

ENGLISH

for

Administrative Services

(AS PER NEW SYLLABUS)

PREVIOUS YEARS' PAPERS
2022, 19, 17, 16 (Solved) and
2013

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Preface

to the Twentieth Edition

I am delighted to know that the previous editions of this book have reached out to over two lakh students all over Rajasthan and other parts of the country. The book is committed to assisting students in raising their level of understanding English easily. The purpose of the book is to instil confidence and enthusiasm among students preparing for various competition examinations. I do believe that the book has been successful in achieving its objective.

This revised edition of the book has been written according to the new syllabus prescribed by the RPSC. New chapters on Elaboration and words mostly confused (confusable words) have been added with suitable examples. New points explaining grammar have also been included in all chapters. New paragraphs on current topics, new letters and reports have been added. I have tried to make the new edition more comprehensible and useful for students and teachers.

I express my gratefulness to the students who read my books and encourage me to learn and write. Shri Paritoshvardhan Jain also deserves thanks.

Jaipur

B.K. Rastogi

Syllabus

R.A.S.

Part-‘A’ Grammar 20 Marks

- ☆ Correction of Sentences: 10 sentences for correction with errors related to :
- ☆ Articles & Determiners
- ☆ Prepositions
- ☆ Tenses & Sequence of Tenses
- ☆ Modals
- ☆ Voice- Active & Passive
- ☆ Narration- Direct & Indirect
- ☆ Synonyms & Antonyms
- ☆ Phrasal Verbs & Idioms
- ☆ One Word Substitute
- ☆ Words often Confused or Misused

Part-‘B’ 30 Marks

Comprehension, Translation & Precis Writing

- ☆ Comprehension of an Unseen Passage (250 Words approximately) 05 Questions based on the passage. Question No. 05 should preferably be on vocabulary.
- ☆ Translation of five sentences from Hindi to English.
- ☆ Precis Writing (a short passage of approximately 150-200 words)

Part-‘C’ 30 Marks

Composition & Letter Writing

- ☆ Paragraph Writing - Any 01 paragraph out of 03 given topics (approximately 200 words)
- ☆ Elaboration of a given theme (Any 1 out of 3, approximately 150 words)
- ☆ Letter Writing or Report Writing (approximately 150 words)



V



1943-2020

**Dedicated to
Mrs. Leela Rastogi
my
INSPIRATION**

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Modals

(वृत्तिवाचक क्रियाएँ)

Verbs are divided into two kinds :

(1) **Principal Verbs** (Full Verbs) (2) **Auxiliaries**

Principal Verbs are those verbs which have a meaning of their own.

- (a) Raman **has** a new car. (c) He **did** his work.
 (b) I **have** a big house. (d) I **do** exercise daily.

In the above sentences **has** and **have** express the idea of possessing or owning something. **Do** and **did** express action.

Auxiliary Verbs are those verbs which help other verbs to form tenses (other than the Simple Present or Simple Past).

- (a) Manu **has** returned from Delhi. (c) He is reading a book.
 (b) They **have** bought a car. (d) They were playing Tennis.

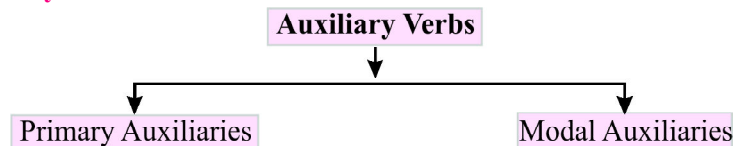
In the above sentences **has** and **have** do not express the idea of possession. They only help to form the Present Perfect tenses of **return** and **buy**. **'Is'** and **'were'** help to form continuous tenses.

Auxiliary Verbs in English

The 24 auxiliaries are :

Present Tense forms	Past Tense forms	Present Tense forms	Past Tense forms
is, am, are	= was, were	do, does	= did
have, has	= had	can	= could
may	= might	shall	= should
will	= would	must	—
need	—	ought to	—
dare	—	—	= used to

Auxiliary Verbs are of two kinds



Primary Auxiliaries

Be, have, do

Read these sentences :

- The boys **are** playing cricket.
- They **were** eating breakfast.
- He **did not** come in time.
- I *am* writing a book.
- I **have** written two books.

In the above sentences the Auxiliaries **be**, **have** and **do** help only to **express statements of fact**. These Auxiliaries and their various forms are called Primary Auxiliaries.

Modal Auxiliaries

Read these sentences :

- Manu will come.
- I can speak Hindi.
- He must go.
- Raman may come.
- You dare not go.
- They ought to come.
- I will help you.
- He shall come.

The above sentences express actions or events that exist **only as conceptions of the mind**—probabilities, possibilities, obligation, wishes, expectations, etc.

Auxiliaries which help to express such conceptions of the mind are called **Modal Auxiliaries**. They are also called **coloured Auxiliaries**, because they are coloured by the speaker's feelings (hopes, expectations, etc.) They help to express the **Subjunctive** and **Imperative Moods**. Sometimes Modal Auxiliaries are used to express simple futurity, without any hint of personal feeling :

- (a) I shall go to Ajmer tomorrow. (Pure Future)
- (b) He will come on Sunday. (Pure Future)

Use of the Primary Auxiliaries — Be, Have, Do

Be, have, do are used both as *Principal Verbs* and as *Auxiliaries*. They are Auxiliaries only when they help other verbs to form their Tenses and Moods.

