

with a preposition. Remember that both subjects and complements are generally noun phrases.

## COUNT AND NON-COUNT NOUNS

A **count noun** is one that can be counted.

Book - one book, two books, .....

Student - one student, two students, three students, .....

A **non-count noun** is one that cannot be counted.

Milk - you cannot say: one milk, two milks. furniture - you cannot say: one furniture, two furnitures, .....

It is possible, however, to count some non-count nouns if the substance is placed in a countable container.

glass of milk - one glass of milk, two glasses of milk, three glasses of milk .....

USE WITH COUNT NOUNS	USE WITH NON-COUNT NOUNS
a(n), the, some, any	the, some, any
this, that, these, those	this, that
none, one, two, ...	none
many	much
number of	amount of
(a) few	(a) little
fewer... than	less... than
more... than	more... than

In our experience, test takers often confuse with the usage of non-count nouns. Following is a list of commonly used non-count nouns in the test.

flour	furniture	Physics	jewelry
soap	Mathematics	wealth	wisdom
news	Advertisement	air	Politics
politics	Information	meat	homework
food	Economics	people	money

Some words are often confused by test takers as being plural. The following words must be followed by singular verbs and pronouns.

**any + singular noun**

## NOUNS

A noun is a word used for naming some person, place, thing, or idea.

The noun phrase is a group of words that ends with a noun. It can contain determiners (the, a, this, etc.), adjectives, adverbs, and nouns. It CANNOT begin

anybody, anyone, anything

**every + singular noun**

everybody, everyone, everything

**no + singular noun**

nobody, none, nothing

**some + singular noun**

somebody, someone, something

A very common error test takers make on the test is the fixed use of many nouns as singular, whereas these nouns can be used as plural in some situations. The following nouns are usually singular, however, in some cases they are plural if the sentence indicates that the individual members are acting separately.

Congress	Class	group	family
committee	team	army	club
government	jury	public	minority

The following nouns are used to indicate groups of certain animals. They mean the same as group and thus are considered singular.

sheep	school of fish	herd of cattle
pride of lions	pack of dogs	flock of birds

Collective nouns indicating time, money, and measurements used as a whole are singular.

## SINGULAR AND PLURALS

Test makers will also test your basic knowledge of whether a noun should be singular or plural. The singular and plural noun questions always appear in English section on the test.

If the noun is talking about several objects, or referring to an object in general, the noun should be plural. In this case, the noun is often preceded by a quantitative adjective such as several, a few, many, other, various, and so forth.

If the noun is referring to just one specific or special object, the noun should be singular.

### Subject-Verb Agreement

The subject and verb in a sentence must agree in person and number.

### Subject Separated From the Verb

It is difficult to decide exactly what the subject is if the subject and verb are separated.

The following expressions also have no effect on the verb.

together with	along with
accompanied by	as well as

### Example:

Singular				singular	
The old man	along with	his three sons	was	going to the field.	

## PRACTICE EXERCISE

- \_\_\_\_\_ is a very difficult profession for a lazy person as you are.
  - That copper mining
  - It is copper mining
  - Although copper mining
  - Copper mining
- She read \_\_\_\_\_.
  - Several chapters in the library last night.
  - Last night several chapters in the library.
  - Last night in the library several chapters
  - In the library several chapters last night.
- He is taking some \_\_\_\_\_ this semester.
  - histories class
  - history classes
  - history class
  - None
- The \_\_\_\_\_ death.
  - wages of sins are
  - wage of sin are
  - wages of sin is
  - wage of sins are
- Murtaza scored \_\_\_\_\_ in his last entrytest .
  - the least points
  - a least points
  - the fewest points
  - the fewer points

## Answers

1	D	2	A	3	B	4	C	5	C
---	---	---	---	---	---	---	---	---	---

## Explanations

- The verb is requires its Noun. Copper mining is a compound noun.
- The verb read requires an object noun. In choice A, "several chapters" is the compound noun with modifier "in the library" (where) and "last night" (when)
- All choices show compound noun (noun + noun treated as single compound noun. In plural form second noun is taken as plural, so the choice B is the right choice.
- wages may be taken as singular or plural. In choice A, sins is wrong. In choice B, wage is wrong. In choice D, are is wrong. Only the choice C, wages agree with is.
- All choices have countable noun (points), so the choices A and B are wrong. D choice show comparison but "his last entry test" requires superlative. Choice C is the right choice.

## ARTICLES

There are many rules and exceptions to article usage; however, GAT tests your basic knowledge and makes many of the test questions fairly simple.

Articles modify nouns. There are two types of articles, definite and indefinite.

### Definite ARTICLE

There is only one definite article: "the"

#### THE

The is used to indicate something that we already know about or something that is common knowledge.

The book	on the table	is mine.
<b>specific book</b>		<b>my book</b>

The earth	is round.	
<b>common knowledge</b>		

With non-count nouns, one uses the article the if speaking in specific terms, but uses no article if speaking in general.

Sugar is sweet

**General speaking**

The sugar in the bag is from Sukkar

**in the bag makes sugar specific**

Normally, plural count nouns, when they mean everything within a certain class, are not preceded by the.

Oranges are green until they ripen.

**General speaking about all oranges.**

Normally, a proper noun is not preceded by an article unless there are several people or things with the same name and the speaker is specifying one of them.

There are three Salma Khan in the telephone directory.

**No specific Salma Khan**

The Salma Khan that I know lives on Iqbal road.

**Specifying a Salma Khan**

Normally words such as breakfast, lunch, dinner, school, church, home, and college do not use any article unless to restrict the meaning.

We ate breakfast at eight o'clock this morning.

## USE THE WITH

oceans, rivers, seas, gulfs, plural lakes, mountains, points on the globe (the Equator, the North Pole), deserts, forests, gulfs, and peninsulas

earth, moon

schools, colleges, universities when the phrase begins with school, etc

ordinal numbers before nouns

wars (except world wars)

certain countries or groups of countries with more than one word

historical documents

ethnic groups

## DON'T USE THE With

singular lakes, islands, bays  
mounts, planets, constellations  
schools, colleges, universities when the phrase begins with a proper noun  
cardinal numbers after nouns  
World War One, chapter three  
countries preceded by New or an adjective such as a direction, countries with only one word  
continents, states  
sports, general areas of subject matter  
holidays  
names of streets

## Indefinite ARTICLE

A and an signal that the noun modified is indefinite, referring to any member of a group. These indefinite articles are used with singular nouns when the noun is general; the corresponding indefinite quantity word some is used for plural general nouns.

A football	is round.
<b>general-means all footballs</b>	

She saw a snake in the street is round.
<b>any none specific snake</b>

An is used before words that begin with a vowel sound. A is used before words that begin with a consonant sound. a book, an apple.

a house (begins with a consonant sound)

an hour (begins with a vowel sound)

a university (begins with a consonant sound)

an umbrella (begins with a vowel sound)

The following words begin with a consonant sound and thus must always be preceded by a.

usual	useful	unit	union
heavy	half	uniform	universal
home	house	university	European

The following words begin with a vowel sound and thus must always be preceded by an.

hour	heir	herbal	honor	uncle
unnatural	Umbrella	understanding		
honesty	honorary	heir		

The initial sound of the word that immediately follows the indefinite article will determine whether it should be a or an.

an umbrella	a white umbrella
an hour	a whole hour

## PRACTICE EXERCISE

- We went to Pace and bought \_\_\_\_\_ wedding suit for the bride.  
A. new                      B. a new  
C. the new                 D. an new
- Citizens have right that everyone should have \_\_\_\_\_ opportunity to have a job.  
A. an equal                B. a equal  
C. the equal               D. equal
- They had an accident in \_\_\_\_\_ car they painted last month.  
A. an new car              B. the new car  
C. a new car               D. new car
- \_\_\_\_\_ is a virtue.  
A. Honesty                 B. an honesty  
C. a honesty                D. The honesty
- His \_\_\_\_\_ father is eighty years old, and he still runs fast.  
A. a                         B. an  
C. the                       D. None
- Rubina likes \_\_\_\_\_ violin and her sister plays \_\_\_\_\_ guitar.  
A. a, the                    B. a, a  
C. the, the                 D. the, a
- Ibrahim crossed \_\_\_\_\_ Atlantic Ocean many times last year.  
A. an                        B. a  
C. the                       D. none
- Saqib got an opportunity to have fellowship at \_\_\_\_\_ School of Medicine in Lahore.  
A. the                       B. a

C. the D. a

**Answers**

1	B	2	A	3	B	4	A	5	D.
6	C	7	C	8	A				

**Explanations**

- Wedding suit is not specific in this sentence, so the article the is not required. New is a consonant, so an is not required. Choice B is the right choice.
- Opportunity is in general, so it does not require the. Equal gives the sound of vowel, so an should be used as an article.
- car is specific, so the is required.
- Refer to the review section. The Definite Article THE - General speaking.
- No article is required between possessive pronoun and noun.
- Use definite article with hobbies.
- Refer to the review section. The is used with the names of oceans.
- School of medicine is specific, so it requires article the.

