بِسۡمِ اللّٰہِ الرَّحۡمٰنِ الرَّحِیۡمِ

(In the Name of Allah, the Most Compassionate, the Most Merciful.)

ENGLISH GRAMMAR

&

COMPOSITION

For Intermediate Classes

PUNJAB CURRICULUM AND TEXTBOOK BOARD, LAHORE

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CHAPTER 1

SECTION 1 — GRAMMAR

Parts of Speech

English words are divided into different kinds or classes, called **Parts of Speech**. The part of speech indicates how the word functions in meaning as well as in grammar in a sentence. Understanding parts of speech is essential for determining the correct definition of a word. There are eight parts of speech in the English language.

	Parts of Speech	Definition
1.	Noun	A noun is a word used as the name of a person, place or thing.
2.	Pronoun	A pronoun is a word used instead of a noun, often to avoid the need to repeat the same noun over and over in a paragraph or a piece of writing.
3.	Verb	A verb is a word that indicates a physical and mental action or a state of being in a sentence.
4.	Adjective	An adjective is a word used to modify or describe a noun or a pronoun.
5.	Adverb	An adverb is a word which modifies a verb, an adjective, or another adverb.
6.	Preposition	A preposition is a word used before nouns and pronouns to show the relation of the person or the thing denoted by it as stands in regard to something else.
7.	Conjunction	A conjunction is a word which *joins* together sentences, and sometimes words to make them more compact.
8.	Interjection	An interjection is a word which expresses some sudden feeling or emotion.

1 Nouns

A noun is a word used as the name of a person, place or thing. The word thing includes (i) all objects that we can see, taste, touch or smell; (ii) something that we can think of, but cannot perceive by the senses.

Examples:

a. ***Abdul Sattar Edhi*** was nominated several ***times*** for the ***Nobel Peace Prize***.

b. ***Lahore*** is the ***city*** of ***Pakistan*** and it is located on the ***bank*** of the ***River Ravi***.

c. ***Graham Bell*** invented the ***telephone***.

d. The ***sun*** has set and the bright ***moon*** has made the ***sand*** glow like **snow**.

e. The ***courage*** and ***tolerance*** of those who suffered must be honoured.
f. The ***girl*** wrote a very long ***letter*** to her ***grandfather***.
g. The ***Prime Minister*** delivered a ***speech***.
h. The ***village*** has many attractive ***sights***.

1.1 Kinds of Nouns

1.1.1 Proper Nouns and Common Nouns

A **Proper Noun** is the name of some particular person, place or thing.
A **Common Noun** is the name given in common to every person, place or thing of the same class or kind.
Examples:

a. '***Akbar the Great***', was the third ***emperor*** of the ***Mughal*** **Empire**.
The noun '***Akbar the Great***' refers to a particular emperor, but the noun ***emperor*** might be applied to any other emperor as well. We call '***Akbar the Great***' *a* **Proper Noun** and an ***emperor*** a **Common Noun**. Similarly, the noun ***empire*** might be applied to any other empire as well but in the sentence above, the noun ***Mughal*** **Empire** refers to a particular empire.

Similarly,

b. December is the 12th month.
December is a **Proper Noun**, while ***month*** is a **Common Noun**.
c. Gujranwala is a famous city.
Gujranwala is a **Proper Noun**, while ***city*** is a **Common Noun**.
d. China is a big country.
China is a **Proper Noun**, while ***country*** is a **Common Noun**.

Note

Proper Nouns are always written with a capital letter at the beginning. The names of the seasons ("spring," "summer," "fall"/ "autumn," and "winter") are an exception to the rule of capitalizing proper nouns. They are not capitalized in English, unlike the names of days and months.

1.1.2 Collective Nouns

A **Collective Noun** is the name of a number or collection of people, animals, things, etc. taken together and spoken of as a whole. Collective nouns are normally not treated as plural, even though they refer to a group of something.
Examples:

a. a flock (of birds)	**e.** a crowd (of people)
b. a choir (of singers)	**f.** a group (of people or animals)

c. a committee (of directors or lawyers)	**g.** a team (of horses or players)
d. a fleet (of ships or vessels)	**h.** an army (of soldiers)

1.1.3 Countable Nouns

Countable Nouns (also called **count nouns**) refer to the things that can be counted. They can be preceded by an indefinite article or a determiner, and they can be pluralized also.

Examples:

a. There's ***a*** man at the door.
b. I have ***some*** friends in Karachi.
c. There aren't ***any*** seats.
d. I have ***two*** sisters.

In the sentences above **man**, **friends**, **seats** and **sisters** are **Countable Nouns** preceded by indefinite articles and determiners **a**, **some**, **any** and **two**.

1.1.4 Uncountable Nouns

Uncountable Nouns (also called **non-count nouns** or **mass nouns**) refer to the things that can't be counted. They should never be preceded by an indefinite article or a number, and they cannot be pluralized also.

Examples:

a. There is no more ***water*** in the pond.
b. I need to find ***information*** about the Nishan-e-Haider.
c. You seem to have a high level of ***intelligence***.
d. Please take good care of your ***equipment***.
e. Let's get rid of the ***garbage***.
f. She gave me a useful piece of ***advice***.
g. My mother uses real ***butter*** in the cakes she bakes.

1.1.5 Material Nouns

A **Material Noun** is the name of a matter or a substance of which things are made. Material nouns represent something which is tangible. It is used to describe an object that can be perceived by the senses. Material nouns can either be countable or uncountable.

Examples:

a. My mother purchased a ***gold*** ring for me.
b. I drink ***milk*** in a ***silver*** glass.
c. ***Calcium*** is a good mineral for health.
d. ***Plastic*** is harmful to the environment.
e. The Naulakha Pavilion within the Lahore Fort has been built using ***marble***.

1.1.6 Abstract Nouns

An **Abstract Noun** is the name of some quality, state or action considered apart from the object to which it belongs. Abstract nouns represent intangible ideas, things that can't be perceived with the five main senses.

Examples:

a. Quality – goodness, kindness, whiteness, darkness, hardness, brightness, honesty, wisdom, bravery

b. Action – laughter, theft, movement, judgement, hatred

c. State – childhood, boyhood, youth, slavery, sleep, sickness, death, poverty

The names of Arts and Sciences – grammar, music, chemistry, etc. are also Abstract Nouns.

Abstract Nouns are formed:

- From Adjectives; as, ***kindness*** from ***kind*** – ***honesty*** from ***honest*** – ***happiness*** from ***happy***.
- From Verbs; as, ***obedience*** from ***obey*** – ***growth*** from ***grow*** – ***movement*** from ***move***.
- From Common Nouns; as, ***childhood*** from ***child*** ; ***slavery*** from ***slave***.

1.1.7 Compound Nouns

A **Compound Noun** is a noun that is made with two or more words. Each compound noun acts as a single unit and can be modified by adjectives and other nouns.

There are three forms of compound nouns:

- open or spaced - space between words (**tennis shoe**)
- hyphenated - hyphen between words (**six-pack**)
- closed or solid - no space or hyphen between words (**bedroom**)

Compound nouns are formed by combining:

- noun + noun; as, ***bus stop – firefly – football***
- adjective + noun; as, ***full moon – blackboard – hardware***
- noun + adjective; as, ***truckful – spoonful – handful***
- verb(ing) + noun; as, ***dressing table – washing machine – swimming pool***
- noun + verb; as, ***sunrise – haircut – snowfall***
- noun + verb(ing); as, ***sightseeing – storytelling – stamp collecting***
- verb + preposition; as, ***checkout – lookout – standby***
- preposition + verb; as, ***output – overthrow – input***
- noun + prepositional phrase; as, ***mother-in-law – word for word – jack-of-all-trades***
- preposition + noun; as, ***underground – influx – background***

2 Pronouns

A pronoun is a word used instead of a noun, often to avoid the need to repeat the same noun over and over in a paragraph or a piece of writing. Like nouns, pronouns can refer to people, things, concepts, and places. A pronoun is usually substituted for a specific noun, which is called its **antecedent.**

Pronouns can be used in singular and plural forms. The verb used in the sentence should be used in accordance with the particular form of the pronoun used.

Examples:

a. ***Sarah*** has always loved fashion. ***She*** announced that ***she*** wanted to go to a fashion

school.

b. My ***father*** could not find his car keys. ***He*** was worried.
c. The ***cat*** was thirsty. ***It*** drank all the milk that was left in the kitchen.
d. ***Alia and Hania*** found it hard to move ***the sofa*** across the hall as ***it*** was too heavy for ***them*** to carry.
e. The teacher asked ***the students*** if ***they*** had submitted ***their*** assignments.
f. My ***family*** loves *biryani*. ***We*** eat **it** every Friday.

2.1 Types of Pronouns

Pronouns can be divided into numerous categories:

2.1.1 Indefinite Pronouns

Indefinite Pronouns are the words referring to one or more unspecified objects, beings, or places. Many of them are formed using some combinations of **some-**, **any-**, **every-**, **no-**, **-one**, **-where**, or **-body**. There is no set position where an indefinite pronoun will appear in a sentence.

Examples:

a. Would **anyone** like to have coffee?
b. Take **whatever** you like. Jamil took one cookie and Beenish took the **other**.
c. **All** was not lost.
d. **Few** are able to excel in such a competitive field.
e. I do not like **such** a bad life.
f. **Something** tells me this would not end well.
g. **Some** are born great.
h. What is **everybody's** business is **nobody's** business.
i. **One** hardly knows what to do.

2.1.2 Personal Pronouns

Personal Pronouns are the words that refer to the person speaking, the person spoken to and the person spoken of.

- The pronouns ***I*** and ***we,*** which denote the person or persons ***speaking***, are said to be Personal Pronouns of the First Person.
- The pronoun ***you,*** which denotes the person or persons ***spoken to***, is said to be a Personal Pronoun of the Second Person. ***You*** is used both in the singular and plural forms.
- The pronouns ***he/she*** and ***they***, which denote the person or persons ***spoken of***, are said to be Personal Pronouns of the Third Person. ***It***, although, denotes the thing ***spoken of***, is also called a Personal Pronoun of the Third Person.

Forms of Personal Pronouns

First Person (Masculine or Feminine)				
	Singular		***Plural***	
Nominative	I		we	
Possessive	my, mine		our, ours	
Accusative	me		us	
Second Person (Masculine or Feminine)				
	Singular/Plural			
Nominative	you			
Possessive	your, yours			
Accusative	you			
Third Person				
	Singular Masculine	***Singular Feminine***	***Neuter***	***Plural All Genders***
Nominative	he	she	it	they
Possessive	his	her, hers	its	their, theirs
Accusative	him	her	it	them

Personal Pronouns have two main groups, one referring to the subject of the sentence and the other to the object. The first group is used to replace the subject of the sentence: ***I, you, he, she, it, we, you*** and ***they***.

Examples:

a. Jamal and Dawood are friends. ***They*** play basketball together.

b. ***I*** have more money than ***she*** has.

c. ***We*** will be late if ***you*** don't hurry up.

The second group of pronouns replaces the object of the sentence: ***me, you, him, her, it, us, you, them***.

Examples:

a. Pervez read the letter to **me**.

b. Missing the train will cause **us** to be late.

c. She packed **them** tightly in the suitcase.

2.1.3 Reflexive Pronouns

Reflexive Pronouns are used to refer back to the subject or clause of a sentence.

Examples:

Singular	***Plural***
I check ***myself***.	We check ***ourselves***.
You will check ***yourself***.	You will check ***yourselves***.
He checks ***himself***.	They check ***themselves***.
She checks ***herself***.	
The cat checks ***itself***.	

Reflexive Pronoun is used as the ***object*** of a verb, and refers to the same person or thing as that denoted by the ***subject*** of the verb itself.

2.1.4 Demonstrative Pronouns

Demonstrative Pronouns are used to point out the objects to which they refer or to point out something specific within a sentence. There are only four demonstrative pronouns – ***this, that, these, those***. ***This*** and ***that*** are ***singular***, whereas ***these*** and ***those*** are ***plural***. As you may have noticed, there can be some crossover with indefinite pronouns when using *this* and *that*.

Examples:

a. ***This*** is a present from my uncle.
b. Both cars are good; but ***this*** is better than ***that***.
c. The mangoes of Multan are better than ***those*** of Muzaffargarh.
d. ***These*** are mine, but ***those*** belong to Asfa.
e. ***That*** is the Lahore Fort.

This, that, these and **those** can sometimes be used as ***Demonstrative Adjectives***. The difference between the two is that a ***Demonstrative Pronoun*** replaces ***the noun*** and a ***Demonstrative Adjective*** qualifies ***the noun***.

- **This** cat is mine.

This in the sentence is not a pronoun but a demonstrative adjective as it qualifies the noun '*cat*'.

2.1.5 Possessive Pronouns

Possessive Pronouns denote possession or ownership. Examples include: *mine, its, hers, his, yours, ours, theirs.*

Example:

a. This cat is ***mine***.

Mine is indicating possession, that the cat belongs to me.

Possessive Pronouns often follow phrases that contain Demonstrative Adjectives.

Examples:

a. Are these bananas **hers**?
b. This money is **ours**.

Possessive pronouns ***do not*** have ***apostrophes*** and they do not precede nouns.

Example:

a. Is that car ***yours/hers/ours/theirs****?* (**NOT** Is that car ~~***your's/her's/our's/their's***~~*?*)

Possessive Pronouns are used instead of full noun phrases to avoid repeating words.

Example:

a. Whose coat is this? Is it ***yours****?* (**NOT** Is it ~~***[your coat]***~~*?*)

2.1.6 Relative Pronouns

Relative Pronoun *refers* or *relates* to some noun mentioned previously, which is called its ***Antecedent – who, which, that, whom, whose*** are relative pronouns.

Examples:

a. I met Hanif. Hanif had just returned.
I met Hanif ***who*** had just returned.

The relative pronoun ***who*** acts to refer back to the noun ***Hanif***. It acts to open a clause by identifying ***Hanif*** as not just any man, but the one who had just returned. The word ***who*** also joins or connects the two statements. It, therefore, does the work of a ***Conjunction***.

Similarly,

b. I have found the pen. I lost the pen.
I have found the pen ***which*** I lost.

c. Here is the book. You lent me the book.
Here is the book ***that*** you lent me.

2.1.7 Interrogative Pronouns

Interrogative Pronouns are used to introduce or ask questions – ***who, whom, whose, what, which*** are Interrogative Pronouns.

Who, whom, whose are used for ***persons*** only.

<table>
<tr><td rowspan="3">***Who, whom, whose*** are used for ***persons*** only.

(***Who*** will replace the subject of a sentence, whereas ***whom*** will replace the direct or indirect object.)</td><td>***Who*** spoke?
Who goes there?
Who made the top score?
Who is knocking at the door?</td><td>(Nominative)</td></tr>
<tr><td>***Whose*** is this book?
Whose are these clothes?</td><td>(Possessive)</td></tr>
<tr><td>***Whom*** did you tell?
To ***whom*** were you speaking?</td><td>(Accusative)</td></tr>
<tr><td>***Which*** is used for both ***persons*** and ***things***. It implies selection, that is, it implies a question concerning a limited number.</td><td colspan="2">***Which*** is your friend?
Which of the boys saw him?
Which of these books is yours?
Which of the pictures do you like best?
Which will you take?</td></tr>
<tr><td>***What*** is used for *things* only.</td><td colspan="2">***What*** have you found?
What do you want?
What did you say?
What was it all about?
What is sweeter than honey?</td></tr>
</table>

2.1.8 Reciprocal Pronouns

Reciprocal Pronouns are used to express a mutual relationship. There are just two reciprocal pronouns in English – ***one another*** and ***each other***. They are mainly used to stop unnecessary repetition in a sentence.

one another ---------- for three or more than three.
each other ---------- for two only.

Examples:

a. Javeria gave Maria a gift and Maria gave a gift to Javeria.
Javeria and Maria gave ***each other*** gifts.

Using ***each other*** stops unnecessary repetition.

b. The countries worked with ***one another*** on national security.

One another works to suggest that the action of working is being reciprocated back and forth by more than one country.

2.1.9 Intensive Pronouns / Emphatic Pronouns

Intensive Pronouns end in ***–self*** or ***–selves*** and serve to emphasize their antecedents. These are almost identical to Reflexive Pronouns, but rather than just referring back to the subject of the sentence they work to reinforce the action. In many cases, the sentence would still make sense without the Intensive Pronoun.

Examples:

a. I will do it **myself**.
b. We made this pie **ourselves**.
c. A nation speaks for **itself** through elections.

2.1.10 Distributive Pronouns

Each, either, neither are called **Distributive Pronouns** because they refer to persons or things ***one at a time***. For this reason, they are always ***singular*** and as such followed by the verb in the ***singular***.

Each is used to denote every one of a number of persons or things taken singly. ***Either*** means the one or the other of the two. ***Neither*** means not the one nor the other of the two. It is the negative of ***either***. Hence ***either*** and ***neither*** should be used only in speaking of ***two*** persons or things.

Examples:

a. ***Each*** of the boys gets his prize, when he plays.
b. ***Either*** of you can go.
c. ***Neither*** of the accusations is true.

3 Verbs

A **Verb** is a word that indicates a ***physical action*** (sit, breathe, run), ***mental action*** (understand, believe, recognise) or ***a state of being*** (forms of be – is, are, am), in a sentence. A verb ***tells*** or ***asserts***:

what a person or a thing ***does;*** as,	
a. Saleem ***builds*** a house.	**b.** The clock ***strikes***, ten.
what ***is done*** to a person or a thing; as,	
a. Saleem ***is scolded*** by his father.	**b.** The window ***is broken*** by the boy.
what a person or a thing ***is;*** as,	
a. The soldier is ***dead***.	**b.** Wood is ***hard***.

3.1 Types of Verbs

3.1.1 Action Verbs

Action verbs, also known as ***main verbs***, express specific actions and are used any time you want to show action or discuss someone doing something – the action does not have to be physical.

Examples:

a. I ***run*** faster than Danish.

b. He ***does*** it well.

3.1.2 Auxiliary Verbs

Auxiliary verbs are also known as ***helping verbs*** and are used together with the main verb to show the verb's tense or to form a question or a negative.

Examples:

a. The girls were ***talking***.

b. I have already ***learnt*** my lesson.

c. He can ***play*** football.

The words ***talking, learnt*** and ***play*** are the ***main verbs***; whereas ***were, have*** and ***can*** are helping verbs.

3.1.3 Transitive Verbs

If the action denoted by a verb passes over from the subject to the object, it is called a ***Transitive Verb***.

Example:

a. Ahmad ***eats*** an apple in the morning.

The action ***eats*** cannot take place without apple. The verb ***eats***, therefore, is a transitive verb.

3.1.4 Intransitive Verbs

If the action denoted by a verb does not go beyond the subject, it is called an ***Intransitive Verb***.

Example:

a. The sun ***rises*** now.

The action denoted by ***rises*** stops with its subject being a complete sense at all and needs nothing to be told further. It is called an intransitive verb.

3.1.5 Stative Verbs

Stative Verbs can be recognized because they express states rather than actions. They typically relate to thoughts, emotions, relationships, senses, states of being, and measurements.

Example:

a. The doctor ***disagrees*** with you in this respect.

3.1.6 Modal Verbs

Modal Verbs are auxiliary verbs that are used to express abilities, possibilities, permissions, and obligations – **can**, **could**, **will**, **would**, **shall**, **should**, **may**, **might**, **must** and **ought** are

called modal verbs.

Examples:

a. He ***can*** read it.
b. I **should** go home.
c. You **must** not delay.
d. Sana **would** not recommend *Nihari*.
e. Tania **may** be late.

Note

Modal verbs are ever followed by the Ist forms of verbs with each and every subject, whether singular or plural; as

- He can go.
- They can go.
- We can go.

3.1.7 Phrasal Verbs

Phrasal Verbs aren't single words; instead, they are combinations of verbs and prepositions that are used together to take different meanings from those of the original verbs.

Examples:

a. He ***brought up*** his nephew.
b. Sami ***handed over*** the wallet to the police.
c. You should ***make up*** your deficiency.

3.1.8 Regular Verbs

Regular Verbs are the verbs that form the past forms and the past participle forms of verbs by adding the suffixes '**-**d' or '**-**ed' to the base forms of verbs.

Examples:

Regular Verbs (Base Forms)	Simple Past Forms of the Verbs	Past Participle Forms of the Verbs
agree	agreed	agreed
deliver	delivered	delivered
fix	fixed	fixed
injure	injured	injured
laugh	laughed	laughed

3.1.9 Irregular Verbs

Irregular Verbs are those that don't take on the regular spelling patterns of the past simple and past participle verbs.

Examples:

Present	Past Simple	Past Participle
be (is, am, are)	was/were	been
fall	fell	fallen
know	knew	known
hide	hid	hidden

a. We **play** cricket everyday. – **Present**
b. We **played** cricket yesterday. – **Past Simple**
c. We had already **played** cricket. – **Past Participle**

3.1.10 Linking Verbs

A **Linking Verb** (also called a **copular verb**) connects the subject of a sentence with a "subject complement" (i.e., a noun or an adjective that describes it). Common linking verbs include the verbs ***be***, ***seem***, ***become***, and ***feel***.

Examples:

a. Farah ***is*** proud.
b. The pillow ***feels*** soft.

3.2 Subject-Verb Agreement

Verb must agree with its **subject in number and person** – the verb must be of the same number and person as its subject. If the subject is of the singular number, first person, the verb must be of the singular number, first person.

Examples:

a. I am eating my food.
b. I was eating my food.
c. I have played my role.

If the subject is of the singular number, third person, the verb must be of the singular number, third person.

Examples:

a. He is eating his food.
b. He was eating his food.
c. He has played his role.

If the subject is of the plural number, third person, the verb must be of the plural number, third person.

Examples:

a. They are eating their food.
b. They were eating their food.
c. They have eaten their food.

4 Adjectives

An adjective is a word used to modify or describe a noun or a pronoun. It usually answers the

question of which one, what kind, or how many.

4.1 Comparison of Adjectives

Adjectives change in form to show ***comparison***. They are called the three **degrees of comparison**.

4.1.1 Positive Degree of an Adjective

The **Positive Degree of an Adjective** is the Adjective in its simple form. It is used to denote the mere existence of some quality of what we speak. It is used when no comparison is made.

a. Amir's mango is ***sweet***. (The Adjective ***sweet*** is in the **Positive Degree**.)

4.1.2 Comparative Degree of an Adjective

The **Comparative Degree of an Adjective** denotes a ***higher degree*** of the quality than the Positive, and is used when ***two*** things are compared.

b. Adnan's mango is ***sweeter*** than Amir's. (The Adjective ***sweeter*** is in the **Comparative Degree**.)

4.1.3 Superlative Degree of an Adjective

The **Superlative Degree of an Adjective** denotes the ***highest degree*** of the quality, and is used when ***more than two*** things are compared.

c. Sadaf's mango is the ***sweetest*** of all. (The Adjective ***sweetest*** is in the **Superlative Degree**.)

4.2 Formation of Comparative and Superlative Adjectives

	Positive	Comparative	Superlative
Most adjectives of one syllable, form the comparatives by adding ***-er*** and ***-est***.	small	smaller	smallest
When the positive degree ends in ***-e***, only ***-r*** and ***-st*** are added.	brave	braver	bravest
When the positive degree ends in ***-y***, preceded by a consonant, the ***-y*** is changed into ***-i*** before adding ***-er*** and ***-est***.	happy	happier	happiest
When the positive degree is a word of one syllable and ends in a *single* consonant, preceded by a ***short vowel***, this consonant is doubled before adding ***-er*** and ***-est***.	thin	thinner	thinnest
Adjectives of more than **two syllables** form the comparatives and superlatives by putting ***more*** and ***most*** before the positive degrees.	beautiful	more beautiful	most beautiful

5 Adverbs

An **Adverb** is a word which modifies a verb, an adjective, or another adverb.

Examples:

a. Rabia runs quickly. (***quickly*** modifies the **verb *runs***)

b. This is a very sweet orange. (***very*** modifies the **adjective *sweet***)
c. Sajid reads quite clearly. (***quite*** modifies the **adverb *clearly***)

5.1 Kinds of Adverbs

Adverbs of Time (which show *when).*	I have heard it ***before*** also. I have spoken to him ***already***. We shall ***now*** begin to work.
Adverbs of Frequency (which show *how often).*	I have told you ***twice***. He ***often*** makes mistakes. The postman came ***again***.
Adverbs of Place (which show *where*).	Stand ***here***. The horse galloped ***away***. He looked ***up***.
Adverbs of Manner (which show *how* or in what *manner).*	This story is ***well*** written. You should not talk ***rudely***. The child slept ***soundly***.
Adverbs of Degree or **Quantity** (which show *how much,* or *in what degree* or *to what extent).*	He was ***too*** careless. These mangoes are ***almost*** ripe. The sea is ***very*** stormy.
Adverbs of Affirmation and Negation	***Surely*** you are mistaken. He ***certainly*** went.
Adverbs of Reason	He ***therefore*** left school.

5.2 Formation of Adverbs

Adverbs of manner are mostly formed from Adjectives by adding ***-ly***.	clever – cleverly wise – wisely
When the adjective ends in ***-y*** preceded by a consonant, change ***-y*** into ***-i*** and add ***-ly***.	happy – happily ready – readily
When the adjective ends in ***-le,*** simply change ***-e*** into ***-y***.	single – singly double – doubly
Some adverbs are made up of a noun and a qualifying adjective.	sometimes, meantime, meanwhile, yesterday, midway, otherwise
Some adverbs are compounds of a preposition and an adverb.	within, without, before, beneath

6 Prepositions

A **Preposition** is a word or a group of words such as **in**, **out**, **of**, **above**, **under**, **below**, etc. used before a noun or a pronoun to indicate time, place, and direction.

Example:

a. There is a cow ***in*** the field.
b. He is sitting ***under*** the tree.

c. The boy jumped ***into*** the pool.

6.1 Kinds of Prepositions

Simple Prepositions	at, by, for, from, in, of, off, on, out, through, till, to, up, with
Compound Prepositions	about, above, across, along, amidst, among, amongst, around, before, behind, below, beneath, besides, between, beyond, inside, outside, underneath, within, without
Phrase Prepositions (Groups of words used with the force of a single preposition.)	according to, agreeable to, along with, away from, because of, by means of, by reason of, by way of, in case of, in front of, in order of, in regard to, with reference to
Participial Prepositions	barring, concerning, considering, during, notwithstanding, pending, regarding, respecting, touching

6.2 Types of Prepositions

There are several types of prepositions according to their usage but the main categories are as follows:

Types of Prepositions	Prepositions
Time	in, on, at, by, since, for, before, after
Place	at, in, on, under, above, over
Direction	to, into, through, towards
Manner	with, by
Agent	by
Instrument, Device, Machines	with, by
Possession	on, of, with
Reason, Cause, Purpose	of, with, from, for
Contrast, Concession	after, for, with
Source, Origin, Motive	from

6.3 List of Prepositions with Usage and Sentences

Preposition	Usage	Sentences
about	on the subject of – connected with	Have you heard ***about*** the news?
above	higher than – or over	The sun is ***above*** the moon.
across	from one side to the other	The bank was ***across*** the road.
after	following something – behind – later than	The boy ran ***after*** the frog. I'll call you ***after*** the party.

against	in opposition to – in contact with	He was ***against*** the idea. The chair is ***lying against*** the table.
along	from one end to the other	They were running ***along*** the path.
among	surrounded by	Pervaiz was ***among*** the visitors.
around	in a circle – near – approximately	He was roaming ***around*** the table. It costs ***around*** 500 rupees.
at	place – age – time	Tania will wait for me ***at*** the library. He left home ***at*** dawn. It's difficult to drive ***at*** night.
away (from)	at a distance	The boy ran ***away*** from the fire.
before	earlier than – in front of	The day ***before*** yesterday.
behind	at the back of	She was sitting ***behind*** the driver.
below	lower than	Her shirt is ***below*** her knees.
beneath	under	The notebook was ***beneath*** the books.
beside	next to	The bank is ***beside*** the school.
between	in the space separating two things	Maryum sat ***between*** Tuba and Sana.
by	near, at the side of – not later than	The resort is ***by*** the river. The teacher wants the report ***by*** Monday.
close to	near	His house is ***close to*** the market.
down	from higher to lower	She pulled ***down*** the curtain.
for	what is intended	I bought this painting ***for*** you.
from	where something starts or originates	The wind is blowing ***from*** the south.
in	at a point within an area – time – location/place	The book is ***in*** the cupboard. She is going ***in*** the afternoon. She works ***in*** a university ***in*** Lahore.
in front of	directly before	The boy ran out ***in front of*** the train.
inside	on the inner part of	The lion was ***inside*** the cage.
into	entering a closed space	Ali went ***into*** the shop.
near	close to	The school is ***near*** the service station.
next to	beside	The bank is ***next to*** the school.
off	down or away from	He fell ***off*** the wall.
on	position touching a surface – time – location/place	The egg is ***on*** the table. Eid is ***on*** October 25th. The offices are ***on*** the Mall Road.
onto	move to a position on a surface	The lizard jumped ***onto*** the roof of the car.

opposite	facing, on the other side	Aslam sat ***opposite*** Amina.
out of	move from a closed space – without	He got ***out of*** the house. She's ***out of*** a job these days.
outside	opposite of inside – on the outer side	The pool is ***outside*** the garden.
over	above/across – on the surface of	The plane flew ***over*** the sea. She put a sheet ***over*** the dish.
past	beyond	She drove ***past*** the school.
round	in a circular movement	The moon moves ***round*** the earth.
through	from one side to the other	The Ravi flows ***through*** the Punjab.
throughout	in every part of	Covid-19 spread ***throughout*** the world.
to	in the direct of; towards	He was on his way ***to*** the station.
towards	in the direction of	The baby ran ***towards*** her father.
under	beneath, below	Water flows ***under*** the bridges.
underneath	beneath	There was dust ***underneath*** the carpet.
up	towards or in a higher position	She ran ***up*** the stairs.
with	including – as a result of	Meat is served ***with*** rice. The officer was annoyed ***with*** Muddasir for coming late.
within	inside	They live **within** the walled city.
without	not having, or lacking something	Asghar cannot live **without** milk.

7 Conjunction

A **Conjunction** is a word that ***joins*** together words, phrases or clauses to make them more compact. There are many conjunctions in the English language, but the main two types are the co-ordinating conjunctions and the subordinating conjunctions.

Examples:

a. Sarah ***and*** I visited Murree last weekend.
b. Do you have a rough notebook ***or*** a rough sheet of paper?
c. I did not go to work today ***because*** I was not keeping well.
d. She did not like the food ***but*** she ate it.
e. I will be leaving tomorrow ***so*** I am trying to finish all the pending assignments.

7.1 Classes of Conjunctions

Conjunctions are categorized into two classes.

7.1.1 Co-ordinating Conjunctions

A **Co-ordinating Conjunction** joins together clauses of equal ranks. The chief Co-ordinating Conjunctions are **for, and, nor, but, or, yet, so**. These seven co-ordinating conjunctions can be remembered by using the acronym 'FANBOYS'.

Example:

a. Birds fly ***and*** fish swim.

The sentence contains two ***independent*** statements or two statements of *equal rank* or importance. Hence the conjunction joining together these two statements or clauses of ***equal rank*** is called a **Co-ordinating Conjunction.**

7.1.2 Subordinating Conjunctions

A **Subordinating Conjunction** joins an independent clause to a dependent clause. The chief Subordinating Conjunctions *are* ***after, because, if, that, though, although, till, before, unless, as, when, where, while***, etc.

Example:

a. He ran away ***because*** he was afraid.

The sentence contains two statements or clauses one of which, **'*because* he was afraid'**, is *dependent* on the other. Hence the conjunction introducing the ***dependent*** or ***subordinate*** clause is called a **Subordinating Conjunction.**

7.1.3 Correlative Conjunctions

These are a kind of tag-team conjunctions. They come in pairs and they are used in different places. Correlative Conjunctions include either/or, neither/nor, not only/but also, whether/or, not/but, etc.