Look at the following sentences :

1. Pratap Singh *is* a good footballer.
2. Meera *was* writing a letter.
3. I *have* a bad head-ache.
4. She *has* taken my pen.
5. He *did* his work very well.
6. When *did* you return from Delhi?

In the first sentence *is* is a Principal Verb, as it states or predicates something about the subject (Pratap Singh) without the help of any other Verb. In the second sentence, *was* is an Auxiliary Verb helping to form the Past Continuous of *write*.

While *have* is a Principal Verb in Sentence 3, *has* is an Auxiliary in sentence 4, helping to form the Present Perfect of *take*.

In the same way *did* is a Principal Verb in sentence 5, but an Auxiliary in sentence 6, helping to ask a question in the Past Tense.

Now we shall see the uses of these Verbs—*be, have do*—both as Principal Verb and as Primary Auxiliaries.

Uses of ‘Be’

A. As a Principal Verb

1. *Be* and its forms are usually used as *linking verbs*, linking the Subject with a following word :

Sampath *is* a lawyer. (linking the subject with a Noun)

Sumathi *is* very intelligent. (linking with an Adjective)

My house *is* there. (linking with an Adverbial Phrase)

Govind *is* to retire next year. (linking with an Infinitive)

2. *Be* is used as a full verb by itself in the sense of exist :

God *is*. (exists)

I think, therefore I am. (exist)

3. *Be* is also used to express a command or request.

Be quiet. *Be* off.

Be a good boy. *Be* nice to her.

B. As an Auxiliary Verb

1. I *am* reading a novel. You *were* standing at the gate.

She *is* knitting a sweater. They *are* marching forward.

Here we find the different forms of *be* combining with the Present Participles of Verbs to form the Present and Past Continuous Tenses.

2. I *was* being shadowed. You *are* being considered for the job.

The dinner *is* being cooked. They *were* being questioned.

Here the forms of *be* combine with the Passive of the Present Participle to form the Passive of the Continuous Tenses.

3. I *am* sent to Jaipur. You *were* rewarded for it.

He *is* treated badly. They are sold cheap.

Here the forms of *be* combine with the Past Participles of Transitive Verbs to form the Passive Voice.

4. He *is* gone. You *are* quite grown up.

The moon *was* risen.

They *were* engaged in a heated argument.

Here they combine with the Past Participles of certain Intransitive Verbs to form the Perfect Tense.

Use of ‘Have’

A. As a Principal Verb in the sense of *possess, take, experience, enjoy, receive* :

They *have* a Fiat car. (possess)

We *have* dinner at 7.30 P.M. (take)

He *had* a heart attack. (experienced)

Have a nice day. (enjoy)

I *had* a cable from my son in New York. (received)

B. As an Auxiliary Verb

I *have* completed my work. You *have* created a problem.
 He *has* turned down my offer. They *have* violated the agreement.
 Here *have* combines with the Past Participles to form the *Present Perfect Tense*.

I *had* heard of this before. You *had* gone by that time.
 She *had* never promised to do it. They *had* forgotten to send the letter.
 Here *had* combines with the Past Participle to form the *Past Perfect Tense*.

Use of 'Do'**A. As a Principal Verb**

It is used in the sense of *perform* or *act*.

You must *do* your work well. (*perform*)
 Please, *do* as I tell you. (*act*)
 Can't you *do* it by yourself? (*perform*)

B. As an Auxiliary

It is used in three ways.

- to ask a question* :
 Do you know where Maneesh lives ?
 Did he ask you to write to him ?
 Do they take him for a fool ?
- To form a negative statement* :

<i>Positive</i>	<i>Negative</i>
I saw the picture last week.	I did not see the picture last week.
He gave me a present.	He <i>did</i> not give me a present.
They want a doctor.	They <i>do</i> not want a doctor.
- To emphasize an assertion* :
 I *do* admit that I was wrong.
 She *does* look rather shabby.
 They *did* say that they would pay up.

Modals (Modal Auxiliaries) :

Modal Auxiliaries are those helping verbs that indicate different moods. They represent the way or manner in which a speaker expresses his attitude towards a situation. These attitudes would include such concepts as **ability, possibility, permission, obligation, necessity, likelihood and prohibition etc.**

There are thirteen modal auxiliaries : **shall, will, can, may, should, would, could, might, must, ought to, used to, need, dare**. The modals are always used with other main verbs of the present tense form. They are used in affirmative, negative and interrogative sentences.

Modal auxiliaries वे सहायक क्रियाएँ हैं जो विभिन्न मनोदशाओं या अवधारणाओं (concepts) को व्यक्त करती हैं। इनका प्रयोग वर्तमान काल की मुख्य क्रियाओं (Main verbs) के साथ होता है। ये नकारात्मक में not के साथ जुड़कर संक्षिप्त रूप (contracted

form) बनाते हैं। जैसे—Can + not = can't, may + not = mayn't, will + not = won't, must + not = musn't, shall + not = shan't etc.