**PRONOUNS**

A pronoun usually refers to something already mentioned in a sentence or piece of text. They are a sub class of nouns used to prevent repetition of the noun to which they refer. One of the most common pronouns is it. A pronoun must be in the same person, number, and gender as the noun that it stands for, but its case depends upon its own sentence.

SUBJECT	OBJECT	POSSESSIVE
I	me	mine
he	him	His
she	her	hers
it	it	its
they	them	their

After Akbar was declared emperor, they slew	him.
	Pronoun for Akbar

She must return the book	which	was lent to her.
	Pronoun for book	

**The Objective form of the Pronoun:**

(me, him, her, us, them) must be used

- When it is the object of Preposition
- When it is placed after the verb "to be"
- When it is placed after the Adjectives like, unlike, or near.

**Relative Pronoun:**

If there are two different nouns, the pronoun agrees with the person with the noun nearest to it.

You are the man	who	has been chosen.
	pronoun for man	

A relative pronoun agrees with its antecedent in gender, number, and person.

This is one of the most interesting books	that	have ever been printed.
	pronoun for books	have not has

**Use of Either, neither**

Either, neither should never be used for more than two persons or things and the verb should be singular.

Neither of the five girls	was	invited.
	singular	

**Use of any one or any:**

Any one, or any should be used in speaking of more than two persons or things.

He was more intelligent than	any one	of his three friends.
		more than two

## PRACTICE EXERCISE

- Pakistan is a country \_\_\_\_\_ exports mango all over the world.  
A. who                      B. which  
C. whom                    D. that
- They worked on the project \_\_\_\_\_ for its in time completion.  
A. which is famous    B. what is famous  
C. who is famous      D. is famous
- There was a surprising story in the paper about the \_\_\_\_\_ car was stolen.  
A. man which his      B. man whose his  
C. man that his        D. man whose
- Several times during the session the director \_\_\_\_\_ to tell his success story to the other promotion officers.  
A. asked he              B. asked who  
C. asked him            D. asked his
- When one need career counseling, \_\_\_\_\_ go to the college career advisor.  
A. you should          B. it should  
C. he should            D. one should
- Did anybody do the work \_\_\_\_\_?  
A. themselves          B. himself  
C. his self               D. None
- Take your application to the \_\_\_\_\_ you think can help you.  
A. person whom        B. person  
C. person who          D. person which
- His father congratulated \_\_\_\_\_ scoring higher grades in the test.  
A. us on us              B. us on our  
C. us on our's          D. us on we
- My mother was angry \_\_\_\_\_ coming late to home every night.  
A. at me                  B. at my  
C. on me                  D. at I

### Answers

1	B	2	A	3	D	4	C	5	D
6	B	7	C	8	B	9	B		

## Explanations

- The right pronoun for a country is "which".
- The right pronoun for a project is which.
- The objective pronoun for man is whose.
- The objective pronoun for he (indicated by "his") is him.
- pronoun for one is one.
- the objective pronoun for anybody is himself.
- subjective pronoun for person is "who".
- gerund (scoring) requires possessive pronoun (our).
- gerund (coming) requires possessive pronoun (my).

## APPPOSITIVES

An appositive is simply a noun phrase that repeats the subject. Appositive means near. In English grammar an appositive is a noun or pronoun placed near another noun or pronoun. The appositive enhances our understanding of the original noun or pronoun.

- It must be identical to the Subject
- must provide additional information.
- A comma must immediately precede and follow the appositive.
- It renames the noun but do not modify it.

### Example:

Hydrogen Bomb,	a lethal weapon,	causes wide spread nuclear radiation during cold testing.
	hydrogen bomb	

### Single-Word Appositives:

An appositive is frequently a single word. Many appositives normally appear in the test are single-word appositives.

### Example:

My dog,	Spot,	is a great watchdog.
	name of dog	

## Appositive Phrases & Clauses:

A word, a phrase, or a clause modifying an appositive is adjectival. The appositive itself, always a noun or pronoun, may be modified by

- a single-word adjective
- an adjective phrase
- an adjective clause

Example:

Richard Burton,	the celebrated	explorer,	discovered the source of the Nile.
	modifier	appositive	

## Appositives and Case:

An appositive has the same or similar grammatical function as its antecedent.

Example:

My friend	Farid	is coming to visit
Noun	Appositive	same function

## Pronouns in Appositives:

An appositive must appear in the same case (subjective or objective) as that of its antecedent. However, test taker gets confusion in sentences where the appositive forms a compound, particularly when part of the compound is a pronoun.

The two doctors,	Saleem and he,	transplanted the kidney.
Noun	Appositive	

## Appositives in Subject:

An appositive may also follow the main verb, in apposition to a noun or pronoun located within the predicate.

My brother	Thomas	is a great tennis player.
Noun	Appositive, indicating which brother	

## Position of Appositives

An appositive always appears on the same side of a verb as its antecedent. Whenever an appositive appears to be separated by a verb from its antecedent noun or pronoun, the resulting

construction is typically a subject complement, not an appositive.

Subject Complement	Appositive
My son is an honor student.	My son, the honor student, is at the top of his class.
The Union-Tribune is our city newspaper.	Our city newspaper, the Union-Tribune, is published every day.
Sewage disposal became our city's biggest problem.	Our city's biggest sewage disposal, has caused us nothing but headaches.

## Reduction of Subordinate Clause:

An appositive functions to explain or identify the noun or pronoun to which it is in apposition, often with a corresponding reduction in verbiage. An appositive is frequently a reduction of a longer adjectival construction, or relative clause.

Adjectival Construction	Appositive Construction
Fred, who is a rebel,	Fred, the rebel,
Dennis, who is a menace,	Dennis the menace
My favorite game, which is chess,	My favorite game, chess,

## MODIFIER

A modifier tells the time, place, or manner of the action. Very often it is a prepositional phrase. A prepositional phrase is a group of words that begins with a preposition and ends with a noun.

A modifier of time usually comes last if more than one modifier is present. Every sentence does not require a modifier. A modifier answers the question when? where? or how?

## Examples of prepositional phrases:

in the morning	at the university	on the table
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A modifier can also be an adverb or an adverbial phrase.

last night	next year	yesterday	outdoors
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### Examples of modifiers:

Javed bought a book	at the bookstore.
	<b>where</b>

Jamil was swimming	in the pool	yesterday.
	<b>where</b>	<b>when</b>

The modifier normally follows the complement, but not always. However, the modifier, especially when it is a prepositional phrase, usually cannot separate the verb and the complement.

## PRACTICE EXERCISE

- They \_\_\_\_\_ hours to finish this paper.  
A. have only four    B. only have four  
C. have four only    D. only has four
- Mujeeb, \_\_\_\_\_ who discovered the source of the gas in the town, was a man of many talents.  
A. the explorer  
B. was the explorer  
C. who was the explorer  
D. is the explorer
- The professor \_\_\_\_\_ students that he could not help them all.  
A. had too many    B. too many  
C. had so many    D. many
- That overhead projector \_\_\_\_\_ thousand rupees.  
A. nearly costs sixty    B. costs sixty nearly  
C. costs nearly sixty    D. costs sixty nearly
- The lady in the dinning room is an \_\_\_\_\_ woman.  
A. extremely pleasant  
B. extreme pleasantly  
C. extreme pleasant  
D. pleasant extremely

### Answers

1	A	2	A	3	C	4	C	5	A
---	---	---	---	---	---	---	---	---	---

## Explanations

- In choice A, the modifier of
- Read the sentence as "the explorer discovered the source of the gas in the town, was a man of many talents." It sounds correct. The correct appositive of noun Mujeeb is "the explorer".
- "too" show the impossibility but it does not require a negative sentence. A and B are, therefore, wrong choices. "so many" is the right modifier for the noun students.
- The modifier "nearly" should precede the amount sixty thousands.
- Adverb can modify adjective. The adverb "extremely" can modify the adjective "pleasant"

## ADJECTIVES

Adjective modify nouns and pronouns. They modify the quality, quantity, or condition of the nouns. In tests, you'll find that the adjectives usually precede the noun, follow an adverb, or exist alone after **be** verb. Adjective can modify adjectives but cannot modify adverbs.