Examples:

a. I **either** want an apple **or** an orange.
b. Akram **neither** likes tea **nor** coffee.

8 Interjections

An **Interjection** is a word which expresses some sudden feeling or emotion.
Interjections may express:

- joy – ***hurrah! huzza!***
- grief – ***alas!***
- surprise – ***ha! what!***
- approval – ***bravo!***

Examples:

a. ***Hello!*** What are you doing there?
b. ***Alas!*** He is dead.
c. ***Hurrah!*** We have won the game.
d. ***Ah!*** Have they gone?
e. ***Oh!*** I have got such a fright.
f. ***Hush!*** Don't make a noise.

Grammar Exercise –1

1. Point out the Nouns in the following sentences, and say whether they are Common, Proper, Collective or Abstract.

a. The crowd is very big.
b. The elephant is an intelligent animal.
c. The Ravi River is one of the five tributaries of the Indus River.
d. The shepherd took the flock of sheep to the field.
e. I bought furniture for my new house.
f. Always speak the truth.
g. He gave me a bunch of grapes.
h. The class is studying grammar.
i. We all love honesty.
j. Without health, there is no happiness.

2. Read the following sentences and use the appropriate pronouns.

a. Munir is a good boy. __ always listens to__ teacher.
b. Amir and Salman are twin brothers. ___ take the same bag to school.
c. Murad and I are very good friends. ___ have known each other since childhood.
d. The mangoes are very sour. Where did you buy ___?
e. I love watching Tom and Jerry cartoons. __ reminds me of my childhood days.
f. I bought this book for my sister. __ often read it together.
g. This is Sara. Do you know __?
h. There are many windows here. But all of ___ are jammed.
i. The army has reached __ destination.
j. My aunt and uncle live in Multan. ___ often visit ___.

3. Read the sentences given below and underline the adverbs.

a. The boy is too careless.
b. The winds are very strong.
c. The baby slept soundly.
d. The soldiers fought the war valiantly.
e. Jaffar always tries his best.
f. Surely you are mistaken.
g. The movie is to end soon.
h. Your friend messaged again.
i. I had already done my homework.
j. I was rather busy.

4. Read the following sentences and select the correct form of the verb given in brackets.

a. Rabia ___ a mile every day. (run/runs)

b. The dogs ___ all night. (barks/bark)
c. The cat ___ the snake. (catch/caught)
d. We ___ in the park in the evenings. (play/plays)
e. Hafsa __ school yesterday. (went/go)
f. Aqib ___ to be a police officer when he grows up. (want/wants)
g. Maheen ___ back to her mother. (ran/run)
h. Khalid ___ very fast. (walk/walks)
i. You can ___ with us. (come/came)
j. They ___ to a picnic together yesterday. (went/go)

5. Read the given sentences below and circle the adjectives.

a. The homeless beggar hasn't eaten for days.
b. The fox is a sly animal.
c. Mary had a little lamb.
d. The selfish giant didn't allow the children to enter his garden.
e. The foolish dog barked at its reflection and lost its food.
f. The family didn't have enough food for the winter.
g. The girl is a state-level boxer.
h. The brave army marched through the streets.
i. I had no idea that such a fantastic place existed anywhere.
j. Some oranges are pretty sour.

6. Fill in the blanks with appropriate prepositions.

a. This shop doesn't have the toys I was looking __. (up/for)
b. The teacher divided the sweets ___ all the children. (between/among)
c. Babar did not fare well __ his examination. (in/at)
d. The dog is faithful __ its owner. (to/for)
e. My brother's anniversary is __ the 5th November. (on/in)
f. The boy __ the store is quite young. (at/in)
g. Anam was born __ the 2nd October. (on/in)
h. Rashid is fond __ muffins. (of/off)
i. The dog jumped __ the sofa. (on/in)
j. Humpty Dumpty sat __ a wall. (on/at)

7. Fill in the blanks with the appropriate interjection.

a. _____ We have won the game.
b. _____ Have they gone?
c. _____ I got such a fright.
d. _____ Don't make a noise.
e. _____ you've stepped on my toes.

CHAPTER 2

Punctuation

9 Punctuation

A **Punctuation** means the right use of putting in points or stops in writing. The correct use of these stops and marks helps a reader understand the passage correctly as it was meant by the writer. On the other hand, the incorrect use of them can change the entire meaning.

To indicate that the sentence is complete, it should start with a capital letter and end with a punctuation mark.

The main punctuation marks are as follows:

• full stop	[.]
• comma	[,]
• exclamation mark	[!]
• question mark	[?]
• semi-colon	[;]
• colon	[:]
• apostrophe	[’]
• quotation marks	[“ ”] or [‘ ’]

9.1 Full Stop [.]

A **Full Stop** is used to close a sentence. After a full stop, a new sentence starts with a capital letter.

Examples:

a. He appears to have an old head on young shoulders.

b. All that glitters is not gold.

Full stops can be used after abbreviations in American English. However, we write abbreviations without full stops in modern British English.

Examples:

a. Mr (American English Mr.)

b. Dr (American English Dr.)

c. kg (American English kg.)

But ***do not duplicate a full stop*** at the end of the term or phrase if the last letter ends a sentence.

9.2 Comma [,]

A **Comma** generally reflects pause in speech.

We use commas in the following cases:

- **to separate items in a series or a list**

Example:

a. He lost his money, reputation, and his friends.

- **to separate pair of words of the same class**

Example:

a. Rich and poor, high and low, men and women, all gathered to greet him.

- **before and after a word in the vocative case**

Example:

a. I don't know, Jameel.

- **after absolute construction and the participle phrases**

Example:

a. The weather was nice, we decided to go for a picnic.

- **between words and phrases in apposition**

Example:

a. Milton, the great English poet, was blind.

- **before and after the words or phrases like indeed, therefore, hence**

Example:

a. Indeed, it was a big decision.

- **to separate a direct speech from the reporting verb**

Example:

a. He said, "Let's play cricket."

- **to indicate omission**

Example:

a. To err is human, to forgive, (is) divine.

- **to separate date of the month from the year**

Example:

a. She was born on September 11, 2007.

- **to mark words like yes, no, well, etc.**

Example:

a. Yes, he wanted to do something extraordinary.

9.3 Question Mark [?]

A **Question Mark** is used instead of a full stop in the interrogative/question sentences. After a question mark, a new sentence starts with a capital letter.

Examples:

a. When will you come back home?

b. What are you doing?

Question marks are not used after indirect questions.

Examples:

a. He enquired what I was looking for.

9.4 Exclamation Mark [!]

An **Exclamation Mark** is generally used to close a sentence. However, it comes after interjections and after phrases and sentences expressing feelings, emotions or wishes. After the exclamation mark, a new sentence has a capital letter.

Examples:

a. What a terrible fire it was!
b. Hurray! We did it.
c. Long live the queen!

It is also used after an emphatic nominative of address.

Examples:

a. Allah (سُبْحَانَهٗوَتَعَالٰی)! Help me.
b. Help me, O Allah (سُبْحَانَهٗوَتَعَالٰی)!

9.5 Colon [:]

A **Colon** is used before a quotation or a saying.

Example:

a. Mark Twain said it best: "When in doubt, tell the truth."
b. Feminism: A new wave in gender studies.

Between sentences which are connected in a sense yet independent.

Example:

a. I and my brother are really excited: We are going to the zoo.

A colon can introduce a list.

Example:

a. The main points are as follows: (1) -------- (2) -------- (3) --------.

Before enumeration

Example:

The pies liked by Ali are: chicken and mushroom, mince and onion, cheese and onion.

9.6 Semicolon [;]

It shows a pause of greater importance than that shown by the comma. It is also used to separate a series of loosely related clauses.

Examples:

a. Her court was pure; her life serene.
b. We set out at dusk; the weather was not promising.

A semi-colon is sometimes used instead of a full stop, in cases where the meaning is closely connected.

Example:

a. It's going to be a great tomorrow; we have paid all our dues; we expect all the privileges listed in the contract.

To separate the clauses of a compound sentence, when they contain commas.

Example:

She was a lovely, young woman; and we all loved her.

9.7 Apostrophe [']

We use apostrophes ['] for three main reasons.

It is used to show contractions.

Examples:

a. can't = cannot
b. I'd = I would/ had
c. it's = it is/ has
d. who's = who is/ has

To form the plurals of letters and figures. Words that do not usually have plurals sometimes have an apostrophe when a plural form is written.

Example:

a. Let's discuss the do's and don'ts.
b. There are a lot of if 's involved.
c. He writes b's instead of d's.

To show possession, we use apostrophe before or after possessive-s.

Example:

a. The cat's master loves his cat.
b. It was her teacher's notebook that she lost.
c. That was my parents' house.

9.8 Quotation Marks [" "]

Quotation marks are also called inverted commas in British English. They can be single [' '] or double [" "].

Example:

a. "To be or not to be"
b. "I need to eat something right now," she cried.

We often put quotation marks (usually single) around words used as titles or when we give them special meanings.

Example:

a. His next book was 'Heart of Darkness'.
b. The word 'ransom' is difficult to pronounce.

Grammar Exercise —2

1. Use appropriate punctuation marks in the following sentences.

a. We had a great time in France the kids really enjoyed it
b. Some people work best in the mornings others do better in the evenings
c. What are you doing next weekend
d. Mother had to go into hospital she had heart problems
e. Did you understand why I was upset
f. It is a fine idea let us hope that it is going to work
g. We will be arriving on Monday morning at least I think so
h. A textbook can be a wall between a teacher and a class
i. The girls father sat in a corner
j. In the words of Murphys Law Anything that can go wrong will go wrong

CHAPTER 3

Tenses

10 Tenses

The word ***Tense*** is used to denote a characteristic of the verb in a sentence. The tense of a verb is used to depict the particular time in which a specific event takes place.

There are three main tenses and each is further classified into four different forms, which sum up to twelve forms of tenses in total. The three tenses in English are:

- Present Tense
- Past Tense
- Future Tense

10.1 Present Tense

The **Present Tense** refers to the action or event that takes place or is taking place in the present. It represents the current activity or the present state of being of the subject in the given context.

10.1.1 Forms of the Present Tense

The present tense can be used in four different forms, namely,

- **Simple Present Tense** – used to indicate the current action or an action that takes place regularly.
- **Present Continuous Tense** – used to denote an action that is continuing at the present moment.
- **Present Perfect Tense** – used to indicate an action that has been completed and still has its effect on the subject or object in the sentence.
- **Present Perfect Continuous Tense** – used to represent an action that began in the recent past and is still continuing, along with some time frame, mentioned.

10.1.2 Structure of the Present Tense

Tense	Structure	Example
Simple Present Tense	Subject + **Verb in the base from/for the 3rd person singular** '**s**' or '**es**' is added + the rest of the sentence	I **go** to school every day. He **plays** cricket.
Present Continuous Tense	Subject + **Helping Verb(am/is/are) + Main verb+ing** + the rest of the sentence.	Tania **is watching** a movie. They **are planning** a birthday party for their friend.

Present Perfect Tense	Subject + **Helping Verb (has/have) + Past participle of the main verb** + the rest of the sentence along with the time frame.	Tariq **has just left** the hall. I **have just reached** home.
Present Perfect Continuous Tense	Subject + **Helping Verb (has/have)** + **Been** + **Verb + ing** + the rest of the sentence + time phrase (since/for).	They **have been waiting** for you for a long time. Anam **has been checking** her phone now and then since she reached here.

The present tense changes its structure when used in the positive, negative, interrogative and negative interrogative sentences.

Sentence Type	Structure	Example
Positive	Subject + Verb + .	She **likes** pizzas.
Negative	Subject + Do not/Does not (Don't/Doesn't) + Verb + .	She **does not like** pizzas. They **don't like** pizzas.
Interrogative	Do/Does + Subject + Verb + ?	**Does** she **like** pizzas? **Do** they **like** pizzas?
Negative Interrogative	Don't/Doesn't + Subject + Verb + ?	**Doesn't** she **like** pizzas? **Don't** they **like** pizzas?

10.2 Past Tense

The **Past Tense** refers to the action or event that took place or was taking place in the past.

10.2.1 Forms of the Past Tense

The **Past Tense** has four different forms to indicate the varied nature of actions that happened in the past. They are:

- **Simple Past Tense** – used to indicate an action or event that happened in the past.
- **Past Continuous Tense** – used to depict an action or event that was continuing in the past.
- **Past Perfect Tense** – used to represent an event or an action that happened in the past before another event or action that happened in the past.
- **Past Perfect Continuous Tense** – used to denote an action or event that had been taking place in the past until another action or event happened in the past along with some time frame.

10.2.2 Structure of the Past Tense

Tense	Structure	Example
Simple Past Tense	Subject + **Verb + ed / verb in the past tense** + the rest of the sentence.	Nadia **met** me at in park.
Past Continuous Tense	Subject + **Helping Verb(was/were) + Main verb+ing** + the rest of the sentence.	It **was raining**.

Past Perfect Tense	Subject + **Helping Verb (had) + Past participle of the main verb** + the rest of the sentence along with the time frame.	Tahir **had eaten** his dinner before we reached the venue.
Past Perfect Continuous Tense	Subject + **Helping Verb (had)** + **Been** + **Verb+ing** + the rest of the sentence + time phrase (since/for).	Shams **had been practising** the guitar for three years.

The past tense changes its structure when used in the positive, negative, interrogative and negative interrogative sentences.

Sentence Type	Structure	Example
Positive	Subject + Past tense form of the verb + .	She **sang** a song.
Negative	Subject + Did not / Didn't + Base form of the verb + .	She **did not sing** a song.
Interrogative	Did + Subject + Base form of the verb + ?	**Did** she **sing** a song?
Negative Interrogative	Didn't + Subject + Base form of the verb + ?	**Didn't** she **sing** a song?

10.2.3 Past Tense Verbs with the Past and Past Participle Forms

Base/forms of the Verbs	Past forms of the Verbs	Past Participle forms of the Verbs
check	checked	checked
reach	reached	reached
teach	taught	taught
sing	sang	sung
buy	bought	bought
throw	threw	thrown
sink	sank	sunk
fly	flew	flown
dance	danced	danced
drink	drank	drunk

10.3 Future Tense

The **Future Tense** is the form of the verb that you use when talking about something that will happen or exist.

10.3.1 Forms of the Future Tense

The future tense can be used in four different forms in order to show how the actions in the future behave differently in various situations, and they are:

- **Simple Future Tense** – used to denote an action that will happen in the future.

- **Future Continuous Tense** – used to indicate an action that will be taking place in the future.
- **Future Perfect Tense** – used to represent an action that will have completed in the future.
- **Future Perfect Continuous Tense** – used to depict an action that will have been happening in the present and will complete at some point in the future along with some time frame.

10.3.2 Structure of the Future Tense

Tense	Structure	Example
Simple Future Tense	Subject + **Auxiliary verb (will/shall)** + **Base form of the main verb** + the rest of the sentence.	Ajmal **will meet** me at the gym.
Future Continuous Tense	Subject + **Helping Verb (will/shall)** + **Be** + **Main verb** + **ing** + the rest of the sentence.	Ajmal **will be meeting** me at the gym.
Future Perfect Tense	Subject + **Helping Verb (will/shall)** + **Have** + **Past participle form of the main verb** + the rest of the sentence.	Ajmal **will have met** me at the gym.
Future Perfect Continuous Tense	Subject + **Helping verb (wil/shalll)** + **Have** + **Been** + **Main verb** + **ing** + the rest of the sentence + time frame (since/for).	Ajmal **will have been meeting** me at the gym since tomorrow.

The future tense changes its structure when used in the positive, negative, interrogative and negative interrogative sentences.

Sentence Type	Structure	Example
Positive	Subject + Will + Base form of the verb +.	Sanam **will walk** to school tomorrow.
Negative	Subject + Will not/Won't + Base form of the verb + .	Sanam **will not/won't walk** to school tomorrow.
Interrogative	Will + Subject + Base form of the verb + ?	**Will** Sanam **walk** to school tomorrow?
Negative Interrogative	Won't + Subject + Base form of the verb + ?	**Won't** Sanam **walk** to school tomorrow?

Grammar Exercise—3

1. Go through the sentences given below and identify the types of tenses.

a. Dawood drinks coffee every morning.
b. The boy got up late and missed the bus.
c. The team is playing very well.
d. The school will be closed for winter break.
e. Lubna graduated from this college last year.
f. The baby has eaten all the chips.
g. Have you read Pride and Prejudice?
h. The train has just left the station.
i. The sick child has been sleeping for three hours.
j. They have known each other for a long time.
k. Samia was going to school.
l. When I went there, Bashir was playing video games.
m. The workers have been working on the building for a long time.
n. Pervez had done his homework when her parents came back.
o. I will move to Sialkot soon.

CHAPTER 4

Correction of Common Errors

11 Correction of Common Errors

Following are some of the important ***rules*** so as to tackle questions based on sentence correction.

11.1 Lack of Subject-Verb Agreement

As the name implies, the verb used in the sentence should be in accordance with the subject. Both should be either plural or singular as per the context or sense of the sentence.

Examples:

a. The ***boy was*** reading. (*Singular*)
   The ***girls were*** playing. (*Plural)*

11.2 Pronoun Errors

Pronoun errors occur when pronouns do not agree in number with the nouns to which they refer. If the noun is singular, the pronoun also must be singular. If the noun is plural, the pronoun must be plural as well.

Examples:

a. Everybody must bring ***their own*** lunch. (*Incorrect*)
   Everybody must bring ***his or her own*** lunch. (*Correct*)

11.3 Mistakes in Apostrophe's Usage

Apostrophes are used to show possession. However, do not use an apostrophe after a possessive pronoun such as mine, our, ours, his, hers, its, theirs.

Examples:

a. My mothers cabin is next to his' cabin. (*Incorrect*)
   My mother's cabin is next to his cabin. (*Correct*)

11.4 Redundancy

Redundancy is when we use two or more words together that mean the same. We also say something is redundant when a modifier's meaning is contained in the word it modifies. In this case, the redundancy has to be removed.

Examples:

a. I ***returned back*** from Karachi. (*Incorrect*)
   I returned from Karachi. (*Correct*)

b. Would you please ***repeat again***? (Incorrect)
Would you please ***repeat***? (Correct)

11.5 Misplaced Modifiers

Use an adjective directly before the word you want to modify or describe. This can help you avoid confusion or giving something a quality, it doesn't have.

Examples:

a. Sitting in the garden, a scorpion stung her. (Incorrect)
Sitting in the garden, she was stung by a scorpion. (Correct)
b. He only eats fruit. (Incorrect)
He eats only fruit. (Correct)

11.6 Lacking Parallel Structure

Parallelism in a sentence relates to the structure of the sentence. In other words, the different phrases/words performing the same function should have the same structure. It's important to use consistent patterns in the structure of your lists and sentences.

Examples:

a. Hania likes to dance, sing and cooking. (Incorrect)
Hania likes to dance, sing, and cook. (Correct)
Hania likes dancing, singing, and cooking. (Correct)

11.7 Comma Splice

Using a comma to join two independent clauses (sentences) together is a common mistake. If you want to join two independent clauses, you can use a semicolon.

Examples:

a. I ordered pizza, I also ordered garlic knots. *(Incorrect)*
I ordered pizza; I also ordered garlic knots. (*Correct*)

11.8 Faulty Comparisons

A faulty comparison is the one that is not logical. Items that are compared must in fact be similar.

Examples:

a. The weather in Canada is colder than Mexico. *(Incorrect)*
The weather in Canada is colder than the weather in Mexico. *(Correct)*

Grammar Exercise — 4

1. Read the following sentences and identify and correct the errors.

a. Many peoples attended the funeral of the great man.
b. The shepherd took the cattles to the field.
c. Sitara could not understands what the teacher was saying.
d. Do you know the importance for clean water?
e. Laugh is the best medicines.
f. The flock of sheeps blocked the road.
g. The children was playing in the giant's garden.
h. The children decided to surprises Miss Holmes on teacher's day.
i. I saw Raheem when I'm on the flight.
j. Man have depended on nature for a long time.

CHAPTER 5

Sentences

12 Sentence

A group of words which makes ***complete sense*** is called a **sentence**. A **sentence** contains:

1. a **subject** (what the sentence is about, the topic of the sentence), and
2. a **predicate** (what is said about the subject)

Types of Sentences

12.1 Sentences on the Basis of Function

There are four basic types of sentences that are used in spoken and written language. These are:

i. Declarative Sentences
ii. Interrogative Sentences
iii. Imperative Sentences
iv. Exclamatory Sentences

12.1.1 Declarative Sentences

A declarative sentence is a sentence that gives information and it ends with a full stop. A declarative sentence may be a simple sentence, have a subject and predicate or it may be a compound sentence having a comma (,) and a conjunction or a semicolon (;) used with or without a transition word.

Examples:

a) I like climbing.
b) He is eight years old.
c) The sky is blue.
d) He wanted to play football, but his friends wanted to play basketball.
e) She plays the piano, and he sings along.
f) She had to make the next flight; she quickly packed her bag.
g) The house has new windows; however, the roof still leaks.

12.1.2 Interrogative Sentences

Interrogative sentences are used for asking direct questions. These sentences end with a question mark (?). Interrogative sentences may begin with either a Wh-' word or a helping verb.

Examples:

a) What is the right way to iron a shirt?

b) When are the best days to go to the mall?
c) Where is your new cat?
d) Are your shoes on?
e) Did you eat lunch yet?
f) Was the movie enjoyable?

12.1.3 Imperative Sentences

Imperative sentences are used to tell someone to do something. Imperative sentences express a piece of advice, a suggestion, a request, an order, or some instructions. An imperative sentence always starts with a verb.

Examples:

a) Turn left at the bridge.
b) Please pass me the jam.
c) Close the door.
d) Leave immediately.
e) Let us go to the park.
f) Take a rest now.
g) Get out!
h) Wait for me.

12.1.4 Exclamatory Sentences

Exclamatory sentences are those sentences that express emotions. Exclamatory sentences end with an exclamatory mark (!). Interjections are usually used to form exclamatory sentences.

Examples:

a) Alas! I have ruined my life.
b) Hurrah! They have returned safely.
c) Oh, you shocked me!
d) Wow, that is fantastic!
e) What a lovely piece of art!
f) I'm so mad right now!

Transition Words

Transitional words are used for a smooth flow of ideas in a writing. Some of the transitional words are: Above all, accordingly, as an example, before, besides, by the way, consequently, either, furthermore, generally, in addition to, in short, lastly, likewise, next, otherwise, regularly, soon, there, thereby, usually.

12.2 Sentences on the Basis of Structure

i. Simple Sentence
ii. Compound Sentence
iii. Complex Sentence

iv. Compound-Complex Sentence

12.2.1 Simple Sentence

A simple sentence consists of one independent clause. An independent clause contains a **subject** and a **verb** and expresses a complete thought.

Examples:

a. Mary likes tea.
b. We did not go to the park.
c. The earth revolves around the sun.
d. Water boils at 100 degree centigrade at sea level.

12.2.2 Compound Sentence

- A compound sentence is a combination of two or more independent clauses joined either by a coordinating conjunction or semi-colon. Each clause if separated could form a sentence alone.
- **Examples:**
  a. All likes tea **and** Majid likes coffee.
  b. Our car broke down**;** we came last.

12. 2.3 Complex Sentence

A complex sentence consists of an independent clause and a dependent clause. A dependent clause starts with either a **subordinating conjunction** or a **relative pronoun**. A dependent clause contains a subject and verb, but it does not express a complete thought.

Examples:

a. We missed our plane **because** we were late.
b. Our dog barks **when** she hears a noise.
c. He left in a hurry **after** he got a phone call.
d. Do you know the man **who** is talking to Jim?

12.2.4 Compound-Complex Sentence

A compound-complex sentence consists of at **least two independent** clauses and one or more dependent clauses.

Examples:

a. He did not come **because** he was ill **so** his friend was not happy.
b. Aslam left in a hurry **after** he got a phone call **but** he came back ten minutes later.

Grammar Exercise—5

1. Read the following sentences and identify the types of sentences.

a. Please shut the windows and doors.
b. Do you like chocolate pastries?
c. Where are you going?
d. Such a beautiful place!
e. Go and try this new flavour.
f. Today is Monday.
g. Please clean your cupboard today.
h. Turn off all the lights and fans when you leave the room.
i. May I come in?
j. How would you like your coffee?
k. I love reading storybooks.
l. The Earth revolves around the Sun.
m. Alas! We have lost the trophy.
n. Hurray! We have won the competition.
o. He lives in a big city.
p. As soon as the bell rang, the students rushed out.
q. He looked at his father and smiled.
r. Aslam and Anwar had their dinner and went for a walk.
s. The little boy started crying when he could not find his toy.
t. Akbar forgot his friend's birthday, so he sent him a card when he finally remembered.
u. While playing cricket, the ball thrown by my friend hit a man crossing the road.

CHAPTER 6

Direct and Indirect Speech

13 Direct and Indirect Speech

13.1 Direct Speech

A kind of sentence structure in which we report people's exact words is called 'direct speech'. These words are placed between inverted commas.

Examples:

Maheen said, "I want to work hard."

He said, "I am sick."

13.2 Indirect Speech

A kind of sentence structure in which we make people's words a part of our own sentence by using conjunctions (e.g. that), and changing tenses, pronouns, and other words where necessary. There are no inverted commas in indirect speech.

Examples:

Maheen said that she wanted to work hard.

He said that he was sick.

13.3 Rules for Conversion of Direct Speech to Indirect Speech

In order to change a sentence from direct speech to indirect speech, we apply some general rules.

These rules involve:

- Change of tenses
- Change of pronouns
- Change of expressions of time and place
- The comma and the inverted commas are omitted.
- The conjunction 'that' is generally used.

13.3.1 Conversion of Direct Speech to Indirect Speech ~~R~~eporting Verb

Rules	Examples
If the reporting verb is in past tense, the verb of the reported speech is changed to the corresponding past tense.	Direct: She said, "I am happy." Indirect: She said that she was happy.

If the reporting verb is in present tense or future tense, the tense of the reported speech remains unchanged.	Direct: She says, "I am going." Indirect: She says that she is going. Direct: She will say, "I am going." Indirect: She will say that she is going.
If the reported speech has a universal truth or a habitual action, the tense of the reported speech usually remains unchanged.	Direct: He said, "Man is mortal." Indirect: He said that man is mortal.

13.3.2 Change of Present Tenses

Rules	Examples
The simple present tense is changed to the simple past tense.	Direct: She said, "I am unwell." Indirect: She said that she was unwell. Direct: They said, "We play cricket." Indirect: They said that they played cricket.
The present continuous tense is changed to the past continuous tense.	Direct: She explained, "I am playing a guitar." Indirect: She explained that she was playing a guitar.
The present perfect tense is changed to the past perfect tense.	Direct: She said, "I have already completed my work." Indirect: She said that she had already completed her work.
The present perfect continuous tense is changed to the past perfect continuous tense.	Direct: He said, "I have been living in Lahore since 2001." Indirect: He said that he had been living in Lahore since 2001.

13.3.3 Change of Past Tenses

Rules	Examples
The simple past tense is changed to the past perfect tense.	Direct: They said, "We played cricket." Indirect: They said that they had played cricket.
The past continuous tense is changed to the past perfect continuous tense.	Direct: She explained, "I was playing a guitar." Indirect: She explained that she had been playing a guitar.
The past perfect tense remains unchanged.	Direct: She said, "I had already completed my work." Indirect: She said that she had already completed her work.

The past perfect continuous tense remains unchanged.	Direct: He said, "I had been living in Lahore since 2001." Indirect: He said that he had been living in Lahore since 2001.

13.3.4 Change of Future Tenses

Rules	Examples
The simple future tense ('will and shall' are changed to 'would')	Direct: They said, "We shall play cricket." Indirect: They said that they would play cricket.
The future continuous tense ('will be and shall be' are changed to 'would be')	Direct: She explained, "I shall be playing a guitar." Indirect: She explained that she would be playing a guitar.
The future perfect tense ('will have and shall have' are changed to 'would have')	Direct: She said, "I shall have already completed my work." Indirect: She said that she would have already completed her work.
The future perfect continuous tense ('will have been and shall have been' are changed to 'would have been')	Direct: He said, "I shall have been living in Lahore since 2001." Indirect: He said that he would have been living in Lahore since 2001.

13.3.5 Change of Modal Verbs

Direct	Indirect
will ⟶ would	Direct: He said, "The test will be difficult." Indirect: He said that the test would be difficult.
can ⟶ could	Direct: He said, "I can help the poor." Indirect: He said that he could help the poor.
may ⟶ might	Direct: He said, "It may rain at night." Indirect: He said that it might rain at night.
Note: Past modal verbs (e.g. would, could, should, might, must, ought) usually remain unchanged.	Direct: He said, "It might rain at night." Indirect: He said that it might rain at night.

13.3.6 Conversion of Interrogative Sentences from Direct Speech to Indirect Speech

Rules	Examples
If a sentence in the direct speech begins with a question word (e.g. what/where/when, etc.), the reporting verb is usually changed to verbs such as 'enquire' and 'asked'. The inverted commas and the question mark are omitted, and no conjunction is used. The structure of the direct speech is changed from interrogative form to assertive form.	Direct: The boy said, "Where do you live?" Indirect: The boy enquired where I lived. Direct: She said to me, "What were they doing at home?" Indirect: She asked me what they had been doing at home.
If a sentence in the direct speech begins with an auxiliary verb (helping verb), we use the conjunction 'if' or 'whether' after the reporting verb.	Direct: She said to me, "Will you come to the party?" Indirect: She asked me whether I would come to the party.

13.3.7 Conversion of Imperative Sentences from Direct Speech to Indirect Speech

Rules	Examples
The reporting verb is generally changed to another verb such as: **Command:** ordered, told, commanded, etc. **Request:** asked, requested, pleaded, begged, etc. **Advice:** suggested, urged, forbade (for negative sentences only), warned, etc. The inverted commas are omitted. No conjunction is introduced. The verb of the reported speech is changed to an infinitive (e.g. to+be).	Direct: She said to me, "Polish my shoes." Indirect: She ordered me to polish her shoes. Direct: She said to me, "Please help me." Indirect: She requested me to help her. Direct: She said to me, "Do not waste your time." Indirect: She forbade me to waste my time.

13.3.8 Conversion of Exclamatory Sentences from Direct Speech to Indirect Speech

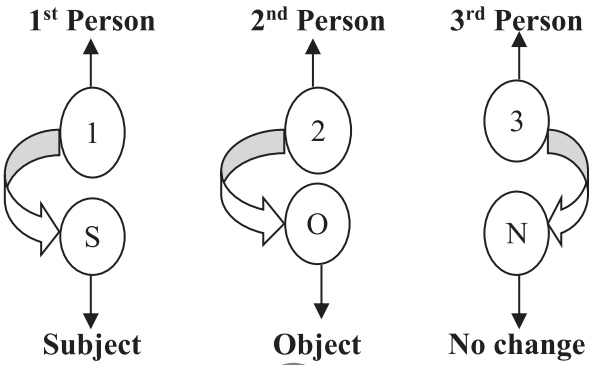
Rules	Examples
The reporting verb is changed to another verb such as exclaimed with joy, sorrow, surprise, anger, admiration, etc. The commas and the interjection are omitted, and the conjunction 'that' is used. The structure of the direct speech is changed from exclamatory form to assertive form.	Direct: She said, "What a beautiful flower it is!" Indirect: She exclaimed with admiration that it was a beautiful flower. Direct: He said, "Alas! We have lost the match." Indirect: He exclaimed with sorrow that they had lost the match.

13.3.9 Conversion of Wish (Optative Sentences) from Direct Speech to Indirect Speech

Rules	Examples
The reporting verb is changed to words such as **wished**, **desired**, **prayed**, etc. The commas and the interjection are omitted, and the conjunction 'that' is generally used. The structure of the direct speech is changed from optative form to assertive form.	Direct: She said, "May you live long!" Indirect: She prayed that I might live long. Direct: He said to me, "May Allah bless you!" Indirect: He wished me that Allah might bless me.

