

TENSES

B

Pick me up

**MADE
EASY**

EFZAL ANWARE MUFTI



QAUMI KUTUB KHANA

19, FERROZEPUR ROAD, LAHORE

TEACH YOURSELF ENGLISH SERIES—BOOK I

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TENSES MADE EASY

by

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صحیح انگریزی لکھنے اور بولنے کے لئے Tenses کے صحیح استعمال سے باخبر ہونا اتنا ہی ضروری ہے جتنا دیکھنے کے لئے آنکھوں یا سننے کے لئے کانوں کا وجود۔ میں نے یہ کتابچہ اسی اہم ترین ضرورت کو پورا کرنے کی غرض سے لکھا ہے۔ اس میں Tenses کی بناوٹ اور ان کے استعمال سے متعلق تمام اصول و قواعد انتہائی وضاحت سے بیان کر دئے گئے ہیں۔ اس کا مطالعہ سکولوں اور کالجوں کی چھوٹی بڑی ہر ایک جماعت کے طلبہ اور طالبات کو صحیح انگریزی لکھنے اور بولنے کی شاہراہ تک پہنچانے میں انشاء اللہ تعالیٰ خضر راہ کا کام دے گا۔

انضال انور مفتی

23 (ایض) - سن آباد - لاہور
مورخہ 14 اپریل سن 1974 عیسوی

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اگر لکھائی اچھی نہ ہو تو اسے پڑھنا تو درکنار دیکھنے کو
ابھی جی نہیں چاہتا۔ فاضل مصنف نے یہ کتابچہ خوشخطی
کی سوجہ کاہیوں سے بٹ کر۔ اپنے چالیس سالہ تجربہ کی
اھوس بنیادوں پر۔ کچھ اس طرح ترتیب دیا ہے کہ آپ
کی لکھائی۔ صرف آدھ گھنٹہ روزانہ کی مشق سے۔ ایک
ایڑھ ماہ میں بے حد خوبصورت اور خوشخط بن سکتی ہے۔

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کر ہم سے بذریعہ رجسٹری منگوا لیجئے۔

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آپ سکول یا کالج کی کسی بھی جماعت میں پڑھتے ہوں

آپ کو انگریزی کریم، کمپوزیشن یا ٹرانسلیشن سے متعلق کسی بھی دشواری پیش آنے تو مجھے لکھئے۔ میں آسے رفع کرنے کی ہر ممکن کوشش کروں گا۔ لیکن ایک جٹھی میں صرف ایک ہی مشکل کا ذکر کیجئے اور جواب کے لئے بیس بیسے کے ٹکٹ والا ایک لفافہ (جس پر اپنے گھر کا مکمل پتہ بھی آپ نے خود ہی لکھ رکھا ہو) ارسال کیجئے۔ اگر آپ مجھے ملنا چاہیں تو 412955 پر ٹیلیفون کر کے مجھ سے وقت معلوم کر لیجئے۔ آپ کی رہنمائی میرے لئے مسرت کا باعث ہوگی۔ اگر آپ لاہور میں رہتے ہوں تو صرف تین ماہ میں اور اگر آپ لاہور سے باہر کسی اور جگہ رہتے ہوں تو چھ ماہ میں درست انگریزی لکھنے کی باتوں میں مہارت حاصل کرنے کے سلسلے میں تفصیلات معلوم کرنے کے لئے اپنے گھر کا مکمل پتہ لکھ کر بیس بیسے کے ٹکٹ والا جوابی لفافہ بھی ارسال کرنا نہ بھولئے۔

افضل انور مفتی

بی۔ اے، بی۔ بی۔ نی (پنجاب)، اے۔ سی۔ بی (لندن)
پرنسز۔ مائڈل آکیمہی۔ 23 (ابن)۔ من آباد لاہور

TENSES MADE EASY

انگریزی میں Tense کے معنی "زمانہ" کے ہیں۔ "زمانے" تین ہوتے ہیں۔ (۱) موجودہ، (۲) گزرا ہوا اور (۳) آنے والا۔ "موجودہ زمانے" کو انگریزی میں Present Tense اور اردو میں "فعل حال" کہا جاتا ہے۔ "گزرے ہوئے زمانے" کو انگریزی میں Past Tense اور اردو میں "فعل ماضی" کہا جاتا ہے۔ "آنے والے زمانے" کو انگریزی میں Future Tense اور اردو میں "فعل مستقبل" کہا جاتا ہے۔

"زمانے" کا تعلق ہمیشہ "فعل" یعنی Verb سے ہوتا ہے۔ اس بات رکھنے کہ "فعل" وہ لفظ ہے جس میں زمانے کے لحاظ سے کسی کام کا "کرننا" یا "ہونا" پایا جائے۔ اسی خصوصیت کے باعث Verb کو Action Word کہا جاتا ہے۔

انگریزی میں مندرجہ بالا تینوں Tenses میں سے ہر ایک Tense کی چار چار قسمیں ہیں: (۱) Indefinite (۲) Continuous (۳) Perfect اور (۴) Perfect Continuous۔ ان میں سے دوسری قسم سے کسی کام کے "جاری رہنے" کا پتہ چلتا ہے، دوسری قسم سے کسی کام کے "مکمل ہو جانے" کا اور چوتھی قسم سے کسی کام کے کسی "مقررہ وقت" یا "مقررہ مدت" سے شروع ہو کر "جاری رہنے" کا۔ لیکن پہلی قسم ان تمام خصوصیتوں سے یکسر خالی رہتے ہوئے صرف اسی کام کا "وقوع" بیان کرتی ہے۔

INTRODUCTION

انگریزی میں ہر ایک Verb کی تین صورتیں (Forms) ہوتی ہیں جن میں (۱) Present (۲) Past اور (۳) Past Participle کہا جاتا ہے۔ ان کے علاوہ پہلی Form کے آخر میں ing لگا کر ایک چوتھی صورت بھی بنانا پڑتی ہے (جیسے go سے going اور read سے reading) اور آئے Present Participle کہا جاتا ہے۔ یہی چاروں Forms تہا یا مناسب اضافوں کے ساتھ۔ انگریزی کے تمام کے تمام Tenses میں استعمال ہوتی ہیں۔ اس لئے جب تک کسی Verb کی تینوں Forms زبانی یاد نہ ہوں ہم انگریزی کے Tenses کو صحیح طور پر نہ تو بنا سکتے ہیں اور نہ ہی انہیں استعمال کر سکتے ہیں۔

اس مختصر سی تمہید کے بعد اب ہم ایک ایک کر کے انگریزی کے ہر ایک Tense کی ہر ایک قسم کے بنانے اور آئے استعمال کرنے کا حال مناسب تفصیل سے بیان کرتے ہیں۔

فعل حال معلوم

I. THE PRESENT INDEFINITE TENSE

ہر ایک Verb کی پہلی صورت (First Form) بطور بنانے کا طریقہ Present Indefinite Tense استعمال ہوتی ہے۔ لیکن اگر اس کا Subject کوئی Singular Noun یا He یا She یا It ہو تو اس کے بعد s یا es کا اضافہ کرنا پڑتا ہے، جیسے :-

1. We play.
2. He goes.
3. Khalid writes.

یہ Tense (جو اردو میں "فعل حال" کے معنی ادا کرتا ہے) مندرجہ ذیل موقعوں پر استعمال ہوتا ہے :-

- (۱) موجودہ وقت کے کسی واقعہ کے بیان کے لئے، جیسے :-
1. I read.
 2. You run.
 3. She sleeps.

(۲) کسی عادت کے بیان کے لئے، جیسے :-

1. We get up before sunrise.
2. She takes tea twice a day.
3. They play cricket on Sunday.

(۳) کسی رسم یا رواج یا معمول کے بیان کے لئے، جیسے :-

1. The Muslims bury the dead.
2. We embrace one another, after saying the 'Eid prayers.
3. The bride leaves her parents' house with tears in her eyes.

(۴) قدرت کے کسی قانون کے بیان کے لئے، جیسے :-

1. The sun rises in the east.
2. Water keeps its level.
3. God helps those who help themselves.

(۵) کسی صداقت عامہ (Universal Truth) کے بیان کے لئے

جیسے :-

1. Honesty is the best policy.
2. Two and two make four.

(۶) فطرت کے کسی تقاضے کے بیان کے لئے، جیسے :-

1. The duck swims in water.
2. The snake bites man.
3. Mothers love their children.

(۷) کسی تاریخی واقعہ کو اس طرح بیان کرنے کے لئے کہ وہ گویا ابھی اپنی معرض وجود میں آیا ہے، جیسے :-

1. Columbus discovers America.
2. Mahmud of Ghazni attacks India 18 times.
3. The Quaid-i-Azam turns the dream of Allama Iqbal into a reality.

(۸) کسی اقتباس (یعنی Quotation) کو پیش کرنے کے لئے،

جیسے :-

1. The Quran says: God is aware of what we are doing.
2. The Holy Prophet (Sallullah-o-Alaih-i-Wasallam) says: I advise you to fear God and to speak the truth.
3. The Quaid-i-Azam says to the students: You will be making the greatest mistake, if you allow yourself to be exploited by one political party or the other.

اب ذیل کے فقروں کے بڑے غور سے مطالعہ کیجئے تاکہ اس Tense کا استعمال اپنی طرح آپ کے ذہن نشین ہو جائے۔

| Person | Sentences | Sentences |
|-------------------------|-------------------------|----------------------------|
| I | I play cricket. | I catch the ball. |
| | We play cricket. | We catch the ball. |
| | | |
| II | You play cricket. | You catch the ball. |
| | He plays cricket. | He catches the ball. |
| | She plays cricket. | She catches the ball. |
| III | It plays cricket. | It catches the ball. |
| | They play cricket. | They catch |
| | | |
| Singular & Plural Nouns | The boy plays cricket. | The boy catches the ball. |
| | The girl plays cricket. | Boys catch the ball. |
| | Boys play cricket. | The girl catches the ball. |
| | Children play cricket. | Girls catch the ball. |

* اس Tense کے فقروں کو Negative (نافیہ) بنانے کے لئے :-

(1) اگر Verb کی پہلی Form اپنی اصل حالت میں موجود ہو تو اس سے پہلے do not لگا دیجئے (جیسے We do not eat sweets یا They do not go home)۔

(2) اگر Verb کی پہلی Form کے آخر میں s یا es لگا ہوا ہو تو s یا es کو ہٹا کر اس سے پہلے does not لگا دیجئے (جیسے She eats rice یا He goes home سے She does not eat rice یا He does not go home)۔

* اس Tense کے فقروں کو Interrogative (سوالیہ) بنانے

کے لئے :-

(1) اگر Verb کی پہلی Form اپنی اصل حالت میں موجود ہو تو

فقرے کے شروع میں Do اور اس کے آخر میں سوالیہ علامت
Do we eat سے We eat sweets (جیسے)
- (sweets ?

(2) اگر Verb کی پہلی Form کے آخر میں s یا es لگا ہوا ہو تو
s یا es کو ہٹا کر فقرے کے شروع میں Does اور اس کے
آخر میں سوالیہ علامت (؟) لگا دیجئے (جیسے) He goes home
- (Does he go home ? سے

اس Tense کے Negative اور Interrogative فقروں کی مکمل
گردانوں کے لئے دیکھئے صفحہ 56 -

اب ذیل کی مشق کو حل کیجئے اور جب تک اسے انگریزی کے
کسی ماہر معلم سے درست نہ کرا لیں چین سے نہ بیٹھئے۔ ورنہ
درست ہونے بغیر اگلی Exercises حل کرتے کرتے آپ کی غلطیاں پختہ
ہوں چلی جائیں گی۔

EXERCISE 1

I. Rewrite the following as Negative Sentences :—

1. He reads the Holy Quran every day. 2. We live
in this house. 3. Dogs eat meat. 4. My uncle lives in
that house. 5. The sun rises at 6 o'clock. 6. They go
to school on foot. 7. She reads the newspaper without
fail. 8. I wind the watch at noon. 9. We travel first
class. 10. She likes mangoes.

II. Rewrite the following as Interrogative Sentences :—

1. The cow gives milk. 2. It rains here almost every-
day. 3. They play at the cards at noon. 4. I drink

cold water. 5. My watch gains time. 6. She speaks
the truth. 7. They fly kites. 8. The snake bites the
horse. 9. They receive the guests. 10. Hens lay eggs.

III. Correct the following, if necessary :—

1. The cow do not give milk? 2. He does not tells
a lie. 3. Does you go to school in this car? 4. Do the
rains falls in July? 5. It take two to make a quarrel.
6. The stars shines in the sky. 7. Do you prays five
times a day? 8. She does not likes sweets. 9. My
father love me. 10. Do the policeman catches the thief?