His	recent	accident	was shocking
	<b>adjective</b>	<b>noun</b>	

Word order is important. Always make sure the parts of speech come in the right order.

### Word Order Table:

Word Order		Example		
Adjective			fresh	
Adjective	Noun		fresh	bread
Adjective	Adjective	Noun	tasty	fresh bread
Adverb	Adjective		surprisingly	fresh
Adverb	Adjective	Noun	Surprisingly	fresh bread

Types of Adjectives that frequently appear on the test.

Qualitative		
colorful	rapid	severe
slender	evident	complex
capable		

Comparative		
faster than	smaller than	greater than



longer than	lower than	larger than
more abundant		

the fastest	the smallest	the greatest
the longest	the lowest	the largest
the most abundant		

Distributive		
both	each	every
another	other	used
distributive		

Quantitative		
less admired	many	fifteenth
some	few	

### Adjectives After Verbs Of Sensation

These verbs of sensation are generally followed by adjective, not by adverbs, feel, look, seem, appear, taste, smell, and sound. These are also called "predicate adjectives."

He	feels	bad.
The soup	smells	delicious.
She looked	nervous	before the test.
	sensation	adjective

## ADVERBS

Adverbs modify verbs. Adverbs never modify nouns. They modify how, when, where, how often, or how much. Most adverbs in English end in -ly. Word order is important. Always make sure the parts of speech come in the right order.

He	had an accident	recently,	and it was shocking
	verb	adverb	

### Adverbs also modify adjectives.

He grew an	especially	small	tree.
He was a	highly	motivated	salesman
	adverb	adjective	

### Adverbs also modify other adverbs.

She could	run	very	quickly.
	verb	adverb	adverb

Some words have the same form for the adjective and adverb:

Adjective	Adverb
Late	Late
Hard	hard
Fast	Fast

Do not add -ly to these words.

The adverb for the adjective good is well.

### Word Order Table:

Word Order		Example		
Adverb	Verb	swiftly	ran	
Adverb	Adverb	Verb	very	swiftly
Adverb	Adjective	Verb	very	pretty
Adverb	Adjective	Adjective	still	very

## PRACTICE EXERCISE

- He looks \_\_\_\_\_.
  - in black handsomely
  - handsomely in black
  - handsome in black
  - black handsomely
- The songs of new age sound \_\_\_\_\_ me.
  - badly to
  - badly
  - bad
  - bad to
- He appeared \_\_\_\_\_ began to take the exam.
  - nervous as he
  - nervously when he
  - nervously as he
  - None
- He bought a three \_\_\_\_\_ suit.
  - hundred-dollars
  - hundred-dollar
  - hundreds-dollar
  - hundreds-dollars
- She liked her students \_\_\_\_\_ for class.
  - to arrive prompt
  - to arrive promptly
  - to arrive prompt
  - to arrive prompt

## Answers

1	C	2	D	3	A	4	B	5	B
---	---	---	---	---	---	---	---	---	---

## Explanations

- Looks – sensation. Verb of sensation require adjective not the adverb. The adjective "handsome" after verb of sensation "looks" is correct.
- sound – sensation. Verb of sensation require adjective not the adverb. The adjective bad makes choice A the right choice.
- The adjective nervous should precede the verb of sensation appeared.
- hyphenated compound noun should be singular.
- Right adverb for the verb "arrive" is promptly. The adverb is placed after the verb.

## SUBORDINATION

Subordination (also known as modifying clause) is used to combine two or more sentences into one sentence. The subordination clause usually contains a relative pronoun, and must appear immediately after the words it modifies.

List of the relative pronouns

Who	That	When
Whose	Where	Which

The relative pronoun that you use in subordination depends on what you are modifying. If the relative pronoun is

Who - the subordination must modify a person.

Whose- the subordination must indicate possession.

That- the subordination must modify a thing by defining it and answering the question, "which one".

Which – the subordination must modify a thing by providing more specific information.

Where – the subordination must modify a place.

When – the subordination must refer to a time.

## Example:

He is a man	whom	I respect.
First sentence	subordination	second sentence

## NOUN CLAUSES

A noun clause does not modify another noun, but rather acts as a noun independently. Noun Clauses begin with a relative pronoun. If the relative pronoun serves as the subject of the noun clause, no additional subject is required.

List of relative pronouns that begin noun clauses on the test.

What	Where	When
How	That	Which
Whether		

MCAT tests your basic knowledge of noun clauses by confusing the words order, and presenting incorrect relative pronouns or conjunctions in the answer choices.

## PRACTICE EXERCISE

- Is this the bus, \_\_\_\_\_ goes to the Sadar Bazar?  
A. that                      B. which  
C. who                        D. to arrive prompt
- Take your air conditioner back to the \_\_\_\_\_ sold it to you.  
A. man who                  B. man that  
C. man whom                D. man which
- Where can one find the leather shop, \_\_\_\_\_ sells school bags at lower price?  
A. which                      B. that  
C. who                         D. whom
- He is the student \_\_\_\_\_ always arrives late.  
A. which                      B. whose  
C. who                         D. whom
- Do you know the police officer whose daughter I teach?  
A. which                      B. whose  
C. who                         D. whom

## Answers

1	B	2	A	3	A	4	C	5	C
---	---	---	---	---	---	---	---	---	---

## Explanations

- The right relative pronoun for bus is "which".
- The right relative pronoun for man is "who".
- the right relative pronoun for leather shop is "which".
- the right relative pronoun for leather student is "who".
- the right possessive pronoun for police officer is "whose".

## ACTIVE AND PASSIVE VOICE

In an active sentence the subject is the doer of the action and the direct object is the receiver of the action. In a passive sentence, the subject is the receiver of the action. You can get a strong idea of the structure and meaning of the passive by comparing it to an active counterpart.

<b>ACTIVE:</b>	doer	action	receiver
	Javed	bought	the book.
	subject	verb	direct object
<b>PASSIVE:</b>	receiver	action	doer
	The book	was bought	by Javed.
	subject	verb	prepositional phrase

In this way you can see that in an active sentence, the direct object of the active counterpart has become the subject. This leads to one of the most important points to remember when dealing with the question of this type on the test:

**A passive verb cannot have a direct object.**

There is an exception to this rule. Some active verbs that take a direct object and an indirect object, like give and send, may actually keep a direct object if the indirect object becomes the subject of the passive.

<b>ACTIVE:</b>	Mariam gave Javed the Book.
<b>PASSIVE:</b>	Javed was given the book by

Mariam.

The following is a list of passive forms for the various English verb tenses. The tenses in which the passive is not possible are not included.

Tense	Passive Verb Form
past perfect	had been loved
simple past	was loved
past progressive	was being loved
present progressive	has been loved
simple present	is loved
present progressive	is being loved
future perfect (will)	will have been loved
simple future (will)	will be loved
future perfect (to be going to)	is going to have been loved
simple future (to be going to)	is going to be loved

There are several verbs that often cause trouble for the student preparing English section of the test. Happen, occur, seem, and appear present special problems for students. It should be remembered that these verbs are never passive in form, and that some verbs are always passive, like be born.

### Examples:

An accident	occurred	on Main Bazaar early this morning.
That man	appears	to be quite ill.

The verbs happen, occur, seem, and appear are always in the active voice.