The Modal Auxiliaries :

Non-Negative	Uncontracted Negative	Contracted Negative
can	cannot	can't
could	could not	couldn't
may	may not	mayn't
might	might not	mightn't
shall	shall not	shan't
should	should not	shouldn't
will	will not	won't
would	would not	wouldn't
must	must not	mustn't
ought to	ought not	oughtn't to
used to	used not to	usedn't to
need	need not	needn't
dare	dare not	daren't

Uses

Can

- ability** (योग्यता), **capacity** (क्षमता), **power** (शक्ति), **know how to** (जानकारी के लिए)।
 - He can speak English well. (ability)
 - He can swim. (know how to)
 - I can lift this box. (power)
- Possibility** (सम्भावना) व्यक्त करने के लिए (**in interrogatives and negatives**)
 - That can't be true.
 - Can he be a rich man?
- Possibility of the idea** (theoretical possibility) :
 - The railways can be improved.
This sentence means that the railways are not perfect and that they are improvable.
- Permission** (आज्ञा) माँगने व देने के लिए (नम्रता का अभाव)।
 - You can go now.
 - You can have the book when I have finished it.
 - Can we smoke here?
- Right** (अधिकार) प्रायः अधिकार न होने के लिए can't का प्रयोग होता है। (Prohibition or Negation of Permission)
 - You can't travel first class with a second class ticket.
 - You can't enter the examination hall without an admission card.

6. **Astonishment** (आश्चर्य), **impatience** (अधीरता), **despair** (निराशा) etc., (in questions) प्रश्नवाचक में—
 - (a) Where can they be? (b) What can he mean?
7. **Can be** expresses what a person or thing is occasionally capable of (mostly something unpleasant)—मन को न भाने वाली बात के लिए 'can be' का प्रयोग होता है।
 - (a) Children can be very trying.
 - (b) The English climate can be pretty grim in winter.
 - (c) Malaira can be fatal.
8. **Suggestion** (सुझाव देना)
 - (a) You can buy this car—(if you like).
 - (b) You can read this book—(if you like).
9. **Request** (प्रार्थना)
 - (a) Can I have some more bread?
 - (b) Can you give me a lift?

Could

1. **Ability, capacity or power** in the past (भूतकालिक क्षमता, योग्यता एवं शक्ति)।
 - (a) I could play cricket when eleven.
 - (b) She could make her own dresses when sixteen.
2. **Conditions** (शर्त वाले वाक्यों में)
 - (a) Could you lift that box? (if you tried).
 - (b) I could do if I tried.
3. **Polite requests** (in the present time context)—वर्तमान संदर्भ में (can से अधिक विनयपूर्ण)
 - (a) Could you lend me your car?
 - (b) Could I have some more bread?
4. **Possibility and Permission** (in the past)—भूतकाल में सम्भावना और आज्ञा व्यक्त करने के लिए।
When I was at school, we could sit out in the sun.
5. **Could have** is used modally with reference to the past, 'could have' का प्रयोग भूतकाल के लिए किया जाता है।
 - (a) I could have laughed for joy.
 - (b) Nobody could have foreseen such a calamity.

May

1. **Possibility** (mixed with a doubt or uncertainty) सम्भावना (जिसमें सन्देह या अनिश्चितता का भाव होता है।)
 - (a) It may rain today. (It is possible it will rain)

- (b) He may come tomorrow. (There is a possibility of his coming tomorrow.)
- Permission or request for permission** : आज्ञा माँगने अथवा देने के लिए—
 (a) May I come in, sir? (b) You may come if you wish.
 - Wishes or hopes**—इच्छा व आशा व्यक्त करने के लिए—
 (a) May you live long ! (b) May you both be happy !
 - Purpose, after fear**—उद्देश्य व भय के लिए—
 (a) Work hard so that you may pass.
 (b) I am afraid the news may be true.
 - Uncertainty and asking for information or expressing wonder.**
 सूचना माँगने व आश्चर्य व्यक्त करने के लिए—
 (a) How old may she be?
 - ‘May’ sometimes expresses what is reasonable** (औचित्य)
 (a) We may expect a good harvest this year.
 - Prohibition** (Negation of permission)—आज्ञा न होना—
 You may not go swimming. (you are not allowed to)

Might

- Future possibility** (more remote or uncertain than ‘may’)—‘may’ से कम सम्भावना व्यक्त करने के लिए—
 (a) We might win Rs. 5,00,000 in lottery, (remote possibility)
 (b) It might rain before evening, you should take an umbrella.
- Requests** प्रार्थना के लिए—
 (a) You might do me a favour.
- Purpose** उद्देश्य के लिए (in past tense)—
 (a) He died so that others might live.
 (b) Raman worked hard so that he might get a first.
- As past tense of may in Indirect Speech.**
 (a) He asked me if he might borrow my scooter.
 (b) Raman asked Reeta if he might help her.
- To show greater hesitation, lack of belief, self-confidence :**
 विश्वास व आत्म-विश्वास की कमी व्यक्त करने के लिए
 (a) Might I make a suggestion?
 (b) Might I borrow your scooter?

Shall

- Promise, threat, determination in 2nd and 3rd persons.**
 ‘shall’ द्वितीय व तृतीय पुरुष के सर्वनामों के साथ वायदा, धमकी और निश्चय को

व्यक्त करता है।

- (a) You shall have the money on Friday. (Promise)
 (b) Anyone found guilty shall be shot dead. (threat)
 (c) He shall be punished if he comes late. (warning)
2. **Prohibition in the negative**—नकारात्मक वाक्यों में निषेध के लिए—
 (a) You shall not enter the house.
 (b) Thou shalt not steal.
- Note**—If a sentence begins with No one/Nobody we use ‘shall’ for prohibition.
 (a) No one shall enter without permission.
 (b) Nobody shall play here.
3. **Obligation**—बाध्यता या दायित्व के लिए—
 (a) You shall do as you are told. (You must do as you are told.)
 (b) He shall come if I order him to.
4. **Interrogative forms**—
 (i) **Offers of service and suggestions** (with first person).
 प्रथम पुरुष सर्वनामों के साथ सेवा का प्रस्ताव रखने और सुझाव माँगने के लिए—
 (a) Shall I help you? (Do you wish me ...)
 (b) Shall I read this book? (Do you suggest me to ...)
 (c) Shall I bring you a glass of water? (Do you want me to ...)
5. **Legal or Semi-legal injunction** कानूनी या अर्ध कानूनी आवश्यकता
 (a) The tenant shall maintain the rented property in good condition.
 (b) The students shall pay their fees before 10th July.