2. THE PRESENT CONTINUOUS TENSE

یہ Tense بنانے کے لئے Present Participle*
بنانے کا طریقہ سے پہلے am یا is یا are لگا دیا جاتا ہے (جیسے)
am sitting یا are sitting یا is sitting

یہ Tense (جیسے اردو میں "نعل حال جاری" کہا جا
استعمال) مکتا ہے) ایسے کاموں کے لئے استعمال ہوتا ہے جو اس
وقت جب آن کا ذکر ہو رہا ہو۔ جاری ہوں۔

اس Tense میں am صرف I کے لئے استعمال ہوتا ہے (جیسے
I am sitting) ، is ہمیشہ کسی Singular Noun یا It یا She یا He
کے لئے — جب وہ کسی فقرے میں بطور Subject آ رہا ہو — (جیسے
You یا We اور are ہمیشہ He یا She is sitting یا He is sitting

* Present Participle کی بناوٹ کے لئے دیکھئے صفحہ 10۔

They یا کسی Plural Noun کے لئے - جب وہ کسی فقرے میں بظور Subject استعمال ہو رہا ہو -- (جیسے You are sitting یا Cows are sitting)

اب ذیل کے فقروں کا بڑے غور سے مطالعہ کیجئے تاکہ اس Tense کا استعمال اچھی طرح آپ کے ذہن نشین ہو جائے۔

| Person | Sentences | Sentences |
|-------------------------|-----------------------|---------------------------|
| I | I am sitting. | I am playing hockey. |
| | We are sitting. | We are playing hockey. |
| II | You are sitting. | You are playing hockey. |
| | He is sitting. | He is playing hockey. |
| III | She is sitting. | She is playing hockey. |
| | It is sitting. | It is playing hockey. |
| Singular & Plural Nouns | They are sitting. | They are playing hockey. |
| | Nasim is sitting. | Tahir is playing hockey. |
| | Javeid is sitting. | Najma is playing hockey. |
| | Boys are sitting. | Boys are playing hockey. |
| | The cows are sitting. | Girls are playing hockey. |

اس Tense کے فقروں کو Negative (نافیہ) بنانے کے لئے am یا are کے بعد not لگا دیجئے (جیسے They are playing hockey سے They are not playing hockey)

اس Tense کے فقروں کو Interrogative (سوالیہ) بنانے کے لئے Am یا Is یا Are کو فقرے کے Subject سے پہلے رکھ کر آگے

کے آخر میں سوالیہ علامت (?) لگا دیجئے (جیسے He is sleeping سے Is he sleeping?)

اس Tense کے Negative اور Interrogative فقروں کی گردائوں کے لئے دیکھئے صفحہ 56۔

EXERCISE 2

I. Rewrite the following as Negative Sentences :-

- The horse is eating grass.
- My brothers are going to Karachi.
- He is ringing the bell now.
- I am taking the examination.
- Birds are flying in the air.
- The radio is playing.
- I am doing my duty.
- They are waiting for you.
- Dogs are barking at them.
- She is taking a bath.

II. Rewrite the following as Interrogative sentences :-

- The stars are shining in the sky.
- He is swimming in the tank.
- I am learning my lesson.
- You are telling a lie.
- They are having tea.
- I am washing my hands and face.
- She is dressing her hair.
- We are learning this poem by heart.
- I am drinking water.
- They are going home today.

III. Correct the following :-

- They running on the road.
- My father are sleeping now.
- I am live with a friend of mine.
- She

is wash my shirt. 5. Is sitting he on the grass? 6. Boys are playing not hockey on our ground. 7. Are falling the rain outside? 8. The train are running not fast. 9. Am taking I the examination? 10. He going to school on foot.

Handwritten signature

3. THE PRESENT PERFECT TENSE

یہ Tense بنانے کے لئے فعل کی تیسری صورت بنانے کا طریقہ ہے (Third Form) سے پہلے have یا has لگا دیا جاتا ہے (جیسے have gone یا has gone)۔

یہ Tense (جسے اردو میں "فعل حال کامل" کہا جا سکتا ہے) موجودہ زمانے میں کسی کام کے پایہ تکمیل کو پہنچنے کا پتہ دیتا ہے (جیسے He has killed the snake یا I have caught the thief)۔ ان فقروں سے مراد یہ ہے کہ سانپ مار ڈالنے یا چور کو پکڑ لینے کا کام "مکمل" ہو چکا ہے۔

اس Tense میں has ہمیشہ He یا She یا It یا کسی Singular Noun کے لئے۔ جب وہ کسی فقرے میں بطور Subject آ رہا ہو۔ استعمال ہوتا ہے (جیسے He has seen them یا The cow has eaten grass)۔ لیکن have ہمیشہ We یا You یا They یا کسی Plural Noun کے ساتھ۔ جب وہ کسی فقرے میں بطور Subject استعمال ہو رہا ہو (جیسے They have gone یا The dog has eaten meat)۔ استعمال ہوتا ہے۔

نیچے لکھے ہوئے فقروں کا بڑے غور سے مطالعہ کر دیا کیجئے تاکہ اس Tense کا استعمال اچھی طرح آپ کے ذہن نشین ہو جائے۔

| Person | Sentences | Sentences |
|-------------------------|---------------------|----------------------------|
| I | I have slept. | I have gone home. |
| | We have slept. | We have gone home. |
| II | You have slept. | You have gone home. |
| | He has slept. | He has gone home. |
| III | She has slept. | She has gone home. |
| | It has slept. | It has gone home. |
| | They have slept. | They have gone home. |
| Singular & Plural Nouns | Bashir has slept. | The doctor has gone home. |
| | The peon has slept. | The patient has gone home. |
| | Peons have slept. | Nurses have gone home. |
| | Boys have slept. | Visitors have gone home. |

★ اس Tense کے فقروں کو Negative (نافیہ) بنانے کے لئے has یا have کے بعد not لگا دیجئے (جیسے They have gone یا They have not gone)۔

★ اس Tense کے فقروں کو Interrogative (سوالیہ) بنانے کے لئے Have یا Has کو Subject سے پہلے رکھ کر اس کے آخر میں سوالیہ علامت (?) لگا دیجئے (جیسے He has gone home سے (Has he gone home?))۔

* اس Tense کے Negative اور Interrogative تقرون کی مکمل کردانوں کے لئے دیکھئے صفحہ 56۔

EXERCISE 3

I. Rewrite the following as Negative Sentences :—

1. She has milked the cow.
2. I have bought this pair of shoes.
3. He has bought a dozen eggs.
4. She has lost her wrist-watch.
5. I have sent him a telegram.
6. He has applied for two days' leave.
7. These doctors have tested her eyes.
8. My neighbour's horse has died.
9. I have polished your shoes.
10. The guard has blown the whistle.

II. Rewrite the following as Interrogative Sentences :—

1. He has locked the door.
2. She has shut her eyes.
3. The policeman has caught the thief.
4. I have shown him my ticket.
5. You have seen everything with your own eyes.
6. My friend has changed his clothes.
7. You have broken her toys.
8. I have learnt this poem by heart.
9. She has solved this sum.
10. We have planted these trees.

III. Correct the following where necessary :—

1. My mother have gone for the Hajj.
2. Has broken the servant this jug?
3. The train have stopped not at this station.
4. Our headmistress has taught us this poem.
5. Your friend have told a lie.
6. He have written not in ink.
7. She eaten two eggs.
8. Finished have you your work?
9. Has they win the match?
10. You have came late today.

فعلِ معاصر

4. THE PRESENT PERFECT CONTINUOUS TENSE

Present Participle* یہ Tense بنانے کے لئے * بنانے کا طریقہ ہے جملے have been یا has been لکایا جاتا ہے (جوے) (have been sleeping یا has been sleeping)

استعمال استعمال (جسے) Tehse (جسے) آردو میں "فعل حال کامل" کہا جا سکتا ہے (جسے) ایسے کاموں کے لئے استعمال ہوتا ہے جو زمانہ ماضی میں شروع ہو کر اب تک جاری ہوں۔

اس Tense کے Verb کے فوراً بعد "مقررہ وقت" (Point of time) سے شروع ہونے والے کام کے لئے لازمی طور پر since اور "مقررہ مدت" (Period of time) سے شروع ہونے والے کام کے لئے لازمی طور پر for استعمال ہوتا ہے (جسے) it has been raining for (I have been playing since 2 o'clock یا an hour)

لیکن یاد رکھئے کہ جب تک کسی فقرے میں since یا for نہ آئے، اس Tense کے استعمال کا سوال ہی پیدا نہیں ہوتا۔ اس کے علاوہ یہ بھی یاد رکھئے کہ since یا for کی بجائے from کا استعمال بہت بڑی غلطی ہے اور اس غلطی سے آپ کو ہر صورت میں بچنا چاہئے۔

اس Tense میں ہمیشہ He یا She یا It یا کسی Singular Noun کے لئے۔ جب وہ کسی فقرے میں بطور Subject آ رہا ہو۔ has been والی فارم (Form) استعمال ہوتی ہے (جسے) She has been sleeping since sunset یا Pervez has been swimming for two hours۔ لیکن We یا You یا They یا کسی Plural Noun کے لئے۔ جب وہ فقرے میں بطور Subject آ رہا ہو۔ have been والی فارم (Form) استعمال ہوتی ہے (جسے) We have been sitting idle since morning یا (Horses have been running for two hours)۔

* Present Participle کی بناوٹ کے لئے دیکھئے صفحہ 10۔

حرف "مقررہ وقت" یا "مقررہ مدت" کے باعث ہی کسی فقرے میں یہ Tense استعمال ہو سکتا ہے۔ لیکن اگر اس میں نہ "مقررہ وقت" کا ذکر ہو اور نہ ہی "مقررہ مدت" کا، تو جو فقرہ بننے کا وہ Present Continuous Tense کا نہیں بلکہ Perfect Continuous Tense کا ہوگا (جیسے It is raining very heavily today)۔

نیچے دئے ہوئے فقروں کا بڑے غور سے مطالعہ کیجئے تاکہ اس Tense کا استعمال اچھی طرح آپ کے ذہن نشین ہو جائے۔

| Person | Sentences | Sentences |
|--------|---|---|
| I | I have been working for an hour. | I have been sleeping since 4 p.m. |
| I | We have been working for an hour. | We have been sleeping since 4 p.m. |
| I | You have been working for an hour. | You have been sleeping since 4 p.m. |
| | He has been working for an hour. | He has been sleeping since 4 p.m. |
| III | She has been working for an hour. | She has been sleeping since 4 p.m. |
| | It has been working for an hour. | It has been sleeping since 4 p.m. |
| | They have been working for an hour. | They have been sleeping since 4 p.m. |
| | My son has been working for an hour. | Your son has been sleeping since 4 p.m. |
| | This boy has been working for an hour. | The boy has been sleeping since 4 p.m. |
| | These boys have been working for an hour. | Babies have been sleeping since 4 p.m. |

Singular & Plural Nouns

اس Tense کے فقروں کو Negative (نافیہ) بنانے کے لئے has not لگا دیجئے (جیسے She has not been sleeping since evening)۔

اس Tense کے فقروں کو Interrogative (سوالیہ) بنانے کے لئے Have یا Has Subject سے پہلے رکھ کر اس کے آخر میں سوالیہ علامت (?) لگا دیجئے (جیسے We have been working for six hours)۔

اس Tense کے Negative اور Interrogative فقروں کی گردانوں کے لئے دیکھئے صفحہ 57۔

EXERCISE 4

I. Rewrite the following as Negative Sentences :-

- I have been living in this house for two years.
- He has been repairing this car since morning.
- You have been looking after my luggage for an hour.
- They have been swimming in this tank since 9 o'clock.
- You have been sitting idle since long.
- It has been raining since midnight.
- The guests have been going since 10 o'clock.
- The peon has been ringing the bell for 5 minutes.
- The hunter has been shooting down partridges for two days.
- The old man has been crying for help since long.

II. Rewrite the following as Interrogative Sentences :-

- I have been knocking at the door for many minutes.
- The baby has been crying for an hour.
- We have been working in this office since 1970.
- He has

been sleeping for 3 hours. 5. I have been waiting for you since 5 p.m. 6. She has been pressing these clothes for an hour. 7. They have been catching fish since midnight. 8. You have been playing here since long. 9. They have been repairing this wall for two days. 10. These cows have been grazing since morning.

III. Correct the following where necessary :-

1. You have been working here from Monday.
2. He is doing this sum for ten minutes.
3. She has been not going to her college since three days.
4. My brother is reading in this school since 1972.
5. Have your uncle been living in London from June last?
6. Has not this horse been eating grass?
7. We are planting trees from April 10.
8. My friends are going to the canal since Monday.
9. He has been not suffering from fever since two days.
10. You are selling newspapers from six months.

5. REVISION OF THE PRESENT TENSE

اب آپ Present کے چاروں Tenses پڑھ چکے ہیں۔ آگے بڑھنے سے پہلے انہیں پھر ایک دفعہ گہری نظر سے دیکھ کر اچھی طرح Revise کر لیجئے۔ پھر اپنی قابلیت کا جائزہ لینے کے لئے ذیل کی مشق کو حل کیجئے :-

EXERCISE 3

I. Rewrite the following as Negative Sentences :-

1. We play football.
2. You are singing a song.
3. He has written a letter.
4. She has been working

since 4 o'clock. 5. The horse is running very fast. 6. These dogs have been barking for an hour. 7. Pammi has lost her pen. 8. Birds fly in the air. 9. Children are going to school. 10. The beggar has gone away. 11. We swim in the river. 12. I have been waiting for you for an hour.

II. Rewrite the following as Interrogative Sentences :-

1. The lion eats meat.
2. These hunters have killed a deer.
3. I have been suffering from fever for two days.
4. She is washing her hands and face.
5. We pray five times a day.
6. It has been raining since midnight.
7. They love Pakistan.
8. The hen has laid an egg.
9. I wind my watch at noon.
10. The peon has been ringing the bell for two minutes.
11. The policeman has caught a thief.
12. The villagers are dancing with the beat of drums.

III. Correct the following, if necessary :-

1. You are tell lie.
2. Boys going to the canal.
3. Do you gets up before sunrise?
4. The baby has been weeping since many minutes.
5. The dog does not barks at the stranger.
6. Do your son goes to school on foot?
7. He is weeping not in his room.
8. I am not sit on the floor.
9. She has pull the chain.
10. Jumped have not they from the roof?
11. Two and two make four.
12. Boys are flying kite since morning.