## PRACTICE EXERCISE

- The criminal \_\_\_\_\_ this cell in 2001.
  - was brought to
  - be brought to
  - brought to
  - brought
- The cure for cancer will probably \_\_\_\_\_ by some unknown scientist in a laboratory.
  - be discovered
  - be brought to
  - brought to
  - brought
- Yaqoob plays the Harmonium and the Sitar is \_\_\_\_\_ also.
  - played
  - played by he
  - played by him
  - playing by him

## Answers

1	B	2	A	3	A	4	C	5	C
---	---	---	---	---	---	---	---	---	---

## Explanations

- The right relative pronoun for bus is "which".
- The right relative pronoun for man is "who".
- the right relative pronoun for leather shop is "which".
- the right relative pronoun for leather student is "who".
- the right possessive pronoun for police officer is "whose".

## ACTIVE AND PASSIVE VOICE

In an active sentence the subject is the doer of the action and the direct object is the receiver of the action. In a passive sentence, the subject is the receiver of the action. You can get a strong idea of the structure and meaning of the passive by comparing it to an active counterpart.

<b>ACTIVE:</b>	doer	action	receiver
	Javed	bought	the book.
	subject	verb	direct object
<b>PASSIVE:</b>	receiver	action	doer
	The book	was bought	by Javed.
	subject	verb	prepositional by phrase

In this way you can see that in an active sentence, the direct object of the active counterpart has become the subject. This leads to one of the most important points to remember when dealing with the question of this type on the test:

**A passive verb cannot have a direct object.**

There is an exception to this rule. Some active verbs that take a direct object and an indirect object, like give and send, may actually keep a direct object if the indirect object becomes the subject of the passive.

<b>ACTIVE:</b>	Mariam gave Javed the Book.
<b>PASSIVE:</b>	Javed was given the book by

Mariam.

The following is a list of passive forms for the various English verb tenses. The tenses in which the passive is not possible are not included.

Tense	Passive Verb Form
past perfect	had been loved
simple past	was loved
past progressive	was being loved
present progressive	has been loved
simple present	is loved
present progressive	is being loved
future perfect (will)	will have been loved
simple future (will)	will be loved
future perfect (to be going to)	is going to have been loved
simple future (to be going to)	is going to be loved

There are several verbs that often cause trouble for the student preparing English section of the test. Happen, occur, seem, and appear present special problems for students. It should be remembered that these verbs are never passive in form, and that some verbs are always passive, like be born.

### Examples:

An accident	occurred	on Main Bazaar early this morning.
That man	appears	to be quite ill.

The verbs happen, occur, seem, and appear are always in the active voice.

## PRACTICE EXERCISE

- The criminal \_\_\_\_\_ this cell in 2001.
  - was brought to
  - be brought to
  - brought to
  - brought
- The cure for cancer will probably \_\_\_\_\_ by some unknown scientist in a laboratory.
  - be discovered
  - be brought to
  - brought to
  - brought
- Yaqoob plays the Harmonium and the Sitar is \_\_\_\_\_ also.
  - played
  - played by he
  - played by him
  - playing by him

4. During the war of 1965 thousands of villagers \_\_\_\_\_ to leave their homes.  
 A. were force                      B. would forced  
 C. forced                              D. were forced
5. The widows were opened \_\_\_\_\_ I entered the classroom.  
 A. by me when                      B. by me,  
 C. by I as                              D. by me as

### Answers

1	A	2	A	3	C	4	D	5	D
---	---	---	---	---	---	---	---	---	---

### Explanations

- Refer to the review section. Passive voice in simple past.
- Refer to the review section. Passive voice in simple future.
- Refer to the review section. Passive voice in simple present.
- Refer to the review section. Passive voice in simple present.
- Refer to the review section. Passive voice in simple present. "As" is required as it follows an action.

## GERUNDS AND INFINITIVES

### Gerunds

A gerund is an -ing participle that is used as a noun.

#### Example:

Skydiving	is dangerous.
Gerund	

### Indicating the "Subject" of a Gerund

The gerund is formed from a verb, very often there is a subject, or doer, of the action.

You can indicate the doer of the action with a possessive adjective or with the possessive form of a noun.

#### Example:

You should improve	your	working	with machines.
	possessive	gerund	

### Indicating the "Object" of a Gerund

The object, or receiver, of a gerund's action can follow the gerund like a direct object:

#### Example:

Speaking loudly	on the street is strictly forbidden.
gerund	

You can also indicate the receiver of an action with the structure:

#### the + gerund + of + noun

Examples:

The	posting	of	notices	on the street is strictly forbidden.
-----	---------	----	---------	--------------------------------------

### Infinitives

The infinitive is

to + the simple form of the verb

Do not put an adverb between to and Verb.

#### Example:

He was not	able	to	perform	his duties.
They have	gone	to	bring	water.

### Indicating the "Subject" of Infinitives

To show the subject, or doer, of an infinitive, we use the preposition for and the object case of the noun or pronoun before the infinitive.

Examples:

It will be necessary	for him	to sign	these papers.
	for	infinitive	

The infinitive after certain verbs, however, does not need to be preceded by for.

Example:

I asked him	to meet	me there at noon.
	infinitive	

### Indicating the "Object" of Infinitives

Objects, or receivers, of the action of an infinitive are generally expressed by placing the noun or pronoun directly after the infinitive.

Examples:

I	don't	to study	economics	next
---	-------	----------	-----------	------

intend			year.
	infinitive	object	

### Using Infinitives to Express Purpose

The MCAT often tests the use of infinitives to express purpose.

#### Example:

We	came	to visit	the beautiful gardens.
here			
	reason		

You can recognize an infinitive of purpose by placing in order in front of the word to. If the new sentence still "sounds good," it is an infinitive of purpose.

#### Examples:

Meliha	to get	there on time.
hurried		
Meliha	in order to get	there on time.
hurried		

### Using Gerunds after Prepositions

An infinitive never follows a preposition, while a gerund may.

#### Example:

I	am	your	going	to Florida for
against				spring break.
	possessive	gerund	preposition	

#### To + Gerund

Do not be fooled by sentences where a gerund follows the preposition to. Many students avoid sentences such as:

He is addicted to gambling.

He I used to living in a small town.

Because they are more accustomed to using the simple form of a verb after the word to.

### Which Verbs take Gerund Objects and which Verbs take Infinitive Objects

Deciding whether a verb requires a gerund object or an infinitive object is a special problem for Pakistani students. The fastest and most direct method of mastering it for the test is simply through memorization. The following lists classify many verbs according to whether they take a gerund or an infinitive.

Some verbs take either a gerund or an infinitive, but without a significant change in meaning. These verbs are listed twice.

### List 1: Verbs That Take a Gerund

abhor	defer	finish
acknowledge	delay	give up
admit	deny	imaging
advocate	detest	involve
anticipate	dread	justify
appreciate	enjoy	keep
avoid	entail	keep off
cannot help	escape	leave off
commence	evade	mention
consider	facilitate	miss
contemplate	fancy	necessitate
postpone	recommend	resist
practice	relish	risk
prevent	renounce	sanction
put off	report	suggest
quit	resent	tolerate
withhold	urge	understand

### List 2: Verbs That Are Followed Directly by an Infinitive

Arrange	condescend	here
ask	consent	hesitate
attempt	continue	hope
beg	decide	intend
begin	decline	learn
bother	deserve	like
cannot afford	desire	love
cannot bear	determine	manage
cannot stand	dislike	mean
care	endeavor	neglect
choose	expect	plan
claim	fail	prefer
prepare	swear	tend
pretend	resolve	threaten
proceed	seek	undertake
profess	start	venture
promise	strive	volunteer
propose	struggle	want
refuse		wish

### List 3: Verbs that are followed by a Noun + Infinitive

advise	convince	forbid
allow	dare	force
ask	defy	get

beg	desire	impel
cause	direct	implore
caution	empower	incite
challenge	enable	induce
coerce	encourage	instruct
command	entitle	invite
compel	entreat	motivate
condemn	expect	obligate
oblige	promise	tell
order	provoke	tempt
permit	remind	urge
persuade	request	want
prepare	require	warm
teach	wish	would like

**List 4: Verbs Whose Meaning Changes Depending on Whether a Gerund or an Infinitive is Used.**

forget	regret	remember
stop	try	

**Use of Forget:**

**Forget + infinitives** is used when we fail to do something.

Rashid	forgot to call	to his friend on his birthday.
	Rashid did not call to his friend	

**Forget + gerund** is used when we can no longer remember something that happened. This structure is not very common and is almost always in a negative or question form.