Should

1. **Duty, softened command, advice and probability.**
 कर्तव्य, नम्र आज्ञा, सलाह और सम्भावना के लिए—
 (a) One should try to do one’s best. (duty)
 (b) You should go at once (softened command)
 (c) You should call for the doctor. (advice)
 (d) You should find the book on the top shelf. (probability)
2. **Obligation** (showing an assumption) (ought to)—
 कर्तव्य के लिए व पूर्वधारणा के लिए—
 (a) They should be more careful now.
 (b) You should be in bed by now.
3. **Hypothetical situation** (It helps to form the future subjunctive)
 परिकल्पना के लिए—
 (a) Work hard lest you should fail.

- (b) He hurried lest he should be late.
4. **Expresses desire and preference with I person.**
प्रथम पुरुष के साथ इच्छा और वरीयता व्यक्त करने के लिए—
(a) I should like to leave early.
(b) I should like to take milk.
5. To express **probability** or **expectation**.
(a) They should be there by now. (I think they are probably there)
(b) You are an M.A. and should know this. (you are expected to know.)
6. **Purpose** (उद्देश्य व्यक्त करने के लिए) Used with all persons in clauses expressing **purpose**, equivalent to may or might (expressing a **condition, possibility** or **hypothesis**)
I lent him the book so that he should study it (might)
7. **Advice not to do something** (किसी काम को न करने की सलाह देना)
Those who live in glass houses should not throw stones.

Will

1. **Polite request** (in questions) विनम्र प्रार्थना के लिए (प्रश्नों में)—
(a) Will you open the window, please?
(b) Will you please help me? (Are you willing to)
2. **Willingness** (affirmative), **Refusal** (negative), **Agreement, Intention** (with all persons)—
सहमति, इनकार, स्वीकृति और इरादा व्यक्त करने के लिए सभी पुरुषों के साथ **will** का प्रयोग करते हैं—
(a) I will try again if you wish. (I am willing to)
(b) I won't listen to you unless you talk sense. (refusal)
(c) I won't go. (refusal)
(d) I will leave at 8 a. m. (intention)
3. **Promise, threat, determination** (with first person)
वायदा, धमकी व निश्चय व्यक्त करने के लिए **will** का प्रयोग प्रथम पुरुष के साथ होता है।
(a) I will not permit it. (determination)
(b) I will punish you if you don't do your work. (warning)
(c) I will give you my book. (promise)
4. **Habit** or **obstinate insistence** (in all persons in affirmative, negative and interrogative sentences)
आदत या जिद्द व्यक्त करने के लिए—
(a) Boys will be boys. (habit)
(b) Some girls will come late. (habit)
(c) My husband will drop ash on the carpet. (obstinate insistence).
5. **Capability** (in third person in affirmative, negative and interrogative

sentences)—क्षमता व्यक्त करने के लिए—

- (a) This glass will hold more water than that.
 - (b) These shoes will wear well.
6. **'Will' + infinitive** is used to express Invitation.
 - (a) Will you come to tea?
 - (b) Will you come with me?
 7. 'Will' in affirmative can express a **'Command'**.
 - (a) You will attend the class at 10 o'clock tomorrow. (School notice)
 8. **Inevitability** = अवश्यमभाविता, जिसे टाला नहीं जा सके।
Accidents will happen.
 9. **Predictability** = भविष्य के बारे में बताना।/Arrangement
The Mall will remain open till 10 p.m.

Would

1. **Polite request** (less authoritative)—विनम्र प्रार्थना प्रश्नवाचक में (कम अधिकार- भावना व्यक्त करने के लिए)—
 - (a) Would you open the window, please?
 - (b) Would you bring me a glass of water? (to mother)
 - (c) Will you bring me a glass of water? (to wife)
2. **Past habit**—विगत आदत के लिए— (Something that happened regularly in the past, but no longer happens or exists.)
 - (a) He would sit for hours watching the ships.
 - (b) He would blame Raman for everything.
 - (c) She would often go for a walk.
3. **Preference** : rather/sooner can be placed after **'would'** वरीयता व्यक्त करने के लिए 'would' के बाद rather/sooner का प्रयोग होता है। जैसे—
 - (a) I would rather go. (I would prefer to go.)
 - (b) He would rather die than beg. (He would prefer to die)
4. In conditional sentences it expresses the supposed result of an imaginary condition or improbable condition.
असम्भव शर्त को व्यक्त करने के लिए—
 - (a) If were a bird I would fly. (Present or future)
 - (b) If he came late he would be punished.
 - (c) If he had come late, he **would have** been punished. (past, unfulfilled condition)

Must

1. **Obligation, compulsion or necessity** : बद्धता, अनिवार्यता व आवश्यकता के लिए—