6. THE PAST INDEFINITE TENSE

ہر ایک Verb کی دوسری صورت (Second) بنانے کا طریقہ (Form) کسی رد و بدل کے بغیر — بطور Past Indefinite Tense استعمال ہوتی ہے۔

یہ Tense (جسے اردو میں "ماضی مطلق" کہا جا استعمال کرتے ہیں) کبھی بطور "ماضی بعید" اور کبھی بطور "ماضی استمراری" بھی مندرجہ ذیل موقعوں پر استعمال ہوتا ہے۔

(۱) کسی ایسے کام کے لئے جو "زمانہ ماضی" میں بالکل تمنا واقع ہوا ہو (جیسے She went to Mecca)۔

(۲) "زمانہ ماضی" کی کسی "عادت" یا "معمول" کے بیان کے لئے (جیسے We worked very hard for a few days before the examination)۔

(examination)۔

اب ذیل کے فقروں کا بڑے غور سے مطالعہ کیجئے

تاکہ اس Tense کا استعمال اچھی طرح آپ کے ذہن میں ہو جائے۔

| Person | Sentences | Sentences |
|--------|-------------------|----------------|
| I | I laughed. | I wept. |
| | We laughed. | We wept. |
| II | You laughed. | You wept. |
| | He laughed. | He wept. |
| III | She laughed. | She wept. |
| | It laughed. | It wept. |
| | They laughed. | They wept. |
| | Farhat laughed. | Jamil wept. |
| | Shamim laughed. | Jamila wept. |
| | Boys laughed. | Ladies wept. |
| | Children laughed. | Children wept. |

Singular & Plural Nouns

★ اس Tense کے فقروں کو Negative (نالیف) بنانے کے لئے Verb کی دوسری Form کی جگہ اس کی پہلی Form استعمال کیجئے اور پھر اس سے پہلے did not لگا دیجئے (جیسے I bought a book سے I did not buy a book.)

★ اس Tense کے فقروں کو Interrogative بنانے کے لئے Verb کی دوسری Form کی جگہ اس کی پہلی Form استعمال کیجئے اور پھر فقرے کے Subject سے پہلے Did رکھ کر اس کے آخر میں سوالیہ علامت (?) لگا دیجئے (جیسے You wrote a letter سے Did you write a letter?)

★ اس Tense کے Negative اور Interrogative فقروں کی مکمل کرداروں کے لئے دیکھئے صفحہ 57۔

EXERCISE 6

I. Rewrite the following as Negative Sentences :—

1. She wrote a letter to her mother.
2. I gave the beggar a rupee.
3. The train stopped near the bridge.
4. The doctor tested his eyes.
5. Many customers stood in front of his shop.
6. He stole her ornaments.
7. She broke the jug.
8. The villagers caught the thief.
9. I took the examination last year.
10. We prayed for his recovery.

II. Rewrite the following as Interrogative Sentences :—

1. He drove the car.
2. They swam across the river.
3. She pulled the chain.
4. The sun shone very brightly.
5. The doctor felt my pulse.
6. He punished his son for telling a lie.
7. I showed him my ticket.

8. We helped our poor neighbour in his distress. 9. She washed her hands and face. 10. I sent him a telegram.

III. Correct the following where necessary :—

1. He did not wrote the letter. 2. Killed they the snake? 3. I did not went to my school. 4. Broke she the cup? 5. The stranger did not told a lie. 6. Did the carpenter repaired the chair? 7. Did not the shopkeeper refused to sell rice? 8. I did not filled the jug. 9. Brought the postman any letter today? 10. Did not you laughed at them?

7. THE PAST CONTINUOUS TENSE

Present Participle* Tense بنانے کے لئے ہے۔
 بنانے کا طریقہ ہے پہلے was یا were لگا دیا جاتا ہے (جیسے
 - (were playing یا was playing)

یہ Tense (جیسے اردو میں "نعل ماضی جاری" کہنا) استعمال
 جا سکتا ہے Singular Subject کے لئے خواہ وہ کوئی Noun ہو یا Pronoun— ہمیشہ was والی فارم (form) میں
 استعمال ہوتا ہے (جیسے He was going یا Safdar was going) اور
 Plural Subject کے لئے خواہ وہ Noun ہو یا Pronoun— ہمیشہ were والی فارم (form) میں استعمال ہوتا ہے (جیسے They
 were coming یا The cows were coming)۔ لیکن یاد رکھئے کہ

* Present Participle کی بناوٹ کے لئے دیکھئے صفحہ 10۔

You کے لئے خواہ وہ Singular ہو یا Plural — یہ ہمیشہ were والی فارم (form) میں استعمال ہوتا ہے۔

اب اگلے صفحہ پر دئے ہوئے فقروں کو بڑے شور مچانے کے لئے دیکھئے۔ تاکہ اس Tense کا استعمال اچھی طرح آجائے۔
 ذہن نشین ہو جائے۔

| Person | Sentences | Sentences: |
|-------------------------|------------------------|-------------------------|
| I | I was praying. | I was trembling. |
| | We were praying. | We were trembling. |
| II | You were praying. | You were trembling. |
| | He was praying. | He was trembling. |
| III | She was praying. | She was trembling. |
| | It was praying. | It was trembling. |
| | They were praying. | They were trembling. |
| Singular & Plural Nouns | Farhat was praying. | The dog was trembling. |
| | Rahat was praying. | Dogs were trembling. |
| | Children were praying. | The lamb was trembling. |
| | People were praying. | Lambs were trembling. |

☆ اس Tense کے فقروں کو Negative (نافیہ) بنانے کے لئے was یا were کے بعد not لگا دینے (جیسے They were sitting idle)۔
 - (They were not sitting idle.)

☆ اس Tense کے فقروں کو Interrogative (سوالیہ) بنانے کے لئے
 Here یا Was کو فقرے کے Subject سے پہلے رکھ کر پوچھئے۔

before یا already یا after آجائے تو اس Tense کا استعمال ایک ہی ام کو بیان کرنے والے فقرے میں بھی جائز ہو جاتا ہے، جیسے :-

1. We had already left for Karachi.
ہم پہلے ہی کراچی روانہ ہو چکے تھے۔

2. They had reached home before sunset.
وہ سورج غروب ہونے سے پہلے گھر پہنچ چکے تھے۔

3. I had not seen the zoo till today.
میں نے آج تک چڑیا گھر نہیں دیکھا تھا۔

اب آگے صفحہ پر دئے ہوئے فقروں کو غور سے پڑھنے کے بعد ان کے Tense کا استعمال اچھی طرح آپ کے ذہن میں ہو جائے۔

Person

Sentences

I I had won the race before the bell rang.
We had won the race before the bell rang.

II You had won the race before the bell rang.
He had won the race before the bell rang.

III She had won the race before the bell rang.
It had won the race before the bell rang.
They had won the race before the bell rang.

Salim had won the race before the bell rang.
Najma had won the race before the bell rang.

These boys had won the race before the bell rang.
Those horses had won the race before the bell rang.

Singular & Plural Nouns

اس Tense کے فقروں کو Negative بنانے کے لئے had کے not لگا دیجئے (جیسے He had already stolen my pen سے He had not already stolen my pen.)

اس Tense کے فقروں کو Interrogative (سوالیہ) بنانے کے لئے Had کو Subject سے پہلے رکھ کر اس کے آخر میں سوالیہ علامت (?) لگا دیجئے (جیسے He had already stolen my pen سے (Had he already stolen my pen.?)

اس Tense کے Negative اور Interrogative فقروں کی مکمل گردانوں کے لئے دیکھئے صفحہ 58۔

EXERCISE 8

1. Rewrite the following as Negative Sentences —

1. He had gone before I returned.
2. She had milked the cow before the sun rose.
3. The train had already steamed in.
4. The wolf had killed many sheep when the villagers reached there.
5. The rain had stopped when we left the shop.
6. The police had surrounded his house before he could run away.
7. We had heard the news on the radio before the newspaper reached us.
8. She had sold her car before she left for Saudi Arabia.
9. I had bought a television set before my brother passed the B. A. examination.
10. They had reached Murree before the snow began to fall.

II. Rewrite the following as Interrogative Sentences :-

1. The train had stopped before she pulled the chain.
2. That shop had been closed before the police reached there.
3. The meeting had started before we entered the hall.
4. He had already eaten six bananas.
5. The doctor had already examined the patient.
6. The plane had taken off before their car entered the gate of the aerodrome.
7. My neighbour had died before the sun rose.
8. I had completed my work before the clock struck four.
9. His hut had caught fire before he got up.
10. We had changed our clothes before we took tea.

III. Correct the following where necessary :-

1. My uncle had sold his house.
2. The police had stopped the procession.
3. She had got up before I had got up.
4. The wolf had killed the sheep before he had killed the shepherd.
5. I posted the letter before I bought those envelopes.
6. The rain stopped before it was six o'clock.
7. I had knocked at the door before he had come out.
8. He jumped out of the boat before it sank.
9. I climbed the tree before it fell down.
10. She had bought a ticket for Peshawar on March 28.

9. THE PAST PERFECT CONTINUOUS TENSE

Present Participle * بنانے کے لئے Tense یہ بنانے کا طریقہ
had been (جیسے) سے بنائے لگا دیا جاتا ہے (جیسے) had been working یا been sleeping

(1) Tense (جسے اردو میں "فعل ماضی جاری" استعمال کیا جا سکتا ہے) ایسے کاموں کے لئے استعمال ہوتا ہے جو زمانہ ماضی میں کسی "مقررہ وقت" یا "مقررہ مدت" سے جاری ہونے اور ختم ہو گئے۔

(2) اس Tense کے Verb کے فوراً بعد "مقررہ مدت" (Period of Time) کے لئے for استعمال ہوتا ہے (جیسے) It had been raining for two days اور "مقررہ وقت" (Point of Time) کے لئے since (جیسے) It had been raining since morning. لیکن جب تک کسی فقرے میں for یا since نہ آئے اس Tense کے استعمال کا سوال ہی پیدا نہیں ہوتا۔

(نوٹ) : ان دو الفاظ (یعنی for یا since) کے بغیر جو فقرہ بننے کا وہ Perfect Continuous Tense کا نہیں بلکہ صرف Continuous Tense کا ہوا (جیسے) It had been raining very heavily since (It was raining very heavily yesterday یا last evening.)

اب ذیل کے فقروں کا بڑے شور سے مطالعہ کیجئے تاکہ اس Tense کا استعمال اچھی طرح آپ کے ذہن نشین ہو جائے۔

* Present Participle کی بناوٹ کے لئے دیکھئے صفحہ 10۔

Person

Sentences

Sentences

I had been working since morning.

I had been working for six hours.

We had been working since morning.

We had been working for six hours.

You had been working since morning.

You had been working for six hours.

He had been working since morning.

He had been working for six hours.

She had been working since morning.

She had been working for six hours.

It had been working since morning.

It had been working for six hours.

They had been working since morning.

They had been working for six hours.

My son had been working since morning.

My son had been working for six hours.

My sons had been working since morning.

My sons had been working for six hours.

The peon had been working since morning.

The peon had been working for six hours.

Peons had been working since morning.

Peons had been working for six hours.

Singular & Plural Nouns

★ اس Tense کے فقروں کو Negative بنانے کے لئے had اور been کے درمیان not لگا دیجئے (جیسے) It had been raining since morning (It had not been raining since morning)

★ اس Tense کے فقروں کو Interrogative بنانے کے لئے Had کو فقرے کے Subject سے پہلے رکھ کر اس کے آخر میں سوالیہ علامت (?) لگا دیجئے (جیسے) He had been swimming for two hours (Had he been swimming for two hours?)

★ اس Tense کے Negative اور Interrogative فقروں کی مکمل کردانوں کے لئے دیکھئے صفحہ 59 -

EXERCISE 9

I. Rewrite the following as Negative Sentences :—

1. They had been playing for three hours.
2. Snow had been falling since midnight.
3. He had been milking the cow for fifteen minutes.
4. The guests had been pouring in since 11 A.M.
5. I had been waiting for the postman for long.
6. My father had been reading the Holy Quran for half an hour.
7. The peon had been ringing the bell since 8 o'clock.
8. We had been sitting here since sunset.
9. He had been catching fish for two hours.
10. Birds had been chirping since early morning.

II. Rewrite the following as Interrogative Sentences :—

1. Those boys had been quarrelling for an hour.
2. He had been working in his office since 5 p.m.
3. They had been learning this poem by heart for several days.
4. I had been thinking over the matter for long.
5. He had

been flying this kite for more than two hours. 6. My son had been preparing for the examination for many months. 7. She had been playing with her dolls since morning. 8. I had been riding this horse since his return. 9. It had been raining since midnight. 10. The carpenter had been polishing these chairs for two days.

III. Correct the following where necessary :—

1. This boy was reading that book since sunset.
2. The dog was bark at the stranger for many minutes.
3. She was not milking the cow for half-an-hour. 4. Had been not sleeping he in that room since July. 5. She had been weep for an hour. 6. They had working since two months. 7. We had been play for morning. 8. The dog was not barking since many minutes. 9. Were they take tea from 5 p.m. ? 10. Was the baby crying for long ?