13.3.10 Change of Pronouns

The pronouns are changed in the manner:



Rules	Examples
The pronoun of the first person in direct speech is changed with the subject of the reporting speech.	Direct: He said, "**I** always help the poor." Indirect: He said that **he** always helped the poor.
The pronoun of the second person in direct speech is changed with the object of the reporting speech.	Direct: He said to me, "**You** always help the poor." Indirect: He told me that **I** always helped the poor.
The pronoun of the third person in reported speech remains unchanged.	Direct: He said, "**She** has completed **her** work." Indirect: He said that **she** had completed **her** work.

13.3.11 Change of Typical Words of Time and Place

Rules	Examples
In direct speech, the words that express nearness in time or place are changed to words that express distance in the indirect speech.	Direct: He said, 'His friend came yesterday.' Indirect: He said that his friend had come the day before.
If the reporting verb is in the present tense or the future tense, the expression of time/place remains unchanged.	Direct: He says, 'My friend came yesterday.' Indirect: He says that his friend came yesterday.

Change of Time/Place	
Direct Speech	**Indirect Speech**
now	then
here	there
ago	before
thus	so
today	that day
tomorrow	the next day
this	that
yesterday	the day before
these	those
hither	thither
hence	thence
the next week/month	the following week/month

Grammar Exercise—6

1. Pick out the correct indirect speech for the given sentences.

She said, "I have baked a cake."

1. She said that she baked a cake.
2. She said that she had baked a cake.
3. She said that I baked a cake.
4. She said that she had bake a cake.

Ali said, "What a beautiful rainbow it is!"

1. Ali exclaimed wonderfully that it was a beautiful rainbow.
2. Ali said with wonder that the rainbow was beautiful.
3. Ali exclaimed with wonder that the rainbow is beautiful.
4. Ali exclaimed with wonder that it was a beautiful rainbow.

She said, "They did not invite her for the dinner."

1. She said that they did not invite her for the dinner.
2. She said that they have not invited her for the dinner.
3. She said that they had not invited her for the dinner.
4. She said that we had not invited her for the dinner.

The policeman said, "Where are the weapons?"

1. The policeman questioned where was the weapons.
2. The policeman questioned where are the weapons.
3. The policeman questioned where were the weapons.
4. The policeman questioned where the weapons were.

The man said, "Ah! I am ruined."

1. The man cried that he was in ruined.
2. The man exclaimed in grief that he was ruin.
3. The man said that Ah, he is ruined.
4. The man exclaimed with sorrow that he was ruined.

2. Change the following sentences into indirect speech.

1. Junaid said, 'I am very busy now.'
2. He said, 'They have not watered the plants.'
3. 'Alas, there is nobody to support me,' said John.
4. 'German is easy to learn,' she said.
5. He said to me, 'Open the door, please.'
6. 'It is too late to go out,' said Ali.

7. He said to me, ‘I don’t believe in you.’
8. He says, ‘I am glad to be here this evening.’
9. He said to me, ‘What a pleasant day it is!’
10. ‘Oh no! I lost my mobile phone.’ said the stranger.
11. He said, ‘You ought to respect your parents.’
12. Saad said to Asad, ‘Go away.’
13. She said to me, ‘You must work hard to pass the test.’
14. ‘Call the witness’, said the judge.
15. The boy said, ‘Hurrah! We have won the match.’

3. Change the following sentences into indirect speech.

1. ‘What do you want?’ she asked him.
2. ‘Are you coming with us?’ he asked me.
3. He asked, ‘When do you intend to make the payment?’
4. ‘Do you come from China?’ said the prince to the girl.
5. The poor man exclaimed, ‘Will none of you help me?’
6. ‘Which way should I go?’ asked the little girl.
7. Aladdin said to the magician, ‘What have I done to deserve so severe a punishment?’
8. ‘Don’t you know the way home?’ I said to her.
9. ‘Do you write a good hand?’ said the teacher.
10. ‘Have you anything to say on behalf of the accused?’ said the judge finally.
11. ‘Have you anything to tell me, little bird?’ asked Ulysses.
12. ‘Who are you, sir, and what do you want?’ they asked.
13. The king was impressed with the magician and asked, ‘What can I do for you?’
14. She asked, ‘What is it that makes you stronger and braver than other men?’
15. ‘Can you solve this problem?’ he asked me.

CHAPTER 7

Pair of Words

14 Pair of Words

Words which sound alike but have different spellings and meanings are called pair of words or homonyms.

No.	Words	Meanings	Sentences
1.	**Access**	a way of entering or reaching a place	I have no **access** to him.
	Excess	more than is necessary	**Excess** of everything is bad.
2.	**Adopt**	choose to take up, follow, or use	He decided to **adopt** a child.
	Adapt	become adjusted to new conditions	She has **adapted** herself to the new situation.
3.	**Admit**	to agree that something is true	I **admit** that he is not honest.
	Confess	to admit that you have done something wrong or illegal	We persuaded him to **confess** his crime.
4.	**Advice**	guidance or recommendations	He gave me good **advice**.
	Advise	offer suggestions	I **advise** you to go for a walk.
5.	**Enmity**	feelings of hate towards somebody	Her action earned her the **enmity** of others.
	Amity	a friendly relationship	The two families lived in perfect **amity** for many years in the same house.
6.	**Amoral**	not following any moral rules	Adnan was greedy, **amoral** and dishonest.
	Immoral	not considered to be good or honest	It is **immoral** to harm animals for fun.
7.	**Appraise**	to judge the quality, success, or needs of someone or something	She stepped back to **appraise** her workmanship.
	Apprise	inform or tell (someone)	He saw no reason to **apprise** the committee of what had happened.

8.	**Accede**	agree to a demand, request, or a treaty	He graciously **acceded** to our request.
	Exceed	to be greater than a particular number or amount	The cost must not **exceed** ten thousand rupees.
9.	**Aural**	connected with hearing and listening	We need **aural** help.
	Oral	spoken rather than written	He took an **oral** test.
10.	**Attention**	the act of listening to, looking at or thinking about something carefully	Pay **attention** to your work.
	Intention	a thing intended; an aim or a plan.	He has good **intentions**.
11.	**Avocation**	a hobby or a minor occupation	My favourite **avocation** is reading.
	Vocation	a person's employment or main occupation	I'm a carpenter by **vocation**.
12.	**A lot**	a large number or amount	He played tennis **a lot** last year.
	Allot	give (something) to someone.	How much money has been **allotted** to us?
13.	**All ready**	completely prepared	They are **all ready** for the big meeting.
	Already	before now or before a particular time in the past	I've **already** spent my salary.
14.	**Award**	a prize for something that somebody has done	He was **awarded** a medal.
	Reward	a thing given in recognition of service, effort, or achievement	You deserve a **reward** for being so helpful.
15.	**Alternate**	happening or following one after the other regularly	Post in some villages is distributed on **alternate** days.
	Alternative	a thing that you can choose to do or have out of two or more possibilities	There is no **alternative** to hard work.

16.	**Affect**	to produce a change in somebody/something	Weather **affects** everything.
	Effect	a change which is a result or consequence of an action or other cause	His advice cast a great **effect** on me.
17.	**Amiable**	pleasant; friendly and easy to like	Her parents seemed very **amiable**.
	Amicable	done or achieved in a polite or friendly way	We decided it **amicably**.
18.	**Angle**	the space between two lines or surfaces that join, measured in degrees	A triangle has three **angles**.
	Angel	a person who is very good and kind	Thanks dear father, you are an **angel**.
19.	**Anticipate**	to expect something	Our **anticipated** arrival time is 8:30 pm.
	Expect	to think or believe that something will happen	I **expect** to pass the test.
20.	**Besides**	in addition to or apart from	I have got no family **besides** my parents.
	Beside	next to or at the side of	The cat was sitting **beside** her baby.
21.	**Between**	in or into the space separating two or more points, objects, people, etc.	He stood **between** his mother and father.
	Among	in the middle	We have great love **among** ourselves.
22.	**Backwards**	towards a place or position that is behind	I lost my balance and fell **backwards**.
	Backward	directed or moving towards the back	I heard a noise behind me and stepped **backward**.
23.	**Bored**	feeling tired and impatient because you have lost interest	We got **bored** sitting idle.
	Board	a long thin piece of strong hard material	He writes on the **board**.
24.	**Break**	to be damaged and separated into two or more parts	Do not **break** your promise.

	Brake	a device for slowing or stopping a vehicle	Use the **brake** to stop it.
25.	**Breath**	the air that you take into your lungs and send out again	He held his **breath**.
	Breathe	to take air into your lungs and send it out again through your nose or mouth	He **breathed** his last yesterday.
26.	**Bridal**	connected with a bride or a wedding	She was dressed in a red **bridal** gown.
	Bridle	headgear to control a horse	Aslam led a horse by the **bridle**.
27.	**Canvas**	a strong heavy rough material used for making tents, sails, etc.	Use a **canvas** to cover the goods.
	Canvass	to ask people to support a particular person, a political party, etc.	He spent the whole month **canvassing** for votes.
28.	**Censured**	to criticize somebody severely	He was **censured** for leaking information to the press.
	Censor	to remove the parts of a book, film, etc. that are considered to be offensive or a political threat	This scene was cut by the **censor** board.
29.	**Childlike**	having the qualities that children usually have	She retained a **childlike** sense of wonder.
	Childish	behaving in a stupid or silly way	I hate her **childish** habits.
30.	**Clothes**	the things that you wear, such as trousers, dresses and jackets	They wear simple **clothes**.
	Cloths	material made by weaving or knitting cotton, wool, silk, etc.	He sells towels and **cloths** on the footpath.
31.	**Coarse**	rough or harsh in texture	His skin was **coarse** and dry.

	Course	a series of lessons or lectures on a particular subject	The **course** textbook has thirty units.
32.	**Complimented**	tell somebody that you like or admire something they have done, their appearance, etc.	She **complimented** him on his excellent English.
	Complement	to add to something in a way that improves it or makes it more attractive	These two ideas **complement** each other.
33.	**Confident**	feeling sure about your own ability to do things and be successful	I am **confident** of my success.
	Confidante	a person that you trust and whom you talk to about private or secret things	A wife is the most **confidante** for a husband.
34.	**Conscious**	aware of something; noticing something	She is very **conscious** of her weakness.
	Conscience	the part of your mind that tells you whether your actions are right or wrong	His **conscience** is not dead but alive.
35.	**Convince**	to make somebody/ yourself believe that something is true	She managed to **convince** even the ones against her.
	Persuade	to make somebody do something by giving them good reasons for doing it	The manager **persuaded** the client to buy his product.
36.	**Counsel**	a piece of advice especially given by older people or experts	It is better that you should act upon your father's **counsel**.
	Council	a group of people who are elected to govern an area such as a city or a county	I am a member of the union **council**.

37.	**Din**	a loud, unpleasant noise that lasts for a long time	The children were making an awful **din**.
	Dine	to eat dinner/ food	She likes to **dine** at restaurants.
38.	**Dissent**	the fact of having or expressing opinions that are different from those that are officially accepted	I have no **dissent** in this case.
	Descent	an action of coming or going down	**Descent** is easier than ascent.
39.	**Diary**	a book in which you can write down the experiences you have each day, your private thoughts, etc.	He lost his **diary**.
	Dairy	milk, cheese and other milk products	We buy milk at the **dairy**.
40.	**Dessert**	sweet food eaten at the end of a meal	After dinner, we have ice cream as a **dessert**.
	Desert	a large area of land that has very little water and very few plants growing on it	**Deserts** are full of sand.
41.	**Devise**	to invent something new or a new way of doing something	He **devised** a new gadget.
	Device	an object or a piece of equipment that has been designed to do a particular job	The internet has complex **devices**.
42.	**Die**	to stop living	He **died** yesterday.
	Dye	to change the colour of something, especially by using a special liquid or a substance	She **dyed** her hair.
43.	**Economic**	connected with the trade, industry and development of wealth of a country, an area or a society	Our **economic** condition is not good.

	Economical	providing good service or value in relation to the amount of time or money spent	Be **economical** in every work.
44.	**Elect**	to choose somebody to do a particular job by voting for them	The party **elected** her leader in 2017.
	Select	to choose somebody from a group of people or things, usually according to a system	He **selected** a good place for a camp.
45.	**Elicit**	to get information or a reaction from somebody, often with difficulty	My question **elicited** no response.
	Illicit	not allowed by law	He was involved in an **illicit** affair.
46.	**Eminent**	famous and respected, especially in a particular profession	He studies in an **eminent** university.
	Imminent	likely to happen very soon	His death is **imminent**.
47.	**Entomology**	the scientific study of insects	He decided to specialize in **entomology**.
	Etymology	the study of the origin and history of words and their meanings	She developed an interest in **etymology**.
48.	**Especially**	more with one person, thing, etc. than with others, or more in particular circumstances than in others	He was **especially** concerned about the contract.
	Specially	for a particular purpose, person, etc.	The speech was written **specially** for the occasion.
49.	**Everyday**	(adjective) used or happening daily or regularly; ordinary	I learn English **everyday**.
	Every day	(adverb) used or happening each day	The library is open **every day**.
50.	**Explicit**	clear and easy to understand	They were given **explicit** instructions.

	Implicit	suggested without being directly expressed	There was clearly an **implicit** criticism.
51.	**Farther**	at or to a greater distance in space or time	He went **farther** than I.
	Further	more; additional	He demanded **further** cash.
52.	**Fewer**	a small number of people, things or places; some	No **fewer** than ten men came there.
	Less	a smaller amount of	A bike needs **less** fuel.
53.	**Formerly**	in the past	He was **formerly** a teacher here.
	Formally	in a very correct way that is suitable for official or important occasions	The deal will be **formally** announced on Tuesday.
54.	**Fourth**	ordinal number (4^{th})	It's her **fourth** birthday.
	Forth	(from a place) out or away, or (from a point in time) forward	He went **forth** to spread the news.
55.	**Heard**	be told or informed of	He **heard** the news of his failure.
	Herd	a large group of animals	He owned a **herd** of cattle.
56.	**Healthful**	good for your health	Eat **healthful** food.
	Healthy	having good health and not likely to become ill	He looked handsome and **healthy**.
57.	**Heroine**	a girl or a woman who is admired by many for doing something brave or good	The hero married the **heroine**.
	Heroin	a powerful illegal drug made from morphine, that some people take for pleasure and can become addicted to it	**Heroin** is harmful to life.
58.	**Horde**	a large crowd of people	A **horde** of tourists entered the museum.

	Hoard	a collection of money, food, valuable objects, etc.	He kept a little **hoard** of chocolates.
59.	**Hour**	60 minutes; one of the 24 parts that a day is divided into	An **hour** has sixty minutes.
	Our	belonging to us; connected with us	This is **our** school.
60.	**Illusion**	a false idea or belief, especially about somebody or about a situation	This movie is full of **illusions**.
	Allusion	something that is said or written that refers to or mentions another person or subject in an indirect way	He made an **allusion** to his lameness.
61.	**Immigrate**	to come and live permanently in a country after leaving your own country	He **immigrated** to Pakistan.
	Emigrate	to leave your own country to go and live permanently in another country	My grandfather **emigrated** from Pakistan.
62.	**Incredulous**	not willing or not able to believe something; showing a lack of ability to believe something	I don't trust **incredulous** fellow.
	Incredible	impossible or very difficult to believe	The movie tells an **incredible** story of survival.
63.	**Inflicted**	to make somebody suffer something unpleasant	The suffering **inflicted** on children was unimaginable·
	Afflicted	to affect somebody in an unpleasant or harmful way	Severe illness has **afflicted** the region.
64.	**Ingenuous**	honest, innocent and willing to trust people	He seemed too **ingenuous** for a reporter.
	Ingenious	very suitable for a particular purpose and	She was **ingenious** at finding ways to work more quickly.

		resulting from clever new ideas	
65.	**Intensive**	involving a lot of work or activity done in a short time	He is in the **intensive** care unit.
	Extensive	covering a large area; great in amount	He made an **extensive** study.
66.	**Latest**	the most recent or the newest thing or a piece of news	What is the **latest** score?
	Last	happening or coming after all other similar things or people	She died **last** year.
67.	**Lightning**	a flash, or several flashes, of very bright light in the sky caused by electricity	Thundering follows **lightning**.
	Lightening	to become or make something become brighter or lighter in colour	**Lightening** the load causes relief.
68.	**Luxuriant**	growing thickly and strongly in a way that is attractive	Tall, **luxuriant** plants grew along the river bank.
	Luxurious	very comfortable; containing expensive things that give pleasure	The house is **luxuriously** furnished and carpeted.
69.	**Martial**	connected with fighting or war	**Martial** law has now been lifted.
	Marital	connected with marriage or with the relationship between a married couple	What is your **marital** status?
70.	**Medal**	a flat piece of metal, usually like a coin in shape, that is given to the winner of a competition or to somebody who has been brave, for example in war	I have won many **medals**.

	Meddle	to involve yourself in something that should not really involve you	Do not **meddle** in my affairs.
71.	**Moral**	connected with principles of right and wrong behaviour	What is the **moral** lesson of this story?
	Morale	the amount of confidence and enthusiasm, etc. that a person or a group has at a particular time	Their **morale** is high.
72.	**Naval**	connected with the navy of a country	He is a retired **naval** officer.
	Navel	the small round part in the middle of the stomach, on the front of somebody's body, where the umbilical cord is cut on birth	**Navel** supplies the children with food.
73.	**Now**	(at) the present time	I need honey **now**.
	Know	to have information in your mind as a result of experience or because you have learned or been told it	I don't **know** it.
74.	**Parameter**	something that decides or limits the way in which something can be done	The **parameters** of available agreement are known.
	Perimeter	the outside edge of an area of land	The soldiers defended the **perimeter** of the camp.
75.	**Patience**	the ability to stay calm and accept a delay or something annoying without complaining	Have **patience** to get your share?
	Patient	a person who is receiving medical treatment, especially in a hospital	The **patient** died in the hospital.
76.	**Peace**	a situation or a period of time in which there	We stand for **peace**.

		is no war or violence in a country or an area	
	Piece	an amount of something that has been cut or separated from the rest of it; a standard amount of something	Give me a **piece** of paper.
77.	**Peak**	the point when somebody/something is best, most successful, strongest,etc.	Avoid driving in **peak** hours.
	Peek	a quick and secret look at something that you should not be looking at	I took a peek at the list.
78.	**Personnel**	the people who work for an organization or one of the armed forces	Over 10,000 military **personnel** were stationed in the country.
	Personal	your own; not belonging to or connected with anyone else	He is a **personal** friend of mine.
79.	**Pore**	a minute opening	Our body has many **pores**.
	Pour	to make a liquid or other substance flow from a container in a continuous stream, especially by holding the container at an angle	**Pour** water into the glass.
80.	**Practical**	connected with real situations rather than with ideas or theories	He lost his **practical** notebook.
	Practicable	able to be done; likely to be successful	This scheme is not **practicable**.
81.	**Principal**	most important; main	He is the **principal** of our college.
	Principle	a moral rule or a strong belief that	He was a man of **principle**.

		influences your actions	
82.	**Pray**	to speak to Allah (سُبْحَانَهُ وَتَعَالٰى), especially to give thanks or ask for help	**Pray** for me, please.
	Prey	an animal, a bird, etc. that is hunted, killed and eaten by other	He fell **prey** to bad company.
83.	**Premier**	most important, famous or successful	It is our **premier** duty to take care of our health.
	Premiere	the first public performance of a film or play	The movie will have its **premiere** next week.
84.	**Proceed**	to continue doing something that has already been started; to continue being done	Let's **proceed** ahead.
	Precede	to happen before something or come before something in order	One **precedes** two.
85.	**Quiet**	without many people or much noise or activity	Be **quiet**, please.
	Quit	to leave your job, school, etc.	He has decided to **quit** as a manager of the team.
86.	**Reign**	the period during which a king, queen, an emperor, etc. rules	People were happy in Akbar's **reign**.
	Rein	a long narrow leather band that is attached to a metal bar in a horse's mouth and is held by the rider in order to control the horse	She pulled the **reins** to stop the horse.
87.	**Right**	correct for a particular situation or a thing, or for a particular person	You are **right**.

	Write	to make letters or numbers on a surface, especially using a pen or a pencil	**Write** it legibly.
88.	**Role**	an actor's part in a play, film, etc.	What is your **role** in this game?
	Roll	to turn over and over and move in a particular direction; to make a round object do this	Tears **rolled** down her cheeks.
89.	**Site**	a place where a building, town, etc. was, is or will be located	Workers are working on the **site**.
	Sight	the ability to see	Out of **sight**, out of mind.
90.	**Stationery**	materials for writing and for use in an office, for example, paper, pens and envelopes	They sell **stationery.**
	Stationary	not moving; not intended to be moved	The sun is **stationary**.
91.	**Than**	used to introduce the second part of a comparison	He is taller **than** I.
	Then	used to refer to a particular time in the past or future	He lay **then** slept.
92.	**There**	in, at or to that place or position	**There** is nothing in the glass.
	Their	of or belonging to people, animals or things that have already been mentioned or are easily identified	Which is **their** house?
93.	**Too**	used before adjectives and adverbs to say that something is more than is good,	He is **too** weak to walk.

		necessary, possible, etc.	
	To	in the direction of something; towards something	He is too weak **to** walk.
94.	**Waste**	the act of using something in a careless or unnecessary way, causing it to be lost or destroyed	Don't **waste** your time.
	Waist	the area around the middle of the body between the ribs and the hips, often narrower than the areas above and below	The coat is belted at the **waist**.
95.	**Wander**	to walk slowly around or to a place, often without any particular sense of purpose or direction	Do not **wander** here, please.
	Wonder	to think about something and try to decide what is true, what will happen, what you should do, etc.	I **wonder**, how he died at this age.
96.	**Whether**	used to express a doubt or choice between two possibilities	Do it **whether** you like it or not.
	Weather	the condition of the atmosphere at a particular place and time, such as the temperature, and if there is wind, rain, sun, etc.	The **weather** is fine today.

Grammar Exercise —7

1. Make sentences using the following pair of words (homophones) and also write their meanings.

	Words	Meanings	Sentences
a	Cattle		
	Kettle		
b	Cell		
	Sell		
c	Cite		
	Site		
d	Deer		
	Dear		
e	Council		
	Counsel		
f	Dairy		
	Diary		
g	Check		
	Cheque		
h	Ceiling		
	Sealing		
i	Berth		
	Birth		
j	Berry		
	Bury		
k	Bridal		
	Bridle		
l	Cease		
	Seize		
m	Tale		
	Tail		
n	Yolk		
	Yoke		

CHAPTER 8

Idioms

15 Idioms

An idiom is an expression or phrase whose meaning does not relate to the literal meaning of its words. In other words, "**Idioms mean something different than the individual words**. Only when they are used correctly and in the appropriate contexts, idioms can be an effective language tool.

Sr. No.	Idiom	Meaning	Example
1	Above board	without doubt	Hazrat Muhammad's (رسول الله خاتم النبيين صلى الله عليه وعلى آله وأصحابه وسلم) honesty is **above board**.
2	All and sundry	everyone	He invited **all and sundry** to the party.
3	Apple of discord	cause of quarrel	Kashmir is an **apple of discord** between India and Pakistan.
4	Apple of one's eye	very dear	My son is an **apple of my eye**.
5	Apple pie order	in perfect order	Keep everything in **apple pie order.**
6	Bad blood	bitter feelings	We have no **bad blood** among ourselves.
7	Bad debt	unlikely to be paid	You cannot get anything from him as it is a **bad debt**.
8	Bag and baggage	with all things	She threw him out of the house **bag and baggage**.
9	To bear fruits	getting reward	Your efforts will **bear fruits** if you are honest.
10	To beat the air	futile effort	Trying to pass the exam without preparation is like **to beat the air**.
11	Beneath one's dignity	below one's worth	It is **below my dignity** to cheat others.
12	A bird's eye view	seen from above	He got **a bird's eye view** of the city from the plane.
13	A bolt from the blue	an expected event	His only son's death was **a bolt from the blue**.

14	To burn the candle at both ends	work very hard	You will fall ill if you keep **burning the candle at both ends**.
15	By heart	verbally/ attentively	I have learnt this poem **by heart**.
16	A close-fisted man	a miserly man	He spends nothing on himself as he is **a close-fisted man**.
17	Consist of	comprises	Our class consists of 40 boys.
18	Die in harness	to die while still working, before retirement	The Quaid-e-Azam **died in harness**.
19	A fair weather friend	selfish	**A fair weather friend** leaves others in the lurch.
20	To find fault with	criticise	Do not **find fault with** others.
21	To give up the ghost	to die	My dear friend **gave up the ghost** before my eyes.
22	Heart and soul	completely	I love you **heart and soul**.
23	In addition to	besides	He earns much **in addition to** this business.
24	Keep at arm's length	at some distance	**Keep** selfish friends **at arm's length**.
25	Leave in the lurch	in crisis	Do not leave anyone **in the lurch**.
26	Make amends for	to compensate	You will have to **make amends for** the loss.
27	Make fun of	mock at	Never **make fun of** others/anyone.
28	Null and void	invalid	This law is now **null and void**
29	Offhand	extempore	We have done so **offhand**.
30	Out-and-out	completely	He is an **out-and-out** fraud.
31	Pay through the nose	suffer a great loss	You will have to **pay through the nose** if you disobey me.
32	Beat about / around the bush	avoiding talking about	Do not **beat about / around the bush** but come to the point.
33	Play truant	running away	Being a vagabond, he often **plays truant**.
34	To poison one's ears	to backbite	He **poisoned the ears** of his friend against me.

35	Poke one's nose	interfere in	Do not **poke your nose** into anyone's matter.
36	Cats and dogs	heavily	Nobody can go out if it rains **cats and dogs**.
37	Run short of	to lose something	We have **run short of** money these days.
38	Show white feather	show cowardice	The brave never **show white feather** in the battle field.
39	Stand on ceremony	to behave in a formal way	Eat everything and do not **stand on ceremony**.
40	Steal a march on someone	gain advantage	Don't let your enemy **steal a march on you**.
41	To take a fancy to	to begin loving	She has **taken a fancy to** Chinese food.
42	Tide over	get over	Help me in **tiding over** my difficulties.
43	Turn a deaf ear to	to ignore	He **turned a deaf ear to** my advice and failed thus.
44	Turn the tables	to reverse	Sometimes **tables are turned** on us and we have to lose something.
45	With a view to	with intention	He came here **with a view to** meeting me.
46	To burn boats	no returning	You will have **to burn your boats** to get your aim.
47	Break new/fresh ground	doing something new	This government is **breaking new ground** in many fields.
48	Sell like hot cakes	quickly	Solar energy plates are **selling like hot cakes**.
49	On cloud nine	very happy	He was **on cloud nine** after winning the match.
50	Blow hot and cold	between two moods	You cannot succeed anywhere **blowing hot and cold**.
51	Eat like a horse	eating too much	She **eats like a horse** but even then she is so slim.
52	Straight from the horse's mouth	direct	You will have to believe me as I have got it **straight from the horse's mouth**.
53	With a grain of salt	doubtful	We take whatever she says **with a grain of salt**.

54	Bite off more than you chew	take on a difficult work	We will have to **bite off more than you chew** to get it done.
55	At the eleventh hour	the last moment	He changed his programme **at the eleventh hour**.
56	To bury the hatchet	ending quarrels	Let's **bury the hatchet** and become friends again.
57	To bell the cat	to face a risk	We will have **to bell the cat** as none will do so.
58	At sea	confused	I am **at sea** and cannot decide it now.
59	Stab one in the back	to betray	His own servant **stabbed him in the back** to get money.
60	Face the music	to confront the consequences of one's actions	You will have to **face the music** as you have done so.
61	Wear one's heart on sleeves	expressing openly	Akram always **wears his heart on his sleeves**.
62	Through thick and thin	at good and bad times	I will stand by you **through thick and thin**.
63	Cry for the moon	asking for something difficult	Do not **cry for the moon** if you cannot do so.
64	Read between lines	following the real message	She will come to know his evil designs if she **reads between lines**.
65	To black out	to faint	The patient **blacked out** on the road.
66	In cold blood	violently	She was killed **in cold blood**.
67	To sow wild oats	to avail oneself of immoral chances	Good people never **sow wild oats**.
68	Spick and span	neat and clean	She keeps herself **spick and span**.
69	Split hairs	to criticize unduly	It is mostly women who **split hairs**.
70	Give a false colouring	misinterpret	Do not **give a false colouring** to what I have said.
71	A narrow escape	avoid danger	She had **a narrow escape** in the roadside accident.
72	High time	right time	It is **high time** that we went abroad.

73	A house of cards	likely to fall	This world itself is **a house of cards**.
74	Ins and outs	all details	I know all the **ins and outs** of this problem.
75	Keep the body and soul together	to survive	It is very difficult to **keep the body and soul together** these days.
76	Keep one's temper	not showing anger	**Keep your temper** and do not do so instantly.
77	Lock stock and barrel	completely	He shifted to a new house **lock stock and barrel**.
78	To lose heart	disappointed	Do not **lose heart**.
79	Of one's own accord	with own intention	She married a cripple **of her own accord**.
80	To be taken aback	surprised/ shocked	She was **taken aback** seeing me before herself.
81	Without fail	certainly	I will help you **without fail**.
82	Up to the mark	standard	His assignment was quite **up to the mark**.
83	Up-to-date	latest	He published an **up-to-date** book.
84	Vain of	proud	She is **vain of** her beauty.
85	With an iron hand	sternly	You will have to finish this evil **with an iron** hand.
86	With open arms	in a friendly way	He received me **with open arms**.
87	Work wonders	in a surprising way	He **worked wonders** and won the game.
88	All in all	on the whole	**All in all** the party was praiseworthy.
89	To the backbone	completely	He is honest **to the backbone**.
90	By dint of	by means of	He succeeded **by dint of** hard work.
91	To and fro	backwards & forward	He kept walking **to and fro** waiting for me.
92	Tooth and nail	with full force	We will fight **tooth and nail** to defend Pakistan.
93	A turncoat	traitor	Do not trust him as he is **a turncoat**.
94	Turn turtle	turn upside down	The boat **turned turtle** into the river.

95	Lose one's temper	show anger	He **lost his temper** and slapped him.
96	At length	after a long time	**At length**, we won the match.
97	In high spirits	excited	We started our journey **in high spirits**.
98	Keep one's temper	to remain calm	He could not **keep his temper** and abused her.
99	Play ducks and drakes	spend lavishly	He **played ducks and drakes** with the money his father had left.
100	Chip off the old block	a person who is similar in behaviour or actions to his parents	When grandmother saw her grandson collecting coins like her son used to do, she knew he was a **chip off the old block**.

Grammar Exercise –8

1. Write down the meanings of the following idioms and use them in sentences of your own.

	Idiom	Meaning	Sentence
1	Beat around the bush		
2	Get your act together		
3	Burn your boats		
4	Break fresh/ new ground		
5	Sell like hot cakes		
6	Run around		
7	On cloud nine		
8	Left out in the cold		
9	Blow hot and cold		
10	Cut corners		
11	Apple of one's eye		
12	Heart and soul		
13	Make fun of		
14	With a grain of salt		
15	Give a false colouring		
16	A house of cards		
17	Play ducks and drakes		
18	Keep one's temper		

CHAPTER 9

SECTION 2 — COMPOSITION

Stories with Moral Lessons

16 Stories with Moral Lessons

16.1 Honesty is the Best Policy

Once upon a time there lived a king who had grown very old. The king had three sons, now he was worried about which of his sons should be his successor. It was very difficult for him to choose the next king among his three sons because he loved them all.

One day an idea came to his mind; he called his sons and said to them, "I am giving each of you one seed that you will plant in a pot and after some time I will see whose plant is the best. The one who has the most beautiful plant will be the next king." He gave each of them a seed. All his sons went back and planted the seeds in the pots.