- (a) We must pay our taxes.
 (b) Soldiers must obey orders.
2. **Certainty** निश्चितता के लिए, **Inevitability** अवश्यम्भाविता के लिए—
 (a) Don't bet on horse races. You must lose in the long run.
 (b) We must all die.
3. **Strong likelihood**, probability, deduction or inference.
 तीव्र सम्भावना, अनुमान के लिए—
 (a) What you say must be true. (b) He must be a rich man.
 (c) He must be forty.
4. **Emphatic advice** : जोर देकर सलाह देना (सशक्त सलाह)—
 (a) You must visit the Taj when you go to Agra.
 (b) You must tell the truth.
5. **Prohibition** (निषेध) is expressed by 'must not'
 (a) Visitors must not pluck flowers.
 (b) People must not park their cars here.
 (c) You mustn't take poison.
6. **Non-obligation with 'need not'** जब कार्य करना आवश्यक न हो तब हम 'need not' का प्रयोग करते हैं।
 (a) You need not go now. (b) You need not read the book.

Ought to

1. **Duty neglected** or **unfulfilled obligation** in the past—भूतकाल में अधूरा छोड़ा कर्तव्य व्यक्त करने के लिए—'ought to have'
 (a) I ought to have done it.
 (b) You ought to have returned the books in time.
2. **Obligation** or **duty** : कर्तव्य एवं बद्धता के लिए—
 (a) You ought to obey your parents.
 (b) You ought to finish your work in time.
3. **Advice** or **advisability** : सलाह व वांछनीयता के लिए—
 (a) You ought to go to Jaipur.
 (b) You ought to work hard.
4. **Strong recommendation** : Ought to/should
 (a) He knew he ought to be helping Mahesh.
 (b) I felt I ought to (should) consult my father.
5. **Assumption** or **strong probability** : पूर्व धारणा अथवा तीव्र सम्भावना के लिए—
 (a) That ought to be Raman's car
 (b) He ought to be a good player.

SEMI-MODALS

When 'Dare', 'need' and 'used to' are used as modals, they have some characteristics which other modals do not have. For these reasons, they are sometimes called semi-modals.

Dare and Need

(1) '**Dare**' and '**need**' are normally used as modals only in **negative sentences** and in questions.

Nobody dare disturb him.

How dare you speak to me like that?

Need he go so soon?

With me, he need not fear.

In spoken English the shortened form '**daren't**' and '**needn't**' are used.

I daren't ring you again.

We needn't worry about that.

Inflected form

In the **simple present tense**, the **third person singular** form can be either 'dare' or dares.

He dare not beat me.

Nobody dares suggest that women should stay at home.

In **simple past tense** either 'dare' or 'dared' can be used. 'Dare' is more **formal** than 'dared'.

He dared not show he was pleased.

He dare not take his eyes off his assailant.

Note :

- (i) 'Need' is not inflected when it is used as a modal.
 - (a) Need he go so soon? (b) He need not fear.
- (ii) Normally, modals cannot be used with other modals. However '**dare**' can be used with 'will', 'would', 'should' and 'might'.

No one will dare disagree with him.

I wouldn't dare go to Bihar.

I should not dare punish a child.
- (iii) 'Dare' can be used with the auxiliary verb '**do**'.

We do not dare examine it.

Don't you ever dare come here again?
- (iv) In ordinary speech, 'did not dare' and 'didn't dare' are much more common than 'dare not' and 'dared not'.

She did not dare go in the dark.

He didn't dare speak.

We didn't dare speak.

We didn't dare oppose the leader.

Used to

- (i) 'Used to' has no inflected form, and cannot be used with other modals.
- (ii) 'used to' can be used with the auxiliary verb 'do'. **This is done** in negative and question.
- (a) Didn't they used to mind?
- (b) Did he used to play cricket?
- (iii) 'Used to' is used to say that something happened regularly or existed in the past although it no longer happens or exists.
- (iv) 'used to' is similar to 'would' when it describes **repeated actions in the past**. (a habitual past action)
- favourite dishes used to be rice.
He used to (would) play tennis at school.
- (v) 'used to' can also describe **past states and situations** but **'would'** cannot.
- (a) I'm not quite as mad as I used to be.
- (b) There used to be a temple here. (not would be)
- (c) Actresses used to be very reluctant to wear topless.
- (vi) 'Used to' is not very common in negative sentences.
- In formal speech**, people sometimes make negative statements by putting didn't in front of (before) used to:
- (a) She didn't used to mind my smoking (Many consider it wrong)
- (b) He didn't used to play cricket in childhood
- The contracted form **'usedn't to'** and **'usen't to'** are old-fashioned (obsolete now).
- Another way to form the negative is to put **'never'** before **'used to'**.
- (a) Gandhiji never used to smoke.
- (b) We never used to have posters on the wall.
- (c) It **used not to be** taxable (A fairly formal use)
- (vii) **Question** : Did + Subject + Used to + Verb....?
Didn't + Subject + used to?
- (a) Did you used to play tennis?
- (b) What used to annoy you most?
- (c) Didn't they used to mind?
- (d) Did she not used to smile? (Formal English)

Need

'Need' is used both as a Principal Verb and as an Auxiliary.