10. REVISION OF THE PAST TENSE

اب آپ نے Past کے چاروں Tenses بھی پڑھ لئے ہیں۔ آگے چلنے سے پہلے انہیں پھر ایک مرتبہ گہری نظر سے دیکھ کر اچھی طرح Revise کر لیجئے۔ پھر اپنی قابلیت کا جائزہ لینے کے لئے ذیل کی مشق کو حل کیجئے :-

EXERCISE 10

I. Rewrite the following as Negative Sentences :—

1. She wrote a letter home. 2. I was doing that sum. 3. He had taken a bath before he took tea. 4. You had been playing with these dolls for an hour. 5. The

milkman was knocking at his door. 6. We had won the match before you came. 7. He had been swimming in the tank since noon. 8. They visited us yesterday. 9. You played a double game. 10. My friend was running after the pickpocket. 11. They had been taking the examination for many days. 12. His servant told a lie.

II. Rewrite the following as Interrogative Sentences :—

1. The snake was running after him. 2. He had been sleeping since evening. 3. The peon had rung the bell before the clock struck two. 4. The sun rose at 5.30. 5. They had gone away before I reached home. 6. The thief was breaking the lock of my neighbour's shop at the dead of night. 7. I missed the bus. 8. I received a telegram from my father last evening. 9. She had been learning this poem by heart for two days. 10. They travelled first class. 11. I had bought a ticket before I tried to catch the train. 12. He was having tea with his friends.

III. Correct the following, if necessary :—

1. Did he reading the newspaper ? 2. She is not ate apples. 3. My uncle had left for Karachi by the morning train. 4. The policeman did not caught the thief. 5. I had been working in this factory from June 13. 6. Did these boys called you not names ? 7. Bird were flying in the air from early morning. 8. You had been not doing your duty since three days. 9. Had been he not going to school since Monday ? 10. He was speaking to me. 11. I did not lost my purse in the bus. 12. I was knocking at your door since half an hour.

11. THE FUTURE INDEFINITE TENSE

یہ Tense کسی Verb کی First form سے پہلے بنانے کا طریقہ ہے۔
will یا shall لگا کر بنا یا جاتا ہے (جیسے
- (will go یا shall go

یہ Tense (جسے اردو میں "فعل مستقبل" کہا جاتا
استعمال ہے) زمانہ مستقبل میں کسی کام کا کرنا یا ہونا بیان
کرتا ہے۔ اگر کسی فقرے میں I یا We بطور Subject آ رہا ہو تو
Verb کی shall والی فلرم (form) استعمال ہوتی ہے اور اگر Subject
ان دو لفظوں (یعنی I اور We) کے علاوہ کوئی اور Noun یا
Pronoun ہو۔ خواہ وہ Singular ہو یا Plural — تو Verb کی will
والی فارم (form) استعمال ہوتی ہے۔

اب ذیل کے فقروں کا بغور مطالعہ کیجئے تاکہ اس
Tense کا استعمال اچھی طرح آپ کے ذہن نشین ہو جا سکے۔

| Person | Sentences | Sentences |
|-------------------------|--|---|
| | I shall sing. We shall sing. | I shall work. We shall work. |
| !! | You will sing. | You will work. |
| !! | He will sing. She will sing. It will sing. They will sing. | He will work. She will work. It will work. They will work. |
| Singular & Plural Nouns | The bird will sing. Birds will sing. The girl will sing. Girls will sing. | That boy will work. Those boys will work. Your son will work. Your sons will work. |

★ اس Tense کے فقروں کو Negative (نافیہ) بنانے کے لئے shall
یا will کے بعد not لگا دیجئے (جیسے) We shall come سے We
- (shall not come).

★ اس Tense کے فقروں کو Interrogative بنانے کے لئے shall یا
will کو فقرے کے Subject سے پہلے رکھ کر اس کے آخر میں
سوالیہ علامہ (?) لگا دیجئے (جیسے) They will come سے
- (Will they come?)

★ اس Tense کے Negative اور Interrogative فقروں کی مکمل
گردانوں کے لئے دیکھئے صفحہ 59۔

EXERCISE 11

I. Rewrite the following as Negative Sentences:—

1. We shall go to school tomorrow.
2. They will win the match.
3. You will play with your friends.
4. The horse will eat grass.
5. She will pluck flowers.
6. I shall have a cup of tea.
7. The fox will jump at the grapes.
8. The wolf will eat the lamb.
9. The crow will fly in search of water.
10. They will fly kites in the afternoon.

II. Rewrite the following as Interrogative Sentences:—

1. The sun will disappear behind the clouds.
2. The hunter will fire at those birds.
3. The train will arrive at 8.30.
4. I shall post this letter in the morning.
5. He will play a double game.
6. The dog will bark at them.
7. I shall polish my shoes.
8. He will forgive you.
9. It will not rain tonight.
10. She will turn off the tap.

III. Correct the following where necessary :-

1. He will eats mangoes.
2. I shall writen a letter.
3. Will eats the horse grass?
4. We shall played not football.
5. Will he catch not the ball?
6. Will fall the snow tonight?
7. I shall seen not the snake.
8. Shall we caught the train?
9. Will gone they to school on foot?
10. He will see not everything with his own eyes.

12. THE FUTURE CONTINUOUS TENSE

Present Participle* سے بنانے کے لئے Tense یہ بنانے کا طریقہ ہے
 will be یا shall be سے پہلے (جیسے will be sitting یا shall be sitting)

یہ Tense (جسے آردو میں "فعل مستقبل جاری" کہا جا سکتا ہے) ایسے کاموں کے لئے استعمال ہوتا ہے جو زمانہ مستقبل میں ہو رہے ہوں گے۔ اگر کسی فقرے میں I یا We بطور Subject آ رہا ہو تو Verb کی shall be والی فارم (Form) استعمال ہوتی ہے۔ لیکن اگر Subject ان دو لفظوں (یعنی I یا We) کے علاوہ کوئی اور Noun یا Pronoun ہو — تو Singular یا Plural — تو Verb کی will be والی فارم (Form) استعمال ہوتی ہے۔

اب ذیل کے فقروں کا بڑے غور سے مطالعہ کیجئے تاکہ گردان کرنا یہ Tense اچھی طرح آپ کے ذہن نشین ہو جائے۔

* Present Participle کی بناوٹ کے لئے دیکھئے صفحہ 10۔

| Person | Sentences | Sentences |
|-------------------------|--|--|
| I | I shall be sitting. We shall be sitting. | I shall be standing. We shall be standing. |
| II | You will be sitting. He will be sitting. She will be sitting. | You will be standing. He will be standing. She will be standing. |
| III | It will be sitting. They will be sitting. | It will be standing. They will be standing. |
| Singular & Plural Nouns | The boy will be sitting. Boys will be sitting. A cow will be sitting. Cows will be sitting. | The girl will be standing. Girls will be standing. The horse will be standing. Horses will be standing. |

★ اس Tense کے فقروں کو Negative (نافیہ) بنانے کے لئے shall یا will کے بعد not لگا دیجئے (جیسے I shall be running سے I shall not be running.)

★ اس Tense کے فقروں کو Interrogative (سوالیہ) بنانے کے لئے shall یا will کو فقرے کے Subject سے پہلے رکھ کر اس کے آخر میں سوالیہ علامت (?) لگا دیجئے (جیسے He will be sleeping سے Will he be sleeping?)

★ اس Tense کے Negative اور Interrogative فقروں کی مکی گردانوں کے لئے دیکھئے صفحہ 60۔

EXERCISE 12

I. Rewrite the following as Negative Sentences :—

1. He will be taking the examination.
2. I shall be milking the cow.
3. She will be driving the car herself.
4. We shall be enjoying the snowfall.
5. Birds will be flying in the air.
6. He will be teaching us English.
7. The procession will be passing through the main streets.
8. We shall be seeing everything with our own eyes.
9. The moon will be shining in the sky.
10. We shall be praying five times a day.

II. Rewrite the following as Interrogative Sentences :—

1. The patient will be crying with pain.
2. The sun will be setting at 6 p.m.
3. The postman will be coming very soon.
4. She will be reading the Holy Quran.
5. The snake will be biting the snake-charmer.
6. The police will be firing at the mob.
7. The horse will be running very fast.
8. They will be praying for your success.
9. The gardener will be watering the plants.
10. The lion will be roaring in the cage.

III. Correct the following where necessary :—

1. He will singing a song.
2. I shall not playing football.
3. Will be the policeman running after the thief?
4. Will the servant washing be my clothes?
5. Will not be, the cock crowing?
6. Will the ship

sinking in the sea be? 7. The passengers will be sitting not on the platform. 8. Will winning they the match? 9. The sun rising will in the east. 10. Will be the cow eat grass?

13. THE FUTURE PERFECT TENSE

بنانے کا صیغہ Past Participle کے لئے Tense یہ بنانے کے لئے will have یا shall have لگا دیا جاتا ہے (جیسے will have written یا shall have written)

(1) یہ Tense (جسے اردو میں "نومل مستقبل کامل" استعمال کہا جا سکتا ہے) ایسے کام کے لئے استعمال ہوتا ہے جو زمانہ مستقبل میں کسی دوسرے کام کے شروع ہونے سے پہلے مکمل ہو چکا ہوگا (جیسے The patient will have died before the doctor comes.) اگر کسی فقرے میں I یا We بطور Subject آ رہا ہو تو Verb کی shall have والی فارم (Form) استعمال ہوتی ہے اور Subject ان دونوں لفظوں (یعنی I اور We) کے علاوہ کوئی اور Noun یا Pronoun — Singular یا Plural — تو Verb کی have والی فارم (Form) استعمال ہوتی ہے۔

(2) یہ فعل ایسے کاموں کے لئے بھی استعمال ہوتا ہے جو زمانہ مستقبل میں کسی مقررہ وقت پر مکمل ہو چکے ہوں گے (جیسے I shall have reached home at 1.30 p.m.)

اب اگلے صفحہ کے فقروں کا بڑے غور سے مطالعہ کر دیا کیجئے تاکہ اس Tense کا استعمال اچھی طرح آپ کے ذہن نشین ہو جائے۔

| Person | Sentences | Sentences |
|--------|---|--|
| | I shall have reached home before the doctor comes. | I shall have finished my work before leaving for Murree. |
| I | We shall have reached home before the doctor comes. | We shall have finished our work before leaving for Murree. |
| II | You will have reached home before the doctor comes. | You will have finished your work before leaving for Murree. |
| | He will have reached home before the doctor comes. | He will have finished his work before leaving for Murree. |
| | She will have reached home before the doctor comes. | She will have finished her work before leaving for Murree. |
| III | It will have reached home before the doctor comes. | It will have finished its work before leaving for Murree. |
| | They will have reached home before the doctor comes. | They will have finished their work before leaving for Murree. |
| | This girl will have reached home before the doctor comes. | This girl will have finished her work before leaving for Murree. |
| | These girls will have reached home before the doctor comes. | These girls will have finished their work before leaving for Murree. |

Singular & Plural Nouns

اس Tense کے فقروں کو Negative (ناقیمہ) بنانے کے لئے shall یا will کے بعد not لگا دیجئے (جیسے) He will have died before the sun rises. He will not have died before the sun rises. - (sun rises).

اس Tense کے فقروں کو Interrogative (سوالیہ) بنانے کے لئے shall یا will کو فقرے کے Subject سے پہلے رکھ کر اس کے آخر میں سوالیہ علامت (?) لگا دیجئے (جیسے) The moon will have risen before you get up? Will the moon have risen before you get up? - (risen before you get up?)

اس Tense سے Interrogative اور Negative فقروں کی مکمل کردانوں کے لئے دیکھئے صفحہ 60۔

EXERCISE 13

- I. Rewrite the following as Negative Sentences :-
- The sun will have risen before we get up.
 - The train will have stopped before you wash your hands and face.
 - I shall have finished my work when you return home.
 - She will have changed her clothes before the taxi arrives.
 - The clock will have struck five before you finish the game.
 - The plane will have landed before you reach the airport.
 - We shall have won the match before the sun sets.
 - He will have put out the light before he goes to bed.
- II. Rewrite the following as Interrogative Sentences :-
- The rain will have stopped when the show is over.
 - I shall have changed my clothes before you knock at

the door. 3. She will have regained her senses, before the doctor enters the house. 4. He will have caught some fish, before the sun rises. 5. The washerman will have pressed your clothes, before you return. 6. The fox will have jumped many times at the grapes, before he loses all hope. 7. The police will have arrived here, before you break the gate of the factory. 8. I shall have finished reading the Holy Quran, before you get up.

III. Correct the following where necessary —

- The dog will have bitten him before he will run away.
- Will have the bus stopped before you will try to get into it?
- He will have not finished his work before the sun will set.
- Will have not the thief run away before the people will surround the house.
- They will not have done this sum before the time will over.
- Will have boiled she eggs before the guests will have come?
- She will have wrote not the letter when you will reach there.
- Will have not set the sun before you will cross the river?

14. THE FUTURE PERFECT CONTINUOUS TENSE

Present Participle بنانے کے لئے Tense یہ بنانے کا طریقہ
will have been یا shall have been سے پہلے
will have یا shall have been playing (جیسے) لگا دیا جاتا ہے
(been playing)

* Present Participle کی بناوٹ کے لئے دیکھئے صفحہ 10 -

(1) یہ Tense (جسے اردو میں "فعل مستقبل کامل جاری" کہا جا سکتا ہے) ایسے کاموں کے لئے استعمال ہوتا ہے جو "زمانہ مستقبل" میں کسی "مقررہ وقت" یا "مقررہ مدت" سے مسلسل جاری ہوں گے لیکن ختم نہیں ہوئے ہوں گے۔

(2) اس Tense کے فوراً بعد "مقررہ مدت" (Point of Time) کے لئے since آتا ہے اور "مقررہ مدت" (Period of Time) کے لئے for (جیسے I shall have been playing since morning یا They will (have been waiting for you for two hours.