I'll never	forget reading	for Whom the Bell Tolls for the first time.
	forget + gerund	

**Use of Regret:**

**Regret + infinitive** is usually used with a reporting verb in the infinitive position.

**Examples:**

I	regret to inform	you that your mother has passed away.
---	------------------	---------------------------------------

	regret + infinitive	
--	---------------------	--

**Regret + gerund** is used when we wish something in the past hadn't happened.

**Examples:**

Now, of course,	I regret not inviting	Hanif to the party.
	regret + not + gerund	

**Use of Remember:**

**Remember + infinitive** can be said to be the opposite of forget + infinitive.

**Example:**

He	remembered	to call	her on her 54th birthday.
	remember	Infinitive	

**Remember + gerund** is used when we recall something that happened in the past.

**Example:**

She looked back and	remembered arriving	at the house for the very first time.
	remembered the past	

**Use of Stop:**

**Stop + infinitive** express purpose.

**Example:**

On the way home, he	stopped to get	some groceries.
	stopped + infinitive for an idea	

**Stop + gerund** is used when an action ends.

**Examples:**

Javed,	stop hitting	your brother!
	stop + infinitive. (Action has stopped)	

**Use of Try**

**Try + infinitive** is used when our ultimate goal is to perform the action in the infinitive position.

**Example:**

I	tried	to	more frequently, but I just didn't
---	-------	----	------------------------------------

exercise	have the time.
try + infinitive	

Try + gerund is used when the action in the infinitive position is one way of reaching a different goal.

**Examples:**

Maria is trying to find the right career for herself. She has		
tried	working	in an office, she's tried teaching also.
try	gerund	but objective if different

**PRACTICE EXERCISE**

- Student body force the college authorities \_\_\_\_\_ its curriculum guidelines for newly admitted students.  
A. rewriting                      B. to rewrite  
C. rewrite of                      D. for to rewrite
- Someone invented air conditioner \_\_\_\_\_ luxury of winter in summer.  
A. provides                      B. for providing  
C. to have provided              D. to provide
- In the days of war, people were terrified of \_\_\_\_\_ the dices.  
A. to contract                      B. contracting  
C. contracted                      D. having contract
- \_\_\_\_\_, shark hunters swimming for long distances often coat their bodies with a layer of grease  
A. Against loss of body heat  
B. To guard against loss of body heat  
C. Guard against loss of heat  
D. Guarding the loss of heat against
- \_\_\_\_\_ prevents you smoke inhalation.  
A. to keep low ground  
B. keeping low to the ground  
C. low to the ground keeping  
D. keeping low to the ground, that

**Answers**

1	B	2	D	3	B	4	B	5	B
---	---	---	---	---	---	---	---	---	---

**Explanations**

- the verb force requires infinitive in complement.
- The verb "invent" requires infinitive "to provide".
- The verb terrify requires gerund in complement.
- The verb coat requires infinitive in complement.
- Keeping acts as the noun (subject) of the sentence.

**PREPOSITIONS**

Correct use of English prepositions can be very difficult for nonnative speakers of English. One reason for this is that, although there are sometimes rules for the use of prepositions, many prepositional phrases fall under the category of idiomatic-expressions. This means that there is often no easily identifiable reason why one preposition is correct while another preposition is wrong.

**Prepositions Used with Expressions of Time**

Use at for specific times of the day:

**Example:**

Sheila got up	at	6:30.	She ate lunch	at	noon
	at	time		at	time

Use on for days:

**Example:**

He'll arrive	on	June 4th.
	on	day

Use in for weeks, months, seasons, years, and centuries:

**Examples:**

She was born and died	in	of September.
	in	month

I hope to have it finished	in	the second week
	in	week

In English, people say in the morning, in the afternoon, and in the evening, but for the words day and night, by day and at night are used.

**Examples:**

I work	in	the morning	and study	in	the afternoon.
--------	----	-------------	-----------	----	----------------



A nocturnal animal is one that does most of its activity at night. An animal that does most of its activity by day is said to be diurnal.

### Some Verb + Preposition Combinations

Some verbs can take more than one preposition, but with a change in meaning. For example, speak and talk can be followed by to or with + the person being addressed, and about + the topic being discussed.

#### Example:

He spoke	To	Maria.
	to	person

He spoke	about	literature.	
	about	subject	

The verbs argue and quarrel take with + the person being disagreed with, and about or over + the issue causing the disagreement.

#### Examples:

My sister	argued	with	my brother.
My brother	quarreled	with	his friend.

The verb agree takes with + a person, and on + the topic of agreement.

#### Example:

Tanveer	agreed	with	Lawrence on where they should look for a house.
	agree	with	

Almost all other verbs take only one preposition. A few may take more than one prepositions, but have the same meaning with either one, here are some of the verb + preposition combinations you might find on the test. As you study the list, note that some of the verbs are transitive (that is, they take a direct object), whereas others are intransitive (they have no direct object).

#### Examples:

I thanked	Yaqoob	for	his help.
		for	object

Verb + preposition Combinations:

against	from	of
react against	distinguish from	accuse of
	emerge from	think of

at	escape from	
stare at	hide from	on
hint at	obtain from	bet on
	prevent from	insist on
for	prohibit from	
apologize for	recover from	to
blame for	rescue from	belong
excuse for	stop from	contribute to
fight for	suffer from	lead to
hope for		object to
pay for	in	respond to
pay for	believe in	
substitute for	excel in	with
thank for	invest in	associate with
vote for	participate in	cover with
	result in	provide with
	succeed in	sympathize with
		with

### Some Adjective + Preposition

#### Combinations

Like some verb, many adjectives are usually followed by a single preposition. Here are some adjective + preposition combinations you might find on the test.

about	of	inferior to
concerned	afraid of	limited to
about		
confused about	aware of	opposed to
excited about	capable of	polite to
worried about	composed of	related to
	conscious of	similar to
against	envious of	superior to
discriminated	font of	unrelated to
against		
	guilty of	used to
for	innocent of	
known for	jealous of	with
prepared for	proud of	acquainted with
qualified for	seared of	annoyed with
remembered for	terrified of	associated with
responsible for	tired of	bored with
		content with
from	to	displeased with
absent from	able to	dissatisfied with
		with
different from	accustomed to	done with
	addicted to	familiar with
in	committed to	filed with

dressed in	connected to	finished with
interested in	confined to	furnished with
involved in	dedicated to	patience with
	engaged to	pleases with
	equal to	satisfied with
	exposed to	upset with
	faithful to	

### Adjective That Can Take More Than One Preposition without a Change in Meaning:

angry at/angry with	made of/made from
based on/based upon	puzzled at/puzzled by
disappointed	surprised by/surprised at
in/disappointed with	
friendly to/friendly with	

### Prepositions that Resemble Adverb Clause Subordinate Conjunctions.

A few prepositions resemble or are identical in form and meaning to subordinate conjunctions that introduce adverb clauses. These deserve special attention. Column A consists of a list of subordinate adverb clause conjunctions, while Column B consists of a list of prepositions. This means that the words in Column A should be followed by a clause (subject and verb) and the words in Column B should be followed by a noun.

Subordinate Conjunctions	Prepositions
because	because of
while	during
despite the fact that	despite
in spite of the fact that	in spite of
until	until
since	since
after	after
before	before

## PRACTICE EXERCISE

- The counselor decided \_\_\_\_\_ the application.  
A. to accept      B. accepting  
C. accepts      D. to accepts
- When we provided a lot of information regarding the evasion of the enemy, they appreciated \_\_\_\_\_ this information.

- A. to have      B. having  
C. have      D. has

- They are \_\_\_\_\_ work peacefully.  
A. accustomed with  
B. accustomed by  
C. accustomed of  
D. accustomed to
- Wahid is \_\_\_\_\_ finishing school next year.  
A. intent on      B. intent to  
C. intent of      D. intent by
- We are not \_\_\_\_\_ going back to school.  
A. looking forward  
B. looking forward of  
C. looking forward to  
D. looking forward on

## Answers

1	A	2	B	3	D	4	A	5	C
---	---	---	---	---	---	---	---	---	---

## Explanations

- Prepositions have no defined rule. Refer to the review section.
- The verb appreciate requires gerund. No preposition is required.
- Refer to review section.
- Refer to review section.
- Refer to review section.