- (i) **As Principal Verb** (Third person के साथ need+s आता है) it is used in the sense of 'require'. and is inflected.
- He **needs** my help.
 - We need two more books.
 - He needed some more time.
- (ii) **As an Auxiliary 'need'** is not inflected and is generally used with 'not'.
- He **need** not ask my permission.
 - He **need** not wait any longer.
 - You need not buy this book.
- (iii) Sometimes it is used with 'hardly'.
- We need hardly remind you of your promise to visit us.
 - I need hardly add that you are always welcome.
- (iv) It can be used with 'only'.
- He need only say what he wants and it will be granted.
 - You need only sign this form and I shall do the rest.
- (v) **Need** is usually used in questions without 'not'.
- Need he wait any longer?
 - Need I come again?
 - He need not pay any fine, need he? (Tag)
- (vi) When referring to **past** time, 'need' is followed by the **perfect Infinitive**.
- He **need not have lost** his temper.
उसे क्रोधित होने की ज़रूरत नहीं थी।
 - We **need not have waited** for his approval.

VARIOUS CONCEPTS AND HOW TO EXPRESS THEM :

विभिन्न अवधारणाओं को Modal auxiliaries से व्यक्त करना—

- Ability, capacity and know how to** : योग्यता, क्षमता और जानकारी के लिए **can** (present tense)
 - I can speak English.
 - He can swim.
- Past ability** : भूतकालिक योग्यता—could
 - She could dance well when ten.
 - She could prepare her own dresses when sixteen.
- Possibility** : सम्भावना (बराबर-बराबर की)—**may**
 - It may rain today.
 - He may not win the first prize.

4. **Remote Possibility** : बहुत कम सम्भावना—**might**
 - (a) We might win Rs. 5,00,000/- in lottery.
 - (b) It might rain today.
5. **Stong possibility** (likelihood) : तीव्र सम्भावना = **must, must be**
 - (a) We must win the match.
 - (b) He must be a rich man.
6. **Permission** : आज्ञा माँगना व देना (नम्रतापूर्वक) (with politeness) **may**
 - (a) May I come in sir?
 - (b) You may come in.
7. **Permission** less polite than ‘may’, आज्ञा May से कम नम्रता या विनशीलता = **can**
 - (a) You can go now but don’t come again.
8. **Purpose** (उद्देश्य) Present tense = may, Past tense = might
Future tense = may, All Tenses = should
 - (a) He will come here so that he may see Raman.
 - (b) He worked hard so that he might pass.
 - (c) I lent him the books so that he should study.
9. **Polite request** (in questions) : किसी काम को कराने की विनम्र प्रार्थना के लिए **will** or **would** (less authoritative)
 - (a) Will you please shut the window?
 - (b) Would you lend me your book, sir?
10. **Moral obligation** or **advice** : नैतिक सलाह या कर्तव्य = **should** or **ought to**.
 - (a) You should obey your parents.
 - (b) You ought to help the poor.
11. **Advisability** (वांछनीयता) = should or ought to
 - (a) You should consult a doctor.
 - (b) You should reach early.
12. **Offer of service** (with first person) : सेवा का प्रस्ताव रखना = shall
 - (a) Shall I bring you a glass of water?
 - (b) Shall I help you? (Do you wish me to help you?)
13. **Asking for advice or suggestion during conversation.**
बातचीत के समय सलाह या सुझाव माँगना = shall
 - (a) Shall we go to the cinema? (In questions only)
 - (b) Shall we read this book ? (Do you advise us to . . .)

14. **Order, command, necessity, obligation** (आज्ञा, आवश्यकता, कर्तव्यबद्धता = **must**)
- You must come in time. (order)
 - You must leave the class. (order)
 - You must go just now.
15. **Prohibition** : निषेध या मनाही = **Must not** or **mustn't**
- Students must not take out reference books from the library.
 - Visitors must not pluck flowers.
- Note** : If a sentence begins with Nobody or No one we use 'shall' for prohibition.
Nobody shall pluck flowers.
No one shall enter the room without permission.
16. **Refusal** : इनकारी = **will not** or **won't**
- I won't listen to you unless you talk sense.
 - I won't go.
17. **Right** or **absence of right** : अधिकार या अधिकार-शून्यता = **can, can't**
- You can't travel first class with a second class ticket.
 - Students can't enter the examination hall without admission cards.
18. **Absence of necessity** : जब कोई कार्य करना आवश्यक न हो उसके बिना ही काम चल जाए = **need not** or **needn't**
- You need not read this book.
19. **Emphatic advice** : सशक्त (ज़ोरदार) सलाह = **must**
- You must visit the Taj when you go to Agra.
 - You must tell me the truth.
20. **Habit or obstinate insistence** : आदत या ज़िद्द = **will** (in all persons)
- Boys will be boys. (habit)
 - Some girls will come late. (habit)
 - My husband will drop ash on the carpet. (obstinate insistence)
21. **Wishes or hopes** इच्छाएँ व आशाएँ = **may** (in imperatives)
- May you both be happy !
 - May you live long!
22. **Promise** (प्रतिज्ञा), **threat** (धमकी), **determination** (निश्चय),
= I Person = will, II and III Persons = shall
- You shall be punished if you make a mistake. (threat)
 - You shall get your money tomorrow. (promise)
 - I will not allow this. (determination)