(3) کسی فقرے میں "مقررہ وقت" یا "مقررہ مدت" کا ذکر ہی Future Perfect Continuous Tense کے استعمال کا باعث بنتا ہے۔ لیکن ان کے ذکر کے بغیر جو فقرہ بنے گا وہ Future Perfect Continuous Tense کا نہیں بلکہ صرف Future Continuous Tense کا ہوگا (جیسے I shall be playing in the garden یا They will be wait- (ing for you.

یہ Tense بہت ہی کم استعمال ہوتا ہے۔

اب اگلے صفحہ پر دئے ہوئے فقروں کا بڑے غور سے مطالعہ کیجئے تاکہ اس Tense کا استعمال اچھی طرح آپ کے ذہن نشین ہو جائے۔

Person

Sentences

I shall have been working since morning.
We shall have been working since morning.

I

You will have been working since morning.

II

He will have been working since morning.
She will have been working since morning.

It will have been working since morning.
They will have been working since morning.

III

The farmer will have been working since morning.
Farmers will have been working since morning.

Singular & Plural Nouns

Sentences

I shall have been swimming for twenty hours.
We shall have been swimming for twenty hours.

You will have been swimming for twenty hours.

He will have been swimming for twenty hours.
She will have been swimming for twenty hours.

It will have been swimming for twenty hours.
They will have been swimming for twenty hours.

My brother will have been swimming for twenty hours.
My brothers will have been swimming for twenty hours.

★ اس Tense کے ففروں کو Negative (نافیہ) بنانے کے لئے shall یا will کے بعد not لگا دیجئے (جیسے) The dog will have been barking since midnight. (barking since midnight).

★ اس Tense کے ففروں کو Interrogative (سوالیہ) بنانے کے لئے shall یا will کو فقرے کے Subject سے پہلے رکھ کر اس کے آخر میں سوالیہ علامت (?) لگا دیجئے (جیسے) Will he have been swimming since early morning? (swimming since early morning?)

★ اس Tense کے Negative اور Interrogative فقروں کی مکمل کردانوں کے لئے دیکھئے صفحہ 61۔

EXERCISE 14

1. Rewrite the following as Negative Sentences -

1. He will have been sleeping since morning.
2. We shall have been playing for two hours.
3. Rain will have been falling since 9 p.m.
4. The cow will have been grazing since noon.
5. The farmer will have been working in his field for nine hours.
6. The beggar will have been standing in the sun since long.
7. I shall have been correcting your composition for five minutes.
8. My servant will have been milking these cows for an hour.
9. Boys will have been going to school since early morning.
10. They will have been playing the match since 4 o'clock.

II. Rewrite the following as Interrogative Sentences :—

1. The cock will have been crowing since 4 A.M.
2. The policeman will have been running after the thief for five minutes.
3. They will have been climbing that hill for several hours.
4. We shall have been watching the television programme since 8 p.m.
5. The dogs will have been barking for half an hour.
6. My friends will have been swimming in the tank since sunset.
7. The morning star will have been shining in the sky for an hour.
8. We shall have been plucking flowers since early morning.
9. My brothers will have been flying kites since mid-day.
10. People will have been going to the mosque since long.

III. Correct the following where necessary :—

1. I shall have doing this sum for several minutes.
2. He will have been not looking at these pictures since two hours.
3. They will have been playing tennis from 4 o'clock.
4. Will have been the doctor visit the patients for 10 A.M.?
5. The cow will have been not grazing in this field from three hours.
6. Shall have I sleeping since 8 o'clock?
7. Will have the snow fall from midnight?
8. Birds will have sit in their nests from evening.
9. We shall been swimming in the tank from noon.
10. The peon will have been ringing the bell from 9 o'clock.

15. REVISION OF THE FUTURE TENSE

اب آپ نے Future کے بھی چاروں Tenses ختم کر لئے ہیں۔ اب بھر ایک دفعہ گہری نظر سے دیکھ کر اچھی طرح Revise کر لیجئے اور پھر اپنی قابلیت کا جائزہ لینے کے لئے مندرجہ ذیل مشق کو حل کیجئے۔

EXERCISE 15

I. Rewrite the following as Negative Sentences :—

1. He will win the prize.
2. The crow will be flying away.
3. The train will have stopped at this station.
4. I shall have gone out for a walk before he comes.
5. The rain will have been falling since morning.
6. We shall have helped them.
7. She will be milking her cows.
8. We shall be doing our duty.
9. My sister will have left for Peshawar tomorrow.
10. His dogs will be barking at them.
11. The hunter will have been running in the dark for several minutes.
12. We shall be going for the Hajj next year.

II. Rewrite the following as Interrogative Sentences :—

1. We shall be playing this match again tomorrow.
2. Birds will have been singing in the air since early morning.
3. We shall hire a tonga to go to school.
4. They will be praying for your success.
5. He will

have killed the snake before it bites him. 6. She will iron my clothes in the morning. 7. The doctor will have tested my eyes before you return. 8. They will be going to Murree by bus. 9. She will be visiting her grandfather tomorrow. 10. The sun will have set when the meeting ends. 11. They will help the poor. 12. Snow will be falling on the hills next months.

III. Correct the following where necessary :—

1. The show will be start after sunset. 2. They will be not going to the zoo in a taxi. 3. He will have locked his room before he will goes for a walk. 4. She will be wrote a letter to her mother. 5. Will have he pull the chain to stop the train? 6. The policeman will blow the whistle to stop the cyclist. 7. The barber will be not shaving the new comer immediately. 8. Will not he be having a cup of tea? 9. The old man will have died before the doctor will come. 10. He will not be bought a ticket for his friend. 11. I shall have been cheeking his accounts for a week or so. 12. Will not have the cashier paid him Rs. 50?

16. TABLES OF TENSES

اب لیجئے ہر ایک Tense کے تحت مثبت (Affirmative) ، منہی (Negative) اور سوالیہ (Interrogative) فقروں کے تفصیلی نقشے۔ ان کے مطالعہ سے آپ ہر تینوں قسموں کے فقروں کے بنانے کے طریقے بالکل واضح ہو جائیں گے۔ ان فقروں میں do اور does اور did کے استعمال کو بھی سمجھنے کی کوشش کیجئے ، not کے استعمال کو بھی Full Stop کے استعمال کو بھی اور Mark of Interrogation کے استعمال کو بھی۔

By the same Author

DIRECT & INDIRECT NARRATION MADE EASY

اس کتابچے میں فقروں کو ایک Form of Speech سے دوسری Form of Speech میں تبدیل کرنے کے لئے بنیادی تشریحات بھی ہیں ، حل شدہ مثالیں بھی ، ان سے اخذ کئے ہوئے اصول بھی ، حل طلب مشقیں بھی اور مدل سے انٹرمیڈیٹ تک امتحانوں میں آنے والے سوالات بھی۔

الفرض اس میں Direct & Indirect Narration کے متعلق ہر ایک بات کو اس حسن و خوبی سے اردو میں بیان کیا گیا ہے کہ سب کچھ خود بخود ذہن نشین ہوتا چلا جاتا ہے۔ سفید کاغذ پر دو رنگہ طباعت : قیمت صرف تین روپے

بذریعہ ڈاک منگوانے پر خرچ رجسٹری
وغیرہ کے لئے ایک روپیہ زاہد

QAUMI KUTUB KHANA

Circular Road o/s Bhati Gate, LAHORE

1. The Present Indefinite Tense

Affirmative

I go home.
We go home.
You go home.
He goes home.
She goes home.
It goes home.
They go home.

Negative

I do not go home.
We do not go home.
You do not go home.
He does not go home.
She does not go home.
It does not go home.
They do not go home.

Interrogative

Do I go home?
Do we go home?
Do you go home?
Does he go home?
Does she go home?
Does it go home?
Do they go home?

2. The Present Continuous Tense

Affirmative

I am going.
We are going.
You are going.
He is going.
She is going.
It is going.
They are going.

Negative

I am not going.
We are not going.
You are not going.
He is not going.
She is not going.
It is not going.
They are not going.

Interrogative

Am I going?
Are we going?
Are you going?
Is he going?
Is she going?
Is it going?
Are they going?

3. The Present Perfect Tense

Affirmative

I have gone.
We have not gone.
You have gone.
He has gone.
She has gone.
It has gone.
They have gone.

Negative

I have not gone.
We have not gone.
You have not gone.
He has not gone.
She has not gone.
It has not gone.
They have not gone.

Interrogative

Have I gone?
Have we gone?
Have you gone?
Has he gone?
Has she gone?
Has it gone?
Have they gone?

4. Present Perfect Continuous Tense

Affirmative

I have been going every day since May 13.
We have been going every day since May 13.
You have been going every day since May 13.
He has been going every day since May 13.
She has been going every day since May 13.
It has been going every day since May 13.
They have been going every day since May 13.

Negative

I have not been going every day since May 13.
We have not been going every day since May 13.
You have not been going every day since May 13.
He has not been going every day since May 13.
She has not been going every day since May 13.
It has not been going every day since May 13.
They have not been going every day since May 13.

Interrogative

Have I been going every day since May 13?
Have we been going every day since May 13?
Have you been going every day since May 13?
Has he been going every day since May 13?
Has she been going every day since May 13?
Has it been going every day since May 13?
Have they been going every day since May 13?

5. The Past Indefinite Tense

Affirmative

I went home.
We went home.
You went home.
He went home.
She went home.
It went home.
They went home.

Negative

I did not go home.
We did not go home.
You did not go home.
He did not go home.
She did not go home.
It did not go home.
They did not go home.

Interrogative

Did I go home?
Did we go home?
Did you go home?
Did he go home?
Did she go home?
Did it go home?
Did they go home?

TENSES MADE EASY

6. The Past Continuous Tense

| Affirmative | Negative | Interrogative |
|------------------|----------------------|-------------------|
| I was going. | I was not going. | Was I going ? |
| We were going. | We were not going. | Were we going ? |
| You were going. | You were not going. | Were you going ? |
| He was going. | He was not going. | Was he going ? |
| She was going. | She was not going. | Was she going ? |
| It was going. | It was not going. | Was it going ? |
| They were going. | They were not going. | Were they going ? |

7. The Past Perfect Tense

| Affirmative | Negative | Interrogative |
|-----------------------------------|---------------------------------------|------------------------------------|
| I had gone, when Ghizala came. | I had not gone, when Ghizala came. | Had I gone, when Ghizala came ? |
| We had gone, when Ghizala came. | We had not gone, when Ghizala came. | Had we gone, when Ghizala came ? |
| You had gone, when Ghizala came. | You had not gone, when Ghizala came. | Had you gone, when Ghizala came ? |
| He had gone, when Ghizala came. | He had not gone, when Ghizala came. | Had he gone, when Ghizala came ? |
| She had gone, when Ghizala came. | She had not gone, when Ghizala came. | Had she gone, when Ghizala came ? |
| It had gone, when Ghizala came. | It had not gone, when Ghizala came. | Had it gone, when Ghizala came ? |
| They had gone, when Ghizala came. | They had not gone, when Ghizala came. | Had they gone, when Ghizala came ? |

8. The Past Perfect Continuous Tense

| Affirmative | Negative | Interrogative |
|---|---|--|
| I had been going there since May 13. | I had not been going there since May 13. | Had I been going there since May 13 ? |
| We had been going there since May 13. | We had not been going there since May 13. | Had we been going there since May 13 ? |
| You had been going there since May 13. | You had not been going there since May 13. | Had you been going there since May 13 ? |
| He had been going there since May 13. | He had not been going there since May 13. | Had he been going there since May 13 ? |
| She had been going there since May 13. | She had not been going there since May 13. | Had she been going there since May 13 ? |
| It had been going there since May 13. | It had not been going there since May 13. | Had it been going there since May 13 ? |
| They had been going there since May 13. | They had not been going there since May 13. | Had they been going there since May 13 ? |

9. The Future Indefinite Tense

| Affirmative | Negative | Interrogative |
|---------------|-------------------|----------------|
| I shall go. | I shall not go. | Shall I go ? |
| We shall go. | We shall not go. | Shall we go ? |
| You will go. | You will not go. | Will you go ? |
| He will go. | He will not go. | Will he go ? |
| She will go. | She will not go. | Will she go ? |
| It will go. | It will not go. | Will it go ? |
| They will go. | They will not go. | Will they go ? |

TENSES MADE EASY

10. The Future Continuous Tense

| Affirmative | Negative | Interrogative |
|---------------------|-------------------------|----------------------|
| I shall be going. | I shall not be going. | Shall I be going ? |
| We shall be going. | We shall not be going. | Shall we be going ? |
| You will be going. | You will not be going. | Will you be going ? |
| He will be going. | He will not be going. | Will he be going ? |
| She will be going. | She will not be going. | Will she be going ? |
| It will be going. | It will not be going. | Will it be going ? |
| They will be going. | They will not be going. | Will they be going ? |