After a few months, two brothers had beautiful plants in their pots with lovely flowers and green leaves, except the youngest one whose pot was plantless. Although he cared for his seed and pot very well but no plant grew in his pot. When he saw his brothers' plants, he became very sad and worried about what he would show to his father. One day the king called all the brothers to show their plants to him. "Look father, how beautiful our plants are!", said the sons who had plants in their pots.

The king asked the youngest son," Where is your plant? Your pot is empty." The son replied, "My dear father, I am really sorry, I tried my best but no plant grew in my pot."

"No! you should not be sorry," said the king. "Because the seeds I gave to you and your brothers were dead and useless. No plant could be grown with the help of those seeds. Your brothers lied to me. When they saw that their plants were not growing, they planted other seeds in their pots. The plants they have are from other seeds. But you were *honest* and told me the truth, and one of the most important qualities of a king is that he should be honest. So, my dear son, you will be the next king."

Moral of the Story:

Honesty is the best policy.

16.2 A Friend in Need is a Friend Indeed

Once upon a time, two close friends lived in a village. They were very fond of travelling. One day the two boys went to a forest to see the natural beauty while they walked along the path of the forest. They were so spellbound by the beauty of the forest that they did not notice that they had entered the deep end of the forest.

Suddenly the two boys noticed that they had lost their way in the forest. They knew very well

that the forest was home to various wild animals. So, the two boys promised each other that they would never leave each other's side in times of need.

One of the two boys knew how to climb up a tree, but the other boy did not. The boys started walking through the jungle and searching for a way to get out. All of a sudden, they saw a huge bear coming towards them, and both the boys got frightened.

One friend said to the other, "Dear friend, I'll climb up a tree. As you don't know how to climb a tree, you better run away." The other friend became very disappointed when he heard this. But he was sharp and knew that a bear doesn't eat a dead body. So, finding no other way, he fell flat on the ground like a dead person.

When the boy realized that the bear was close to him, he controlled his breath and then stopped breathing. The bear smelled the body of the boy lying on the ground and thought that he was dead. So, the bear did not injure him and went away searching for something else to eat.

The boy on the tree saw everything. When the bear had gone away, the first boy got down from the tree. The boy went to his friend and asked him eagerly,

"My friend, what did the bear whisper into your ear?"

"He told me that a friend in need is a friend indeed," replied the other boy.

After hearing this, the false friend felt embarrassed and apologized to his friend for his behaviour.

Moral of the Story:

A friend in need is a friend indeed.

16.3 Union is Strength

There was an old farmer who lived in a village. He had four sons, who were lazy and idle. They often quarrelled with themselves. The old man was very much annoyed at that.

So, he called his sons and told them that since his end was near, he wanted to give them a useful piece of advice.

He sent for a bundle of sticks; it was brought. He asked all his sons turn by turn to break the bundle of sticks. All tried hard, but none of them was able to break the bundle.

Then he asked one of them to untie the bundle. This was done immediately. After that, he asked each of them to break the sticks one by one. Now each one succeeded in doing so.

Then the old farmer said to them, "If you live together in peace, none can harm you. But if you are divided, you will lose."

Moral of the Story:

United we stand, divided we fall.

16.4 The Mouse and the Lion

Once upon a time, there lived a lion in the dense rainforest. While he was sleeping by resting his big head on his paws, a tiny little mouse unexpectedly passed by and ran across the lion's

nose in haste. This woke up the lion and he laid his huge paw angrily on the tiny mouse to kill her.

The poor mouse begged the lion to spare her this time and said that she would pay him back some other day. Hearing this, the lion was amused and wondered how such a tiny creature could ever help him. But he was in a good mood and in his generosity, he finally let the mouse go.

A few days later, a hunter set a trap for the lion while the big animal was stalking for prey in the forest. Caught up in the hunter's net, the lion found it difficult to free himself and roared loudly in anger.

As the mouse was passing by, she heard the roar and found the lion struggling hard to free himself from the hunter's net. The little creature quickly ran towards the lion's trap that had bound him and gnawed the net with her sharp teeth until the net tore apart. Slowly she made a big hole in the net and soon the lion was able to free himself from the hunter's trap.

The lion thanked the little mouse for her help and the mouse reminded him that she had finally repaid the lion for sparing her life before. Thereafter, the lion and the mouse became good friends and lived happily in the forest.

Moral of the Story:

Love and kindness are never wasted.

16.5 The Foolish Stag

Once a stag lived there in a woodland, having smart beautiful figure and twisted horns. The stag was vain and foolish.

One day, he felt awfully thirsty. He went to a nearby brook to quench his thirst. The water of the brook was very cold and clear. He drank water his fill. While drinking water, the stag saw his reflection in the water. He was very happy to see his beautiful antlers and felt very proud of them. When he saw his lean and thin legs, he felt very sorry. He hated his ugly legs.

All of a sudden, he heard a hunter's horse and howls of hounds. He saw a pack of hounds coming towards him. The stag was filled with horror. He wanted to save his life at every cost. He ran very fast to the jungle to save his life. His thin and ugly legs were a great help to him. They carried him far away from the hounds. He reached a dense part of the forest. Thick bushes and trees were growing in that part of the forest. Unfortunately, his beautiful antlers were caught up in a thick bush. He tried his best to get free but all his efforts ended in smoke. Meanwhile, the hounds reached there. His beautiful antlers, of which he was so proud, brought about his death. The hounds fell upon him and tore him to several fragments.

Moral of the Story:

- ***All that glitters is not gold.***
- ***Appearances are often deceptive.***
- ***Pride hath a fall.***

16.6 The King and the Spider

Once upon a time, there was a king in Scotland named Robert Bruce. He ruled Scotland when it was not a part of England. The king of Scotland was very brave and wise. One day, the king of England led his large army into Scotland and drove Robert Bruce out of Scotland. King Robert Bruce refused to give up his own country and gathered a small army group to fight with the king of England bravely.

His small army of brave men fought six times but lost the fight all time. After fighting every battle, the Scottish team was left with nothing except running to save their lives. The army was completely broken and all lost their hopes.

In the end, the Scottish army was scattered and the king could do nothing but run and hide. He ran and hid in the woods and the lonely places among the mountains. With no army left, the king was not getting what to do next. He was wandering alone in the garden, growing weaker and weaker losing hopes day by day.

One day, it suddenly started raining heavily. Looking for shelter, King Bruce found an empty cave. He was very tired and sick at heart. He thought not to try anything again. All was lost.

As the king lay on the cold ground thinking to give up, he suddenly saw a spider spinning her web in the cave. The spider was trying hard to spin her thread from one end of the cave to another. But she kept falling as the thread was short and thin. King Bruce counted that the spider tried six times to make her thread stick to the wall of the cave, but lost every time. He felt extremely sad for the spider.

But the strong spider did not lose hope even after failing six times. She finally succeeded in the seventh attempt. This time she tried to spin the thread from the other side of the cave. King Bruce was surprised by this. Watching this tiny creature trying, again and again, gave the King new hope and a new strength. He cried and said, "If a little spider can bravely do it without losing hope, I can also do it." With this, the king decided to gather his army once more.

When the rain stopped, he came out of the cave and said, "I shall try the seventh time."

King Bruce again gathered all his soldiers and marched to the battlefield. He told them all his plans and asked them to bring more men for his army from his country. The faithful soldiers followed the king and brought back strong men for his army. Soon, there was an army of brave Scottish men around the king. Another battle was fought between Scotland and England.

This time King Bruce of Scotland finally won the battle and got his kingdom back.

Moral of the Story:

- ***Perseverance paves the way for success.***
- ***Try, try again until you succeed.***
- ***No pain, no gain.***

16.7 Greed is a Curse

Once there lived three friends in a city. They were fast friends. One day they decided to go on a picnic in the countryside. They planned their journey and set out early in the morning. They reached the riverside and fixed their encampment. They spent the whole day enjoying the beautiful scenes of nature.

At noon, as they were returning to their camp, they found a bag full of gold. They were very happy to have such a huge treasure. They decided to share this gold equally among themselves. Now they felt hungry. One of them was sent to a nearby village to bring food. As he was gone, the other two friends decided to kill him and to have more share in gold. Their greedy nature would not think of any other option.

The friend who went to the village to bring food was greedy too. He poisoned the food to kill the other two friends and to have all the gold himself. As soon as he came back, the other two friends killed him. Then they ate the food with peace and delight. After eating the poisonous food, they met their fate. The gold was still there. It was of no use to them.

Moral of the Story:

Greed is a curse.

16.8 As You Sow, So Shall You Reap

Once a camel and a jackal became fast friends. They used to wander together on the bank of the river. They helped each other in finding food. One day, there was a shortage of food in their area. The camel suggested going to the other side of the river in search of food. The jackal agreed. The river was deep and wide. The jackal did not know how to swim. The camel asked the jackal to get onto his back and they crossed the river.

Wading through the deep water, the camel reached there the other bank. There was a melon field on that bank of the river. Both friends entered the field and began to eat melons with delight. The jackal was soon filled. He began to howl. When the camel asked to stop this but the jackal told that howling after the hearty meal was his habit. Despite the request of the camel, the jackal did not stop howling.

The owner of the melons reached and thrashed the camel with a heavy bushy stick. The camel was hurt. They started their journey back to the other bank of the river. The jackal was enjoying his ride on the camel. The camel reached the middle of the river, he dived into the water. The jackal began to shout. He requested the camel not to do so. But the camel told that bathing after the hearty meal was his habit. The camel dived deep and the jackal was drowned in the river.

Moral of the Story:

- ***As you sow, so shall you reap.***
- ***Tit for tat.***

16.9 Look Before You Leap

Once there was a hunter who had a very faithful dog. The dog had a special attachment to the hunter. He had saved him from wild animals many times. One day the hunter's wife was not at home and he had to go out hunting, leaving his five-year-old son alone at home for the watch of the dog. His son was too young for the hunter to take him along for hunting.

In his absence, a wolf entered the house and made its way to the baby's room. He was about to kill the baby when the dog sprang upon him and both had a hard fight. Finally, the dog killed the beast and saved the baby from any harm.

When the hunter returned home in the evening, the dog met him at the door. He saw the dog's snout red with blood. As usual, the dog started licking his feet. The hunter entered the house and saw more smudges of blood in the yard. He thought the dog had killed the child. He flew into a rage, picked up his gun and shot the dog to dead. On entering the baby's room, he found his child safe and sound. A dead wolf was lying by his side. The man realized his mistake. He felt very sorry for what he had done, but crying over spilt milk was no use.

Moral of the Story:

- ***Look before you leap.***
- ***Haste makes waste.***

16.10 The Thief and His Mother

Once upon a time, a boy stole a book from another child in his class. When he got home, his mother saw the book and asked her son about it. The boy fearfully told the whole thing to his mother; after knowing the whole thing, his mother encouraged him more instead of scolding him.

The boy's courage increased significantly after getting encouragement from his mother. After a few days, the boy stole some expensive clothes from a shop. He gave those clothes to his mother, and his mother praised those clothes and his work a lot.

After a few years, that boy turned into a young man. But his habit of stealing had not gone; now, he was stealing things of more value than before.

But one day, he was caught red-handed while stealing. The police officer caught him and presented him to a court, where he was sentenced to long imprisonment.

When the young man was being taken to jail, his mother started crying seeing him. The son looked at his mother and said, “I want to talk to my mother about something.” When the young man got closer to his mother, he quickly bit her ear with his teeth. The mother sobbed in pain, and shocked and angry, she slapped him. And asked, “Why did he bite her ear?” Hearing her, the son said, “If you had slapped me after stealing the book for the first time, I would not have gone to jail today, and I too would have been living like a decent person.”

Moral of the Story:

Nip the evil in the bud.

16.11 The Hare and the Tortoise

Once upon a time, there lived a hare and a tortoise in a jungle. The hare could run very fast. He was very proud of his speed. While the tortoise was slow and consistent.

One day the tortoise came to meet the hare. The tortoise was walking very slowly as usual. The hare looked and laughed at him.

The tortoise asked, "*What has happened?"*

The hare replied, "*You walk so slowly! How can you survive like this?*"

The tortoise listened to everything patiently and felt humiliated by the hare's words.

The tortoise replied, "*Hey friend! You are very proud of your speed. Let's have a race and see who is faster*."

The hare was surprised by the challenge of the tortoise. But he accepted the challenge as he thought it would be a cakewalk for him.

So, the tortoise and hare started the race. The hare was as usual very fast and went far away. While the tortoise was left behind.

After a while, the hare looked behind.

He said to himself, "*The slow tortoise will take ages to come near me. I should rest a bit*".

The hare was tired from running fast. The sun was high too. He ate some grass and decided to take a nap.

He said to himself, "*I am confident; I can win even if the tortoise passes me. I should rest a bit*." With that thought, he slept and lost track of time.

Meanwhile, the slow and steady tortoise kept on moving. Although he was tired, he didn't rest.

Sometime later, he passed the hare while the hare was still sleeping.

The hare suddenly woke up after sleeping for a long time. He started running very fast with his full energy. But it was too late. The slow tortoise had already touched the finishing line. He had already won the race. The hare was very disappointed with himself while the tortoise was very happy to win the race with his slow speed. He could not believe his eyes. He was shocked by the results.

At last, the tortoise asked the hare, "*Now who is faster*?" The hare had learned his lesson. He could not utter even a word. The tortoise said goodbye to the hare and left that place calmly and happily.

Moral of the Story:

Slow and steady wins the race.

16.12 The Crow and the Pitcher

A crow, half-dead with thirst, came upon a pitcher which had once been full of water; but when the crow put its beak into the mouth of the pitcher he found that only very little water was left in it, and that he could not reach far enough down to get at it. He tried, and tried, but at last, had to give up in despair.

The crow saw some pebbles lying on the floor. A thought came to him, that if he threw the pebbles into the pot, the water in the pot would rise. He took a pebble in his beak and dropped it into the pitcher. Then he took another pebble and dropped it into the pitcher. Then he took another pebble and dropped that into the pitcher. He kept on doing it continuously and with each pebble, the water rose a little higher until at last, he saw the water mount up near him, after casting into a few more pebbles, he was able to quench his thirst and in that way, he saved his life.

Moral of the Story:

- ***Necessity is the mother of invention.***
- ***A good use of our wits may help us out.***
- ***Little by little does the trick.***

16.13 A Stitch in Time Saves Nine

Once upon a time a merchant earned a large sum of money by selling his goods. He had to go a long way to reach home. He went to an inn to get his horse. Stablemen brought his horse and said, "Sir, your horse has lost a shoe nail. You better hold up and have it put in." The vendor stated, "Sad! I have no time now. Also, one nail pretty much in a shoe does not make a difference much." Saying along these lines, he got on his horse and jogged it towards his goal. After some time, another nail from the shoe of the horse fell off. The horse started to limp. Being in a rush, the shipper did not stop to repair the harm. After some time, the horse started to amaze. Soon murkiness of the night won all over the place. This further diminished the speed of the horse.

The dimness was falling. He was getting late. Finally, he got down and drove the horse. Meanwhile, a posse of criminals showed up from the timberland. The dealer couldn't dash away his horse and spare his cash. He was helpless before the thieves. They whipped him altogether and grabbed his cash. The trader returned home with a faltering horse and exhausting take. His imprudence had taken a toll a substantial cost.

Moral of the Story:

A stitch in time saves nine.

16.14 A Rolling Stone Gathers No Moss

Once upon a time some birds and animals gathered in a forest to choose their king. The birds wanted to make a ruler out of them, while the animals insisted that an animal should be the king.

They discussed the matter for several days but could not reach any conclusion. At last, they began to fight. The bat played a strange role in the war between the birds and the animals.

If the birds seemed to be winning, it would go over to their side and say, “I am with you with my heart and soul. I am a bird because I fly like you.” However if the animals seemed to be winning, the bat would take no time in changing its side. It would switch over its loyalty to

animals and say, “I am with you. I am an animal because I give milk to my young ones like you.” This behaviour of the bat cast a slur on its face.
At last, the war came to an end and the animals carried the day. The lion was made the king of the forest. The bat went to congratulate the victor. The animals turned it out of the court saying, “You are not an animal because you fly.” It then flew over to the camp of the birds. They also turned it out saying, “You are not a bird because you give milk to your young ones.” Since that time, the bat has become a symbol of duplicity. It shows its face neither to animals nor to birds. It comes out only in the dark.
Moral of the Story:
A rolling stone gathers no moss.

16.15 An Arab and His Camel

An Arab was travelling to a village in the middle of a desert. He had his only camel for company. As night fell, the Arab quickly put up a tent. While it was very hot during the daytime, the desert would get extremely cold at night. The Arab crawled into the tent, spread a mat and lay down on it. Soon it was dark, and the Arab found his eyes drooping.
Someone outside called out to him, “Friend, it's cold out here. Can you please take me into your tent?” It was the camel, who was shivering in the cold.
“I'm sorry, Mr. Camel. This tent is so small and you are so huge,” said the Arab. “There's no room for the two of us here in this tent.”
“I understand. I will only put my head inside the tent,” pleaded the camel.
The Arab agreed. The camel put its head inside the tent and said, “Thank you.”
“Goodnight, friend,” said The Arab as he closed his eyes.
“My friend, it's getting colder,” said the camel. “Let me bring my neck, just my neck, into the tent,” pleaded the camel.
“All right, friend,” mumbled the Arab, as he was feeling very sleepy.
So, the camel put his neck into the tent, with the rest of its body outside.
A few minutes later the camel spoke with its voice trembling with cold. “Friend, you know how delicate my hump is. I think there's enough space here for my hump.”
The Arab did not want to speak lest it should wake up, “Hmm,” he grunted.
Taking it as his consent, the camel pushed himself into the tent by an inch and the hump was inside.
Sometime later, the camel said, “My friend…” There was no reply from The Arab, who was in deep sleep.
“Why disturb the good fellow,” said the camel to himself, “Surely, he won't have any objection if I drag my tummy into the tent.”
As dawn broke, the Arab woke up all cold and shivering. He opened his eyes and saw the stars in the sky. He sat up saying aloud, “*Wasn't I sleeping in my tent last night?”* His eyes fell on the tent. He poked his head inside and was taken aback to see the camel sleeping peacefully

there. The camel's tail was the only portion of its body outside the tent. The Arab woke up the camel. He said, "Is this how you repay my kindness?" The camel gave a big smile showing off all its teeth. It replied, *"You said yes whenever I asked you if I could bring a part of my body inside the tent. After some time, I did not want to disturb you. So, I decided to bring my back portion inside*." The Arab kept his hands on his head and said, *"This is why people say that one should not be too kind to others. We will lose all we have if we do so. I have learnt my lesson today."*

Moral of the Story:

Give him an inch, and he will take an ell.

16.16 The Bee and the Dove

Once a bee was playing on the bank of a river. A strong wind was blowing. It threw the poor creature into the water of the stream. The strong current of water carried away the tiny helpless bee. She realized that her death was quite near.

Now on the bank of the stream, there was a tree. On that tree, there lived a dove. The dove saw that the petty bee was in the grip of the current. She wanted to help her. She plucked a leaf from the tree. She dropped this leaf quite near the bee. The bee sat on it, dried her wings and flew away to safety. She thanked the dove for her act of kindness.

Now many days passed. A hunter came to the same stream. He drank water. Then he lay to rest in the cool shade of the tree. His eyes raised upwards. He saw the dove resting in the branches of the tree. He aimed at her. The bee who was playing nearby saw this. She at once flew to the hands of the hunter. She stung the hunter very powerfully, due to which he missed his target. The dove flew away to a far-off place. She was saved because of the urgent help of the tiny bee. The dove thanked the bee for this kind act. Thus, the bee paid the debt of the dove's favour.

Moral of the Story:

- ***One good turn deserves another.***
- ***Kindness never goes unrewarded.***

16.17 The Little Fish

Once there was an old fisherman who lived in a small village near a river. Once he caught a small fish. "Please let me go," the fish pleaded, "Put me back into the water. I am very small now. But after some time, I shall grow much bigger. You can catch me again then." The old fisherman was amused to hear the fish speaking. The fisherman smiled and replied, "You will grow larger no doubt; but, perhaps, I may not be able to catch you again." Saying this, he put it into his basket and took it home. His wife cooked it very nicely and both ate it with much relish.

Moral of the Story:

- ***A bird in hand is worth two in the bush.***

- ***A small gain is worth more than a large promise.***

16.18 The Hen that Laid Golden Eggs

Once upon a time, there lived a cloth merchant in a village with his wife and two children. They were indeed quite well-off. They had a beautiful hen which laid an egg every day. It was not an ordinary egg, rather, a golden egg. But the man was not satisfied with what he used to get daily. He was a get-rich-quick kind of person.

The man wanted to get all the golden eggs from his hen in a single go. So, one day he thought hard and at last thought of a plan. He decided to kill the hen and get all the eggs together.

So, the next day when the hen laid a golden egg, the man caught hold of it, took a sharp knife, chopped off its neck and cut its body open. There was nothing but blood all around & no trace of any egg at all. He was highly grieved because now he would not get even a single egg.

Moral of the Story:

- ***Haste makes waste.***
- ***Greed is a curse.***
- ***It is useless to cry over spilt milk.***
- ***Contentment is a great blessing.***

16.19 The Wolf and the Lamb

Once upon a time, a wolf went to a stream to drink water upstream. He saw a lamb drinking water downstream at some distance. On seeing the lamb, the wolf's mouth began to water. He wanted to eat him with relish. But he found no ground for it. He, at once, hit upon an idea.

He said to the lamb, "Why are you making the water muddy?" The lamb said, "How can it be? The stream flows from you to me, not from me to you. "The wolf got angry at it and said, "Then, why did you abuse me last year?" The poor lamb said, "Sir, I was not born last year. I am only six months old. How could I abuse you?" "Then it must be your father or mother." Saying this, the wolf attacked the lamb, tore it into pieces and devoured it to his fill.

Moral of the Story:

Might is right.

16.20 King Midas and the Golden Touch

Once upon a time in ancient Greece, there lived a king named Midas. He had a lovely daughter whom he lovingly named Marigold. Although King Midas had immense wealth in his kingdom's treasury, he was always dissatisfied and unhappy. He was always greedy for more wealth and wished he had more gold in his treasure.

One day as he was counting gold coins and admiring his treasure rooms, a fairy appeared before him who offered the king a wish for some of his good deeds. Without wasting any time, King Midas quickly wished that everything that he touched should turn into gold. The fairy granted his wish promptly and disappeared.

King Midas was delighted about his wish being granted. He went and touched an apple tree in his garden. To his excitement, the tree turned into gold instantly. He was so thrilled that he went on touching random things all around him, which turned into gold immediately. His joy knew no bounds and he was overwhelmed with excitement. Soon he was hungry and he returned to his palace to eat some food. However, though he was starving, he was disappointed that he could not eat anything as whatever he touched turned into gold instantly.
Seeing him frustrated and troubled, Marigold came running and threw her arms around her father to comfort him. But to his dismay, even his daughter turned into gold as he touched her.
King Midas' face turned pale and his heart sank with unbearable pain and grief. He was horrified upon seeing his daughter turn into a gold statue. He cried in anguish and regretted his wish for the golden touch. In no time, he realised his greed was his biggest ever flaw and begged the fairy to take back his wish.
Soon the fairy appeared before him and felt pity for his condition and took back the golden touch wish from him. Further, the fairy instructed King Midas to take a dip in the pond of his palace and sprinkle that water on all those things which he wanted to change back into the previous condition. He blindly followed the instructions and soon his daughter, Marigold was back to normal life when he sprinkled the water on her. Thereafter, he was elated to get back his beloved daughter and promised to stop being greedy henceforth.
Moral of the Story:
Don't be greedy in life, be happy with what you have.

16.21 The Boy Who Cried Wolf

Once there was a shepherd who was feeling bored as he sat on the hillside watching the village sheep. To amuse himself he took a great breath and sang out, “Wolf! Wolf! The wolf is chasing the sheep!”
The villagers came running up to the hill to help the boy drive the wolf away. But when they arrived at the top of the hill, they found no wolf. The boy laughed at the sight of their angry faces.
“Don't cry 'wolf', the shepherd,” said the villagers, “When there's no wolf!” They went grumbling back down the hill.
Later, the boy sang out again, “Wolf! Wolf! The wolf is chasing his sheep!” To his naughty delight, he watched the villagers run up the hill to help him drive the wolf away.
When the villagers saw no wolf, they sternly said, “Save your song for when there is really something wrong! Don't cry 'wolf' when there is no wolf!”
But the boy just grinned and watched them go grumbling down the hill once more.
Later, he saw a real wolf prowling about his flock. Alarmed, he leaped to his feet and sang out as loudly as he could, “Wolf! Wolf!”
But the villagers thought he was trying to fool them again, so they didn't come.
At sunset, everyone wondered why the shepherd hadn't returned to the village with their

sheep. They went up the hill to find the boy. They found him weeping.
"There really was a wolf here! The flock has scattered! I cried out, "Wolf!" Why didn't you come?"
An old man tried to comfort the boy as they walked back to the village.
"We'll help you look for the lost sheep in the morning," he said, putting his arm around the youth, "Nobody believes a liar...even when he is telling the truth!"
Moral of the Story:
A liar will not be believed, even when he speaks the truth.

16.22 A Wise Counting

Emperor Akbar was in the habit of putting riddles and puzzles to his courtiers. He often asked questions which were strange and witty. It took much wisdom to answer these questions. Once he asked a very strange question. The courtiers were dumb folded by his question.
Akbar glanced at his courtiers. As he looked, one by one the heads began to hang low in search of an answer. It was at this moment that Birbal entered the courtyard. Birbal, who knew the nature of the emperor, quickly grasped the situation and asked, "May I know the question so that I can try for an answer."
Akbar said, "How many crows are there in this city?"
Without even a moment's thought, Birbal replied, "There are fifty thousand five hundred and eighty-nine crows, my lord."
"How can you be so sure?" asked Akbar.
Birbal said, "Make your men count, my lord. If you find more crows, it means some have come to visit their relatives here. If you find less number of crows, it means some have gone to visit their relatives elsewhere."
Akbar was pleased very much by Birbal's wit.
Moral of the Story:
A witty answer will serve its purpose.

16.23 The Blue Jackal

Once there was an adventurous jackal who frequently strayed into the village looking for food. The village was filled with dogs that scared the jackal. Although he was scared of the dogs, the jackal loved food and travelled to the village again and again.
One day, as he was going to enter a house, he heard the barking of the dogs. He was shocked to find a gang of dogs running towards the house. They looked violent and caused the jackal to panic. He ran and tumbled into a tub of blue dye. The dogs couldn't see him and they ran another way.
Now the jackal was completely blue from head to toe. He appeared very different from any other animal. The jackal was pleased as no one would be able to recognize him and he could easily fool anyone in the jungle.

Just like he had thought, everyone in the jungle was surprised to see such an unusual animal.
The small animals, the lion and the tiger all asked who he was and who had sent him. "I have been sent by God Himself to look after you. I will now be the king of the jungle," said the jackal.
The lion protested saying that he had always been the king of the forest.
"From now, that must change and all of you must serve me," said the jackal happily.
All animals started to obey him and said, "What he would like them to do?"
"Bring me lots of food," said the blue jackal promptly.
The animals quickly scurried and returned with lots of food for the jackal.
He had so much food that he gave his leftovers to the other animals and told them that they had to serve him fresh food every day.
He even threw out the pack of jackals from the forest because he knew that they could identify him someday.
The blue jackal was very happy with himself for fooling the entire forest and was happy to be away from the city dogs.
But one day the banned pack of jackals was walking around the forest and howling loudly.
The blue jackal began howling out of habit too.
Because of this mistake, the other animals quickly identified him as a jackal and unmasked his true identity.

Moral of the Story:

- ***Be true to yourself and don't pretend to be someone you are not.***
- ***Every action has an opposite reaction.***
- ***Tit for tat.***

CHAPTER 10

Letters and Applications

17 Letters and Applications

Letter is a written message conveyed from one person to another through a medium. It is a message that is written down or printed on paper and usually put into an envelope and sent to somebody.

17.1 Introduction

Types of Letters

There are broadly two types of letters, namely Formal Letters, and Informal Letters based on their contents, formalities, the purpose of letter writing, etc.

Formal Letters

These letters follow a certain pattern and formality. They are strictly kept professional in nature and they directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.

Informal Letters

These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives, etc. For example, if we want to inform someone about our achievements in school or college, we write him a letter to spread our personal news.

Since the letter is informal the salutation is usually given by 'Dear', such as Dear (name of a friend/name of an uncle or an aunt) or Dear Father/Mother, etc. Unlike formal letters, you don't have to mention the subject line for informal letters. But the address of the sender or the receiver of the letter has to be mentioned necessarily.

17.2 Kinds of Letters

There are three kinds of letters:

1. Private Letters
2. Business Letters
3. Official Letters

Private Letters

These letters are written to relatives, friends, acquaintances, and strangers. The language of such letters is simple and informal.

Business Letters

These are written to manufacturers, shopkeepers, commission agents, dealers, commercial firms, etc. These are also written to the officials who deal with the public. The language of the letter is formal. It is brief and to the point.

Official Letters

These letters are mostly applications and official correspondence on official matters. These letters are also formal and precise.

17.3 Parts of a Letter

Letter is divided into six parts:

1. The heading
2. The salutation
3. The communication (body)
4. The subscription
5. The signature
6. The superscription

17.4 Format of Formal / Informal Letter

The format of a formal/informal letter should include the following things:

- Address of the sender
- Date of writing the letter
- Address of the receiver
- Salutation/Greeting
- Body of the letter
- Conclusion
- Signature of the sender (only written in formal letters)

17.5 Formal Letters

17.6 Tips for Writing an Application

- Write an application in a formal tone and manner that expresses the subject and the request.
- Mention the reason clearly for which you are applying.
- The format of an application should be followed.
- The application should be concise and precise.
- Recheck for any grammatical errors.
- The application should clearly mention the names of the receiver and the sender of the application.

Person	Salutation
Principal	Respected Sir/Madam
Head of Organization	Sir/Madam

Person	Subscription
Principal	Yours obediently
Head of Organization	Yours truly

17.7 Application for sick leave

The Principal,
Government College,
City A.B.C.

Subject: **Application for sick leave**

Respected Sir,

It is stated that I have been suffering from a very high fever for a couple of days. After a complete medical examination and a series of diagnostic tests, it was diagnosed that I had dengue fever. Owing to my illness, I will not be able to continue my studies for a week.

Therefore, it is requested to your kind honour that I may please be granted a leave for one week. I have attached all the concerned medical reports here to the application.

I shall be very thankful to you for this act of kindness.

Yours obediently,
X.Y.Z. December 10, 2023.

17.8 Application for full fee concession

The Principal,
Government College,
City A.B.C.

Subject: **Application for full fee concession**

Madam,

Respectfully, it is stated that I am a student of F.Sc. pre-medical part-I. I am a promising student who topped the class by securing 99% marks in the last exam. My father is a gardener in a private firm and his income is too meager to support my studies. He is the sole breadwinner of our family, and he has to take care of me and my three siblings. Our financial situation is getting worse. In these circumstances, it will become difficult for me to continue my studies.

I aspire to become a doctor but to accomplish that it is requested that I may please be

granted full fee concession. The certificate of my father's income is here attached to the application.

Thanking you in anticipation,

Yours obediently,
X.Y.Z.

July10, 2023.

17.9 Application for character certificate

The Principal,
Government College,
City A.B.C.

Subject: **Application for character certificate**

Sir,

With due respect, it is submitted that I had been a bona fide student of your college during the session 2020-2022. I secured an overall second position in the intermediate examination 2022. Moreover, I topped my class by securing 98% marks. I intend to get admission to the BS English programme to Government College University Lahore. For this, I need a character certificate.

It is, therefore, requested to your kind honour that a character certificate may please be granted to me so that I may gain admission to the college of my choice.