23. **Willingness** (इरादा) = **will** (with all persons)
 (a) I will try again if you wish. (willingness)
 (b) I will leave at 8 a. m. (intention)
24. **Duty neglected** (unfulfilled obligation in the past) भूतकाल में पूरे न किये गये कर्तव्य के लिए = **ought to have/should have/must have**
 (a) You ought to have returned the library books in time.
 (b) You ought to have come earlier.
25. **Preference** (वरीयता) के लिए = **would rather**
 (a) He would rather die than beg. (He would prefer to die.)
 (b) He would rather fail than copy.
26. **Hypothetical situation** : परिकल्पना = **lest + should**
 (a) Work hard lest you should fail.
 (b) Hurry up please, lest you should miss the train.
27. **Softend command** : विनयपूर्ण (नम्रतापूर्ण) आज्ञा = **should**
 (a) You should go at once.
 (b) You should reach there in time.
28. **Repeated activities in the past** : भूतकाल में बार-बार होने वाला कार्य = **would or used to** (Past habit)
 (a) He would sit for hours watching the ships.
 (b) He would (used to) go to his village every week.
29. **Capability** (क्षमता व्यक्त करने के लिए) = **will**
 (a) This glass will hold more water than that.
 (b) These shoes will wear well.
30. **Reasonability** (what is reasonable) औचित्य बताने के लिए = **may**
 (a) We may expect a good harvest this year.
 (b) The factory has worked to full capacity, it may earn reasonable profit.
31. **Lack of self-confidence** or **hesitation** or **lack of belief**.
 आत्म-विश्वास की कमी या संकोच = **might**
 (a) Might I make a suggestion?
 (b) Might I borrow your cycle?
32. **Inference, deduction** : अनुमान के लिए = **must be**
 (a) What you say must be true.
 (b) He must be forty.
 (c) Raman must be a rich man.
33. **Impatience** (अधीरता), **astonishment** (अचम्भा) **despair** (निराशा) = **can**
 (a) What can he mean?
 (b) Where can they be?
34. **Probability, assumption** : पूर्वधारण या मान्यता = **ought to be, should be, should**

- (a) He ought to be a good player. (assumption)
 (b) You should find the book on the top shelf. (probability)
 (c) That ought to be Pramod's car.
35. **Invitation** : आमन्त्रण के लिए = **will + infinitive** (first form of verb)
 (a) Will you come to tea?
 (b) Will you play with me?
36. **Expectation** or **Probability** = **should be**
 (a) They should be at home by now.
 (b) You are an M. A. and should know this. (you are expected to know)
37. **Purpose** (उद्देश्य व्यक्त करने के लिए) = **should** used with all persons in clauses expressing purpose—
 (a) I lent him the book so that he should study it. (might study it.)
 (b) We work hard so that we should pass. (might pass)
38. **Suggestion** (सुझाव देना) in the sense of liking = **can**
 (a) You can buy this car. (if you like)
 (b) You can read this book. (if you like)
39. **Inevitability** = **will**
 (a) Accidents will happen.
40. **Advice** (not to do something) should not
 Those who live in glass houses should not throw stones.

Sample Questions

Choose the most appropriate modals for the blanks in the sentences :

- There are few clouds in the sky. It rain today.
 (1) might (2) may (3) must (4) should [1]
- Some girls come late.
 (1) will (2) can (3) shall (4) must [1]
- I listen to you unless you talk sense.
 (1) shall not (2) won't (3) can't (4) may not [2]
- you please shut the window?
 (1) can (2) may (3) shall (4) would [4]
- This glass hold more water than that.
 (1) shall (2) may (3) will (4) should [3]
- He said, "If you don't do it, you be fined. "
 (1) will (2) may (3) shall (4) can [3]
- he be a rich man?
 (1) shall (2) may (3) should (4) can [4]
- You travel first class with a second class ticket.
 (1) may not (2) can't (3) won't (4) couldn't [2]

9. He play in rain in his childhood.
 (1) will (2) must (3) would (4) could [4]
10. you live long !
 (1) shall (2) will (3) may (4) can [3]
11. you bring me a glass of water?
 (1) will (2) shall (3) may (4) should [1]
12. Work hard lest you fail.
 (1) may (2) shall (3) should (4) can [3]
13. I read this book?
 (1) will (2) shall (3) can (4) may [2]
14. Some boys come late.
 (1) will (2) can (3) may (4) should [1]
15. We all die.
 (1) can (2) should (3) must (4) may [3]

Exercise-1

Supply the correct modals :

1. Accidents happen. (Inevitability)
2. you mind opening the window ? (Polite request)
3. He ran as fast as he (Ability/capacity)
4. It be a postman. (Guess)
5. The road be in blocked. (Theoretical possibility)
6. That be the library. (Likelihood)
7. You be hungry after your long walk. (Strong possibility)
8. Car be parked here. (Prohibition)
9. I see you. (Threat)
10. Ram write to me. (Promise)
11. He come tomorrow. (Remote possibility)
12. You are ill. You see a doctor. (Obligation)
13. One obey the rules of traffic. (Duty)
14. you live happily! (Blessing)
15. I give you all my books. (Willingness)
16. Students attend classes. (Compulsion)
17. He speak several languages. (Past ability)
18. Manju dance for hours. (Ability)
19. Saurabh help you solve your problems. (Strong probability)
20. Hari write even with his left hand. (Capability)
21. Jagdeesh wait for her for hours. (Capacity)
22. Prakash help his weak friends. (Obligation)
23. I read this book? (Asking advice)
24. I carry your bag? (Offer of service)

25. Nobody enter without permission. (Prohibition)
26. It rain today. (possibility)
27. There are black clouds in the sky. It rain any time.
28. You don't look well. You consult a doctor.
29. He knows how to swim. This means he swim.
30. I go there, come what may.