11. The Future Perfect Tense

| Affirmative | Negative | Interrogative |
|--|--|---|
| I shall have gone, when Ghizala comes. | I shall not have gone, when Ghizala comes. | Shall I have gone, when Ghizala comes ? |
| We shall have gone, when Ghizala comes. | We shall not have gone, when Ghizala comes. | Shall we have gone, when Ghizala comes. |
| You will have gone, when Ghizala comes. | You will not have gone, when Ghizala comes. | Will you have gone, when Ghizala comes. |
| He will have gone, when Ghizala comes. | He will not have gone, when Ghizala comes. | Will he have gone, when Ghizala comes. |
| She will have gone, when Ghizala comes. | She will not have gone, when Ghizala comes. | Will she have gone, when Ghizala comes. |
| It will have gone, when Ghizala comes. | It will not have gone, when Ghizala comes. | Will it have gone, when Ghizala comes ? |
| They will have gone, when Ghizala comes. | They will not have gone, when Ghizala comes. | Will they have gone, when Ghizala comes ? |

12. The Future Perfect Continuous Tense

| Affirmative | Negative | Interrogative |
|---|---|---|
| I shall have been working since May 13. | I shall not have been working since May 13. | Shall I have been working since May 13 ? |
| We shall have been working since May 13. | We shall not have been working since May 13. | Shall we have been working since May 13. |
| You will have been working since May 13. | You will not have been working since May 13. | Will you have been working since May 13. |
| He will have been working since May 13. | He will not have been working since May 13. | Will he have been working since May 13. |
| She will have been working since May 13. | She will not have been working since May 13. | Will she have been working since May 13. |
| It will have been working since May 13. | It will not have been working since May 13. | Will it have been working since May 13. |
| They will have been working since May 13. | They will not have been working since May 13. | Will they have been working since May 13. |

لیجئے انگریزی کے تمام کے تمام Tenses کا بیان ختم ہو گیا۔ اب آپ ہر ایک Tense کی بناوٹ، اس کے استعمال اور اس کی گردان کو سہ ہر کم از کم ایک بار - ضرور پڑھ لیجئے تاکہ ہر بات آپ کے ذہن پر اچھی طرح نقش ہو جائے۔ اس کے بعد Tenses کے متعلق ذیل کی Exercise کو حل کیجئے۔ اسے حل کرنے سے آپ کے معلومات میں جو آپ نے اس کتابچے کے مطالعہ سے حاصل کئے ہیں - پختگی پیدا ہوگی۔ پھر اپنے حل کو انگریزی کے کسی تجربہ کار معلم سے -

جو آپ کی غلطیوں کی نشاندہی بھی کر سکیں اور ان کے غلط ہونے کی وجہ بھی بیان کر سکیں۔ درست کرا لیجئے۔ ان کے ارشادات کو سمجھنے کی کوشش کیجئے تاکہ وہ غلطیاں آئندہ آپ سے برز نہ ہوں۔ اگر کہیں کوئی بات سمجھ نہ آئے (یا درستی کے لیے کوئی ماہر معلم نہ مل سکیں) تو مجھے لکھئے۔ میں آپ کی مشکل رفع کر دوں گا۔ لیکن جواب کے لئے بیس سے کے ٹکٹ والا اٹافہ (جس پر آپ نے اپنا گھر کا مکمل پتہ بھی خود ہی لکھ رکھا ہو) ارسال کرنا نہ بھولئے۔

MISCELLANEOUS EXERCISE 16

I. Rewrite the following sentences, using ONE of the words giving within brackets:—

- A. 1. The cow (*eat ; eats*) grass. 2. Boys (*play ; plays*) football. 3. The stars (*shine ; shines*) in the sky. 4. I (*pray ; prays*) five times a day. 5. These boys (*do ; does*) not learn their lessons. 6. My watch (*do ; does*) not keep correct time. 7. He (*do ; does*) not tell a lie. 8. (*Do ; Does*) they work very hard? 9. (*Do ; Does*) you mix with bad boys? 10. She (*weep ; weeps*) over her loss. 11. (*Do ; Does*) it rain very heavily in Murree these days? 12. We (*do ; does*) not write in ink. 13. Birds of a feather (*flock ; flocks*) together? 14. Two and two (*make ; makes*) four. 15. Barking dogs seldom (*bite ; bites*).

- B. 1. He did not (*go ; went*) to school. 2. Did you (*take ; took*) the examination? 3. Did she (*miss ; missed*) the train? 4. I did not (*write ; wrote*) a letter to my uncle. 5. When did Khalid (*buy ; bought*) this pen? 6. They did not (*win ; won*) the match. 7. Did he (*call ;*

called) you names? 8. She will not (*knock ; knocked*) at the door. 9. Will you (*buy ; bought*) me sweets? 10. We did not (*play ; played*) cricket. 11. The peon (*ring ; rang*) the bell. 12. He (*do ; does*) not travel second class. 13. Did they (*fire ; fired*) at the thief? 14. Diamond (*cut ; cuts*) diamond. 15. They did not (*win ; won*) the match. 16. Did you (*post ; posted*) that letter?

C. 1. We (*am ; is ; are*) playing at the cards. 2. My father (*am ; is ; are*) going to Karachi. 3. (*Was ; Were*) she laughing at us? 4. These boys will be (*swim ; swimming*) in the river. 5. Birds are (*fly ; flying*) in the air. 6. The sun was (*set ; setting*) behind the hills. 7. I shall be (*play ; playing*) with my dolls. 8. (*Has ; Have*) the policeman-caught the thief? 9. It has been raining (*for ; since*) daybreak. 10. Had it been raining (*for ; since*) three hours? 11. They will have been swimming in the tank (*for ; since*) forty-eight hours. 12. He has been serving his country (*for ; since*) 1970. 13. The dog had been barking (*for ; since*) midnight. 14. I have been learning my lesson (*for ; since*) two days. 15. Had he been working in that office (*for ; since*) seven years? 16. Did you not (*call ; called*) him names? 17. My friend (*do ; does*) not travel third class. 18. Did she (*obtain ; obtained*) only pass marks in English? 19. (*Am ; Is ; Are*) he a fool of the first water? 20. My mother (*is ; are*) going to Quetta tomorrow. 21. Did you (*forget ; forgot*) his name? 22. The postman (*do ; does*) not get a very good salary. 23. (*Has ; Have*) your mother (*lose ; loose ; lost*) her purse? 24. (*Do ; Does ; Did*) the servant

(break ; broke : broken) the tea-pot? 25. He has been suffering from fever (for ; since ; from) a week?

II. Correct the following :—

A. 1. I am play football. 2. You are tell a lie. 3. She is live with her aunt. 4. Does he goes to school on foot? 5. Does they sings a song? 6. He does not smokes. 7. She do not irons my clothes. 8. She did not wrote a letter to her brother. 9. Did he broke your pen? 10. The dog did not barked at the beggar. 11. He is work very hard these days. 12. The police did not entered the house by force. 13. Parents are love their children. 14. They are not live in this house. 15. She do not learns her lesson.

B. 1. I was fly a kite yesterday. 2. He playing with his friends. 3. We bathing in the river. 4. The fisherman was catch fish. 5. The old man milking the cow. 6. The villagers will running after the thieves. 7. They are not tell a lie. 8. Will they working all the day long? 9. He sleeping in this room. 10. They playing a match against the Friends Club. 11. The teacher marking our papers. 12. I shall doing my duty. 13. Is he, fly to London tomorrow? 14. They are not go with me to Karachi this month. 15. Is he afraid of his own shadow? 16. Was the train run to time?

C. 1. We have buy a new house. 2. He is eaten too much. 3. This boy has stole my watch. The post-man has not bring any letter for me. 5. The old man has died yesterday. 6. I have received a letter from my

father on Monday. 7. The villager had pull the chain to stop the train. 8. He will tell us everything when he will come here. 9. She will not come to your house if you will not invite her. 10. The patient had died when the doctor had come. 11. I had bought these shoes last month. 12. The train will have reached Peshawar when the sun will rise. 13. We had finished our work in time. 14. Had he shifted to a new house? 15. Snow will have been falling here from 4 o'clock.

D. 1. They have been playing at the cards since two hours. 2. His neighbour already came yesterday. 3. I had been knocking at your door from fifteen minutes. 4. He will not forgive you if you will not speak the truth. 5. We were reading in that school for two years. 6. Had the train arrived before you had reached the platform? 7. Had they crossed the river by means of boats? 8. Have these ladies been crying from half-an-hour? 9. Will she have plucked these flowers before you will get up? 10. She had eat to her fill. 11. He has been beat this boy from five minutes. 12. They have left for Mecca last evening. 13. I already visited Murree. 14. We had knocked thrice at your door. 15. She will have gone before you will come.

III. A. Rewrite the following as directed :

- | | |
|--------------------------------|-----------------|
| 1. My brother plays cricket. | (Use brothers). |
| 2. The cow gives milk. | (Use cows). |
| 3. The dog eats meat. | (Use dogs). |
| 4. Your friends fail in Urdu. | (Use friend). |
| 5. The hens lay eggs. | (Use hen). |
| 6. The stars shine in the sky. | (Use star). |

B. Fill in the blanks with "am", "is", "are", "was", "were", "will be" or "shall be" :-

1. She ~~is~~ singing us a song yesterday.
2. We ~~are~~ leaving for Karachi tonight.
3. I ~~am~~ suffering from fever tomorrow.
4. The policeman ~~is~~ running after the thief last night.
5. I ~~am~~ laughing at my own mistakes now.
6. Javeid ~~is~~ taking the examination today.

C. Fill in the blanks with the correct words selected from those given within brackets :-

1. The servant has ~~broken~~ a cup. (*breaking, broke, broken*).
2. We had already ~~take~~ tea. (*take, took, taken*).
3. The old man will have ~~die~~ before midnight. (*die, died*).
4. It ~~is~~ raining since morning. (*is, has been*).
5. You are ~~tell~~ a lie. (*tell, telling, told*).
6. She ~~was~~ crying for an hour. (*was, had been*).

IV. Rewrite the following sentences, changing the Verb in the Past Tense in each case :-

- A. 1. I write. 2. She plays tennis in the afternoon.
3. The woodcutter sells wood in the market. 4. We eat rice in the evening every day. 5. The sun sets in the west. 6. The farmer gets up very early in the morning.
7. We buy second-hand books. 8. The cow gives milk.
9. I write a letter to my mother every day. 10. Birds fly

in the air. 11. The fisherman catches fish. 12. You speak very boldly. 13. The robbers kill the travellers in the jungle. 14. It rains very heavily in Murree in August. 15. I pray five times a day.

1. She beats her children off and on. 2. My friend speaks to me very nicely. 3. You do not speak the truth. 4. Have you finished your work in time? 5. We take tea at 5 o'clock. 6. He does not back out of his promise. 7. My friend's friend does not like taking a bath in the evening. 8. Do you want to go to the pictures today? 9. They have been working since morning. 10. I do not want to let you out of him out. 11. She speaks the truth. 12. He will let you go home. 13. I am learning this poem by heart. 14. Do you want to sleep in this room? 15. We call a spade a spade.

A) Rewrite the following sentences, changing the Verb in the Present Tense in each case :-

1. I took a bath in the morning. 2. She pulled the train to stop the train. 3. He kept quiet. 4. He swore that he would help me. 5. Aslam did not knock at my door this morning. 6. The beggar had been sitting here under the sun since noon. 7. Did she teach you English? 8. He would not be playing with those boys. 9. The man milked his cows before sunrise. 10. Had it been raining since midnight? 11. I did not let her change her dress. 12. Was the peon ringing the bell? 13. The thieves broke into the house in their absence. 14. Was he playing? 15. He went to Islamabad every day.

(B) Rewrite the following sentences changing the Verb to the Future Tense in each case :-

1. The policeman caught the thief.
2. We laid my clothes.
3. The servant stole my wrist-watch yesterday.
4. She eats rice every day.
5. They are playing cards.
6. Has he left for Quetta?
7. The dog barks at these boys.
8. You failed in English.
9. I did polish my shoes.
10. Does he call you names?
11. The children are not making a noise.
12. We like snow.
13. She won a prize for saving his life.
14. This keeper gave us a short measure.
15. He called in the doctor at once.

VI. Complete the following sentences by using the proper form of the Verb given in brackets at the end of each sentence.

- (A) 1. She --- for Karachi last week. (*leave*).
 2. He --- a bath every morning. (*take*).
 3. He --- my uncle tomorrow. (*see*).
 4. He --- the morning every day. (*take*).
 5. He has --- a poem by heart? (*learn*).
 6. He has --- in English five marks only. (*fail*).
 7. It has been --- since more than a year. (*rain*).
 8. The bell --- when I entered the classroom. (*go*).
 9. The policeman --- the thief before he could catch him. (*catch*).
 10. He is --- a lie. (*tell*).
 11. The dog --- the beggar. (*bite*).
 12. The old man is --- slowly. (*work*).
 13. The postman --- this letter for me yesterday. (*bring*).
 14. Was he --- his servant? (*answer* :-
 15. The rain --- before we reached Multan. (*stop*).
 16. Has she --- two eggs since long? (*boil*).

- (B) 1. She --- her clothes before we go out for a walk. (*change*).
 2. The baby had --- since morning.

3. Tomorrow we --- to the pictures. (*go*).
 4. Have you --- a telegram to his father? (*send*).
 5. He --- my clothes. (*wash*).
 6. God --- those who help themselves. (*help*).
 7. Were they --- for us? (*wait*).
 8. We --- up as soon as the clock struck four. (*get*).
 9. --- my shoes only yesterday. (*polish*).
 10. My hen --- an egg. (*lay*).
 11. The sun --- in the east. (*rise*).
 12. Have they --- the match? (*win*).
 13. The teacher --- the ball for ten minutes. (*call*).
 14. We --- the examination next year. (*take*).
 15. All is well that --- well. (*end*).