Thanking you in anticipation,

Yours obediently,
X.Y.Z.

December 20, 2023.

17.10 Application for a scholarship

The Principal,
Government College,
City A.B.C.
Subject: **Application for a scholarship**

Madam,

It is brought to your kind notice that I am a promising student of F.Sc. part-II at your

prestigious college. I hale from the suburb of Lahore and belong to a weaker class of society. My father is a farm worker who earns a meagre income. Not to speak of sponsoring my studies, he cannot even support his family of eight members.

Not only did I top my class, but I also secured an overall 2nd position in the Lahore Board. Likewise, I have always been a high achiever in co-curricular and extra-curricular activities. Recently, I bagged the title of the Emerging Football Star in the 73rd Punjab Games 2022.

Considering my academic excellence and outstanding performance, a college scholarship may please be granted to me so that I may continue my studies.

I shall be obliged to you for this act of your kindness.

Yours obediently,
X.Y.Z.

December 11, 2023.

17.11 Application for the refund of library security fee

The Principal,
Government College,
City A.B.C.

Subject: **Request for the refund of library security fee**

Sir,

With due respect, it is stated that I have successfully got through my intermediate examination (session 2020-2022) from your prestigious college. Besides that, I have already returned all the books issued in my name, and I have also got the "No Objection Certificate" (N.O.C.) from the main library as well.

Therefore, it is requested to your kind honour that my library security fee may please be refunded to me. I shall be highly grateful to you for this favour.

Yours obediently,
X.Y.Z.

November 12, 2023.

17.12 Application for an urgent piece of work

The Principal,
Government College,

City A.B.C.

Subject: **Application for an urgent piece of work**

Sir,

With due reverence, it is brought to your kind notice that early in the morning today, all of a sudden, my uncle had a heart attack. It was really a bolt from the blue for me. Consequently, I had to rush to the hospital with him so that he could receive emergency aid. This exigency prevented me from attending today's classes.

I, therefore, request you to grant me a one-day leave for 25-03-2023. I shall be highly grateful to you for this favour.

Yours obediently,
X.Y.Z. November 12, 2023.

17.13 Application for leave to attend to the sick mother

The Principal,
Government College,
City A.B.C.
Subject: **Request for leave to attend to the sick mother**

Sir,

Most respectfully, it is brought to your kind notice that my mother has been suffering from a fever for the last two days. Owing to this severe fever attack, she has become too weak to look after herself. Besides that, my father had to go to Sialkot to perform his official duties. Under these circumstances, I cannot leave her all alone at home.

Therefore, it is requested to your kind honour that a leave for three days from 12-11-2023 to 14-11-2023 may please be granted to me so that I may look after her. I shall be very thankful to you for this act of kindness.

Yours obediently,
X.Y.Z. November 12, 2023.

17.14 Application for leave to attend a funeral

The Principal,
Government College,
City A.B.C.

Subject: **Request for leave to attend a funeral**

Sir,

It is brought to your kind notice that my grandmother had been suffering from too many ailments, particularly asthma for a few days. She remained in a hospital for two weeks. Unfortunately, she passed away this morning. I have to attend her funeral today. So, I will be unable to attend the classes for three days.

Therefore, it is requested to your honour that a leave for three days from 12-11-2023 to 14-11-2023 may please be granted to me so that I may perform her rituals. I shall be thankful to you for this act of kindness.

Yours obediently,
X.Y.Z. November 12, 2023.

17.15 Application for the remission of absence fine

The Principal,
Government College,
City A.B.C.

Subject: **Request for the remission of absence fine**

Sir,

Most respectfully, it is stated that I went to my village to see my parents yesterday. Unfortunately, my mother fell seriously ill. She had to be admitted to a hospital. I had to be there to look after her. In that situation, I could not even send my application for leave. I have been fined Rs. 200 by my class incharge. Sir, I belong to a poor family from a backward area of rural Punjab. My family hardly makes both ends meet. Under these circumstances, I cannot pay that fine.

Therefore, it is requested to your kind honour that the fine may please be remitted. I shall be highly thankful to you for this act of kindness.

Yours obediently,
X.Y.Z. November 12, 2023.

18 Informal Letters

18.1 Tips for Writing an Informal Letter

- Know your reader. Use a tone appropriate for that individual and language or terminology they are likely to understand.
- Choose the right format.
- Be concise.
- Proofread and edit it.

Relation	Salutation
• Grandfather • Grandmother	• Dear Grandfather • Dear Grandmother
• Father • Mother	• Dear Father • Dear Mother
• Brother • Sister	• Dear Brother • Dear Sister
• Uncle • Aunt	• Dear Uncle • Dear Aunt
• Friends/Acquaintance	• Dear (Name of friend/Acquaintance)

Person	Subscription
• Parents	• Yours affectionately • Your loving son/daughter
• Brothers and sisters	• Your loving brother/sister • Yours affectionately
• Relatives	• Yours affectionately
• Friends / acquaintance	• Yours sincerely • Yours truly

18.2 Letter to your friend requesting him to spend the summer vacation with you

Examination Hall,
City A.B.C.
March 20, 2023.

Dear Friend,

I am hale and hearty and hope that you are also sailing in the same boat. Our 1st term

examination is going to be held on Monday. After the examination, the college will remain closed for the summer vacation. I have already planned several activities for this summer break.

I invite you to spend a few days of your summer vacation with me. We will spend some time together. I have always missed your company since you migrated to Lahore. You are one of my best friends. You are the one with whom I love to share all my life experiences.

Moreover, the village life is very peaceful. You will get an opportunity to enjoy the scenic beauty of the countryside. We will take a bath at the tube well daily. We will walk across the fields and the rural landscape. Do bring your camera to take photos. My parents also want you to come.

So, I again request you to spare some time to visit the places and the people we loved in our childhood. I hope you will come here and spend at least ten to fifteen days with me.

I look forward to receiving your fairly prompt reply.

Your loving friend,
X.Y.Z.

18.3 Letter to your friend about the profession you want to adopt

Examination Hall,
City A.B.C.
February 08, 2023.

Dear Ahmed,

I received your letter a week ago. I could not reply to you timely because I was thinking to decide on my career ahead. As you know I passed my intermediate examination with distinction. I had to decide which profession I would adopt in future. I spent days and nights thinking about it. I took many pieces of advice from the elders. I consulted my teachers and even examined my temperament.

Since you asked me to write to you about my career selection, I intend to share with you that I have chosen the field of Public Administration. For this purpose, I have already applied to a well-known university in Pakistan to get admission to the BS degree programme.

As far as my profession is concerned, I believe in dreaming high. So, I have decided to go for the CSS after completing my degree. Although the CSS is a challenging pursuit, I can attempt it well and crack it with the help of my field.

Public Administration is a field in which you learn the art and ways of dealing with the public through social institutions. The CSS also offers bright opportunities for the selection and allocation of degree holders in Public Administration. After carefully observing the pros and cons of this decision, I have finally chosen it.

Please convey my compliments to uncle and your younger siblings.

Your friend,
X.Y.Z.

18.4 Letter to your younger brother advising him how to improve his English language

Examination Hall,
City A.B.C.
February 08, 2023.

Dear Ali,

I hope you are fine and enjoying good health. From the last letter that I received from mother, I came to know that you have failed your English midterm examination. It forced me to write to you as soon as possible to express my concern.

My dear, in this letter I am suggesting some methods of improving your English. First of all, consider it like any other language. It is not a rocket science. You just need to learn the basics of it and start practising it in reading, writing, listening and speaking. I ask you to buy a quality English grammar book. It would help you comprehend the fundamentals of English grammar. Whenever you read a new word, consult any reliable dictionary; always try to read the meanings in English. After learning a new word, practise it in sentences of your own. Do learn at least one word every day.

Try to maximise your reading scope and spend your pocket money on buying books. Start reading English short stories. You can begin with Oscar Wilde's 'The Happy Prince'. Reading will help you learn new words and understand the grammatical formation of the language.

Reply to my letter after a week of receiving it and tell me about the changes you notice in your English language. Convey my regards to everyone at home.

Yours affectionately,
X.Y.Z.

18.5 Letter to your father telling him about your health and studies

Examination Hall,
City A.B.C.
March 03, 2023.

Dear Father,

I hope this letter finds you in the best of your health. I received your letter yesterday. It revealed to me your concern and worry about my health and studies. It is your affection and love which fills me with energy and passion. Your letters always bring me joy.

Dear father, I am alright here. My progress in studies is very good. Moreover, I attend classes regularly. I give proper time to my studies after school time. I have also made two best friends. Both of them are brilliant students. We do group study and exchange our concepts. It gives us a deep understanding of the concepts.

I am fully aware of your expectations from me. I am trying my best to top the school this time too. My health is better than before. I feel more energetic now. I also take good care of my diet. For this purpose, I eat healthy food and avoid eating junk food.

Furthermore, I do exercise regularly and go for a morning walk daily. So, things are absolutely right here. I will come home after my final term examination. I am the one who ever needs your blessings and benediction.

Please pay my regards to all at home.

Your loving son,
X.Y.Z.

18.6 Letter to your younger brother advising him to avoid bad company and pay attention to studies

Examination Hall,
City A.B.C.
December 12, 2023.

Dear Ahmad,

It has been several days since you wrote to us. Mother is worried about you. I met your friend Kashif yesterday. I asked him about you. I am extremely sorry to hear what he told me.

I have come to know that you come to your room late at night. Further, you do not pay attention to your studies. You got poor marks in your mid-term. It was really shocking news for us. You cannot even imagine how downhearted we were to learn that.

Brother, you know, 'A man is known by the company he keeps.' To fall victim to evil is easier than to get rid of it. Therefore, I advise you to quit the company of bad guys and pay attention to your studies. You are there to achieve your life dreams. Father earns from hard work to support your education. You must pay full attention to your studies.

Remember, it is never too late to mend. I believe that you will give up the bad company.

Yours affectionately,
X.Y.Z.

18.7 Letter to your friend to borrow books from him

Examination Hall,
City A.B.C.
February 07, 2023.

Dear Ali,

I hope this letter finds you in the best of your health. I received your letter yesterday. In your letter, you told me about your test. I am glad to know about your success in the test and the interview. Your hard work eventually brought you the fruit. I congratulate you on your success!

You once told me that you have excellent books on current affairs and general knowledge. I am sure these books have helped you pass the PPSC examination with distinction.

As you know, I have already applied for the post of Assistant Director in the Community Development Department. For this purpose, I have to improve my general knowledge. It will help me in the preparation for my PPSC exam which is going to be held on the 15th of March.

I request you to lend me some of your great books on general knowledge and current affairs. Books are great assets, I know. I will keep your books safe. Moreover, I promise to return the books to you as soon as my PPSC test is held. I look forward to receiving your fairly prompt reply.

Yours affectionately,
X.Y.Z.

18.8 Letter to your mother about your performance in the examination

Examination Hall,
City A.B.C.
March 15, 2023.

Dear Mother,

I hope this letter finds you in the best of your health. I received your letter yesterday. Thank you very much indeed! In your letter, you have asked me about my examination. My midterm examination is in progress. Today, it was my last paper.

Dear mother, my performance in the mid-term examination was outstanding. The papers were quite easy. I attempted all papers very well. I am hopeful to get more than 90% marks in all subjects. I assure you that I will top the class this time too.

Besides that, I do give proper time to my books and syllabus instead of wasting my time playing games. I am very concerned about my educational career. I will try my best to win the gold medal in the final examination. Nonetheless, I do not compromise on my health.

I miss all of you here. Please pay my compliments to Fahad and Nimra.

Your loving son,
X.Y.Z.

18.9 Letter to your father/ mother about your 1st day at college

Examination Hall,
City A.B.C.
March 03, 2023.

Dear Father,

I hope this letter finds you in the best of your health. I received your letter yesterday. In your letter, you asked me about my college. My first day at college was busy and I could not find time to write to you earlier. I am here in my boarding room. Today, it was my first day at the college. The day was amazing. I could not imagine such a nice and latest infrastructure.

It is a good college with the latest equipment. The staff is very professional and cooperative. The college has a big playground. There are fantastic computer labs and amazing science labs. I was surprised to see the discipline of the college. Everything is being done professionally. I think it was the best choice for me. They have a students affairs committee that solves students' problems. Classrooms are spacious, neat, and airy. All of them are equipped with overhead projectors and big LED displays. Comfortable chairs are provided to the students. I think I will really enjoy my learning here.

Overall, this is a good college that is facilitated with all the latest facilities. They have strict rules and regulations. I have a good interaction with my fellow students. They are very cooperative and belong to nice families. Thank you very much for your blessings and benedictions. Please pay my regards to all at home.

Your loving son,
X.Y.Z

18.10 Letter to your father requesting him to allow you to join the educational tour

Examination Hall,
City A.B.C.
March 02, 2023.
Dear Father,

I hope this letter finds you in the best of your health. My annual examination has finally come to an end. I performed very well in the exam. I am hopeful to top the class once again because I am fully satisfied with my performance. I will soon share with you happy news about my result.

Dear father, our college has arranged an educational tour on the forthcoming Saturday. Some of my classmates will go on this tour. Two college buses have been arranged. Our teachers will also be accompanying us on this trip. We will be visiting the Jahangir Tomb, the Shahi Masjid, the Shalimar Garden, and the Lahore Museum on this one-day educational tour.

I request you to allow me to join this tour. It will be a very informative tour. I want to see the historical monuments and the things from the past. It will cost me Rs.1500 only. I assure you that I will be very careful of my expenses on the travel.

Please sign the attached permission letter from the college and send it to me as soon as possible. I hope you will allow me to seize this opportunity of exploring the real world.

Thanking you in advance.

Your loving son,
X.Y.Z.

18.11 Letter to your mother/ father justifying your poor performance in the examination

Examination Hall,
City A.B.C.
March 02, 2023.

Dear Father,

I am extremely embarrassed to inform you that I could not perform well in my final term examination at college. I failed in English paper and got an overall 343 marks out of 550 marks. Unfortunately, that's what I have to share with you.

Dear father! I know it will be bad news for you. You had high expectations of me. Please forgive me for breaking your heart. But let me explain how all that happened in a natural way.

Our English teacher was changed just before the mid-term examination. I could not comprehend the new teacher. I had good preparation for all the other subjects. Yet the result was contrary to my own expectations. It was because of the new paper pattern which was revealed just a few days before the examination. Almost 50% of questions were based on concepts. So, it affected the overall result of the college too. Moreover, I suffered from some serious health issues during the examination. Consequently, I could not prepare well.

Anyhow, I was not expecting too bad a result. Perhaps the marking policy of the board has changed.

This bad performance has taught me a bitter lesson. It gave me a new energy. I have already set my priorities. I will try to make up this shortfall next year. I assure you that I will leave no stone unturned to secure an overall first position in the next class.

I hope you will give me a chance for rectifying my performance.

Your loving son,
X.Y.Z.

18.12 Letter to your father requesting him to hire a private tutor for you

Examination Hall,
City A.B.C.
March 02, 2023.

Dear Father,

I hope this letter finds you in the best of your health. I received your letter yesterday. In your letter, you asked about my progress in my studies.

As you know, I am good at Mathematics, I secured 100% marks in that subject. However, I have no interest in Biology. Biology is such a subject that gives me a really tough time. The concepts are very complex. Although our teacher of biology is a good person who answers every question, I could not understand this subject at all. I have tried my best to learn the concepts, but all in vain.

I am afraid that I won't be able to perform well in this subject in the annual examination. It will badly affect my overall result. Considering all that, I feel a dire need of assistance in biology. Therefore, I request you to please arrange a connoisseur of biology for my coaching as soon as possible.

I assure you that I will try my best to take full advantage of my private tutor. It will help me secure a good position in the final exam. I am the one who ever needs your blessings and benediction.

Your loving son,
X.Y.Z.

18.13 Letter to your friend advising him to participate in games and physical activities

Examination Hall,
City A.B.C.
March 03, 2023.

Dear Ali,

I have just received your letter. I am glad to know about your online business. You told me that you stay all day long in your room, writing and designing websites. Money and business are essential for life but my friend, health and physical fitness are the most precious things in the world.

You do earn good money by doing online work. I appreciate your efforts and hard work. But do not sit for a long time; take some rest between your assignments. Do spare some time for physical exercises and games. If you spend your whole day in your room, your body will become lazy and weak. Games and sports keep us active and improve our mental health. Taking part in games and sports will provide you with more stamina and vigour to help you perform your tasks more efficiently. It will also keep you mentally fresh and active. So, games and sports are an integral part of our life.

I do not ask you to give too much time to games; just make it possible to give at least one hour a day or a little more if you can. I hope you shall act upon my advice.

Yours sincerely,
X.Y.Z.

18.14 Letter to your friend inviting him to attend the marriage ceremony of your sister

Examination Hall,
City A.B.C.
March 02, 2023.

Dear Shazia,

I am hale and hearty and I hope that you are also sailing in the same boat. Through this letter, I invite you to attend my sister's marriage ceremony. The marriage would be held on the 21st of this month. I know this will be utterly surprising news for you, but let me explain the reason.

The marriage ceremony of my elder sister Hina has been fixed for 21st March. We had to do that suddenly because my uncle Riaz informed us that he would be visiting Pakistan for ten days only. As you know he runs a business there, there will be peak season for his business from next month. My uncle holds a special place in my family. We don't make any important decision without his consultation. His presence in the ceremony matters to us a lot. So, we have decided to arrange the marriage on the days when my uncle is in Pakistan. It will be good to have all the family gathered in the event.

Hina's fiance has already given his consent to the marriage date. I have also invited all our best friends. Please reach here two days earlier than the marriage date so that we all can

make plans.

Write to me back to confirm your participation and the date of arrival. I look forward to receiving your prompt reply.

Your friend,
X.Y.Z.

18.15 Letter to your friend who had an accident

Examination Hall,
City A.B.C.
March 02, 2023.

Dear Asad,

I have just come to know that you had an accident yesterday. Ali told me the bad news a moment ago. I am really worried to learn about your health and recovery. I was told that you received serious injuries and you were admitted to the hospital.

My friend, I feel very sorry to hear all that. I am busy with my final project here. I cannot leave it because the final date of submission is the 27th of this month. I have to submit it to get my degree. I pray for your early recovery and sound health. I advise you to drive carefully in the future. It is better to reach late than never reach.

I will visit you when I come to Lahore. Pay my heartiest feelings to aunt and uncle.

Yours sincerely,
X.Y.Z.

18.16 Letter to your friend telling him about your performance in the examination

Examination Hall,
City A.B.C.
July 15, 2023.

Dear Ahad,

I hope this letter finds you in the best of your health. I could not write to you earlier because I was busy with my examination that eventually came to an end yesterday. I could not secure good marks in the 2nd term. Anyhow I have changed my strategy this time. I am pretty much hopeful of yielding exceptional result in the annual examination.

I want to tell you how I have been preparing for the final examination. I got some tips

for the important questions of all subjects. As time was short, I got some guess papers and prepared the most important questions only. But from those questions, I did not leave a single question unprepared. To my surprise, almost 90% questions were selected from them. I was overjoyed and performed excellently in the exams. I took all papers very well and I hope to get 80% marks. As you know, I am not very intelligent, I have to give a lot of time to learn a single page. However, that proved to be greatly helpful.

My result will be declared after two months. Therefore, I have decided to attend the pre-2nd year classes from the next week. Pay my regards to all at home.

Your friend,
X.Y.Z.

18.17 Letter to your friend condoling with him on his father's death

Examination Hall,
City A.B.C.
March 02, 2023.

Dear Ali,

I just cannot describe how deeply sad and grieved I am at the news of your father's death. It must have been a bolt from the blue to you. Nothing can substitute tender fatherly love and paternal affection.

Your father was a great man. He was not rich yet he managed to give you higher education. He was a man of huge courage and patience. He never lets you feel inferior to others. He was very hardworking. This is the result of his constant struggle and hard work that you and your siblings are being educated in good institutions. He was a very kind and sympathetic man. I personally liked him very much due to his kind and fatherly nature.

My friend, this is really a big loss to you and your family. This loss cannot be compensated. Anyhow, this is the law of nature that whoever comes into the world has to return to the Creator. Man is mortal. I hope you will bear this loss with courage and patience. Follow the footsteps of your father. Being an elder son, try to console your family with your words and deeds.

Please accept my condolences in this moment of grief. Be brave and get over the pain of this lamentable event. I end my letter with the prayer that may Allah (سُبْحَانَهٗ وَتَعَالٰی) have Mercy on the departed soul! Ameen.

Yours sincerely,
X.Y.Z.

Exercise – 10

1. Write comprehensive letters on the following topics:

- Inviting a friend to a birthday party
- Calling a friend for a trip or a holiday
- Apologizing to someone for the mistakes you have done
- Congratulating a friend on his success or achievement
- Writing just to ask for the well-being of a person
- Invitation to attend a marriage
- Seeking help from someone
- Informing about someone's demise in family or friends
- Requesting for college leaving certificate
- Requesting for leave to attend a seminar
- Seeking permission for organizing a sports gala
- Requesting to arrange make-up classes for English
- Requesting the principal of your college for a month's medical leave
- Requesting the principal of your college for condoning short of lectures
- Requesting the principal of your college for taking one week leave for sister's marriage
- Requesting the principal of your college for seeking apology for misconduct
- Requesting the principal of your college for changing your section/subjects

CHAPTER 11

Translation

19 Translation

19.1 Translation

Translation is a process of changing something, either written or spoken from one language into another.

19.2 Rules of Translation from Urdu into English and from English into Urdu

- While translating from Urdu into English or from English into Urdu, follow proper rules of grammar of the language.
- Understand the main idea or gist of the matter and then translate the content so that it does not interfere with the original content.
- The translation should not necessarily be verbatim (word-for-word translation) but it should mainly depict the intended meaning of the source language.
- Remove any words forming the original text which are considered redundant in the target language.
- Do not translate proper names such as the name of an institution, a company, or a person, etc.
- Read the translation several times, silently and aloud, before you submit the translation to the editor. The process will help you check whether the words sound clear and harmonious. You may find that some of the words you use are not appropriate.
- Pay attention to the adverbs, adjectives and prepositions. They should not be translated separately but in relation to the noun or the verb that precedes or follows them.

19.3 Translation from Urdu into English: Sample Passages

Passage 1

کاروبار میں دیانت داری ترقی اور خوشحالی کا باعث بنتی ہے ۔کیونکہ اس طرح خریداروں کا دکاندار پر اعتماد قائم ہوتا ہے۔اگر یہ اعتماد ٹوٹ جائے تو کاروبار تباہ ہو جاتا ہے ۔ کاروبار میں بددیانتی گناہ ہے ۔اس سے تاجر کو اپنے مسلمان بھائیوں کے ساتھ کوئی ہمدردی نہیں ہوتی ۔وہ دھوکہ دہی سے منافع حاصل کرتا ہے۔ ملاوٹ کرکے لوگوں کی صحت کے ساتھ کھیلتا ہے ۔ایسا شخص انسانیت کا دشمن ہے ۔اس کے بعد وہ مسلمان ہونے کا دعویٰ کیسے کر سکتا ہے؟

Honesty in business results in growth and prosperity because it builds the trust of buyers in the sellers. If this trust is broken, the business will perish. Dishonesty in business is a sin. Such a trader does not have any sympathy for his Muslim brethren. He gets profit through fraud. He plays with the health of people through adulteration. Such a man is an enemy of humanity. How can he claim to be a Muslim after that?

Passage 2

تندرستی بڑی نعمت ہے۔ لیکن انسان جب تک تندرست رہتا ہے اس نعمت کی قدر نہیں کرتا۔ جب اسے کوئی معمولی بیماری لگ جاتی ہے تو اسے اس کی اہمیت کا اندازہ ہوتا ہے۔ جسم کے کسی حصے میں درد ہو تو پورا جسم اس کا اثر محسوس کرتا ہے۔ اگر انسان صحت مند ہے تو اسے کھانے پینے، چلنے پھرنے اور کام کرنے میں مزہ آتا ہے۔ صحت خراب ہو جائے تو کسی چیز میں مزہ نہیں آتا۔ جو لوگ اکثر بیمار رہتے ہیں ان کی زندگی خود ان کے لیے اور ان کے دوسرے متعلقین کے لیے وبالِ جان بن جاتی ہے۔

Health is a great blessing, but as long as a man stays healthy, he does not value this blessing. When he catches a minor disease, he realizes its worth. If there is pain in any part of the body, the whole body feels its effect. If a man is healthy, he enjoys eating, drinking, walking and working. If health suffers, everything becomes tasteless. The lives of the people, who are often ill, become troublesome for themselves and also for their relatives.

Passage 3

رشوت ستانی اور بد عنوانی ہمارے معاشرے کا حصہ بن چکی ہے۔ ان باتوں کا تعلق کسی ایک محکمے یا معاشرے کے مخصوص حصے سے نہیں ہے۔ یہ ہر محکمے اور ادارے کا ایک لازمی جزو معلوم ہوتا ہے۔ زندگی اب زیادہ آسان نہیں رہی۔ متوسط طبقہ امیر لوگوں کی پیروی کرنے کے لیے اپنا راستہ کھو چکا ہے۔ ہم زندگی کی آسائشیں حاصل کرنے میں بہت وقت ضائع کر دیتے ہیں۔ دوسروں کو شکست دینے اور امیر بننے کی دوڑ، معاشرے کو رشوت ستانی اور کرپشن کی طرف دھکیل رہی ہے۔

Bribery and corruption have become a part of our society. These things are not related to a department or a specific part of society. It seems to be a necessary component of every department and institution. Life is not so easy anymore. The middle class has lost its way in order to follow rich people. We lose a lot of time in getting the luxuries of life. The race to defeat others and to become rich is pushing the society towards bribery and corruption.

Passage 4

علم ایک عظیم قوّت ہے۔ علم کے ذریعے ہمیں مادی دولت ہی نہیں بلکہ روحانی سکون بھی حاصل ہوتا ہے۔ ہمارے مذہب میں علم حاصل کرنا ہر شخص پر فرض ہے۔ یہ ایک ایسی چیز ہے جسے کوئی چرا نہیں سکتا۔ علم کے بغیر کوئی انسان اپنی ذات کو بھی نہیں پہچان سکتا اور یوں ہی ساری زندگی اپنے مقصدِ حیات سے بے خبر رہتا ہے۔ علم حاصل کر کے انسان اپنی، اپنے معاشرے اور قوم کی بہتری کا سبب بن سکتا ہے۔

Knowledge is a great power. Through knowledge, we get not only material wealth but also spiritual peace. In our religion, getting knowledge is obligatory for everyone. This is the thing that no one can steal. Without knowledge, no man can recognize himself and thus remains unaware of his purpose of life throughout his life. By acquiring knowledge, a man can bring about the betterment of himself, his society, and his nation.

Passage 5

پاکستان ایک امن پسند ملک ہے۔ ہم اپنے ہمسایوں سے ہمیشہ دوستانہ تعلقات رکھنا چاہتے ہیں۔ لیکن اس کا مطلب یہ نہیں کہ ہم اپنے دفاع سے غافل ہو جائیں۔ ہمیں اپنے گردو پیش پر نظر رکھنے کی ضرورت ہے۔ ہمیں اتنا مضبوط ہونا چاہیے کہ کوئی ہمیں نقصان پہنچانے کا سوچ بھی نہ سکے۔ موجودہ دور میں مضبوط دفاع ہی امن کی ضمانت ہے۔

Pakistan is a peace-loving country. We always want to keep friendly relations with our neighbours. But that doesn't mean that we are negligent in defending ourselves. We need to keep an eye on our surroundings. We should be strong enough not to be thought of harming us by anyone. In the present age, a strong defence is the only guarantee of peace.

Passage 6

اپنے ارد گرد کو صاف ستھرا رکھیں، خاص طور پر پانی کی ٹینکیوں اور گھریلو فضلہ کو ٹھکانے لگانے کے مقامات کے قریب۔ یہ علاقے ڈینگی وائرس پھیلانے والے مچھروں کی افزائش گاہ ہو سکتے ہیں، اس لیے ان جگہوں کو خشک اور باقاعدگی سے صاف رکھنا ضروری ہے۔ آپ کو یہ بھی یقینی بنانا چاہیے کہ ان میں سے کسی بھی جگہ پر کچرے کے ڈھیر نہ ہوں جہاں مچھر دن کے وقت دیواروں یا چھتوں پر افزائش یا آرام کر سکیں۔

Keep your surroundings clean, especially the places near the water tanks and household waste disposal points. These areas can be breeding grounds for mosquitoes carrying the dengue virus, so it is important to regularly keep these places dry and clean. You should also ensure that there are no piles of garbage in any of these places where mosquitoes can breed or rest on walls or ceilings during the daytime.

Passage 7

ہاکی ایک بین الاقوامی کھیل ہے جو گھر کے اندر اور باہر دونوں طرح کھیلا جا سکتا ہے۔ کھیل کا مستطیل میدان تقریباً ایک سو گز لمبا اور پچاس گز چوڑا ہوتا ہے۔ اسے دو گول دائروں سے تقسیم کیا گیا ہے (ہر سرے پر ایک)۔ انٹرنیشنل ہاکی فیڈریشن کے ضوابط کے مطابق ہاکی بال کا وزن 156-163 گرام ہونا چاہیے۔ ہاکی اسٹک لکڑی کی ہوتی ہے جس کی لمبائی کھلاڑی کے قد کے لحاظ سے 26 سے 38.5 انچ تک ہوتی ہے۔

Hockey is an international sport that can be played both indoors and outdoors. The rectangular field of play is about one hundred yards long and fifty yards wide. It is divided into two circles (one at each end). In accordance with the regulations of the International Hockey Federation, the weight of the hockey ball should be 156-163 grams. Hockey stick is made of wood, and its length varies from 26 to 38.5 inches depending on the height of the player.

Passage 8

علامہ اقبال کو اردو اور فارسی ادب کی اہم ترین شخصیات میں سے ایک کے طور پر جانا جاتا ہے۔ اردو زبان میں ان کی شاعری کو بیسویں صدی کی عظیم ترین شاعری میں شمار کیا جاتا ہے۔ اقبال کی شاعری کا کئی یورپی زبانوں میں ترجمہ ہوا۔ اقبال نہ صرف ایک نامور ادیب تھے بلکہ ایک معروف وکیل بھی تھے۔ اقبال کی تخلیقات قاری کو اسلامی تہذیب کے شاندار ماضی کی یاد دلاتی ہیں۔ ان کی شاعری سماجی و سیاسی آزادی اور عظمت کے ذریعہ اسلام کا پیغام دیتی ہے۔

Allama Iqbal is widely known as one of the most important figures in Urdu and Persian literature. His poetry in the Urdu language is considered among the greatest poetry of the twentieth century. Iqbal's poetry was translated into many European languages. Iqbal was not only a prolific writer but also a known advocate. Iqbal's works remind the reader of the glorious past of the Islamic civilization. His poetry conveys the message of Islam as a means of socio-political liberation and greatness.

Passage 9

بادشاہی مسجد لاہور میں مغلیہ دور کی ایک جامع مسجد ہے۔ یہ مسجد لاہور قلعہ کے مغرب میں اندرون شہر لاہور کے مضافات میں واقع ہے۔ اسے لاہور کے مشہور ترین مقامات میں سے ایک سمجھا جاتا ہے۔ بادشاہی مسجد کو مغل بادشاہ اورنگزیب نے 1671 اور 1673 کے درمیان تعمیر کیا تھا۔ یہ 1673 سے 1986 تک دنیا کی سب سے بڑی مسجد تھی۔ یہ مسجد مغل فن تعمیر کا ایک اہم نمونہ ہے، جس کا بیرونی حصہ سنگ مرمر کی جڑی ہوئی سرخ ریت کے پتھر سے مزین ہے۔

The Badshahi Masjid is a congregational masjid of Mughal era in Lahore. This masjid is located in the west of the Lahore Fort along the outskirts of downtown Lahore. It is considered to be one of Lahore's most iconic landmarks. The Badshahi Masjid was constructed by the Mughal emperor Aurangzeb between 1671 and 1673. It was the largest masjid in the world from 1673 to 1986. This masjid is an important example of Mughal architecture, with an exterior of red sandstone inlaid with marble.