## CONJUNCTIONS

Conjunctions express a relationship between ideas. They connect different types of words and phrases: nouns with nouns, verbs with verbs, modifiers with modifiers, phrases with phrases, or clauses with clauses.

There are two basic types of conjunctions; those that show agreement between ideas, and those that show disagreement between ideas. Conjunctions that show agreement give additional information that agrees with or further explains the idea in the main sentence.

### Example:

Bukhari	was	a	successful writer	as well as	a politician.
---------	-----	---	-------------------	------------	---------------

writer	as well as	politician
--------	------------	------------

Conjunctions that show disagreement between ideas contrast the idea in the main sentence.

**Example:**

Although petroleum is refined into industrial products such as plastic and synthetic fiber, it is primarily prized for its ability to combust.

In the above sentence, the conjunction "although" contradicts the idea that is stated or implied in the main sentence. The following is a common list of conjunctions that show agreement and disagreement between ideas. Try to incorporate them into your vocabulary by practicing a few each day.

Agreement	Disagreement
such as	but
as well as	however
because	despite
also	although
in addition to	in spite of
as	whereas

conjunction patterns typically found on the test.

either. . . or

Paleontology, which deals with prehistoric life forms, can be treated as either a part of geology or biology.

neither. . . nor

Virus particles can neither function as a living cell nor survive or extended periods of time outside a host.

both. . . and

Both earthquakes and volcanoes require specific geological conditions.

not only. . . but also

In order to ensure ample food supplies, not only do some species of fish attack intruders in their hunting territories, but they also kill their own offspring.

such as

Early types of gunpowder were created

with such materials as sulfur, saltpeter, and carbon in the form of charcoal.

**PRACTICE EXERCISE**

- Both Ruqaya and Rubina, \_\_\_\_\_ going to the game.  
A. and Jamil are      B. as well as Jamil are  
C. and Jamil is      D. None
- They decided not only to start a diet, \_\_\_\_\_ join an exercise class also.  
A. but to      B. but also to  
C. but      D. None
- She won the local beauty contest because she had both \_\_\_\_\_.  
A. originality and grace  
B. originality as well as grace  
C. originality with grace  
D. originality of grace
- I rented a building \_\_\_\_\_ have to stay in the new two.  
A. so I would to      B. so I would  
C. ,I would to      D. so that I would
- Microsoft Windows xp is popular because it gives the user the ability to multitask and \_\_\_\_\_ the computer in a friendlier.  
A. operating      B. to operate  
C. the operation of      D. to the operation of

**Answers**

1	A	2	B	3	D	4	A	5	C
---	---	---	---	---	---	---	---	---	---

**Explanations**

- Both indicates the plural form and the sentence show additional information about Jamil, so conjunction "as well as" is required.
- Conjunction pattern of "not only" requires "but also". The gerund (noun) should be followed "to"
- Use conjunction pattern "both .....and".
- Conjunction pattern for cause and effect.
- The sentence must be parallel. i.e., "to operate" is parallel to "to multitask".

# COMPARISONS AND SUPERLATIVES

**Comparative adjectives** compare the qualities of two nouns. If the adjective has only one syllable, the comparative form of the adjective is usually created by adding -er to the end of the adjective, and must be followed by "than." If the adjective has two syllables or more, the comparative form of the adjective is usually created by the preceding adverbs "more" or "less," and must also be followed by "than."

## Examples:

Tahir is	tall,	but Saleem is	taller.
	adjective		comparative

Bareera is	beautiful,	but her sister is	more beautiful.
	adjective		comparative

Some adjectives have irregular comparatives and must be memorized.

## Examples: (good, better, bad, worse)

This book is	good,	but that one is	better.
	adjective		comparative

- Do not use both -er and more in the same comparative structure.
- Be careful to use only **than** after a comparative structure.
- Be careful to use the comparative for two items, not three or more. For three or more use the superlative.

**Superlative adjectives** show that a noun has a particular quality in the highest degree. If the adjective has less than two syllables, the superlative form of the adjective is usually created by adding -est to the end of the adjective. If the adjective has two syllables or more, the superlative form of the adjective is usually created by the preceding adverbs "most" or "least".

Use the superlative to make a comparison among three or more things.

## Examples:

Tahir is	the tallest	boy in the class of thirty boys but
	superlative	more than two

Some adjectives have irregular superlative that must be memorized.

## Example: (good, the best, bad, the worst)

Your book is better than his book, but our book is	the best.
more than two	the superlative

## Notes:

- Always use **the** in the superlative pattern.
- Be careful not to use -est and most in the same superlative pattern.
- Do not put **than** after the superlative.
- Be careful to use the superlative for three or more items. Use the comparative for two items.

# PRACTICE EXERCISE

- Karim was \_\_\_\_ Shela in entrytest.
  - luckier as
  - luckier than
  - more luckier than
  - more lucky than
- Karachi is \_\_\_\_ city in Pakistan.
  - larger than any other
  - larger than any
  - more large than any other
  - large than any other
- This apartment is \_\_\_\_ that one.
  - expensivier than
  - more expensive
  - more expensive than
  - expensive than
- Your book is better than her book, but our book is the best.
  - best
  - the best

- C. the better      D. the best than
5. She was \_\_\_\_\_ woman I had ever seen.
- A. the most beautiful  
B. the most beautiful  
C. most beautiful  
D. more beautiful

### Answers

1	B	2	A	3	C	4	B	5	B
---	---	---	---	---	---	---	---	---	---

### Explanations

- Comparison of two items requires comparison degree (luckier) and the use of (than).
- Comparison of two items requires comparative degree (larger). Than is required for comparison of two (than). Logical comparison requires (any other).
- Comparative degree of expensive is "more expensive" Other conditions of comparatives are met in the choice C.
- Conditions of superlatives – use of "the", superlative degree "best" are met in B choice.
- Conditions of superlatives are met in choice C.

## REVIEW EXERCISE

- Wheat production in Pakistan
  - have taken slumps and rises in recent years
  - has been rather erratic recently
  - has been erratically lately
  - are going up and down all the time
- The doctor suggested that his patients \_\_\_\_\_
  - take medicine in time.
  - to take medicine in time.
  - took medicine in time.
  - taking medicine in time.
- \_\_\_\_\_ the best bike to buy is a CD 70.
  - Because of its economy,
  - Because of it is very economical,
  - Because of economy wise it is better,
  - Because of its economical,

- The villagers of Muzaffargarh were told to evacuate their houses \_\_\_\_\_.
  - as the water rises.
  - when the water began to rise
  - when the water begin to rise.
  - as the water begin to rise.
- He \_\_\_\_\_ studied the new project.
  - anxiously
  - was anxious after he
  - with more anxious
  - more anxiously
- After a formal session in the college annual parent's day, the parents were told to \_\_\_\_\_.
  - talk in a loud manner.
  - speak freely
  - spoke freely
  - have spoken freely
- The corporation executives have decided and \_\_\_\_\_ many inefficient workers
  - they have fired      B. fire
  - they fired            D. fired
- Notorious killer Sangi killed his uncle \_\_\_\_\_.
  - when he was sixteen years old
  - when sixteen years old
  - in the age of sixteen years
  - at the age of sixteen
- Khalid's score on the test is \_\_\_\_\_ in the class.
  - the highest      B. more high
  - high              D. highest
- Shakir would have studied engineering if he \_\_\_\_\_ to an engineering college.
  - enter                  B. had been admitted ✓
  - admitted             D. were admitted.
- Nouman will not be able to attend the class today because \_\_\_\_\_.
  - he will have watching movie
  - he will be watching a movie
  - he is watching a movie
  - he watches a movie
- The stolen child has not been able to recall where \_\_\_\_\_.
  - does he live      B. he lives