Exercise-2

Supply the correct modals :

1. Don't bet on horse races; you lose in the long run. (Strong probability)
2. We see what can be done. (Duty)
3. I help Raman as he has cheated me. (Refusal)
4. Boys be boys. (Habit)
5. Some girls come late. (Habit)
6. I win the first prize in lottery. (Possibility)
7. They walk faster if they want to catch the train.
8. You not pick the ball up in football.
9. I borrow your pen? (Request)
10. He take the examination. (Permission)
11. You come in time. (Obligation)
12. you take tea? (Invitation)
13. I write to my father. (Duty)
14. You take poison. (Prohibition)
15. You not pluck flowers (Prohibition)
16. You not go to school on Sundays. (Absence of necessity)
17. He has failed. He have worked harder. (Duty neglected)
18. You paid your tax in time. (Duty neglected)
19. If I were a bird I fly. (Imaginary condition)
20. Raju be fifty. (Strong probability)
21. You have your hair cut. (Necessity)
22. I listen to you unless you talk sense. (Refusal)
23. The swimmer was to reach the shore before he collapsed. (Ability)
24. You to finish your work in time. (Duty)
25. Run fast lest you miss the train. (Hypothetical situation)

Exercise-3

1. **Identify the notion/concept expressed by each of the following sentences by choosing one of the three alternatives mentioned against each sentence :** (RAS 1994)
 - (i) No smoking ! (Advice/prohibition/threat)

- (ii) I wish you'd be quiet. (Request/wish/suggestion)
- (iii) I'm seeing the Principal this afternoon. (Likelihood/determination/arrangement)
- (iv) You needn't have hurried. (Absence of necessity/prohibition/suggestion of hesitation)
- (v) It might rain before evening. (Possibility/strong possibility/remote possibility)

2. Restructure the following sentences using may, might, must, ought to, wish, only. (RAS 1989)

- (i) Candidates are required to answer at least five out of ten questions.
- (ii) He was not careful enough.
- (iii) Perhaps he was hurt.
- (iv) Please make a little less noise. (you can make it less if you wish to.)
- (v) Please be quiet. (request)

3. Fill in the blanks supplying the appropriate modals : (RAS 1992)

- (i) Drivers know that they . . . stop when they come to the main road. (obligation)
- (ii) If you have a bad throat, you . . . smoke. (prohibition)
- (iii) The bank closes at two but the manager . . . allow you to get in. (remote possibility)
- (iv) . . . you please send me an application form ? (request)
- (v) As John was the only person who visited us yesterday. It . . . be he who left the main gate open. (probability)

4. Supply appropriate modals : (RAS 1994)

- (i) You simply . . . read his latest book.
- (ii) She . . . speak three languages when she was twelve.
- (iii) I . . . see quite clearly what the children are doing in the garden
- (iv) He . . . be at least sixty.
- (v) Your job . . . be very demanding, but at least it isn't boring

5. Fill in the blanks with appropriate modals : (RAS 1996)

- (i) Usha . . . run a hundred yard in ten seconds.
- (ii) . . . his soul rest in peace !
- (iii) The baby is crying. He . . . be hungry.
- (iv) . . . you tell me the way to the post-office, please ?
- (v) You . . . keep your scooters locked.
- (vi) . . . I bring you a cup of coffee ?

6. Fill in the blanks with appropriate modals :

- (i) When I was a boy, I . . . walk forty miles in a day.
- (ii) I have come to ask if Ram . . . use your bicycle tomorrow.
- (iii) . . . you have another cup of tea ?

- 7. Fill in the blanks with appropriate modals :** (RAS 1998)
- All of us . . . die.
 - You . . . have watered the flowers, for it is going to rain.
 - If we had taken the other road we . . . have arrived earlier.
- 8. Supply correct modals :** (RAS 2009)
- You.....put the fan on.
 - He.....help his father.
 - You.....hurry, there is plenty of time.
 - She.....have reached home by now.
- 9. Supply correct modals:** (RAS 2013)
- He (ability) speak several languages by the time he was fifteen.
 - It (guess) be the servant knocking at the door.
 - You not tease the girls again. (Warning)
 - My son (prediction) have the best education.
 - “..... I ask you a personal question?”
The teacher asked the student. (Permission)

ANSWERS

Exercise 1

1. will 2. would 3. could 4. must, should 5. may, can 6. must 7. must
8. mustn't 9. will 10. shall 11. might 12. should 13. must 14. May
15. will 16. must 17. could 18. can 19. must 20. can 21. can 22. should
23. shall 24. shall 25. shall 26. may 27. must 28. should 29. can 30. will.

Exercise 2

1. must 2. must 3. won't 4. will 5. will 6. might 7. must 8. can
9. could 10. may 11. must 12. will 13. should 14. must not 15. must
16. need 17. ought to 18. must have 19. would 20. must 21. must
22. won't 23. able 24. ought 25. should

Exercise 3

- (i) Prohibition (ii) Request (iii) Arrangement (iv) Absence of necessity
(v) Remote possibility
- (i) must answer (ii) He ought to have been more careful. (iii) He
may have been hurt. (iv) You might make a little less noise. (v) I
wish you would be quiet.
- (i) must (ii) must not (iii) might (iv) will/would (v) must
- (i) must (ii) could (iii) can (iv) must (v) can
- (i) can (ii) may (iii) must (iv) will/would (v) should/must (vi) shall
- (i) could (ii) can (iii) will
- (i) must (ii) need not (iii) would
- (i) should (ii) ought to (iii) need not (iv) must (might)
- (i) could (ii) may (iii) shall (iv) will (v) May