Passage 10

موسم بہار چار معتدل موسموں میں سے ایک ہے، جو سردیوں کے بعد اور موسم گرما سے پہلے آتا ہے۔ بہار زندگی کے لیے مشہور ہے۔ بہار کا مطلب ہے دوبارہ جنم لینا، جوان ہونا، تجدید کرنا، جی اٹھنا اور دوبارہ بڑھنا۔ بہار کا موسم پھولوں کے کھلنے اور جانوروں کی افزائش کو بھی نشان زدہ کرتا ہے۔ صبح سویرے پرندوں کی چہچہاہٹ اور رات کو شہد کی مکھیوں کی گونج سردیوں کی طویل خاموشی کے بعد بہت پر سکون ہو جاتی ہے۔

The spring season is one of the four temperate seasons which comes after winter and before summer. Spring is famous for life. Spring means rebirth, rejuvenation, renewal, resurrection and regrowth. The spring season also marks the blooming of flowers and the breeding of animals. The chirping of birds in the early morning and the buzzing of bees at night become very soothing after the long silence of winter.

19.4 Translation from English into Urdu: Sample Passages

Passage 1

The first part of national character is patriotism. Patriotism is such a sentiment that sacrifices personal interests for the sake of national interests. A citizen of an independent country should think before doing anything whether it is beneficial for the nation or not. Another important part of national character is to act honestly and fairly in every sphere of life.

قومی کردار کا پہلا حصہ حب الوطنی ہے۔ حب الوطنی ایک ایسا جذبہ ہے جو قومی مفادات کی خاطر ذاتی مفادات کو قربان کرتا ہے۔ ایک آزاد ملک کے شہری کو ہر کام کرنے سے پہلے سوچنا چاہیے کہ یہ قوم کے لیے فائدہ مند ہے یا نہیں۔ قومی کردار کا دوسرا اہم حصہ زندگی کے ہر شعبے میں ایمانداری اور انصاف سے پیش آنا ہے۔

Passage 2

We live in a scientific age and feel its influence at every step of our life. In fact, science has civilized man. Early humans did not know how to grow crops and light a fire. Now, we totally depend on the gifts of science. The alarm of a clock wakes us, and radio, television, electricity, fan and refrigerator have made our life enjoyable. Vehicles carry us to distant places in a short time. The telephone has improved the communication system. The computer is the greatest gift of the twentieth century. It has relieved man of physical and mental labour to a great extent.

ہم سائنسی دور میں رہتے ہیں اور اپنی زندگی کے ہر قدم پر اس کا اثر محسوس کرتے ہیں۔ دراصل سائنس نے انسان کو مہذب بنایا ہے۔ ابتدائی انسان فصلیں اگانے اور آگ جلانے کا طریقہ نہیں جانتے تھے۔ اب، ہمارا مکمل طور پر سائنس کے تحائف پر انحصار ہے۔ گھڑی کا الارم ہمیں جگاتا ہے اور ریڈیو، ٹیلی ویژن، بجلی، پنکھے، فریج نے ہماری زندگی کو پرلطف بنا دیا ہے۔ گاڑیاں ہمیں تھوڑے ہی وقت میں دور دراز مقامات پر لے جاتی ہیں۔ ٹیلی فون نے مواصلاتی نظام کو بہتر کیا ہے۔ کمپیوٹر بیسویں صدی کا سب سے بڑا تحفہ ہے۔ اس نے انسان کو جسمانی اور ذہنی مشقت سے کافی حد تک نجات دلائی ہے۔

Passage 3

There are two basic purposes of education. Firstly, it frees people from ignorance, superstition, bad habits, and many dirty thoughts. Secondly, it provides the citizens of the country with skills or vocational training that would enable them to earn a decent living. In a densely populated country like Pakistan, education is a must for both the purposes mentioned. There must be a hundred per cent literacy rate if the constitution guarantees the welfare of its citizens. Only educated citizens can utilize democratic rights usefully.

تعلیم کے دو بنیادی مقاصد ہیں۔ سب سے پہلے، یہ لوگوں کو جہالت، توہم پرستی، بری عادتوں اور بہت سے غلط خیالات سے نجات دلاتی ہے۔ دوم، یہ ملک کے شہریوں کو ہنر یا پیشہ وارانہ تربیت فراہم کرتی ہے جو انہیں باعزت روزی کمانے کے قابل بنائے گی۔ پاکستان جیسے گنجان آباد ملک میں مذکورہ دونوں مقاصد کے لیے تعلیم ضروری ہے۔ اگر آئین اپنے شہریوں کی فلاح و بہبود کی ضمانت دیتا ہے تو شرح خواندگی سو فیصد ہونی چاہیے۔ صرف تعلیم یافتہ شہری ہی جمہوری حقوق کو مفید طور پر استعمال کر سکتے ہیں۔

Passage 4

Forests are one of the most important and endangered natural habitats. Forests play a major role in balancing the global climate. Forests are known as oxygen-producing factories as they are the largest source of producing oxygen and absorbing carbon dioxide. Deforestation has caused global warming resulting in floods, droughts, and natural disasters.

جنگلات سب سے اہم اور خطرے سے دوچار قدرتی رہائش گاہوں میں سے ایک ہیں۔ جنگلات عالمی آب وہوا کے توازن میں اہم کردار ادا کرتے ہیں۔ جنگلات کو آکسیجن بنانے والی فیکٹریوں کے نام سے جانا جاتا ہے کیونکہ یہ آکسیجن پیدا کرنے اور کاربن ڈائی آکسائیڈ کو جذب کرنے کا سب سے بڑا ذریعہ ہیں۔ جنگلات کی کٹائی گلوبل وارمنگ کا باعث بنی ہے جس کے نتیجے میں سیلاب، خشک سالی اور قدرتی آفات آتی ہیں۔

Passage 5

Dowry is a social evil. It has made the sacred relationship of marriage a business deal. The parents of the bride are pressurized for dowry. Sometimes they become paupers to get their daughters married. In certain circumstances, brides are ruthlessly tortured or pushed to suicide. A total change in the outlook of society is a must to eradicate this evil. A woman has to be considered as an equal partner to a man. Legal prohibition of dowry is must. Social disapproval of dowry is the only solution to end this evil. Our youth should come forward to generate public awareness against this shameful custom.

جہیز ایک معاشرتی برائی ہے۔ اس نے شادی کے مقدس رشتے کو کاروباری سودا بنا دیا ہے۔ دلہن کے والدین پر جہیز کے لیے دباؤ ڈالا جاتا ہے۔ بعض اوقات وہ اپنی بیٹیوں کی شادی کے لیے فقیر بن جاتے ہیں۔ بعض حالات میں، دلہنوں کو بے رحمی سے تشدد کا نشانہ بنایا جاتا ہے یا خودکشی کی طرف دھکیل دیا جاتا ہے۔ اس برائی کو ختم کرنے کے لیے معاشرے کے نقطۂ نظر میں مکمل تبدیلی ناگزیر ہے۔ عورت کو مرد کا برابر کا شریک سمجھنا چاہیے۔ جہیز کی شرعی ممانعت ضروری ہے۔ اس برائی کو ختم کرنے کا واحد حل جہیز کی سماجی ناپسندیدگی ہے۔ ہمارے نوجوانوں کو اس شرمناک رواج کے خلاف عوامی شعور پیدا کرنے کے لیے آگے آنا چاہیے۔

Passage 6

Jinnah was barely sixteen when he left for London in the winter. His mother's eyes filled with tears while bidding him farewell. Forbidding his mother to cry, he said that he would return from England as a great man, and not only she but the whole country also would be proud of him. That was the last time he saw his mother. His mother and wife died during his stay in England for three and a half years.

جناح بمشکل سولہ سال ہی کے تھے جب وہ سردیوں میں لندن کے لیے روانہ ہوئے۔ انھیں الوداع کرتے ہوئے ان کی ماں کی آنکھیں آنسوؤں سے بھر گئیں۔ اپنی والدہ کو رونے سے منع کرتے ہوئے انہوں نے کہا کہ وہ انگلینڈ سے ایک عظیم انسان بن کر واپس آئیں گے اور نہ صرف انھیں بلکہ پورے ملک کو ان پر فخر ہوگا۔ یہ آخری بار تھا جب اس نے اپنی ماں کو دیکھا تھا۔ ان کی والدہ اور اہلیہ کا ان کے انگلینڈ میں ساڑھے تین سال قیام کے دوران انتقال ہو گیا۔

Passage 7

Corporal punishment is the most common form of violence against children. It is a form of punishment that uses physical force and is intended to cause pain or suffering to children. Not respecting human dignity and physical integrity is a violation of children's rights. Corporal punishment can be in the form of hitting, beating or even whipping. This type of punishment is physical violence against the student and should be condemned and stopped immediately. Moreover, this type of punishment can physically cripple a student for life. Psychologists are of the opinion that such punishment can affect a student mentally for a very long time.

جسمانی سزا بچوں کے خلاف تشدد کی سب سے عام شکل ہے۔ یہ ایک ایسی سزا ہے جس میں جسمانی طاقت کا استعمال کیا جاتا ہے اور اس کا مقصد بچوں کو درد یا تکلیف پہنچانا ہے۔ انسانی وقار اور جسمانی سالمیت کا احترام نہ کرنا بچوں کے حقوق کی خلاف ورزی ہے۔ جسمانی سزا مارنے، پیٹنے یا حتیٰ کہ کوڑوں کی شکل میں بھی ہو سکتی ہے۔ اس قسم کی سزا طالب علم پر جسمانی تشدد ہے اور اس کی مذمت کی جانی چاہیے اور اسے فوری طور پر روکنا چاہیے۔ مزید یہ کہ اس قسم کی سزا طالب علم کو ساری زندگی کے لیے جسمانی طور پر معذور کر سکتی ہے۔ ماہرین نفسیات کی رائے ہے کہ اس طرح کی سزا ایک طالب علم کو بہت طویل عرصے تک ذہنی طور پر متاثر کر سکتی ہے۔

Passage 8

Historians devote their careers to studying notable past events. These professionals work in universities and other educational institutions, as well as various public, private, and non-profit organizations. By comparing past and current events, historians create a valuable commentary about current affairs, potentially allowing them to predict what events might transpire in the future. For example, by studying the economic history of a country that is facing financial issues, economic historians can pinpoint the potential causes of those financial issues. By expressing their views, they can help the country recover and help other societies around the world avoid making similar mistakes.

مورخین اپنے پیشے کو ماضی کے قابل ذکر واقعات کا مطالعہ کرنے کے لیے وقف کرتے ہیں۔ یہ پیشہ ور افراد یونیورسٹیوں اور دیگر تعلیمی اداروں کے ساتھ ساتھ مختلف سرکاری، نجی اور غیر منافع بخش تنظیموں میں کام کرتے ہیں۔ ماضی اور حال کے واقعات کا موازنہ کر کے، مورخین حالات حاضرہ کے بارے میں ایک قابل قدر تبصرہ تخلیق کرتے ہیں، جس سے ممکنہ طور پر وہ یہ اندازہ لگا سکتے ہیں کہ مستقبل میں کیا واقعات رونما ہو سکتے ہیں۔ مثال کے طور پر، کسی ایسے ملک کی معاشی تاریخ کا مطالعہ کر کے جسے مالی مسائل کا سامنا ہے، معاشی مورخین اس کے مالی مسائل کی ممکنہ وجوہات کی نشاندہی کر سکتے ہیں۔ اپنے خیالات کا اظہار کر کے، وہ ملک کی بحالی میں مدد کر سکتے ہیں اور دنیا بھر کے دیگر معاشروں کو ایسی غلطیوں سے بچنے میں مدد کر سکتے ہیں۔

Passage 9

Inflation refers to a continuous increase in the price of edible commodities. A rise in prices is called inflation. Various factors contribute to the rise in prices. Some are natural factors like unfavourable weather conditions, which affect food production and lead to the shortage of commodities in the market. Besides these natural problems, synthetic problems like hoarding contribute to the rapid increase in prices.

افراط زر سے مراد خوردنی اشیاء کی قیمتوں میں مسلسل اضافہ ہے۔ قیمتوں میں اضافے کو مہنگائی کہتے ہیں۔ مختلف عوامل قیمتوں میں اضافے کا سبب بنتے ہیں۔ کچھ قدرتی عوامل ہیں جیسے ناموافق موسمی حالات، جو خوراک کی پیداوار کو متاثر کرتے ہیں اور بازار میں اجناس کی قلت کا باعث بنتے ہیں۔ اِن قدرتی مسائل کے علاوہ ذخیرہ اندوزی جیسے مصنوعی مسائل قیمتوں میں تیزی سے اضافے کا باعث بنتے ہیں۔

Passage 10

Human rights can be broadly defined as the rights agreed upon by people around the world. These include the right to life, the right to a fair trial, freedom from torture and other cruel and inhuman treatment, freedom of expression, freedom of religion, and the rights to health, education and an adequate standard of living. These human rights are almost the same for all people everywhere — men and women, young and old, rich and poor, regardless of background, where we live, what we think or believe. This is what makes human rights 'universal'.

انسانی حقوق کو وسیع پیمانے پر ان حقوق کے طور پر بیان کیا جا سکتا ہے جن پر دنیا بھر کے لوگوں نے اتفاق کیا ہے۔ ان میں زندگی کا حق، منصفانہ فیصلے کا حق، تشدد اور دیگر ظالمانہ اور غیر انسانی سلوک سے آزادی، اظہار رائے کی آزادی، مذہب کی آزادی، اور صحت، تعلیم اور مناسب معیار زندگی کے حقوق شامل ہیں۔ یہ انسانی حقوق ہر جگہ تمام لوگوں کے لیے یکساں ہیں- مرد اور عورت، جوان اور بوڑھے، امیر اور غریب، پس منظر سے قطع نظر، ہم کہاں رہتے ہیں، ہم کیا سوچتے ہیں یا کیا مانتے ہیں۔ یہی وہ چیز ہے جو انسانی حقوق کو 'آفاقی' بناتی ہے۔

Exercise — 11.1

Translation from Urdu into English

Exercise 1:

صبح کی سیر ہماری صحت، دولت اور خوشی کے لیے بہترین دوا ہے۔ یہ ہمیں تندرست رہنے اور تندرست رکھنے میں مدد کرتی ہے، یہ ہمیں جوان رکھتی ہے اور ہماری دماغی چوکسی کو بڑھاتی ہے۔ جو لوگ صبح کی سیر کرتے ہیں وہ ان لوگوں کے مقابلے زیادہ متحرک ہوتے ہیں جو صبح کی سیر نہیں کرتے۔ ان میں ارتکاز کی اچھی طاقت ہوتی ہے جو ان کی روزمرہ کی سرگرمیوں جیسے مطالعہ، کام وغیرہ میں مدد کرتی ہے۔ وہ کم تناؤ بھی محسوس کرتے ہیں کیونکہ وہ صبح کی سیر کے دوران آرام سے رہتے ہیں۔

Exercise 2:

لوڈشیڈنگ ہمارے ملک کی ترقی میں بڑی رکاوٹ ہے۔ یہ امیر اور غریب دونوں کو متاثر کرتی ہے، لیکن یہ زیادہ غریبوں پر اثرانداز ہوتی ہے۔ لوڈشیڈنگ سے صنعتوں، کاروبار اور تجارت کو معاشی نقصان ہوتا ہے جو بجلی کی فراہمی نہ ہونے کی وجہ سے صحیح طریقے سے کام نہیں کر پاتے۔ اس کا ہمارے تعلیمی نظام پر بھی اثر پڑتا ہے کیونکہ لوڈشیڈنگ کے اوقات میں طلبہ پڑھ نہیں سکتے اور اساتذہ کے پاس سکولوں یا کالجوں میں بجلی کی فراہمی نہ ہونے کی وجہ سے لیکچرز یا ٹیسٹ کے لیے وقت ہوتی ہے۔

Exercise 3:

سوشل میڈیا کے بھی اپنے مسائل ہیں۔ان لوگوں کے لیے جو ساری زندگی سوشل میڈیا پر رہے ہیں ان کے لیے آن لائن چیزوں کو بہت سنجیدگی سے لینا اس حقیقت کے باوجود آسان ہے کہ یہ ہمیشہ (یا زیادہ تر وقت) حقیقت کی عکاسی نہیں کرتا ہے۔لوگ اپنے ''کامل دن'' کے بارے میں پوسٹ کر سکتے ہیں جو میرے لیے اکثر نہیں ہوتا لیکن شاید ہر چند مہینوں میں صرف ایک بار ہوتا ہے۔جس کا مطلب ہے کہ آپ کے پاس ہمیشہ بات کرنے کے لیے کچھ نہ کچھ ہوگا۔ کوئی نہیں جانتا جب تک کہ کسی اور نے ہمیں پہلے ہی نہ بتایا ہو۔

Exercise 4:

ٹیلی ویژن جدید لوگوں کے لیے سائنس کا ایک عظیم تحفہ ہے۔اسے تفریح اور تعلیم کے لیے ایک ذریعہ کے طور پر استعمال کیا جاسکتا ہے۔ہم ٹیلی ویژن کی مدد سے ہر قسم کے پروگرام، تفریح، ڈرامے وغیرہ حاصل کر سکتے ہیں۔یہ انسانوں کی طرف سے اپنی زندگی کے معیار کو بہتر بنانے کے لیے کی گئی سب سے حیرت انگیز ایجادات میں سے ایک ہے تاکہ وہ جسمانی طور پر موجود نہ ہوں اور جدید ترین ٹیکنالوجی کے ساتھ کسی بھی جگہ یا وقت ان تک رسائی حاصل کر سکیں۔ اور متعلقہ معلومات فراہم کر سکتے ہیں۔

Exercise 5:

کشمیر کا تنازعہ پاکستان اور بھارت کے درمیان دیرینہ تنازعہ ہے۔یہ تنازعہ 1947 میں برٹش انڈیا کے دو آزاد ممالک میں تقسیم ہونے کے بعد پیدا ہوا، جب سابق صوبہ پنجاب کے ایک حصے سے نئی ریاست جموں و کشمیر بنائی گئی۔ہندوستان نے دعویٰ کیا کہ اسے کبھی بھی برطانوی ہندوستانی حکمرانی سے پاکستان کو قانونی طور پر منتقل نہیں کیا گیا تھا، اور تب سے اس نے اس پوزیشن کو برقرار رکھا ہوا ہے۔اس مسئلے کو حل کرنے کے لیے، اور 'کشمیر' کے مسئلے کو حل کرنے کے لیے بین الاقوامی فورمز بنائے گئے تھے لیکن یہ تمام کوششیں ناکام ہوئیں کیونکہ اس میں دونوں فریقوں کے مختلف مفادات ہیں اور ابھی تک کوئی حل نہیں نکلا ہے۔

Exercise 6:

یہ میرا گاؤں ہے۔یہ ایک خوبصورت گاؤں ہے۔گاؤں کے اردگرد ہرے بھرے کھیت ہیں۔ آجکل گرمیوں کا موسم ہے۔سورج چمک رہا ہے اور گندم کے کھیتوں میں بہت سے لوگ جمع ہیں۔وہ گندم کی پکی ہوئی فصل کاٹ رہے ہیں۔ وہ بہت محنت سے کام کر رہے ہیں۔تپتے ہوئے سورج کے نیچے کام کرنا آسان نہیں۔ لیکن وہ بہت خوش ہے۔یہ فصل انہوں نے کئی مہینوں کی محنت کے بعد حاصل کی ہے۔اب وہ فصل کاٹ رہے ہیں۔کل وہ بھوسے سے دانے الگ کریں گے۔دانے وہ خود کھائیں گے اور بھوسہ اپنے جانوروں کو کھلائیں گے۔گاؤں کے لوگ سادہ اور محنتی ہوتے ہیں۔

Exercise 7:

یہ ایک ایسی کہانی ہے جو انسان میں پائی جانے والے ارادے کی کمزوری اور غیر مستقل مزاجی کی عکاسی کرتی ہے۔افسانہ نگار نے علامتی طور پر ایک شخص کا سفر بیان کیا ہے جو غلط بس میں سوار ہو جاتا ہے۔دورانِ سفر اس کے ذہن میں مختلف خیالات کا جوار بھاٹا اٹھتا رہتا ہے اور وہ کسی ایک خیال کو بھی عملی جامہ نہیں پہنا پاتا۔اسے یہ احساس کچھ دیر کے بعد ہو جاتا ہے کہ وہ غلط بس میں سوار ہے لیکن بس کی رفتار اور رش کی وجہ سے وہ کوئی قدم نہیں اٹھا پاتا۔

Exercise 8:

پاکستان بنیادی طور پر ایک زرعی ملک ہے اور لوگوں کی ایک بھاری اکثریت دیہات میں رہتی ہے۔ کسانوں کو دن رات محنت کرنی پڑتی ہے۔ لیکن ان کی بہتری اور خوشحالی پر بہت کم توجہ دی جاتی ہے۔ دیہات میں بنیادی سہولتوں کا فقدان ہوتا ہے۔ شاید اسی لئے لوگوں کی بڑی تعداد شہروں کا رخ کرتی ہے ۔

Exercise 9:

اس وقت پاکستان بہت سے ملکی اور بین الاقوامی مسائل میں گھرا ہوا ہے۔ ہمارے دشمن دن رات ہمیں نقصان پہنچانے کے چکر میں ہیں۔ ہم سب بخوبی اس سے آگاہ ہیں۔ ملت اسلامیہ کا دشمن بہت شاطر اور چالاک ہے۔ ان تمام مشکلات سے نکلنے کے لیے ہمیں ایک مخلص اور دیانتدار رہبر کی ضرورت ہے جو ہمیں تباہی اور اذیت کے گرداب/حصار سے نکال سکے۔ ہمیں اپنے شاندار ماضی سے سبق سیکھنے کی ضرورت ہے ۔ اللہ سُبْحَانَہٗ وَتَعَالٰی ہمارے ملک کو ہر آفت اور آزمائشوں سے بچائے رکھے۔ (آمین)

Exercise 10:

موبائل فون موجودہ دور کی ایجاد ہے۔ اس کے بے شمار فائدے ہیں۔ یہ رابطے کا سب سے مؤثر اور سستا ذریعہ ہے۔ لیکن اس کے نقصانات بھی ہیں۔ ہمیں اس کے غلط استعمال کی حوصلہ شکنی کرنی چاہیے۔ موبائل فون پر دوسروں کو تنگ کرنا بہت ناپسندیدہ بات ہے ۔ ہم سب کو اس کے غلط استعمال کو ترک کر دینا چاہیے۔ جو لوگ دوسروں کو تنگ کرتے ہیں وہ خود بھی خوش نہیں رہ سکتے۔

Exercise — 11.2

Translation from English into Urdu

Exercise 1:

Sometimes we come across some forgetful people in our surroundings. And some geniuses are also forgetful to some extent. We know that Newton boiled his pocket watch instead of an egg. Once Einstein was travelling on a train without a ticket. When the checker demanded the ticket, he frantically started searching for the missing ticket. However, when the checker could recognize him, he assured that the scientist would not have to search for it. Einstein still went on searching and remarked that he was searching to find out where he was going as he had forgotten about his destination.

Exercise 2:

We all know that health is wealth. With its intricate network of bones, muscles, and organs, a well-functioning human body is much like an orchestrated symphony. To keep this orchestra playing well, we need physical exercise. It may take the form of sports, yoga, or even regular walking. It is well-known that people who engage in physical exercise stay happier and live longer.

Exercise 3:

Our society is turning towards more and more technical sophistication and automation. The machine has replaced our physical labour. To compensate for this lifestyle we need physical exercise. Exercise also sharpens our intellect. It keeps a balance between our body and mind. With the help of regular physical training, we will stay healthier, happier, and more alert. However, over-exercise or exercising in an improper way may tell upon our health and growth. We must therefore do it in a balanced form.

Exercise 4:

In recent periods, many campaigns have been organized against employing children in mines, factories, motor garages, restaurants, tea stalls, and shops. Various households employ poor children though only a few provide their child servants with adequate food and clothing. They are deprived of education and their wages are paid to their parents and the money is rarely spent on them. It is the extreme poverty of their parents that forces the children to adopt such a profession at a minor age. Hence, we need not only strict laws but also thorough economic reforms to reduce the poverty line. At the same time, the spread of literacy is essential to root out these shameful practices still prevalent in our country.

Exercise 5:

The greatest wealth is our health. A healthy body can earn great wealth but, a wealthy person cannot earn great health. We live in a fast-moving world where individuals have no time for themselves. Most of their life withers away in search of materialistic wealth to outshine others but, along the way, they lose their health. Wealth matters, but, is not as important as health. Spending lots of money on junk food in five-star hotels or on other entertainment sources like watching films for a day and so on has no advantages other than self-satisfaction.

Exercise 6:

Co-education is a system of education in which boys and girls study together in a common school or a college. Co-education was not prevalent in ancient times. It is a groundbreaking thought. The parents supported the case for adequate education for the children irrespective of their sex. The countrymen realized that the boys and girls have to move together and shoulder to shoulder in every walk of life in the free world. They started educating their children in co-educational institutions. Co-education creates an environment of competition among boys and girls through the activities which they carry out in the schools. That is the reason why the students of co-educational institutions do better in every walk of their lives.

Exercise 7:

Pakistan has been facing several national and international problems since its inception. The

enemies of the state are in constant pursuit to harm us. These enemies of our nation are very clever and cunning. To get out of these problems, we not only need a sincere and honest leader who can bring us out of destruction and oppression, but we also need to be aware of their propaganda and build our national character.

Exercise 8:

We can tell from the name; Punjabi is the most spoken language in the province of Punjab. It is a very old and culturally rich and diverse language hence it is not only spoken in Punjab but also spoken and understood in other provinces of Pakistan. In addition to this, there is hardly any country in the world where the Punjabi-speaking community does not exist. Punjabi resembles Urdu to a great extent. Both languages are written in the same script. Punjabi folk tales and poetry are famous all over the world.

Exercise 9:

Health and hygiene are very important in a person's life. It stands for the basic cleanliness and good habits in someone's daily life. Hygiene is very important if you wish to stay healthy. Basic cleanliness must be followed by everyone and must be developed through practice. Taking a bath and brushing your teeth is an example of everyday hygiene. Similarly, many such practices must be followed for staying clean and healthy.

Exercise 10:

Reading develops our brains and gives us the ability to understand life in a much better fashion. Besides, there's a lot of room for grammar and language development. When you read a lot, you learn new words all the time. I firmly believe books can go more in-depth than a movie can. When you read a script and then watch the movie more details are added that would not be there in a movie. As a rule, I always read at least a few pages every day. I read books primarily to learn, grow, and feed my curiosities and love for good stories.

CHAPTER 12

Paragraph

20 Paragraph

A paragraph is a group of sentences that form a unit. Sentences in a paragraph are organized, coherent, and are all related to a single topic.

20.1 Paragraph Format

A paragraph does not have a minimum or maximum number of sentences. A paragraph usually contains more than one sentence. A typical paragraph has 5-7 sentences, but this is by no means a rule. The length is determined by the topic and the content.

There is a general agreement on the format of a standard paragraph, which especially applies to informational and argumentative or persuasive writing. A paragraph is divided into three distinct sections that each serve a purpose to the paragraph as a whole.

Topic Sentence – The topic sentence is the sentence that lays out a preview of what the paragraph will be about. It is a preview of the paragraph. It puts the reader's mind-set into the right place to digest the information.

Supporting Sentence – The supporting sentence is the most important part of the paragraph and provides details to support the topic sentence. If the topic sentence is about frogs, then the details should be about frogs as well. This section can be longer or shorter depending on the content and the writer's preference.

Concluding Sentence – The concluding sentence wraps up the paragraph and ties back to the topic sentence. A conclusion could be a reiteration of the topic, an opinion based on the topic, or a way to wrap up the paragraph with a more general statement.

Example paragraph that follows the basic paragraph format:

There are different kinds of animals which live in China. Tigers and leopards are the animals that live in China's forests in the north. In the jungles, monkeys swing in the trees, and elephants walk through the brush. The cities in China are filled with millions of people. There are camels in the deserts that people use for transportation. Lots of different kinds of animals make their home in China.

⇨ Topic Sentence

⇨ Supporting Sentences

⇨ Concluding Sentence

} Paragraph

In the example paragraph, the topic sentence states the paragraph's main idea. The reader can rightfully assume that the content will have to do with animals in China.
The supporting sentences are separated into sentences that give more specific information about animals which live in China. Each detail directly supports the main topic.
The concluding sentence restates the topic sentence in a slightly different way to help wrap up the paragraph.
The strike through sentence in the paragraph is important to note because it is a detail that does not relate closely enough to the topic sentence to be included in the essay. While the sentence does mention China, it would be better placed under a paragraph about people in China or the cities of China.
There is often some confusion about what the difference is between a paragraph and an essay. A paragraph is made up of a topic sentence, supporting sentences, and a concluding sentence. An essay has all the same parts; only instead of sentences, an essay is made up of paragraphs.

20.2 Four Types of Paragraphs

20.2.1 Narrative Paragraph

A narrative paragraph tells a story of a certain event and gives details that relate to the event being told. In this type of writing the author narrates ***the tale of an event or experience.*** It has a suitable ***beginning, middle, and conclusion.***

Transitions Used in Narrative Paragraphs

after	eventually	first	while
as	finally	second	soon
at last	first	now	then
before	last	since	when
during	later	next	meanwhile

Example Paragraph – Childhood Memories

When I was a small kid, I always loved spending my summer vacation at my grandparents' house in Quetta. There was something magical about the way the sunset was. It hid itself behind the rolling hills. What I witnessed were the dancing fireflies dancing in the night sky. I would spend my days exploring the fields and collecting wildflowers, and my evenings sitting on the porch swing with my grandmother, listening to her stories about growing up in a small town. But my favourite part of the vacation was the old apple tree in the orchard. It was gnarled and twisted, with branches that seemed to reach up to the heavens. I would spend hours perching on one of its lower branches, reading my favourite books and dreaming of all the adventures that lay ahead. Even now, years later, I can still recall the way the bark felt beneath my fingers and the sweet, tangy taste of the apples that I would pluck from its

branches. That old apple tree was my refuge and my sanctuary, and it will always hold a special place in my heart. I really love it so much and can never forget it.

20.2.2 Descriptive Paragraph

A descriptive paragraph gives details about a person, place, thing, or idea. The topic sentence states what is being described and the details relate to that topic. This is a piece of writing that ***paints a vivid and accurate image*** of the subject. A description is an act of ***expressing your sentiments*** about someone or something in words, generally ***using the five senses***: *touch, hearing, sight, taste, and smell.*

Depending on the aim of the description, any of the organizational order — *time, space, or importance* — can be used. You can utilize *temporal sequence* if you're writing to convey the major impression of an event (for example, a description of fireworks, an explosion, or a storm). If you're describing how someone or something appears, the most frequent technique to structure a description is to utilize *space order*. You might utilize the order of priority and save the most important detail for last, if a detail within your subject is the most important.

Transitions Used in Descriptive Paragraphs

Transitions of Time	Transitions of Space	Transitions of Importance
as at last before/after during eventually	above across at the bottom/top behind below	especially in particular
finally first last later meanwhile	beneath beside beyond farther/further in front of	more/ even more most
next now second since soon	inside near next to opposite over	most vivid
then when while	to the left/right to the side under/underneath where	strongest

Example Paragraph – The Room

The room I found myself in was very spacious and high. The windows were long, narrow, and pointed. The faint red light of the club passed through the concentrated panes, and served to distinguish enough of the brightest objects around; the eye, however, struggled in vain to reach the far corners of the room or the edge of the curved and distressed roof of the house. Dark curtains hung on the walls. Ordinary furniture was extravagant, luxurious, antique and durable. Many books and musical instruments were scattered all over the place, but they failed to give strength to the scene. I felt as if I were breathing a spirit of grief. A spirit of darkness, deep and unforgivable, hung over everyone.