- C. did he live            D. lived him
13. Having been served lunch, \_\_\_\_\_.
- A. he told the whole story  
B. he tells the whole story  
C. he has told the story  
D. he had told the whole story
14. When Basit arrived home after a hard day at factory work, \_\_\_\_\_.
- A. his children have been sleeping  
B. his children slept  
C. his children have slept  
D. his children were sleeping
15. While he was alone in the jungle at the night Tahir scurried away in fright \_\_\_\_\_.
- A. when he saw a shadow in the dark  
B. the shadow in the darkness having been seen by him  
C. after he was watching shadow in the dark  
D. when he has seen that something in the dark
16. The chief organizer was angry because his assistant \_\_\_\_\_ the children in the auditorium.
- A. has allowed            B. allowed  
C. allows                 D. Had allowed ✓
17. They wanted to serve some coffee to their guests; however, \_\_\_\_\_.
- A. they hadn't many sugar  
B. there was not a great amount of the sugar  
C. they did not have much sugar  
D. they were lacking in amount of the sugar
18. It was not until Mariam arrived in class after a long drive, \_\_\_\_\_ realized she had forgotten her locker's key at home.
- A. and she                 B. when she  
C. she                        D. that she
19. The doctor said that \_\_\_\_\_.
- A. the patient can turn over his medical test report on the Monday  
B. the medical test report on Monday could be received from the patient by him  
C. the patient could hand in his medical test report on Monday  
D. the patient will on Monday the medical test report turn in

20. Rabia is a noted dentist \_\_\_\_\_ in the region.

- A. however he teaches very good also  
B. but he teaches very good in addition  
C. and too a very efficient teacher  
D. as well as an effective teacher ✓

### Answers

1	B	2	A	3	A	4	B	5	A
6	B	7	A	8	D	9	A	10	B
11	B	12	B	13	A	14	D	15	A
16	D	17	C	18	D	19	C	20	D

### Explanations

- The subject of this sentence is singular (production). Choice (A) and (D) incorrectly use a plural verb. The use of two adverbs not allowed in standard English.
- The verb of demand (suggest) requires simple verb in complement.
- Its after because should be followed by an adjective (economy). The choice A is the right answer.
- The correct verb used (simple past) make choice B the right answer.
- Choice A is concise and give the exact meaning of the sentence.
- After the verb (told) an infinitive is required. Only A and B make infinitive. Choice is illogical with first part of the sentence.
- Sentence construction is parallel in choice A only. Have decided is parallel to have fired.
- A and D choices are of correct construction but A is more wordy (has more words- a sentence is preferable if it is compact). Right choice is D.
- Conditions of superlatives (the) and superlative degree are in choice A.
- Past condition. When the conditional perfect is used in the result clause, the past perfect must be used in the "if" clause.
- future progressive (will be watching) is the correct construction of Modal + simple verb form. In A choice, have watching is wrong. C

- choice, violate time difference. D choice shows habit, it does not match with today.
12. Embedded question sentence. use the construction (word + subject + verb).
  13. The sentence of simple past.
  14. Follow the pattern: when ... simple past ... past progressive.
  15. Only the A choice follow parallel construction of the sentence. (scurried away ... saw a shadow)
  16. Consider past time sequence. (simple past .... Past Perfect)
  17. Sugar is non-count. Only A choice consider sugar as non-count (much)
  18. Use of the pattern: "it was not until" ..... that.
  19. The sequence of tenses: past ... past (said ... could).
  20. Conjunction "as well as" show agreement (noted .... Effective), provide extra information. Follow the parallel construction.(noted dentist...effective teacher).

## DIRECT AND INDIRECT SPEECH

We often have to give information about what people say or think. In order to do this direct or quoted speech, or indirect or reported speech is used.

### Direct Speech:

Saying exactly what someone has said is called direct speech (sometimes called quoted speech)

**She said, "Today's lesson is on presentations."**

OR

**"Today's lesson is on presentations," she said.**

### Indirect Speech:

When we use reported speech, we are usually talking about a time in the past (obviously the person who spoke originally, spoke in the past). The verbs therefore usually have to be in the past too. Indirect speech (sometimes called reported speech), doesn't use quotation marks to enclose what the person said and it doesn't have to be word for word.

Direct speech	Indirect speech
"I'm going to the cinema", he said.	He said he was going to the cinema.

As a rule when you report something someone has said you go back a tense: (the tense on the left changes to the tense on the right):

Direct speech	Indirect speech
<b>Present simple</b> She said, "It's cold."	<b>Past simple</b> She said it was cold.
<b>Present continuous</b> She said, "I'm teaching English online."	<b>Past continuous</b> She said she was teaching English online.
<b>Present perfect simple</b> She said, "I've been on the web since 1999."	<b>Past perfect simple</b> She said she had been on the web since 1999.
<b>Present perfect continuous</b> She said, "I've been teaching English for seven years."	<b>Past perfect continuous</b> She said she had been teaching English for seven years.
<b>Past simple</b> She said, "I taught online yesterday."	<b>Past perfect</b> She said she had taught online yesterday.
<b>Past continuous</b> She said, "I was teaching earlier."	<b>Past perfect continuous</b> She said she had been teaching earlier.
<b>Past perfect</b> She said, "The lesson had already started when he arrived."	<b>Past perfect</b> NO CHANGE - She said the lesson had already started when he arrived.
<b>Past perfect continuous</b> She said, "I'd already been teaching for five minutes."	<b>Past perfect continuous</b> NO CHANGE - She said she'd already been teaching for five minutes.

**Modal verb forms also sometimes change:**

Direct speech	Indirect speech
<b>will</b> She said, "I'll teach English online tomorrow."	<b>would</b> She said she would teach English online tomorrow.
<b>can</b> She said, "I can teach	<b>could</b> She said she could teach

English online."	English online.
<b>must</b> She said, "I must have a computer to teach English online."	<b>had to</b> She said she had to have a computer to teach English online.
<b>shall</b> She said, "What shall we learn today?"	<b>should</b> She asked what we should learn today.
<b>may</b> She said, "May I open a new browser?"	<b>might</b> She asked if she might open a new browser.

Note - There is no change to; could, would, should, might and ought to.

### Direct speech

"I might go to the cinema", he said.

### Indirect speech

He said he might go to the cinema.

Present tense can be used in reported speech if you want to say that something is still true i.e. my name has always been and will always be Laila.

### Direct speech

"My name is Laila", she said.

### Indirect speech

She said her name was Laila.

or

She said her name is Laila.

For future events, present tense can be used.

### Direct speech (exact quote):

"Next week's lesson is on reported speech", she said.

### Indirect speech (not exact):

She said next week's lesson is on reported speech.

### Time change:

If the reported sentence contains an expression of time, it must be changed to fit in with the time of reporting.

For example, words like *here* and *yesterday* must be changed if they have different meanings at the time and place of reporting.

### Today:

Today's lesson is on presentations.

### On next day Indirect speech:

She said yesterday's lesson was on presentations.

Expressions of time if reported on a different day	
this (evening)	that (evening)
today	yesterday ...
these (days)	those (days)
now	then
(a week) ago	(a week) before
last weekend	the weekend before last / the previous weekend
here	there
next (week)	the following (week)
tomorrow	the next/following day

In addition if you report something that someone said in a different place to where you heard it you must change the place (*here*) to the place (*there*). For example:

### At work

How long have you worked here?

### At home:

She asked me how long I'd worked there.

### Pronoun change:

In reported speech, the pronoun often changes. For example:

### Me:

I teach English online.

### You:

She said she teaches English online.

### Reporting Verbs:

Said, told, and asked are the most common verbs used in indirect speech.

### Use of asked:

I asked Laila what time the lesson started.

### Use of told

Laila told me she felt tired. (Here me is the object.)

If "said" is used with an object we must include *to*  
For example:



Laila said to me that she'd never been to Australia.

"said" is usually used without an object.

**For example:**

Laila told me that she'd never been to China.

There are many other verbs commonly used apart from said, told and asked.

**These include:-**

accused, admitted, advised, alleged, agreed, apologized, begged, boasted, complained, denied, explained, implied, invited, offered, ordered, promised, replied, suggested and thought.

**For example:**

He invited me to the party.

He begged me to come to the party.

He ordered me to come to the party.

He advised me to come to the party.

He suggested I should come to the party.

He asked me to come to the party.

**Use of 'That' in reported speech:**

In reported speech, the word that is often used.

**For example:**

He told me that he lived in Greenwich.

However, that is optional.

**For example:**

He told me he lived in Greenwich.

That is never used in questions, instead "if" is often used.

**For example:**

He asked me if I would come to the party.

**PRACTICE EXERCISE**

1. The students said to their proctor, "Have you some spare money for farewell party?"
  - A. The students asked their proctor if he has any spare fund for farewell party.
  - B. The students asked their proctor if he had any spare fund for farewell party.

