● On balance
● By the virtue of	● In a hurry	● For the sake of	● At night	● On account of
● By birth	● In sight of	● For life	● At least	● On a trip
● By definition	● In sense	● For a while	● At once	● On an average
● By heart	● In a mess	● For repairs	● At noon	● On an island
● By force	● In advance	● For god's sake	● At war	● On fire
● By mistake	● In action	● For experience	● At peace	● On edge
● By law	● In the Sun	● For a change	● At work	● On order
● By order of	● In a while	● For no reason	● At times	● On delivery
● By no means	● In time	● For reason	● At the cost of	● On schedule
● By chance	● In aid of	● For keeps	● At all	● On rent

Prepositions of Place in English			
ABOVE	ON	AT	IN
Above the washbasin	On television	At a concert	In a boat
Above the us	On the second floor	At dinner	In a helicopter
Above the dog	On a horse	At home	In the world
Above the car	On an elephant	At the door	In the kitchen
Above the clouds	On the train	At school	In the bathroom
<b>BELOW &amp; OVER</b>	On a bicycle	At work	In paris
Below the surface	On a ship	At college	In park Street
Below the ceiling	On a plane	At university	In a row
Below the table	On a motorbike	At the bottom	In the sky
Below 0°	On the left	At the top	In the newspaper
Over my head	On the right	At reception	In a car
Over the floor	On a bus	At the side	In a taxi
Over 18 years old	On the way		In a lift