20.2.3 Expository Paragraph

An expository paragraph gives information, explains something, gives directions or shows how something happens. The detailed sentences in expository paragraphs often have linking words such as first, next, then, or after.

In expository paragraphs, examples are frequently arranged in order of relevance, which means that the example that will have the most influence on readers is reserved until the last. We use transitions to let readers navigate from one example to the next. To organize this paragraph structure, use transitions inside each paragraph and also go from one to the next.

Transitions Used in Expository Paragraphs

another; one/another	for example
another kind	for instance
first, second, third	and so on

Example Paragraph – Time Management

Every college student needs to develop time management skills to succeed in life, both personally and academically. Students who can prioritize their tasks and fulfil deadlines tend to perform better academically and experience less stress. Students who struggle with time management can make a timetable or to-do list that divides their day into time slots for various tasks. They can also develop the ability to refuse interruptions and give priority to their most critical work. By scheduling enough time for studying, homework, and extracurricular activities, students can avoid procrastination. Students should also prioritize their physical and emotional well-being by getting enough rest, exercising, and mastering relaxation techniques. By scheduling their time wisely, college students can achieve academic success. In this way, you can live a healthy and wealthy long life full of joy.

20.2.4 Persuasive/ Argumentative Paragraph

An argumentative paragraph, sometimes called a persuasive paragraph, is a paragraph where the topic sentence takes a specific position or request. The details of a persuasive paragraph are written to prove why the argument is valid. This kind of writing backs up a topic, with ***facts*** to influence someone else to adopt or consider a viewpoint. Arguments are used to persuade someone to do (or not do) something. Because an argument aids in persuading others to see things your way, or at the very least to comprehend your point of view.

Arguments are arranged in ***order of significance,*** with the least important ***evidence*** coming first and the most ***persuasive rationale*** and evidence coming last. Here are some examples of transitions you may utilize in your presentation.

Transitions Used in Persuasive/ Argumentative Paragraphs

above all	more important
also	most important
best of all	one fact/
especially	another fact
for example	one reason/ another reason
in addition	one thing/
in fact	another thing remember
in particular	worst of all
in the first (second, third) place	the first (second, third) point

Example Paragraph – Eating Natural Foods

Consuming natural foods is not only morally and responsibly right, but it is also healthful. Natural food consumption helps encourage ethical agricultural methods and lowers our diet's carbon footprint. Additionally, natural foods are devoid of the toxic additives, preservatives, and chemicals that are frequently included in processed meals. This implies that by deciding to eat natural foods, we are enhancing our general health and well-being, and are lowering our chances of contracting chronic diseases like heart disease, obesity, and diabetes. Also, natural foods are frequently tastier and more filling than their processed equivalents, making it simpler to enjoy a diet which is nutrient-dense and well-balanced. We may have a good influence on our health, the environment and animals' welfare by preferring natural foods.

20.3 Sample Paragraphs

20.3.1 Spring Season

Spring is the season of mists and mellow fruitfulness. The days get longer and nights shorter, the temperatures are milder, and the flowers bloom. There is a gentle wind that blows making the atmosphere wonderful. Spring is the season that brings new life to trees, plants and flowers. During spring one can hear the buzzing of bees, chirping of birds and can see the colourful butterflies sitting over sweet-scented flowers. This season brings happiness, motivation, and positivity to all people and brings sunshine into the lives of people. It's a season of pleasant weather free from the scorching heat, the cold bites or dodgy rains. It is therefore crowned as the king of all the seasons.

20.3.2 My Best Friend

Having a true friend is a precious gift and a divine blessing of Allah. I am lucky to have many true friends. Among all, the one who is my best friend is Ali. He has been with me since class one. He is very friendly and has a kind nature. His good sense of humour makes him popular among everyone. He is one of the best students in our class. He is punctual and he always comes to college on time. Both of us share the love for reading and enjoy reading books on history the most. We also exchange books with each other and discuss them in our free time. We study and play together. Whenever I feel sad or depressed, he is there to help me cheer up my mood. In short, the bond that I share with my best friend is the most prized possession I have. A best friend is indeed a precious gem and I am fortunate to have found that gem in my life.

20.3.3 My Favourite Personality

Everyone has one favourite person in his life that he can always rely on. I am fortunate to have one such person in my life who is none other than my father. He has always been a source of motivation and inspiration in my life. I have seen him working hard since my childhood to provide us with the best of everything. He has always been caring and loving. He is the one who has helped me become a better person. The quality of my father that I admire the most is that he has always kept a very safe and friendly environment at home. We are never scared of talking or discussing any issue with him. He would always listen to us and give us his best advice. In fact, he is my best friend who is not only loving and caring but he is always there for me, no matter who he is. He is the best one in the world.

20.3.4 My Hobby

Life would be dull if one did not have some good hobby. A good hobby keeps us active and creative. It kills monotony and makes a person happy. Reading is what I do in my spare time. This hobby of mine not only brings me pleasure but also increases my knowledge. It

improves my vocabulary and writing skills. I have a great collection of books ranging from history and politics to novels, short stories and poetry. I am also a member of various libraries. Though I read all sorts of books. I particularly take more interest in books related to history. It gives me insight into the happenings around the world and provides a link to the past. Through reading history books, I have learnt a lot about the evolution of the cultures and traditions of many countries. Reading is a good brain exercise.

20.3.5 A Hot Day in Summer

It was a sultry and scorching summer's day. The sun glowed red hot, emitting sizzling bright rays. There was quietness all over. Not a single person could be seen outside. The roads and streets almost presented a deserted look. Fans and cold drinks gave no relief. Everybody was perspiring from head to toe. People preferred to stay indoors. It was so hot and things were at such a standstill that not even a leaf stirred anywhere. The plants and trees presented a withered look. It appeared as if the wind had conspired not to blow. Everyone wanted to get rid of this heat. Such hot summer days make people uncomfortable.

20.3.6 Mobile Phone

Technological advancement has made the life of modern man easier and more convenient. The major breakthrough is in the field of communication. From simple telephones to cellular phones, the distances have further reduced and the world has come closer. It is a very useful device that works without wire and is portable also. It can make and receive calls over a radio frequency link and connects people in no time. It provides a platform for communication with an individual's family and friends, no matter where they are. Mobile phones provide various facilities like cameras, internet, e-banking and much more. With mobile phones, one never feels lonely or bored.

20.3.7 Corruption

Corruption is the root cause of a country's weak political, social as well as economic system. It is a curse for society. It hampers the growth of the nation and is a great deterrent to the progress and prosperity of a country. Factors which encourage systematic corruption include conflicting incentives, discretionary powers, monopolistic powers, lack of transparency, low pay and a culture of impunity. Thus, it hurts the growth of each individual in the country. It is a great evil of a society which needs to be eliminated at every cost. It is a poison that has penetrated the minds of individuals nowadays. Strict measures should be taken by the government to ensure a corruption-free country.

20.3.8 Terrorism

Terrorism is an act that aims at creating fear among the people by illegal means. It is a threat to humanity. It includes persons or groups spreading violence, riot, kidnapping, bombing,

etc. It makes people suffer traumatic stress disorders, anxiety and major depression. It is generally believed that poverty, inequality, and poor economic conditions are among the root causes of terrorism. It jeopardizes the happiness and peace of the people in a country. The purpose of terrorism is to achieve political or ideological aims by spreading unrest and lawlessness. Terrorism is an act of cowardice.

20.3.9 Smog

Smog is air pollution that reduces visibility. The term smog was first introduced in the early 1900s to describe a mixture of smoke and fog. Smog is usually caused by the combustion of coal, wood and other solid fuels. Smog is very common in industrial areas and it remains a familiar sight in cities, particularly in the winter. Smog inhalation irritates our airways and increases our risk of serious heart and lung diseases. It is due to these health hazards that cities monitor smog levels. On a high ozone-alert day, eyes and throat may burn, resulting in cough and wheeze. It is of utmost importance that people should take positive steps to control smog so that they can live in a healthy environment.

20.3.10 Poverty

Poverty is about not having enough money to meet basic needs including food, clothing and shelter. The World Bank Organization describes poverty in this way: “Poverty is hunger.” Poverty is a source of problems and pain in human life. Owing to poverty people live their entire life in the absence of essential commodities. A poverty-stricken person can neither meet his needs nor that of his family. Poverty always acts as a barrier on the path to his happiness. Poverty limits access to educational and employment opportunities which further contribute to income inequalities. This menace can be eliminated through equity, education, and resilience.

CHAPTER 13

Essays

21 Essays

An essay is simply a combination of several paragraphs, rather than one paragraph, that supports a single point. In an essay, subjects should be given more importance than a paragraph. For that reason, an essay is longer than a paragraph. The main idea or point developed in an essay is called the thesis statement or thesis sentence. The thesis statement appears in the introductory paragraph, and it is then developed in the supporting paragraphs that follow. A concluding paragraph closes the essay. In this chapter, we will discuss two types of essays.

- Narrative
- Descriptive

Narrative Essays

A narrative essay details a story, often from a particular point of view. A narrative essay should include a set of characters, a location, a good plot and a climax to the story. The plot is used as a way of detailing events within the story/event. Mainly, it includes flashes from history or the future. The point of the essay should be mentioned early on, preferably in the opening line. This type of essay should be in either the third or first person.

Descriptive Essays

Descriptive essay describes a place, an object, an event or even a memory. But it is not just plainly describing things. The writer must paint a picture through his words by evoking the senses of the reader such as the sense of sight, smell, touch, sound, etc. A good descriptive essay makes the reader feel the emotions with the help of a description.

21.1 Structure of an Essay

Writing an essay involves critical thinking and excessive reading. The more you read, the better you write. An essay consists of the following essential constituents:

- Introduction
- Main body
- Conclusion

Introduction

This is the first paragraph of an essay where the writer introduces his topic to the reader. Generally, it is not very long but about 4-6 lines. There is plenty of scope to get creative in the introduction of essays to grab the attention of a reader. To make it impactful, an essay can begin with an authentic quotation, a definition or even a question. The beauty of an essay lies in the catchy sentences.

Main Body

An essay must have at least three supporting points comprising three separate paragraphs. However, some detailed essays may require four or more body paragraphs to support the subject of the essay. Each of the supporting paragraphs should begin with a topic sentence that states the point to be detailed in that paragraph. Just as a thesis provides a focus for the entire essay, the topic sentence provides a focus for a supporting paragraph.

Conclusion

The concluding paragraph often summarizes the essay by briefly restating the main supporting points. Also, the conclusion brings the essay to a natural and graceful end. It briefly and concisely provides the reader with a final thought on the subject.

21.2 Tips for Essay Writing

- Begin your essays interestingly and appropriately. It will help draw the attention of the reader and pique their curiosity.
- Keep it between 300-500 words. This is the ideal length. You can take creative license to increase or decrease it.
- Keep your language simple and crisp. Unnecessarily complicated and difficult words break the flow of the sentence.
- Avoid grammatical mistakes; use correct tenses. Failure to which can distract the reader from the content.
- Before starting to write an essay, brainstorm and organize your thoughts. In this way, you can ensure that the story will flow smoothly in an organized way.

21.3 Internet

Internet is a worldwide spread computer network. The process of connecting two or more computers with a cable or modem is known as the internet. It is the only means of exchanging data through computer networking. It can be very easily accessible. The internet is an advancement of modern technology that has swept the world off its feet with its vast usage. People all over the world are now using the internet daily. The internet has enabled the growth of society both positively and negatively.

The 21st century has brought about a great revolution in the field of the internet.

Consequently, human society has experienced innumerable pros and cons of the internet. Where the internet has badly diluted some of our moral values, there it has also helped us in different walks of life. Aspects of society such as economy, culture, politics and religion have been impacted by the use of the internet.

The internet has provided us with different communication platforms which have been of great benefit to people in different ways. These platforms consist of interconnected networks that use standardized communication protocols. The invention of Facebook, WhatsApp, email and many other social platforms has greatly aided people in the communication across continents without much struggle. Not only did the internet shorten the distance, but it also introduced the world to dynamic ways of communication such as video calls.

Additionally, the internet has broadened our horizons and enlightened our minds. With the help of the internet, humans have witnessed unbelievable revolutions and transformations. Today's man is less sceptical and more rational in his approaches. Education has been made easy because vast information is provided on websites like Google and it is accessible to whoever is interested. Like a virtual teacher, the internet has assisted us in learning. By and by, the trend of online learning has been getting accreditation and acknowledgement worldwide. As a result, society has become stronger over the years.

Not to paint the negative scenario, one cannot help thinking about how the magical wand of the internet has made the world one big family. The mind can be an excellent slave but a poor master. There are always two ways to choose: the red pill or the blue, heads or tails. On the one hand, the internet with the help of myriad of digital applications and social platforms has paved the way for convenient communication, but on the other hand, we seem to be enchained forever to an obsession with our virtual identities at the sad expense of our real selves. One of the ways could possibly be not a complete breakaway from our virtual selves, but be conscious of how not to let this tech environment eat up our whole real existence. The netizens should never forget that 'excess of everything is bad', and that 'only limits ensure freedom'.

21.4 Traffic Problems in Big Cities

The ever-increasing development in the modern world has bestowed upon us many gifts, but not without its banes. One such gift is in the field of communication. Though travelling to far-off places has become more comfortable and quicker due to the boom in the automobile industry, it has caused many traffic problems. The traffic problem in a big city has gone beyond proportion. The traffic jams in a big city are a daily occurrence.

Traffic congestion makes a city's life miserable and unsustainable. Sometimes, the traffic remains jammed for hours together. As a result, men and women going to their places of work are at once halted. They do not reach their offices in time. The school-going children are delayed to reach the schools. Many a time, the patients do not get medical aid timely due to traffic jams. The traffic tie-up also badly affects people's mental health. The passengers

delayed due to traffic jams feel frustrated and angry. Resultantly, they quarrel and shout at one another while hurling words of abuse and blowing horns constantly.

There are various reasons for the traffic jams. The unchecked population growth is the foremost cause. The population in big cities has been increasing rapidly. There is an influx of villagers who come to settle in the cities to improve their living. They come to the big cities in search of jobs and modern facilities for life. The ever-increasing number of people has resultantly increased the bulk of traffic on the roads.

The cities are also not developed. The roads are narrow and uneven in various places. They cannot withstand the pressure of traffic. As a result of the traffic jams, the flow of traffic is halted.

Moreover, people are not educated enough to follow the traffic rules. Many of them violate their lanes which causes traffic congestion.

The following measures can help reduce traffic congestion in big cities:

1. The villages should be urbanized. The migration of the villagers to the cities should be discouraged.
2. People must be educated to follow traffic rules.
3. The roads should be widened and properly maintained.
4. Protocol culture should be discouraged. Roads should not be reserved for the V.I.Ps.

21.5 A Visit to a Zoo

Gone are the days when zoo trips used to be the most thrilling spot that the children would love to visit. With the revolutions in digital gadgets, people find the task of going to the zoo rather tiring and less interesting. Yet for a person who has never visited a zoo, this long trip can be a cherishing visit. Apart from being an exciting experience, such a visit can offer many learning opportunities.

Deforestation and urbanization have endangered many animals. Zoo is a place that provides us with a chance to see the animals that cannot be seen in their natural habitats. A visit to a zoo also gives us information about the rare species.

Last Sunday, the weather was pleasant. I along with my family, visited Lahore Zoo. I always wanted to visit the zoo as it offers us an opportunity to see wild animals. There was a huge crowd present at the entrance gate. Men, women and children all appeared to be very excited. People were buying entrance tickets. We reached there at 11.30 a.m. We bought our tickets and went inside the zoo.

Firstly, the Zoological Garden was a feast for our eyes. Different species of water birds were swimming in the clear blue lake. The sight of a white duck swimming on the smooth surface of clean water was a wonderful delight. Adjacent to the zoological garden was a birds' enclosure where colourful birds such as sparrows, pigeons, eagles, and parrots from different regions of the world were chirping. Their enchanting music delighted us much.

We were very excited and scared at the same time to see wild animals like lions, tigers,

leopards and tigresses in the other enclosures. The roars of the lions terrorized the children who would cling to their parents. At the same time, it was awesome to see the king of the jungle. When someone moved near the enclosure, the majestic animal began to roar. Then, we moved to the den of the tiger. Its flashing glare and sharp teeth filled us with fear. We also saw elephants and bears.

Afterwards, we came across a big garden in which stags and deer were frisking about. These animals were enjoying the weather by running here and there. In one corner of the garden, there was a cage where a large number of monkeys and baboons were jumping. Their tricks and pranks were worth seeing. Some people threw bananas at them which they immediately tried to catch by jumping down. Children were enjoying themselves by making faces at them. Next to this enclosure were kept polar bears that looked deserted and dejected. Then we moved to a big tank which was full of crocodiles. We saw snakes like cobras and pythons.

We spent quite a good time in the zoo. It was in the zoo where I got the experience of petting wild animals. A simple touch taught me a lot and gave me an incredible experience that I would never forget. Trip to the zoo will never fail to bring out the inner child in you.

21.6 Village Life

A village reflects a picture of regional, cultural and social customs. It is very different from an urban area. Life is simple and pure here. Little signs of modern progress and development can be seen in a village. The simple mud houses, narrow paths and unpaved roads are the highlights of a village.

Pakistan is predominantly an agricultural country. The majority of the people reside in villages. They live a very simple and natural life. To the people, a village offers a matchless scenic beauty and freshness of atmosphere. Lush green fields, tall trees and blossoming flowers look very charming.

Life in a village is very calm and peaceful. It is almost free of noise pollution. There is no rush of traffic and no noise from factories. Villagers enjoy the peace of paradise here. Though all the necessities and comforts of life are not available to the villagers, they are free from tension, anxiety and artificiality. They are content with a few facilities and little joys. They inhale fresh air and eat pure food.

The occupation of the majority of villagers is agriculture. They live a very difficult and hard life. They set to their work in the small hours and remain busy all day long. They plough the fields, sow the seeds, water the plants and reap the crops. Both men and women work in the fields and look after the cattle. Government offices, private companies, factories, skilled workers and technicians are rare in a village. However, a few artisans like carpenters, blacksmiths and shoe-makers work in a village.

Villagers are generally simple, sincere and industrious people. They are very hospitable and generous to their guests. They enjoy mutual cooperation. Their joys and sorrows are

common. They avoid fashion and affectation. Generally, villagers entertain themselves with folk dances, village fairs, local games and music such as "*Maheyas*" and "*Tappas*".

Though villagers enjoy a simple, pure, free and peaceful life they have to face several problems. As with all other things, village life is a mixed blessing. It has its advantages and disadvantages. Comparing it to modern standards, village life is not easy to live. It is devoid of the basic amenities of life. Though some villages are facilitated with roads and electricity, they are still lagging far behind. They need more education, awareness of modern means of cultivation and better amenities of life.

More than seventy per cent of our people live in the villages. But, very little attention is given to uplift the standards of villages. Without taking solid and adequate measures for the improvement of village life, Pakistan cannot make progress by leaps and bounds.

21.7 My Last Day at College

College life is one of the best periods of one's life. It is a life of freedom, friendship and intellectual growth. The campus that used to echo with laughter, the corridors where friends used to walk together, and the classrooms which used to resound with scholarly discussions, cannot be forgotten easily. That is why the last day at college brings tears to our eyes and grief to the heart.

I got up early as it was my last day at college. I wanted to relive, for one last time, all that what had I gained from my illustrious alma mater. The moment I reached there on the sunny April morning, I felt as if the fragrance of the flowers and the trees welcomed me by stretching out their branches far into the air. What I knew was that day, everything would become a memory of the past.

All of us were very emotional on the last day as we took our classes. The teachers were sad too. We had developed a strong bond with our teachers which made us feel nostalgic. We cracked jokes to cheer ourselves. Furthermore, we sought guidance from our teachers on our future plans. After the classes, some of us decided to go to the most favourite spots on the campus. The cafeteria was the centre of all our activities. Ali, the manager of the cafeteria, welcomed us wholeheartedly. He offered us some cold drinks and snacks and refused to take money from us, as it was our last day at college. We sat there for almost an hour and entertained ourselves with refreshments and gossip.

Passing across the green lawns and through symmetrical hedges, next, we reached the Boarding House. The students of the first year, our juniors, were waiting for us there. It was an invitation to a farewell dinner along with a musical night, organized by our talented juniors residing in the hostel. It was a pleasant evening. Food was palatable and the whole event was very well organized. To our surprise, the singers were some of our teachers and a few were students of first year. The Principal and the Vice Principal wished us a bright future and bade us goodbye at the end.

Finally, the festivities came to an end. It was the end of all the cherishing delights. That

day, indeed, was a memorable event of my life. Weighed down with a heavy heart and moving along the lonely road, at last, I returned home.

21.8 Advantages and Disadvantages of Cell Phones

Mobile phone is a significant technological advancement. It is a small, portable, and affordable electronic gadget which connects people of different areas with the rest of the world. It has greatly benefitted human race. To know about the outside world, majority of people have cell phones. To get in touch with the world, cell phone has become a medium of quick communication. It has become an advanced medium of business, healthcare, and education. There are numerous advantages of cell phones, but it also has negative aspects. Following are the pros and cons of cell phones:

Cell phones have made it possible to communicate with anyone anywhere in the world. People can find anything in the world easily just through a click. A survey report shows that 55% of adults keep a cell phone with them to access information. The use of the internet has become worldwide after the invention of mobile phones.

The invention of mobile phone has brought some revolutionary changes in the field of education and entertainment. With the help of these handy gadgets, the field of education has flourished dynamically. Students can learn and do research on their lessons through mobile phones. There are different types of educational applications which are available on App Store. Such applications have fostered the process of learning and have opened new gateways to the learners. Likewise, if we want to watch movies or plays, we do not need to go to cinemas anymore. Everything is just a click away; we can watch dramas, movies, and films on our phones free of cost.

The cell phone is not only a blessing but also a curse. It creates a distance between you and your parents, friends, and relatives. People get distracted by using too much mobile phone. It happens mostly to the people who excessively keep playing video games or use too much social media. Mobile phones have become a health hazard for young generation. People have become dependent on it and cannot work without it. In this way, they waste their precious time, money, and energy. These gadgets have also given birth to cybercrime. There are a number of mobile applications which steal data from us and misuse them in hideous crimes.

Nevertheless, through the magical wand of mobile phones the world has become one big family. Mind can be an excellent slave but a poor master. On the one hand, mobile phones with the help of myriad of digital applications and social platforms have paved the way for convenient communication, but on the other hand, we seem to be enchained forever to mobile mania. One must remember that cell phones are a means of communication and they should be used in a way that one may not become a slave to it.

21.9 Festivals

Festivals are such celebrations that make a nation honour its values and culture. A nation celebrates different festivals to promote its culture, by sharing and revising the reasons of events that has been already taken place. Pakistani people are very close to their culture and celebrate cultural festivals with great zeal and enthusiasm. There are numerous festivals that are celebrated in Pakistan. Some festivals are celebrated nation-wise, and others are celebrated within certain communities, with complete unity. However, if we look at the past, there were only few events that were celebrated. As a result of globalization, we have adopted many festivals from the West.

Pakistan is the land of diverse ethnicities. The cultural and the religious values are deeply-rooted in its society. Allah (سُبْحَانَهٗ وَتَعَالٰی) has blessed this country with many cultural and moral values which all have background stories. In addition to the religious festivals, the country also takes pride in several cultural festivals.

Every province has its own culture and values, which celebrated in different styles. However, being an Islamic Republic Nation, religious festivals are celebrated with great religious passion and enthusiasm. The most anticipated festivals are Eid-ul-Fitr, Eid-ul-Adha, Eid Milad-un-Nabi (رسول اللہ خَاتَمُ النَّبِيِّيْنَ صَلَّى اللّٰهُ عَلَيْهِ وَعَلٰى اٰلِهٖ وَاَصْحَابِهٖ وَسَلَّمَ), the Independence Day, the Defence Day, the Resolution Day, Mela Chiraghan, the Shindor Polo Festival, the Quaid's Day, and the Iqbal's Day. Nonetheless, there are some other festivals like Christmas, Easter, Guru Nanak's Birthday, and Holi, celebrated by the minorities.

In short, all these festivities are organized to celebrate special events. The government of Pakistan announces public holidays on some of these events. These festivals are celebrated with great zeal and zest by the communities of our beloved motherland.

21.10 A Rainy Day

Rainy days are expected during the rainy season. These days are an absolute joy for men, women and especially for children. Rain, after a long hot, scorching summer, is a welcoming relief. Especially, when it rains on unexpected days, it becomes enjoyable. The sparkling, clear shower pacifies our souls and rejuvenates our spirits. Small paper boats floating on the stream of water, the pure pearl like raindrops perching on trees and flowers, and the chirping and bathing of thousands of unidentified birds, are delights for eyes.

For children, rainy days are a sudden break from their busy schedule. They often leave their houses to run about and enjoy themselves, splashing water in the continuous rain.

Children stretch out their arms at the car windows and smile as raindrops drip from the palms of their hands. Schoolchildren draw a smiling face in smoke from window glass. Poets sit by their windows and capture natural dreams with beautiful metaphors and hide them in the pages of their diaries. Aloe vera plants that grow on the balcony are immersed in water for months. The children run back home as their schools announced a rainy day holiday. The tinkling sound of rain on the tin roof infuses new spirit into their exhausted souls. Rain brings

comfort to cats and dogs and other animals that run inside the sheds to shelter from the heavy rain. In this way, the scorching spell of hot, dull and dry summers is replaced with soft, cool and soothing rainy days.

Mother nature brings us back to her lap where we all forget the worries, tensions and the daily grind of our modern lives. It is the time of rare occasions when we can look away from our phones and gadgets and appreciate nature in all her splendor. Few people can resist running to their balconies to feel the rain. It fills our dead hearts with incredible warmth. Rainy days become harbinger of the birth of a new life. The trees look green after the rain, and the environment seems transformed. Tiny raindrops on windows and dandelions glow like pearls in the sunlight.

Grey clouds obscure the normal azure and protect the sun. In sort, every dark cloud has a silver lining, which renews our hope and motivates us. Thunder closes our ears, and we welcome the wrath of nature with outstretched arms. We are amazed at the white cracks in the clouds. Rainy days are refreshing for all of us, and we need to find ourselves leaving behind a busy work life.

21.11 My Favourite Personality

My favourite personality is Quaid-e-Azam Muhammad Ali Jinnah. He was a man of great courage and determination. His charismatic personality stimulates enthusiasm, courage and energy in people and unites them as a nation. His words have the power to inspire dedication and devotion.

Quaid-e-Azam was born in Karachi on the 25th December, 1876. He was born in a well-off merchant's family. He got his early education from Karachi. His father Poonjah Jinnah was conscious about his son's education so he kept his son away from the business. In his student life, he always observed discipline which pointed to his bright future. After passing matriculation, he went to England for higher education. He studied law in Lincoln's Inn. After becoming a barrister, he returned and started his law practice in Karachi. Within a short period of time, he became a distinguished lawyer. “With faith, discipline and selfless devotion to duty, there is nothing worthwhile that you cannot achieve,” said Quaid-e-Azam.

At the same time, he began to take interest in politics. It was the time to liberate people from the British rule. In the beginning, he joined Indian National Congress, but soon left it. He then joined Muslim League and became its leader. He united the Muslims on a single platform and he gave them the spirit of unity. He fought for the rights of the Muslims and worked hard for his nation in spite of his failing health. The British and the Hindus were afraid of his endeavours and determination.

He made speeches in which he demanded a separate state for the Muslims of the subcontinent. In 1940 Jinnah declared the Lahore Resolution in which he demanded a separate state for the Muslims. He made people realize that the Muslims and the Hindus are different from each other in traditions and religion, and cannot live together in a single state.

Quaid-e-Azam Muhammad Ali Jinnah united and led an oppressed nation to a state where they could live an independent and free life. He united the Muslims of the subcontinent who were aimless and had no leader that could guide them to the right path. Muhammad Ali Jinnah showed them light. Owing to his love, honesty and truthfulness, he became the most charismatic leader of the Muslim history.

He said: "There is no power on the Earth that can undo Pakistan."

21.12 Terrorism

Terrorism is an act which aims at creating fear among people by illegal means. It is a threat to humanity by a person or a group, spreading violence, riots, burglaries, kidnapping, fighting, bombing, etc. Terrorism is an act of cowardice and often construed as a well-thought-out extreme form of violence.

The acts of terrorism are usually reported without understanding the underlying psychological and social determinants of the terrorist's intentions. Since '9/11', Pakistan has been at the epicenter of both terrorism and the war, and has gained a negative reputation among the countries. Although terrorism has got nothing to do with religion, the extremists usually use religion as their alibi for their acts.

Terrorism has various types that affect the lives of all and sundry and destroy them, plaguing it with fear of uncertainty. Terrorists feel that dying as a terrorist is a priceless and sacred experience, and they will go to any extent to attain it. Each of these terrorist groups was founded for a different motive. Individuals are filled with fear as a result of terrorism and cannot function as a proper productive citizen of the country. Millions of goods have been destroyed, thousands of people have lost their lives, families have torn apart, and animals have been slaughtered as a result of terrorist attacks. People lose hope and a cycle of uncertainty begins which only begets violence.

Our country has been spending a hefty amount of money every year to fight against the war of terrorism as well as to eradicate the terrorist groups from their foundations. However, it is still spreading like a disease as new terrorists are getting trained on daily basis. The dilemma of the situation is that these individuals are common people like us, but are victims of either social injustices or brainwashed by extremist groups, which makes them complacent to these fanatic ideologies. They are trained to act violently and to fight against their own society and countrymen. They are so precisely brainwashed that they are ready to compromise on their lives; they are always ready to die while fighting.

Terrorism has spread across the world, contaminating the minds of innocent people by strepping them off their sense of security. In order to reduce the regime of terror and effects of terrorism from the nation, a tight security arrangement should be made on the orders of the government.

21.13 A Road Accident

Every now and then we hear of some accidents. These are common sights in large cities. Newspapers daily report the ever increasing number of accidents. They kill and cripple people for life. The reason for most accidents is violation of traffic rules and regulations. The public transport buses are the worst offenders. They have turned into killer buses. There might hardly be any day on which they have not caused an accident.

Last week, I witnessed an accident. It was a scary and terrifying experience which raised my hair on end. It happened so suddenly and unexpectedly that I lost my senses for a while. It was late in the evening when a city bus came running at a great speed from the other side of the road. The rash driving led the driver to lose his control over the bus. As a result, the bus had a head-on collision with another vehicle. It crashed through many barriers before it finally smashed into a nearby iron railing and the boundary wall.

Unfortunately, the bus ran over a passerby who was standing there. He was crushed under the bus and died instantly. Regrettably, a few passengers lost their lives in the collision and some were injured seriously. Fortunately, there was only a driver in the other vehicle who survived miraculously, though his vehicle was completely smashed. The people gathered there and helped the victims came out of the ill-fated bus through the windows. The police and a team Rescue 1122 reached there well in time.

The driver and the conductor at once fled away from the scene of accident, leaving the passengers at Allah's mercy. The impact of the accident was so high that it was felt like a tremor. There was lot of confusion and crying, and the passengers of the bus were in a great shock. It took them some time before they could realize what had happened. However, those who survived thanked Allah (سُبْحَانَهٗ وَتَعَالٰی) for not having been killed or injured seriously. It was a narrow escape for all of the survivours. The wounded were sent to a nearby government hospital for treatment.

The police took out the papers and documents of the bus to identify the bus-driver and the owner. The witnesses informed the police that the driver was driving rashly and negligently. He was attempting to overtake another bus when he lost his control over the bus. It was late night when I came home, but the memory of that accident haunted me for many days to come.

21.14 Examinations

No nation can progress without education. It makes life worth living. A country without a proper system of education cannot compete with the modern world; hence, can never make development. Only the well-educated and highly skilled people can help uplift the pylons of a country.