- C. They students asked their proctor if he have any spare fund for farewell party.
  - D. The students asked their proctor whether he had any spare fund for farewell party.
2. Yaqub says, "I am ill."
    - A. Yaqub told me that he is ill.
    - B. Yaqub said to me that he was ill.
    - C. Yaqub asked that he was ill.
    - D. Yaqub says that he is ill.
  3. The Director of sales will say to the supervisor, "How long have you been serving the company?"
    - A. The Director of sales will ask the supervisor that how long he has been serving the company.
    - B. The Director of sales asked the supervisor that how long he have been serving the company.
    - C. The Director of sales would ask the supervisor that how long you are serving the company.
    - D. The Director of sales will ask the supervisor that how long he had been serving the company.
  4. Sadiq will say to Laila, "Have you ever been to Congo?"
    - A. Sadiq will ask Laila if he has ever been to Congo.
    - B. Sadiq will ask Laila if he have ever been to Congo.
    - C. Sadiq would ask Laila if he had ever been to Congo.
    - D. Sadiq will ask Laila if he had ever been to Congo.
  5. The trainee said to the manager, "I am not supposed to do like this."
    - A. The trainee told the manager that I was not allowed to do like that.
    - B. The trainee told the manager that he is not allowed to do like that.
    - C. The trainee told the manager that he was not allowed to do like that.
    - D. The trainee told the manager that he had not allowed to do like that.
  6. The guerilla leader said to his band, "You have to protect your benefits at any cost."

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- A. The guerilla leader told his band that they are to protect their country at any cost.
- B. The guerilla leader told his band that they have to protect their country at any cost.
- C. The guerilla leader told his band that they had to protect their country at any cost.
- D. The guerilla leader told his band that they have to protect their country at any cost.

7. They say, "We are the representatives from Egypt."

- A. They said that they are the representatives from Egypt.
- B. They say that they will be the representatives from Egypt.
- C. They say that they were the representatives from Egypt.
- D. They say that they are the representatives from Egypt.

8. The teacher said to the students, "There will be no class work today."

- A. The teacher told the students that there would be no class work that day.
- B. The teacher told the students that there should be no class work that day.
- C. The teacher told the students that there is no class work that day.
- D. The teacher told the students that there will be no class work that day.

9. Noor said to us, "Khan gives me ten rupees daily."

- A. Noor told us that Khan gave you ten rupees daily.
- B. Noor told us that Khan gives you ten rupees daily.
- C. Noor told us that Khan has given you ten rupees daily.
- D. Noor told us that Khan gives you ten rupees daily.

10. The old woman said to the porter, "You are a nice boy."

- A. The old woman told the porter that he has been a nice boy.
- B. The old woman told the porter that he were a nice boy.
- C. The old woman told the porter that he was a nice boy.

D. The old woman told the porter that he is a nice boy.

**Answers**

1	B	3	A	5	C	7	D	9	D
2	D	4	A	6	C	8	A	10	C

**PASSIVE VOICE**

A sentence can be either in the active or passive voice.

In an "active" sentence, the subject performs the action.

In a "passive" sentence, the subject receives the action.

To make an active sentence into a passive sentence, follow these steps.

- Place the complement of the active sentence at the beginning of the passive sentence.
- If there are any auxiliaries in the active sentence, place them immediately after the new subject agreeing in number with the subject.
- Insert the verb be after the auxiliary of auxiliaries in the same form as the main verb in the active sentence.
- Place the main verb from the active sentence after the auxiliaries and be in the past participle.
- Place the subject of the active sentence after the verb in the passive sentence preceded by the preposition by. (This can be eliminated if is not important or is understood.)

Study the following possible word order for passive voice.

**Simple Present of Simple Past**

am is are was were	+ verb in past participle
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**Active:**

Floods	destroy	a great deal of property
subject	present	complement
each year in Pakistan.		

**Passive:**

A great deal of property	is destroyed	by floods
Singular subject	be	Past participle
each year in Pakistan.		

**Active:**

The fire	destroyed	two houses.
Subject	past	complement

**Passive:**

Two houses	were destroyed by	the fire.
Plural subject	be past participle	

**Present Progressive or Past Progressive**

am is are was were	+ being + verb in past participle
--------------------------------	-----------------------------------

**Active:**

The committee	is considering	new proposals.
Subject	present progressive	complement

**Passive:**

New proposals	are being	considered by the committee.
Plural subject	auxiliary be	Past participle

**Active:**

The committee	was considering	new proposals.
Subject	past progressive	complement

**Passive:**

New proposals	were being	considered by the committee.
Plural subject	auxiliary be	Past participle

**Present Perfect or Past Perfect**

has have had	+ been + verb in past participle
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**Active:**

Khan & Co.	has ordered	some equipment.
Subject	present perfect	Complement

**Passive:**

Some equipment	has been	ordered by Khan & Co.
Singular subject	auxiliary be	Past participle

**Modals**

Modal + be + verb in past participle		
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**Active:**

The governor	should sign	these papers
Subject	modal + verb	complement
today.		

**Passive:**

These papers	should be signed	by the governor
Subject	modal be past	participle
today.		

**Modals + Perfect**

Modal+ have + been + verb in past participle		
--	--	--

**Active:**

Sales manager	should have called	the president
Subject	modal + perfect	Complements
this morning.		

**Passive:**

The president	should have been called	
Subject	modal have be	Past participle
by the sales manager this morning.		

**Exercise**

Change the following sentences from active to passive voice.

1. Somebody called the president every day.

2. John is calling the other members.
3. Martha was delivering the documents to the department.
4. The other members have repealed the amendment.
5. The delegates had received the information before the recess.
6. The teacher should buy the supplies for this class.
7. Somebody will call Mr. Watson tonight.
8. The fire has caused considerable damage.
9. The company was developing a new procedure before the bankruptcy hearings began.
10. John will have received the papers by tomorrow.

### Answers

1. The president is called (by somebody) every day.
2. The other members are being called by John.
3. The documents were being delivered to the department by Martha.
4. The amendment has been repealed by the other members.
5. The information had been received by the delegates before the recess.
6. The supplies for this class should be bought by the teacher.
7. Mr. Watson will be called (by somebody) tonight.
8. Considerable damage has been caused by the fire.
9. A new procedure was being developed by the company before the bankruptcy hearing began.
10. The papers will have been received by John by tomorrow.

### Use of HAVE/GET

The clause following have or get may be active or passive.

**Nadeem is having his bike repaired this week.**

**Ruqaya was having his hair cut when John called.**

### Use of MAKE

Make can be followed only by a clause in the active voice. It is stronger than have or get. It means force.

Subject+	make+ (Any tense)	Complement+	Verb in simple form
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**The hijacker made the host lie on the floor.  
The manager made the salespersons attend the meeting.**

### Use of Let:

Subject+	let+	Complement+	Verb in simple form
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Subject+	Permit allow+	Complement+	Verb in infinitive
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Let is not interchangeable with leave, which means to go away.

**The teacher let the students leave examination hall early.**

### Use of HELP

Subject+	help+	Complement+	Verb in simple form
			Verb in infinitive

**Shaheen helped Naureen wash the dishes.  
Shakeel helped the lazy girl find a taxi.**

### Exercise

Use the correct form of the verb in parentheses in each of the following sentences.

1. The teacher made Shahbaz \_\_\_\_\_ (leave) the room.
2. Khan had his car \_\_\_\_\_ (repair) by an expert mechanic.
3. Parveen got Mariam \_\_\_\_\_ (type) her paper.
4. Police made the suspect \_\_\_\_\_ (call) his friends on the telephone.
5. They got our house \_\_\_\_\_ (paint) last week.

6. Dr. Khawaja is having the students \_\_\_\_\_ (write) a composition.
7. The police officers made the suspect \_\_\_\_\_ (lie) on the ground.
8. Mujahid got his transcripts \_\_\_\_\_ (send) to the university. *sent*
9. Naureen is getting her hair \_\_\_\_\_ (cut) tomorrow.
10. Students will have to get the Dean \_\_\_\_\_ (sign) this form.

Answers:

1	Leave	2	Repaired
3	To type	4	Call
5	Painted	6	Write
7	Lie	8	Sent
9	Cut	10	To sign

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