17. QUESTIONS ON OBJECTIVE PATTERN

ذیل کی مشق آن سوالات پر بہت متامل ہے جنہوں نے Objective Pattern پر مرتب کیا گیا ہے۔ یہ ایک نیا انداز ہے جس میں طلبہ و طالبات کی قابلیت کا جائزہ لیا جاتا ہے۔ اسے مغربی ممالک کے تعلیمی ادارہ ہائے تحقیق نے وضع کیا ہے اور اسے ہمارے ملک کے درسی کتابوں میں بھی اپنایا گیا ہے۔

Rewrite as Negative sentences :-

Three suggested Negatives are given under each sentence. Write the correct one as your answer below in bold type. Choose the correct one as your answer :-

- He broke my pen.
 (a) He did not broke my pen.
 (b) He did not break my pen.
 (c) He did not broken my pen.

2. She sings a song.
 (a) She do not sing a song.
 (b) She does not sing a song.
 (c) She does not sings a song.
3. I sleep in this room.
 (a) I do not sleep in this room.
 (b) I do not sleeps in this room.
 (c) I does not sleep in this room.
4. We are going home.
 (a) We do not going home.
 (b) We are not go home.
 (c) We are not going home.
5. He have bought this cow.
 (a) We have not bought this cow.
 (b) We have not buy this cow.
 (c) We are not bought this cow.
6. They have been working since morning.
 (a) They have been not working since morning.
 (b) They have been not work since morning.
 (c) They have not been working since morning.
7. She left for Karachi.
 (a) She left not for Karachi.
 (b) She did not left for Karachi.
 (c) She did not leave for Karachi.
8. He stole my pen.
 (a) He did not stole my pen.

- (b) He did not steal my pen.
 (c) He did not stolen my pen.
9. I was learning my lesson.
 (a) I was not learnt my lesson.
 (b) I did not learnt my lesson.
 (c) I was not learning my lesson.
10. She has been working since morning.
 (a) She had been not working since morning.
 (b) She had not been working since morning.
 (c) She not had been working since morning.
11. We shall go home.
 (a) We shall not go home.
 (b) We shall go not home.
 (c) We not shall go home.
12. The dog will be barking.
 (a) The dog will be not barking.
 (b) The dog will not be barking.
 (c) The dog not will be barking.
13. She will have milked the cow before sunset.
 (a) She will not have milked the cow before sunset.
 (b) She will have not milked the cow before sunset.
 (c) She will not have milk the cow before sunset.
14. It will have been raining for an hour.
 (a) It will have not been raining for an hour.
 (b) It will have been not raining for an hour.
 (c) It will not have been raining for an hour.

II. Rewrite as Interrogative sentences :—

Three suggested Interrogative forms are given under each sentence, printed below in bold type. Choose the correct one as your answer.

1. **Snow falls in January.**
 - (a) Do snow falls in January ?
 - (b) Does snow falls in January ?
 - (c) Does snow fall in January ?
2. **Birds fly in the air.**
 - (a) Do birds fly in the air ?
 - (b) Does birds fly in the air ?
 - (c) Are birds fly in the air ?
3. **They are singing a song.**
 - (a) Are they singing a song ?
 - (b) Do they singing a song ?
 - (c) Does they singing a song ?
4. **You have cheated them.**
 - (a) Have cheated them you ?
 - (b) Are you cheated them ?
 - (c) Have you cheated them ?
5. **She will pray for us.**
 - (a) Will she pray for us ?
 - (b) Will pray she for us ?
 - (c) Will she prayed for us ?

6. **The doctor had already tested his eyes.**
 - (a) Had already tested the doctor his eyes ?
 - (b) Had tested the doctor his eyes already ?
 - (c) Had the doctor already tested his eyes ?
7. **We had not been learning this poem for two days.**
 - (a) Had not we been learning the poem for two days ?
 - (b) Had we not been learning this poem for two days ?
 - (c) Had we been not learning this poem for two days ?
8. **The peon will be ringing the bell.**
 - (a) Will the peon be ringing the bell ?
 - (b) Will be the peon rang the bell ?
 - (c) Will the peon be rings the bell ?
9. **Her baby has been crying since midnight.**
 - (a) Have her baby been crying since midnight ?
 - (b) Has been her baby crying since midnight ?
 - (c) Has her baby been crying since midnight ?
10. **She will be swimming in the tank.**
 - (a) Will be she swim in the tank ?
 - (b) Will be she swan in the tank ?
 - (c) Will she be swimming in the tank ?
11. **He won a prize.**
 - (a) Did he won a prize ?
 - (b) Did he win a prize ?
 - (c) Had he win a prize ?
12. **Birds were flying in the air.**
 - (a) Were birds flying in the air ?
 - (b) Were birds flown in the air ?
 - (c) Had birds been flying in the air ?

III. Only one sentence in each of the following groups is correct. Write down the correct sentences from each :-

1. (a) He go to school on foot.
(b) He is go to school on foot.
(c) He goes to school on foot. ✓
2. (a) I am play football.
(b) I have play football.
(c) I play football. ✓
3. (a) She do not read in this class.
(b) She does not reads in this class. ✓
(c) She does not read in this class.
4. (a) Did you fly kites ? ✓
(b) Did you flew kites ?
(c) Did you flown kites ?
5. (a) Was he broke the jug ?
(b) Did he broke the jug ?
(c) Did he break the jug ? ✓
6. (a) It was raining from 5 p.m.
(b) It had been raining since 5 p.m. ✓
(c) It had been raining from 5 p.m.
7. (a) She will have forgets your name.
(b) She will have forgot your name.
(c) She will have forgotten your name. ✓
8. (a) Did he call you names ? ✓
(b) Did he calls you names ?
(c) Did he called you names ?
9. (a) You did not spoke the truth.
(b) You did not speak the truth. ✓
(c) You did not spoken the truth.

10. (a) We are live in this house.
(b) We lives in this house. ✓
(c) We live in this house. ✓
11. (a) He has eaten sweets. ✓
(b) He has ate sweets.
(c) He has eat sweets.
12. (a) Girls had gone when the boys had entered the hall.
(b) Girls were gone when the boys entered the hall.
(c) Girls had gone when the boys entered the hall. ✓

IV. Complete these words by filling in the blanks :-

1. (a) Ch.....s..... (b) chose, (c) cho.....s.....
2. (a) Beat..... (b) be..... (c) beat.....
3. (a) Catch..... (b) c..... (c) c.....
4. (a) Hang..... (b) h.....g (c) h.....g.
5. (a) Lie..... (b) l.....y (c) l.....n.
6. (a) Ride..... (b) r..... (c) r.....
7. (a) Wring..... (b) wr.....g (c) wr.....g.
8. (a) S.....k (b) sank..... (c) s.....k.
9. (a) Te.....r (b) to.....e (c) tor.....
10. (a) K.....p (b) kept..... (c) k.....
11. (a) Shr.....nk (b) shr.....nk (c) shr.....nk.
12. (a) Sing..... (b) s.....ng (c) s.....g.

18. THE THREE FORMS OF THE VERB

اب اس کتابچے کے آخر میں تقریباً ہونے دو صد کثیر الاستعمال Verbs کی تینوں تینوں Forms درج کرنے سے اس کا مضمون ہائے تکمیل کو پہنچ جاتا ہے۔ اس فہرست کو ہجوں (spelling) اور معانی سمیت زبانی یاد کر لیجئے کیونکہ یہ درست انگریزی لکھنے اور بولنے کی صلاحیت پیدا کرنے میں آپ کو انشاء اللہ تعالیٰ ایک ٹھوس بنیاد کا کام دے گی۔

| Present | Past | Past Participle |
|---------|----------------------------|-----------------|
| 1. add | جمع کرنا added | added |
| allow | اجازت دینا allowed | allowed |
| am | ہوں was | been |
| arise | اٹھنا arose | arisen |
| ask | پوچھنا asked | asked |
| bear | لے جانا / جم دینا bore | borne |
| beat | ہیٹنا beat | beaten |
| become | ہونا became | become |
| begin | شروع کرنا (ہونا) began | begun |
| belong | ملکت ہونا belonged | belonged |
| 2. bite | دانتوں سے کاٹنا - ڈسنا bit | bitten |
| blame | الزام دینا blamed | blamed |
| break | ٹوڑنا broke | broken |
| bring | لانا brought | brought |
| build | بنانا - تعمیر کرنا built | built |

Present

Past

Past Participle

| | | |
|-----------|--------------------------------|---------|
| burn | جلانا - جلنا burnt | burnt |
| buy | خریدنا bought | bought |
| call | بلانا called | called |
| catch | پکڑنا caught | caught |
| change | تبدیل کرنا changed | changed |
| cheat | فریب دینا cheated | cheated |
| 3. choose | چن لینا chose | chosen |
| climb | چڑھنا climbed | climbed |
| come | آنا came | come |
| cover | ڈھانپنا covered | covered |
| cut | کاٹنا cut | cut |
| deal | سلوک کرنا - کاروبار کرنا dealt | dealt |
| die | ونات پانا died | died |
| dig | کھودنا dug | dug |
| 4. do | کرنا did | done |
| doubt | شک کرنا doubted | doubted |
| draw | کھینچنا drew | drawn |
| dream | خواب دیکھنا dreamt | dreamt |
| drink | پینا drank | drank |
| drive | چلانا - ہانکنا drove | drove |
| drown | ڈوبنا drowned | drowned |
| eat | کھانا ate | eaten |
| fall | گرننا fell | fallen |
| feel | محسوس کرنا felt | felt |

| Present | Past | Past Participle | Present | Past | Past Participle |
|----------|---------------------------------------|-----------------|-----------|----------|-----------------|
| fell | کاٹ کر گرانا | felled | felled | ہت | hurt |
| fight | لڑائی کرنا - لڑنا | fought | fought | ہت | hurt |
| find | پانا - حاصل کرنا | found | found | insult | insulted |
| 5. fly | اڑنا - اڑانا | flew | flown | join | joined |
| forbid | منع کرنا | forbade | forbidden | joke | joked |
| forget | بھول جانا | forgot | forgotten | 7. judge | judged |
| forgive | معاف کرنا | forgave | forgiven | jump | jumped |
| forsake | ترک کر دینا | forsook | forsaken | keep | kept |
| get | لینا - حاصل کرنا | got | got | kill | killed |
| give | دینا | gave | given | kneel | knelt |
| go | جانا | went | gone | know | knew |
| grow | آگنا | grew | grown | lay | laid |
| guard | حفاظت کرنا | guarded | guarded | lead | led |
| 6. guide | رہبری کرنا | guided | guided | leap | leapt |
| hang | لٹکانا | hung | hung | learn | learnt |
| has | رکھتا (رکھتی) ہے | had | had | leave | left |
| hate | نفرت کرنا | hated | hated | 8. lend | lent |
| have | رکھتا (رکھتی) ہے رکھتا (رکھتی) ہوں | had | had | let | let |
| hear | سننا | heard | heard | lie | lain |
| hide | چھپانا | hid | hidden | lie | lied |
| hit | ضرب لگانا | hit | hit | light | lit:lighted |
| hold | پکڑنا | held | held | load | loaded |

| Present | Past | Past Participle | Present | Past | Past Participle | | |
|-----------|---------------------|-----------------|------------|-----------|-------------------|----------------|-----------------|
| lose | کھو دینا | lost | lost | رگڑنا | rubbed | rubbed | |
| love | محبت کرنا | loved | loved | تباہ کرنا | ruined | ruined | |
| make | بنانا | made | made | دوڑنا | ran | run | |
| meet | ملاقات کرنا | met | met | پڑھانا | taught | taught | |
| melt | پگھلانا | melted | melted | غائب ہونا | vanished | vanished | |
| 9. murder | قتل کرنا | murdered | murdered | 11. wake | جاگنا | { wake woke | { waked woke |
| narrate | بیان کرنا | narrated | narrated | walk | چلنا | walked | walked |
| offer | پیش کرنا | offered | offered | want | چاہنا | wanted | wanted |
| open | کھولنا | opened | opened | saw | آہ چلانا | sawed | sawn |
| order | حکم دینا | ordered | ordered | say | کہنا | said | said |
| pardon | معاف کرنا | pardoned | pardoned | search | تلاش کرنا | searched | searched |
| pass | کامیاب ہونا - گزرنا | passed | passed | see | دیکھنا | saw | seen |
| pay | ادا کرنا | paid | paid | sell | فروخت کرنا | sold | sold |
| praise | تعریف کرنا | praised | praised | send | بھیجنا | sent | sent |
| pray | دعا مانگنا | prayed | prayed | sew | سلائی کرنا | sewed | sewn |
| prove | ثابت کرنا | proved | proved | shake | ہلانا | shook | shaken |
| 10. pull | کھینچنا | pulled | pulled | shine | چمکانا | shone | shone |
| push | دھکیلنا | pushed | pushed | 12. sing | گانا | sang | sung |
| put | رکھنا | put | put | sink | ڈوبنا (بے جان کا) | sank | sunk |
| quarrel | جھگڑنا | quarrelled | quarrelled | sit | بیٹھنا | sat | sat |
| read | پڑھنا | read | read | shoot | گولی مارنا | shot | shot |
| ride | سواری کرنا | rode | ridden | shut | بند کرنا | shut | shut |
| ring | بجانا - بجانا | rang | rung | shrink | سکڑنا | shrank | shrank |
| rise | اُٹھنا - طلوع ہونا | rose | risen | show | دکھانا | showed | shown |

| Present | Past | Past Participle |
|-----------|--------------------------------|----------------------|
| sleep | سو جانا slept | slept |
| smell | سونگھنا smelt | smelt |
| smile | مسکراتا smiled | smiled |
| sow | بونا sowed | sown |
| speak | بولنا spoke | spoken |
| 13. spell | ہجے کرنا spelt | spelt |
| spend | خرچ کرنا - گزارنا spent | spent |
| spread | پھیلانا - پھیلانا spread | spread |
| spring | آچھلنا sprang | sprung |
| stand | کھڑا ہونا stood | stood |
| start | شروع کرنا - روانہ کرنا started | started |
| state | بیان کرنا stated | stated |
| stay | ٹھہرنا - ٹھہرنا stayed | stayed |
| steal | چوری کرنا - چرانا stole | stolen |
| sting | ڈنگ مارنا stung | stung |
| strike | مارنا - ٹکرانا struck | { struck stricken |
| swear | قسم کھانا swore | sworn |
| 14. sweep | جھاڑو دینا swept | swept |
| swell | سوجنا - ورم ہونا swelled | swollen |
| swim | تیرنا swam | swum |
| take | لینا took | taken |
| talk | گفتگو کرنا - بولنا talked | talked |
| tear | پھاڑنا tore | torn |

| Present | Past | Past Participle |
|----------|--------------------------|-----------------|
| tell | بتانا told | told |
| think | سوچنا thought | thought |
| throw | پھینکنا threw | thrown |
| touch | چھونا touched | touched |
| 15. wash | دھونا washed | washed |
| waste | ضائع کرنا wasted | wasted |
| wear | پہنا wore | worn |
| weave | بتنا wove | woven |
| weep | رونا wept | wept |
| win | جیت لینا - حاصل کرنا won | won |
| wish | چاہنا wished | wished |
| work | کام کرنا worked | worked |
| wound | خمی کرنا wounded | wounded |
| wring | چوڑنا wrung | wrung |
| write | لکھنا wrote | written |