A well-reformed system of examination is necessary for better education. Unfortunately, our system of examination is replete with faults. The current system of examination only tests the memory of the students and does not test their knowledge, understanding and comprehension. The questions asked in the examinations do not hone critical thinking skills

of students. As a result, most of the students tend to learn through cramming and rote learning.

The method of evaluation of scripts also does not do justice to the students. Every examiner has his/her own ways of marking; some are strict and some are lenient. Hence, it creates a disparity in the marks of the students. As a result, the assessment is somewhat personal and, therefore, inaccurate. Moreover, subjective questions cannot be awarded exact marks.

Every profession has got some black sheep. Some corrupt invigilators take money and help students cheat in the examination. The papers are leaked much before time. Moreover, the students also bribe the examiners to help them get through their examination. Owing to the malpractices in our examination system, students do not take interest in studies, knowing that they could qualify without putting in any effort.

The examinations are usually conducted in the scorching heat of summer. The extreme weather and the power outages do not let students concentrate fully on their studies. They have to go to the examination halls in the worst weather conditions. Besides that, the academic terms are short because of extreme weather conditions. Consequently, the students cannot complete their courses. This also adds to the difficulties of the students in the examination.

The examination system can be improved provided that more emphasis is placed on developing critical thinking skills of the learners. It will minimize rote learning and students would be able to focus on grasping the concepts rather than learning them by heart, without understanding them.

The examinations should be held in the spring season so that the students may work in the pleasant weather conditions. This will enable the students to focus their attention on their studies. This would also increase the length of the academic year.

The question papers should test a student's knowledge and insight. The students should be motivated with prizes, scholarships and other perks. Not only will it muster up their motivation, but it will also help them perform well in the examinations.

21.15 Education System of Pakistan

Education is the process of acquiring knowledge, developing skills, getting training, learning moral values, etc. Education is important for every age. It is irrespective of caste, creed, or gender. It is necessary for a stable life, self-independence, self-confidence, etc. It brings reforms to the political, social, and economic levels. The main goal of education system is to develop high sense of responsibility, social integrity, and selfless service to the nation and to the country also.

The education system of Pakistan lacks uniformity. The system is divided into two sectors: the private and the government sector, which promotes discrimination among community. The elite class is usually attracted by the private sector. On the other hand, the

government schools are of low quality due to lack of accountability and inadequate budget. Lack of qualified and trained staff is also the main reason for the poor education system.

The government has never seriously worked why the education system has suffered a lot. Parental participation is very crucial for ensuring quality aspects. Home is the first school of a child. Without parental involvement, there will be less effective implementation of policies that will remain a far cry. The education system of Pakistan has been suffering because of lack of budget, lack of implementation of policies, poor physical facilities, political interference, old and outdated curriculum, and due to the unavailability of science and computer laboratories.

Unfortunately, in Pakistan, the education system has not really improved much because no one bothers about it. Old teaching methods are still prevalent. Although new syllabi are being developed, they are far from being implemented. The government institutes do not concentrate on quality delivery and the private institutes only focus on activities that are profitable for them monetarily. The government in power has other priorities and is not interested in investing in new educational projects.

Moreover, the electronic and print media seems to be paralysed by the political influence. Consequently, the media does not feel the need to highlight the corrupt practices in the education system, which is one of the causes of its negligence. The officials working in the education sector are eyeing their interests and do not go at lengths to bring visible changes. All of these factors contribute to the high illiteracy rate and the flaws in our educational system which is producing educated cripples who know only how to read and write.

In short, the need of hour is to take some radical measures in order to reform the ailing state education system, so that more intellectual literates can be produced. Not only will they bring us to limelight, but they will also lead us to the glory we deserve as a nation.

21.16 Atomic Energy

During the outbreak of the Second World War, America fought against Japan with all its might. Bombs were used but they were not so destructive. Both the countries were trying hard to make such a weapon that could vanquish the enemy completely. It was the time when Einstein had already presented his theory of relativity and scientists had a direction to work on it. Finally, the Americans were successful in making an atomic bomb first of its nature.

Consequently, they dropped it on Hiroshima and Nagasaki, the two cities of Japan. The detonation of these atomic bombs caused hellacious massacre and destruction. In an instant, thousands of people were decimated and transformed into ashes. That very event showed the world how dangerous atomic energy could be, if used for war purposes.

Presently, scientists have been working on using this technology for peaceful and constructive ends. It was soon found that atomic energy is a blessing in disguise, if utilized properly. The splitting of atoms creates an infinite amount of energy which can cause unlimited destruction, if left unchecked. But, if that energy is harnessed properly, it can solve

the energy crises quite efficiently. It was later found in a research that energy produced during an atomic reaction was so powerful that a few grams of the desired element could satisfy the electricity demands of thousands of villages.

Compared with other types of energy, nuclear power stands out as an environmentally friendly energy source. Nuclear power generates clean energy by bombarding uranium with neutrons as opposed to burning fossil fuels. Nuclear reactors do not produce carbon dioxide emissions, and any indirectly produced emissions have negligible impacts on the environment. In addition, most nuclear waste has a fairly low level of radioactivity.

Currently, more than seven countries have their atomic plants which have been working on utilizing this energy for the betterment and welfare of humankind. It is a highly emphasized fact that atomic energy should only be used for productive sources and not for destructive ends.

21.17 Pollution

Pollution is the main factor which affects our lives badly on the earth. There are several types of pollution such as noise, water, air, and land pollution. Pollution is hazardous to life. It leads to severe complications. Pollution is not only changing and damaging the habitat, but also affecting other species.

The deadliest type of pollution is air pollution. It is caused by the unwanted particles suspended in the air. The leading causes are the emission of smokes by cars, factories, and CFCs. CFCs are responsible for destroying ozone layer. The ozone layer is responsible for blocking bad rays that are emitted by the sun. It deflects the rays which are not good. But pollution-causing agents like CFCs react on ozone layer and reduce themselves to nascent oxygen atoms, allowing the ultraviolet rays to enter the atmosphere of the earth. Moreover, carbon dioxide envelops the earth's atmosphere, preventing unwanted rays to leave the earth's atmosphere that results in an increase in temperature day by day. This increase in temperature melts the ice all over the continents, resulting in high levels of water and excessive floods.

Another type of pollution is water pollution. Humans are throwing their garbage and waste into the clean water. It is very dangerous for aquatic life. For the sake of cost-cutting, many factories dispose of their unwanted chemicals in clean water. This is polluting the clean water and the amount of drinkable water is also reducing. Oil spillage is also a serious issue that leads to the death of thousands of marine lives.

Land pollution is also one of the problems caused by humans. People do not throw their garbage into the trashcans and often throw it on the land. Similarly, waste disposal companies collect garbage from all the areas and do not dispose them of at proper sites. That is increasing land pollution.

In short, pollution is not only harmful but also a very serious threat for us. In order to fight this menace of pollution, vigorous efforts should be put in. Anti pollution law should be

strictly implemented. In order to check water pollution, the sewage and the factory waste should be dumped properly. Public education and awareness of the relationship between the climate change and human health is the key to deal with these problems more effectively.

21.18 The Dignity of Labour

Nobody in this world can survive independently as we are all social animals. Human beings work in collaboration with one another. Everyone has a role to play. Through the division of these roles, we can function properly. People believe that professions that fetch good money are respectable but it must be kept in mind that all jobs and professions are respectable provided they are permissible and are done honestly.

Islam puts great emphasis on the dignity of labour. We come across many jobs where we find people working as helpers in houses, electricians, plumbers, sewerage workers, gardeners, and road cleaners. All of them are contributing to the welfare of society and are no less honourable than their other counterparts working as doctors, teachers or engineers.

Treating them with utmost respect is the duty of all. Unfortunately, it seems that people show negligence through misconduct. Some people treat the labourers harshly and inhumanely. In some cases they do not pay the labourers wages just in time. Everyone should understand the fact that all professions are equally respectable and should be regarded in high esteem. People who mock labour related professions are unaware of the fact that if these people stop doing their jobs, life will become a living hell for them.

Labourers of any kind should be dealt with dignity. It is their right to be treated equally and in the same way as others. Discrimination against labourers should be discouraged by spreading awareness among the masses. The campaign should be organized, and the message should be conveyed that labourers of any type should be equally respected. Strict punishment should also be given to the people who insult them or harass them. Moreover, a legal action should be taken against the people who do not pay them timely.

Hence, the dignity of labour should not be compromised by any means because it is a sin against humanity. The labourers should be given due respect, and we ought to pay respect to all and sundry, no matter what one does for one's living.

21.19 Uses of Science

Gone are the days when people used to believe in the phenomenon that the planet Earth is stationary and flat, and the planet Sun revolves around it. Then science came and rejected all these theories and people started to discover new things. New continents were discovered, and new routes were found.

Life before science was very dull and dark. There were no electricity, gas, telephone, internet, vehicles, or T.V. People were living their lives in fear and without any adventure. Then the scientists brought revolutions to life by making wonderful discoveries in every walk of life.

When new theories came, they were tested, and they turned into laws. Many theories were rejected after experimentation, but all of this added to science. With the passage of time, many inventions came about, and those inventions kept getting better and better with time. For example, the first computer occupied a lot of space and was operated by many people. Its functions were also limited. With the passage of time, these computers became smaller and smaller. A lot of new functions were introduced into them. Nowadays laptops are available which can be carried anywhere quite easily. Moreover, they have all the functions a person can ask for.

Similarly, people are not afraid of superstitions as they were in the past. They feared smallest things such as black cats, broken mirrors, spilled milk, the sound of scissors, and the number thirteen. But now with the advancement of science, it has proved that all these superstitions are baseless and have no sound reasoning or logic behind them.

In short, science is the greatest collective endeavour. It contributes to ensuring a longer and healthier life, monitors our health, provides medicines to cure our diseases, and alleviates our aches and pains. Additionally, science helps us provide clean water for our basic needs including our food, and invigorating us by sports, music, entertainment and the latest communication technology. Last but not least, science nourishes our spirit.

21.20 Patriotism

Patriotism is the feeling of love and devotion to one's country. Love for one's country is an inborn phenomenon. It is a natural and pure feeling which surpasses all the things in one's life. A true patriot knows the actual worth of his country, and he understands all the sacrifices that one ought to make for one's country. He loves his country because it is his motherland. The soil of his motherland has gone deep into his flesh and bones. Everyone ought to be patriot because his country takes care of him like his own mother. It nurtures him and nurses him at every stage of his life. It provides him with a home to live in, food to eat, and air to breathe in.

Pakistan is our dear country, and a true patriot should know how it came into being; what hardships our leaders had to bear in the beginning of its creation. Quaid-e-Azam Muhammad Ali Jinnah worked day and night for achieving independence from the British. The Hindus were the British favourites whereas the Muslims were already at a disadvantage. But against all odds, Quaid-e-Azam remained firm and worked hard. In the end, we were able to attain a separate homeland at the cost of severe atrocities during the process of migration.

Thousands of people were brutally murdered but they refrained from yielding. Soon after independence, the due financial share of Pakistan was not handed over and unfair adjustments were made so that Pakistan could fail as an independent state. Moreover, a war was imposed with the intention of destroying Pakistan once and for all. But the true patriots offered their lives and saved the country many times. Whenever the situation was adverse, they did not give up just because it was difficult for them. They were not afraid of losing their

lives. They proved, time and again, that a single true patriot can overcome a thousand traitors.

Loyalty and love are the two characteristics that every patriot should possess. A person who is not fighting for the cause of the country cannot be called a patriot because he is thinking of his own interests. Similarly, loving one's nation has always been integral part of one's personality because without it there will be no driving force left for him. Homeland is a great asset to them. At the time of distress, we should be ready to stand by it, to work for it, even to sacrifice our lives for it, if the need be.

21.21 Beggary

Begging is the act of asking favour which includes asking for money, clothes, food, etc. for free with no intent of reciprocation. Beggary is as old as human history and the people who have no option for survival have often been seen supporting themselves through it. Beggary mostly starts when a person is in desperate need and does not have any other means.

Various financial, social and biological factors contribute to beggary. The most important ones are poverty, unemployment and the conception of beggary as a lucrative source of income. In the developed countries, economies are stable and inflation rate is low. As a result, very few people there can be seen begging. On the other hand, this situation is quite alarming in the under developed countries. Low wages, ever-increasing inflation rates and lack of jobs have made people's lives extremely difficult.

There are many types of beggars. Some people are in desperate need of money and they do not have any alternative option for their survival. Some are just begging for the sake of it, and it is their profession. The needy people on being helped often give up begging. Contrary to that, some beggars function under the patronage of beggar mafias which recruit a certain number of people for begging. These beggars' rings are governed by the head that monitors and controls the beggars. These beggars are found to be involved in the supply of drugs, loot and plunder, murder and other crimes also.

These beggars are often found begging in the streets, at the traffic signals, and at public places. They know the art of winning sympathy and often try new methods for acquiring money. Some of them are organized and are a part of the organizations that beg through many tricks. These professional beggars are involved in emotional and religious blackmails as they deceive people to portray themselves as helpless and needy, which they truly are not. The drowsy and sleepy infants in the laps of their so-called mothers are often found to be drugged. Islam is strictly against the professional beggary, and it prohibits giving alms to such people.

Beggary is loathsome whether it a profession or done out of dire need. Awareness should be spread against it, and it needs to be ended by the people and government. Strict laws and proper planning is required to eradicate this curse. Being poor is not a crime but fulfilling one's needs through illegal means instead of hard work is a huge crime. Elimination of this single blight will nip many evils in the bud.

21.22 Why I Love My Country

Love for one's country is an inborn phenomenon. It is a natural and pure feeling which surpasses all the things in one's life. Pakistan is my country which was emancipated from the shackles of the British on the 14th August, 1947. It is rich in culture and tradition, and has the diversity of race, languages, food and places. It is replete with many outstanding natural and man-made features that one cannot find anywhere else in the world.

I love my country because she is my motherland. I was born and brought up here. She takes care of me like my own mother. She nurtured me and nursed me at every stage of my life. She provides me with a home to live in, food to eat, and air to breathe in. Above all, loving my country is loving myself.

I love my country because it is the land of lofty mountains that add to its beauty and provide much delight for the eyes. There is a range of mountains in Pakistan. The Hindu Kush, the Himalayas and the Karakoram ranges are present with their majestic, sublime and boundless beauty. Pakistan is a home to world's second-highest peak K2. Also occasionally known as the "King of Mountains" and "The Mountaineers Mountain". It is a source of great pride for the Pakistanis.

I love Pakistan because it is blessed with fascinating lakes like Saif-ul-Malook, Satpara, Ansoo, and Attabad Lake. Similarly, the Arabian Sea touches southern part of Pakistan. Moreover, a stream of rivers such as the River Ravi, the River Satluj, the River Chenab, the River Jhelum, the River Indus, and the River Kabul also irrigate its fertile and rich agricultural lands.

Technological advancements have also touched new heights in my country. Pakistan is one of the few powerful countries in the world which have atomic technology. It was attained by Pakistan in the 1980s. Similarly, Pakistan is on the list of the countries which have advanced tactical warfare machinery including long-range ballistic missiles, next-generation fighter aircrafts, and loaded warships. Pakistan is also making latest weapons. Besides that, many technological fields and hubs are being established which are facilitated with state-of-the-art system.

In the end, I would say that Pakistan is blessed with all the treasures, and it is by no means inferior to any other country. On account of these reasons, among too many to mention, I love my motherland from the bottom of my heart.

21.23 My Aim in Life

An aimless life is directionless. Aims and goals are very important for a person's life. Without a serious goal, life is useless and makes people dull. To develop personal utility, it is crucial to have a clear aim in mind. Striving hard for an aim makes a person capable and productive.

Different people dream differently. Some wish to be doctors or engineers, some to be

architects, a few to be teachers, and some to be developers. My aim in life is to be a soldier in the army. Army has always fascinated me because this is a place where I can directly serve my nation. The mission of our army is to defend the nation from known and unknown factors. The Pakistan army has always been fully prepared for enemies and threats. Our army has always valiantly fought and defended the honour of our nation very well.

Countless heroes are present in our army and some of the greatest ones are role models for every Pakistani. Heroes like Naik Saif Ali Janjua *(*awarded Hilal-e-Kashmir – an equivalent to Nishan-e-Haider*), Captain Muhammad Sarwar, Major Tufail Muhammad, Major Raja Aziz Bhatti, Pilot Officer Rashid Minhas, Major Shabbir Sharif, Sowar Muhammad Hussain, Major Muhammad Akram, Lance Naik Muhammad Mahfuz, Havildar Lalak Jan and Captain Karnal Sher Khan are an epitome of pride and inspiration for every Pakistani. Other than these famous army men, thousands of unheard heroes have worked behind the scenes and are still working to protect our country.

There is a hard procedure for securing a place in the army and the best among the best are selected for it. There are multiple trials that consist of a preliminary knowledge test, an initial medical test, a physical test, and an interview. After that, some other psychological and performance tests are also given so that the aptitude of a person can be tested strictly.

I know my strengths and weaknesses very well. Therefore, I have been working day and night to overcome my shortcomings so that I can give my best in the time of trials. I will apply after my intermediate examination and make sure to secure a place in the army so that I can become a proud defender of my country.

I strongly believe in the saying, 'One must dream big, sky is the limit.' The choices that we make can bring differences in our lives as well as in the lives of those for whom we want to make a difference. It requires courage, strong will power, determination, consistent efforts, patience, persistence and perseverance to fulfil one's dream. Challenges, problems and setbacks are bound to come on the journey towards achieving your aim. Once we have taken a decision, we need to keep striving till the end.

21.24 A Journey by Train

Travelling and nature are the great masters as they teach us through experiences. Travelling is one of the exciting ways to experience and observe nature. Trains are fascinating means of transportation. The greatest benefit of traveling by train is that we can make many observations. Keeping a learner's perspective, there is infinite knowledge we can grasp from our surroundings during the travel.

Previously, I had travelled on an airplane and a ship, but my most desired wish was to travel by train. One day, I had to go to Rawalpindi for a test and I had two options. I could go either by a bus, or I could travel by a train. Without a moment's hesitation, I chose the train. I had to leave on Saturday, so I pre-booked the tickets a week before. It was a ticket for an A.C sleeper. I reached the station at 7 o' clock. The train was supposed to arrive at eight. I waited at the platform. It was beautiful but old. There was a huge crowd of people making bookings

and waiting for the train.

The train did not arrive at eight, so I got worried a little bit. I asked around from the management and staff. They told me that the train would be delayed due to some technical issues. Owing to that inconvenience, I got a bit disappointed.

Finally, the train arrived at 9:30 a.m. with a roaring sound. I went on the train with the conductor and asked about my seat. He guided me very politely. I went to my cabin which was quite spacious and only one other man shared it with me. It was a neat and clean cabin and I felt very comfortable there. The cabin was air-conditioned, facilitated with berths for the passengers. From the window where I was sitting, I saw the trees, crop fields, the working farmers, the scenery of nature, and many other things that quickly slid past me. After stopping at every station, the train at last reached my destination.

Many great writers and philosophers have written inspirational quotes related to trains. The train travel symbolises the ups and downs of life. Just like the invention of the train has brought a great transformation to world of transportation, it can bring a noticeable transformation to the minds of travellers who love nature by observing their surroundings.

21.25 A Visit to a Hill Station

Visiting a hill station in the summer can be full of fun and excitement. It is the best way to get rid of the scorching heat of the city you live in. In addition to that, the pleasant weather and temperature of a hill station are helpful in maintaining health.

Once when my papers were over, I needed a break from my day-to-day grind. I thought of many ways to refresh my mind, but nothing worked for me. One of my friends suggested that a trip to a hill station would be the best way to invigorate yourself.

So, two of my friends planned to visit a hill station on a weekend. Our destination was Nathia Gali. We prepared all the necessities required for the trip. We departed at 7 a.m. on the Saturday morning. After a six-hour drive, we reached Nathia Gali. We had already reserved a hotel through an online booking application. We went in and found that our room was very comfortable and much better than expectation. We rested for two hours, and then went out to see the famous spots over there.

But none of us was familiar with the tourist spots there. Therefore, we started asking the locals about the famous spots. Some of them told us that there were a waterfall and a lake nearby, and they were not to be missed. We decided to visit the lake on the same day because it was only thirty minutes away. So, we rented a jeep and started the journey towards the lake. When we reached there, we were amazed by the scenery. The water was so pure and clean and was coming straight from the mountains. It was very peaceful and we also ate fish from there. It was very delicious. Then we sat for an hour and enjoyed the view and made our way back to the hotel. We were so tired that we slept right away.

The next day, after having breakfast, we went out, rented a jeep again, to see the waterfall. The road to the waterfall was very uneven and dangerous, but the driver was quite

expert and knew the route too well. We reached there and were mesmerized by the beauty of nature. The waterfall was 140 meters high and the sound coming from the waterfall was like an orchestra's. We took some pictures, had some tea, and ate *pakoras* from the local stall.

It was time for our journey back and it was by bus. It was captivating as the stars, the nightlife, the music, and the far-stretching hills were alluring us to revisit the place. The zigzag roads gave us an opportunity to view nature from different angles. We would all love to come here again to find out the unexplored spots.

21.26 Hostel Life

Living a hostel life for learning how to study and prepare for classes, to experience different cultures and languages across the country, provides an incredible foundation for the students to excel in life. This has been a huge benefit of hostel life. Students are encouraged to explore and learn, make friends, take responsibility and experience a new sense of independence. They develop outstanding study habits and learn how to manage their own schedules. The boarders are encouraged and rewarded in the ways that allow them to safely explore their potential and passion.

My hostel life has been one of the greatest experiences of my life. I remember the first time I travelled from Lahore to Islamabad with my entire luggage to live in a hostel. I was both excited and sad to leave my family and begin a new chapter of my life. Throughout my journey, I was constantly thinking about my room and the roommates with whom I would be living for 4 years of my life.

I travelled there by bus, so it took around 5 hours to reach the Rawalpindi Terminal.After reaching the bus terminal, I took a taxi and finally reached my destination, my hostel which surprisingly was quite far from the university. As I arrived on the hostel premises, I was greeted by the head warden, who shifted me to the room which was allotted to me. I was the first one to arrive there. In this way, it was easy to set up my entire luggage in the cupboards. My roommates arrived the next morning that was our orientation day at the university.

After spending the next day at the university, I came back to the hostel and chatted with my roommates. We started exploring the facilities provided by the hostel which included the mess hall, gym, and small area designated for *Namaz*. For the first few days, my interaction was unusually limited to my roommates but with each passing day, we all started making new friends. Most of my friends were from the department of computer and I was the only one from the department of bio sciences. But still, it did not matter as we all shared a common place for our daily activities.

We all were from different cities and shared stories about our experiences with one another. I made lots of good friends during the time I spent there and some of them have become friends for life. It has been a life-changing experience for me. I am indebted to them for the faculty who worked tirelessly to help me, and to the opportunities and experiences that helped shape me. I can proudly say that the time I spent at my hostel was the best time of my life and will be a part of me forever.

21.27 A Visit to a Fair

A fair is an annual family-friendly event held in a city or mostly in a countryside. Friends from near and far venture on an adventure to spend some memorable moments together. They entertain themselves with concerts, great food, animals, and adventures. The fairs have a rich history in the Punjab. This long history of the fair guides us as we strive to honour the past while continuing a tradition and looking to the future.

During the last summer vacation, we visited our grandmother's house in Sahiwal. We planned to spend our vacation there. We did lots of fun activities as all our cousins were present there, yet one of the most memorable activities was going to the fair. After two days of our visit, our uncle told us that there was a fair going on in the suburb of the city Sahiwal. He announced that he would take us to the fair the next evening. We all were quite excited to explore the festivities of the fair.

Next day, we got ready and reached there in time so that we could spend a few hours there. We were all fascinated by the different things there. It was a big marquee divided into different portions where different activities were taking place. Some clowns were showing spectacular tricks. The clowns were surrounded by the kids and the place was filled with laughter.

Then there was a haunted house. It was a scary place. Kids under five were not allowed to enter there. We all went inside. The house was full of scary statues, mannequins, and skeletons. After that, we went on and saw some animals like horses and goats performing different acts. It was a unique experience for us. We had never seen such things in our city before. The next thing was jaw-dropping. It was an aerial performance by acrobats. One girl was walking on a rope and then a man came and started cycling with a single wheel on it. It was really scary for me.

After watching that sensational performance, we went to the food stalls and enjoyed some traditional food like *Qatlama*, *Kulfi*, and *Rabbri*. We were about to depart when, all of a sudden, the well of death caught our eyes. It was very dangerous, we decided to enjoy it and we stayed there for a while. It was a big well and a car was moving in it, in a circular motion at around 100 km/hour. That sight gave us goosebumps. After a few minutes, our heads were dizzy, and we came down from the well.

The time passed quickly. However, that visit of the village fair bestowed on me with a flood of nostalgic memories. It was indeed a memorable trip. I wish I could visit it again.

21.28 A Visit to a Historical Place

Historical places are very important assets of a country and have a great significance not only in culture but also in history. Historical monuments are the proof of our past and tell us about our linage and ancestors. These historical places cannot be separated from a culture because discarding them is like disposing of one's identity.

There are many historical places in my country, but I always have cherished to visit the Badshahi Masjid. I had heard all sorts of good things about it, and I also knew the fact that it had been considered the world's largest masjid for almost three centuries. I wanted to see this historical monument with my own eyes so that I could figure out whether all of it was true or just exaggeration.

Eventually, I planned a trip with my friends, and we decided to go there on Friday so that we could offer *Namaz-e-Jummah* in that Masjid. I departed from my house at seven o'clock and went to pick my friends. From there, we went to the Badshahi Masjid. It is located near the Lahore Fort. I was amazed to see that it had become a fine tourist hub. I was surprised to see people belonging to different communities gathered there. Families and kids all came there to enjoy themselves.

An elderly person told us that the Badshahi Masjid was constructed between 1671 and 1673, in the reign of Aurangzeb, the famous Mughal Emperor. It was quite spacious and there was a whole new world inside it. It had eight minarets and three domes. There were many corridors and lawns in it which were very spacious. The Masjid was built from red stone and its interior, still a wonder for artists, was given a Persian and Turkish look.

Later we found that it was a trend at that time to build buildings by hiring famous architects from the Persian origin. There was a spacious room turned into a museum for old transcripts of the Holy Quran and many other Islamic manuscripts. We visited every inch of this Islamic gallery and offered our *Namaz-e-Jummah* there. It was a memorable trip that I could never forget.

21.29 My Hobby

Someone has rightly said, 'A mind with no thoughts is the mind of a demon.' An empty mind having no creativity at all and a mind that lacks passion for learning are completely useless in today's world. Therefore, in order to keep our free minds occupied and away from all the worries in the world, nothing can be better than having a hobby.

People have different hobbies according to their tastes. Some like to collect antiques; the others like gardening the most. The children of today's era are more interested in technology than any other field of life. As a result, they spend their free time by making videos, watching plays, playing video games, and communication online with their friends. For me, reading books is what I do in my spare time.

Since my childhood, I have developed a taste for reading story books. On my fifth birthday, my father gifted me with a wonderful story book. The book was '100 Great Muslim Leaders' who dominated the world. This book inspired me so greatly that I started to develop the habit of reading books. As a result, I have started purchasing books with my pocket money. The more I grew up, the more I started visiting different libraries. My experience of going to libraries was very fruitful and enlightening. I was amazed by the fact that there are so many books on different subjects that I had not read. So, my passion for books turned into a hobby.

Book reading for me is not only a hobby but it is also a healthy way of spending my leisure time. It has many benefits too. Firstly, the more I read, the more I learn about the world. Secondly, reading imparts knowledge to me and guides me through different walks of life. After reading a number of books on a subject, a feeling of achievement and satisfaction starts to get over me. Hence, it enhances my confidence and sense of satisfaction.

Reading fosters my appetite for learning. It ignites my spirit and invigorates me in the time of despair. So, this never-ending process of book reading continues and keeps making me read more and more books. This hobby does not let my spark and excitement down in a world full of stress. Book reading is a perfect stress-buster for me, particularly a the time of monotony.

A person should find a hobby which is interesting and constructive at the same time. My hobby of reading books keeps me indulged in it and makes me knowledgeable at the same time. This hobby of mine serves me like an all weather friend that always stands by my side through thick and thin, and that never leaves me in the lurch.

21.30 Women Empowerment

The empowerment of women and the improvement of their political, social, economic, and health status play an integral part in the development of a country. Additionally, it is very important for the achievement of sustainable development. The endeavours of both women and men are highly required for the development of a country.

In earlier centuries, women were treated as useless creatures. No wonder, they have suffered a lot through the years from domestic violence, sexual harassment, and physical torture. They couldn't go out and work like men. Though the scenario has been changing gradually, a lot is still left to be desired. In all parts of the world, women are facing threats to their lives, health and well- being as a result of being overburdened with work and of their lack of power and influence. In most regions of the world, women receive less formal education than men, and at the same time, women's own knowledge, abilities and coping with mechanisms often go unrecognized.

Women empowerment has five components: women's sense of self-worth; their right to have and determine choices; their right to have access to choices; their right to have access to opportunities and resources; their right to have power to control their own lives, both within and outside the home and their ability to influence the direction of social change to create a more just social and economic order, nationally and internationally.

To bring women into the mainstream of life, proper education is a must. The social right of a human being has to be ensured strictly for women. To implement all the rights of women, laws should be enforced. Many working women face problems at their workplaces because of gender discrimination, and sexual harassment. The authorities should take necessary steps to make their workplace secure.

A nation can't reach its desired goal of development without the help of women. They

make more than half of the total population. If they remain ignorant and unemployed, they can't take part in the development of a country and ultimately become a burden.

An empowered woman can stand for the rights with her bold decisions. She is an asset to a country. With the empowerment, she can become a force that can give direction to a society and can take part in economic and political development of a country. If the equal rights are ensured to the women, they can add new dimensions to the growth of a society.

21.31 Smog

Smog is a type of air pollution which is a mixture of smoke and fog. Scientifically, smog is a mixture of different pollutants, including oxides of nitrogen (NOx), oxides of sulphur (SOX), carbon monoxide (CO), particulate matter (PM), volatile organic compounds (VOC), and the ozone. The main pollutant responsible for smog built up is NOx.This describes atmospheric condition of a particular area. In its worst form it blocks out the winter sunshine, causes closure of motorways after dusk, and prevents flights from landing at the international airports at night. Residents of that particular area face a dense blanket of smog that reduces visibility for commuters and is responsible for several respiratory and mental ailments.

Historically, the most lethal smog was the London's Great Smog in 1952. Owing to that hellacious smog, more than 12,000 people died from either traffic accidents or respiratory ailments. In 2012, Beijing faced deadly smog which resulted in a large number of casualties. Over a couple of years, Pakistan and India have been badly hit by smog. In winter, with delayed rainfall, the cold and continuously dry conditions retain all the pollutants in the lower levels of the atmosphere, causing the smog to spread in both the countries.

In Pakistan, particularly in Lahore, the problem of smog has been growing worse and worse over the last five years. This problem occurs due to the high level of air pollution. Emission of smoke by the vehicles and industries, combustion of coal-based power plants and agriculture waste are the main reasons of smog among too many to mention.

In Lahore, smog enters through the bordering state of the Indian Punjab and Jalandhar, mainly due to setting the paddy fields on fire. According to The New York Times, farmers in these areas burn the leftover straws of the rice fields. Leftover straws can be as many as thirty-two million. For a couple of years, Lahore has been reported as the most polluted city of Asia.

Air pollution needs to be redressed on immediate basis. There is a need of an action plan to address this alarming situation of air pollution. Following measures can prove helpful in reducing smog.

- The government should keep monitoring the air quality index on regular basis.
- Specific mitigation measures should be adopted by the government and the policy makers to control the growing air pollution.
- Planting of more trees can mitigate the hex of these chemical gases.
- Citizens should avoid using such products that can release high levels of oxides of suphur and carbon mono oxides.