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19. EXAMINATION QUESTIONS

(A) MIDDLESCHOOL EXAMINATIONS

I. (a) Rewrite the following in the Present Tense :—

1. He bought a cat. 2. Did he open the door
3. I set you to school to learn. 4. He carried out the orders of his master. 5. He bought a ticket.

(b) Rewrite the following in the Past Tense :—

1. Is the baby weeping? 2. I learn my lesson.
3. This girl does not play with her dolls. 4. This book cost me five rupees. 5. How do you do?

(c) Rewrite the following in the Future Tense :—

1. I am spending a week with my uncle. 2. He speaks to me.
3. He runs very fast. 4. He has been working very hard. 5. I want a book.

(a) Rewrite the following as Negative Sentences :—

1. I train my dog yesterday. 2. You write a letter to your brother. 3. I sleep in the room. 4. He sings a sweet song. 5. They go to school.

(b) Rewrite the following as Interrogative Sentences :—

1. He posted the letter. 2. I see a lion. 3. She works hard. 4. You looked tired. 5. We obey our parents.

EXAMINATION QUESTIONS

(B) SECONDARY SCHOOL CERTIFICATE EXAMINATIONS

I. (a) Give the Past Tense of the following and then use each in a sentence :—

- Speak ; forgive ; hold ; learn ; rise ; beat ; break ; find ; lose ; throw.

(b) Give the first form of the following and then use each in a sentence :—

- rose ; tore ; leapt ; led ; left ; bid.

(c) Use the following in the Future Tense :—

- Jump ; land ; pay ; happen.

II. (a) Rewrite the following, changing the Verbs into the Past Tense :—

1. Aslam comes to school in time. 2. He obeys his teachers.

(b) Rewrite the following, changing the Verbs into the Present Tense :—

1. The boys will not throw stones. 2. Zulfi was intelligent.

(c) Rewrite the following into the Future Tense :—

1. He speaks the truth. 2. My father became angry.

III. (a) Rewrite the following, using the correct form of the Verbs within brackets :—

1. He has just.....out (go). 2. She..... to go home. (forbid).
3. I.....him three days ago. (see). 4. I.....

have been.....here for months. (ive) 5. I am.....at what you say. (surprise).

(b) Fill in each blank by choosing the right form of the verb given within brackets :—

1. The thief.....good his escape. (make ; made).
- Things are not what they..... (seem ; seems).
3. Urdu is.....in almost all parts of Pakistan. (speak ; spoke ; spoken).
- Boys knew that they.....at fault. (are ; were).
4. Our farmers.....the cream of our society. (is ; are).
5. Nasir did not.....books. (buying ; bought ; buy ; buys).

IV. (a) Rewrite the following as Affirmative Sentences :—

1. It does not rain much in Karachi.
2. Some boys do not like singing.
3. He did not go there.
4. She does not work hard.
5. He does not come to school in time.

(b) Rewrite the following as Negative Sentences :—

1. She leads a simple life.
2. You felt better.
3. His father lives in Peshawar.
4. He went to school yesterday.
5. I eat a mango daily.

(c) Rewrite the following as Interrogative Sentences :—

1. The thief stole my box.
2. I say my prayers regularly.
3. The train left the station at 4 p.m.
4. The peon rings the bell.
5. He is teaching us English.

V. Correct the following :—

1. When you are going to marry?
2. Where your house is situated?
3. I am living here for ten years.
4. My father have left for Karachi this morning.
5. This pencil is belong to me.
6. When I shall reach there I shall write to you.
7. He has come yesterday.
8. The hen has lain an egg.
9. If he will come, I shall go.
10. How you managed to pass the examination?

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The Verb & Related Words Made Easy

یہ کتابچہ Verb اور اس سے بننے والے بے شمار الفاظ (Adjectives, Nouns) کا ایک بیش قیمت خزانہ ہے۔ ہر verb کی تینوں Forms اور ان میں سے ہر ایک لفظ کے معانی اور فقروں میں ان کے استعمال نے اس کی خوبیوں کو چار چاند لگا دئے ہیں۔ ان فقروں میں سینکڑوں ایسے کارآمد الفاظ ان کے Antonyms اور محاورات بھی ہیں جو آپ کے ذخیرۃ الفاظ میں جواہرات کی طرح جگمگائیں گے۔

QAUMI KUTUB KHANA, LAHORE

20. تمام TENSES کے استعمال کو یاد رکھنے کی خاص خاص باتیں

(1) Present Indefinite Tense میں Verb کی First Form کے ساتھ am استعمال ہو سکتا ہے نہ is اور نہ are -

(2) Past Indefinite Tense میں Verb کی Second Form کے ساتھ was استعمال ہو سکتا ہے نہ were -

(3) کسی Verb کا Present Participle تنہا بطور Finite Verb استعمال نہیں ہو سکتا جب تک کہ اس کے ساتھ Present Tense میں am یا is یا are ، Past Tense میں was یا were اور Future Tense میں shall be یا will be کو بھی شامل نہ کیا جائے۔

(4) کسی Verb کا Past Participle تنہا بطور Finite Verb استعمال نہیں ہو سکتا جب تک کہ اس کے ساتھ Present Tense میں has یا have ، Past Tense میں had ، اور Future Tense میں shall have یا will have لگایا نہ جائے۔ پھر اس کے ساتھ had یا shall have یا will have استعمال کرنے کے لئے ضروری ہے کہ ایک ہی فقرے میں یکے بعد دیگرے ایک کام کے ختم ہونے اور دوسرے کام کے شروع ہونے کا ذکر بھی ہو۔

(5) کسی Verb کے Present Participle کے ساتھ has been یا have been یا had been استعمال ہو سکتا ہے جب فقرے میں since یا for بھی استعمال ہو رہا ہو۔ اور since یا for کے استعمال کے لئے ضروری ہے کہ فقرے میں کام شروع ہونے کے "وقت" یا کام شروع ہونے کی "مدت" کا ذکر بھی ہو۔

21. اس کتابچے سے کم سے کم وقت میں زیادہ سے زیادہ فائدہ اٹھانے کے لئے اس کا مطالعہ مندرجہ ذیل ہدایات کے مطابق کیجئے :-

پہلے دن پہلا Tense ، دوسرے دن دوسرا Tense ، تیسرے دن تیسرا Tense اور چوتھے دن چوتھا Tense — تھوڑے تھوڑے وقفوں کے بعد — کئی کئی مرتبہ — بڑے غور سے اس طرح پڑھئے کہ اس کے متعلق لکھی ہوئی ہر ایک بات اچھی طرح آپ کے ذہن نشین ہو جائے۔

(2) اگر آپ ایک دن میں ایک Tense ختم نہ کر سکیں تو اسے دو یا تین دنوں میں ختم کرنے میں کوئی ہرج نہیں ہے۔ لیکن ہر ایک Tense کا بطریق احسن ختم ہونا اور اس میں لکھی ہوئی ہر ایک بات کا اچھی طرح ذہن نشین ہونا بے حد ضروری ہے۔

(3) ہر روز نیا Tense شروع کرنے سے پہلے پچھلے دن کا سبق دہرا لیجئے۔

(4) پانچویں دن کوئی نیا Tense پڑھنے کی بجائے پچھلے چاروں Tenses پھر ایک دفعہ اچھی طرح پڑھ لیجئے تاکہ کوئی بات آپ کو بھولنے نہ پائے۔

(5) پانچواں ، چھٹا ، ساتواں اور آٹھواں Tense بھی اسی طرح تیار کیجئے (جس طرح پہلے چار Tenses کے لئے اوپر لکھا جا چکا ہے) اور دسویں دن پچھلے چاروں دنوں کے پڑھے ہوئے Tenses کو بھی دہرا لیجئے۔

اگلے چار دنوں میں آخری چار Tenses بھی اسی طرح تیار کیجئے اور پندرہویں دن - پہلے صبح کے وقت پچھلے چار دنوں کے Tenses کو دہرائیے - اور پھر شام کے وقت - تمام کے تمام Tenses کو -

(7) روزانہ صفحات 56 ، 57 ، 58 ، 59 ، 60 اور 61 سے متعلقہ Tense(s) کی گردان (گردانوں) کو بار بار پڑھنے اور دہرائیے تاکہ اس (آن) کے بیانہ ، نافیہ اور سوالیہ قروں کی بناوٹیں آپ اچھی طرح سمجھ جائیں -

(8) روزانہ صفحات 76 تا 83 سے دس بارہ Verbs کی تینوں تینوں Forms کو - ہجوں اور سغانی سمیت - زبانی یاد کیجئے اور یہ کتابچہ ختم ہونے تک انہیں ہر روز دہراتے رہئے - (میں نے Verbs کی اس طویل فہرست کو پندرہ دنوں میں تقسیم کر رکھا ہے لیکن - اگر آپ چاہیں - تو ایک ماہ میں ختم کر لیں -)

(9) ہر ایک Tense کے ساتھ اس کی Exercise کو ضرور حل کیجئے اور سب سے آخر میں صفحات 62 سے آخر تک دی ہوئی Exercises کو بھی -

(10) ہر ایک Exercise کسی لائق معلم سے - جو آپ کی غلطیوں کی نشاندہی بھی کر سکیں - درست کرائیے اور جب تک ایک Exercise درست نہ ہو جائے اور آپ اس کی غلطیوں کو اچھی طرح سمجھ کر ان سے پیچھا نہ چھڑائیں ، اگلی Exercise کو حل نہ کریں - اگر ایسے کوئی صاحب میسر نہ آسکیں تو ماڈرن اکیڈمی 23 (ابن سمن آباد ، لاہور) کے Correspondence Student (خط و کتابتی طالب علم) بننے کے لئے اس سے رابطہ قائم کیجئے - Exercises کی Correction سے ہی آپ میں درست انگریزی لکھنے کی صلاحیت پیدا ہوگی -

انگریزی لکھنے میں خیالات کے اظہار کی دسترس کا جائزہ لینے کے لئے ہر چھوٹے بڑے امتحان میں کمپوزیشن کے لئے کم از کم تیس چالیس ممبر مخصوص ہوتے ہیں - کمپوزیشن کی اسی اہمیت کے پیش نظر اس کتاب میں آسے مختلف صورتوں میں انتہائی خوبصورتی سے پیش کیا گیا ہے - چنانچہ یہ کتاب آسان ، با محاورہ اور شگفتہ انگریزی میں لکھے ہوئے 75 مکالموں ، 100 کہانیوں ، 175 خطوط اور درخواستوں اور 250 پیراگرافوں اور مضامین کا ایک حسین مجموعہ ہے - اس کا مطالعہ آپ کے لئے ہر طرح کی کمپوزیشن خود بخود بلا تکلف لکھ لینا اور اس کے مکالمے (ایک ایک روزانہ) بار بار پڑھنے سے انگریزی میں گفتگو کرنا ، اتنا ہی آسان بنا دے گا جتنا بچھلی کے لئے تیرنا یا ہرندے کے لئے آڑنا -

اس کی خوبصورت طباعت ، مضبوط جلد اور ہر ایک صفحے کی پیشانی پر اللہ تعالیٰ یا اس کے محبوب نبی (صلی اللہ علیہ وسلم) کے ارشادات نے اس کی ظاہری اور باطنی خوبیوں کو چار چاند لگا دیے ہیں -

بذریعہ ڈاک منگوانے کے لئے کل قیمت مع ڈیڑھ روپیہ

برائے معمول ڈاک و رجسٹری پیشگی بذریعہ منی آرڈر ارسال کیجئے

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