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Rajasthan Staff Selection Board (RSSB)

2024

Complete Notes on



ENGLISH

for

LDC

PAPER-II • PART-B

- Contains more than 2500 objective type questions
- Chapter-wise inclusion of last competitive examinations of LDC held in Rajasthan (seven question papers) with explanation.

Prof. B. K. Rastogi

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Preface

The book has been written according to the latest syllabus prescribed for LDC by RSSB in 2024.

Rules and examples have been given and explained in every chapter. I have tried my best to make the book comprehensive and useful for students preparing for LDC.

It is my sincere advice to students to study each chapter sincerely and solve the questions given at the end of the chapter without looking at their answers. I am sure the book will be of immense help to the students.

I express my gratefulness to the students who read my books and achieve their goals. They always inspire me to work and produce standard books I hope the students will find it to be the best book for Junior Accountant.

I would also like to thank Shri Paritosh Vardhan Jain, Gaurav Jain, D.C. Gupta and Shiv Shankar Prasad for their cooperation in bringing out the book.

Jaipur

Prof. B.K. Rastogi

SYLLABUS

PAPER-II • GENERAL ENGLISH

- Tenses/Sequence of Tenses.
- Voice : Active and Passive.
- Narration : Direct and Indirect.
- Transformation of Sentences : Assertive to Negative, Interrogative, Exclamatory and vice-versa.
- Use of Articles and Determiners.
- Use of Prepositions.
- Translation of Simple (Ordinary/Common) Sentences from Hindi to English and vice-versa.
- Correction of sentences including subject-Verb Agreement Degrees of Adjectives, Connectives and words wrongly used.
- Glossary of official, Technical Terms (with their Hindi Versions).
- Synonyms.
- Antonyms.
- One word substitution.
- Forming new words by using prefixes and suffixes.
- Confusable words.
- Comprehension of a given passage.
- Knowledge of writing letters : Official, Demi Official, Circulars and Notices, Tenders.

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1

PARTS OF SPEECH

(शब्द भेद)

Important Note

- ❖ Before explaining any topic of grammar a basic knowledge of Parts of Speech is necessary. Given below are definition of Parts of Speech and some basic concepts for the use and benefit of students.
- ❖ व्याकरण के किसी भी (विचार विषय) पर लिखने से पहले Parts of speech (शब्द भेद) के विषय में जानना वांछनीय है। नीचे हम इन शब्द वर्ग (Parts of Speech) की परिभाषा और कुछ महत्वपूर्ण आधारभूत अवधारणाओं को परिभाषित कर रहे हैं।
- ❖ Sentences, Clauses and phrases are made of words. Words are divided into different parts according to their uses.
- ❖ किसी भाषा के शब्दों को उनके प्रयोग के अनुसार और सीखने वालों की सुविधा के अनुसार भिन्न-भिन्न भागों में बाँटा जाता है।
- ❖ **The words of English Language are divided into eight classes, called Parts of Speech.**
- ❖ यह विभाजन शब्दों के प्रयोग के अनुसार होता है। अंग्रेजी भाषा में शब्दों को आठ भागों में बाँटा जाता है जिन्हें शब्द भेद कहा जाता है।
- ❖ **Parts of Speech**—अंग्रेजी में आठ पार्ट्स ऑफ स्पीच (शब्द वर्ग) होते हैं—
 - (1) Noun (संज्ञा)
 - (2) Pronoun (सर्वनाम)
 - (3) Adjective (विशेषण)
 - (4) Adverb (क्रिया-विशेषण)
 - (5) Verb (क्रिया)
 - (6) Preposition (सम्बन्ध-सूचक अव्यय)
 - (7) Conjunction (योजक)
 - (8) Interjection (विस्मयादिबोधक अव्यय)
- (1) **Noun (संज्ञा)**
 - ❖ A Noun is the name of a person, place, thing or quality. (किसी व्यक्ति, स्थान, वस्तु अथवा गुण-दोष के नाम को संज्ञा कहते हैं) जैसे—
 - ❖ Bose was a great patriot.
 - ❖ Agra is on the Yamuna.
 - ❖ My brother got success.
 - ❖ The rose is a beautiful flower.
- (2) **Pronoun (सर्वनाम)**
 - ❖ Pronouns are words used in place of nouns. (जो शब्द संज्ञा के स्थान पर काम आते हैं उन्हें सर्वनाम कहते हैं) जैसे—
 - ❖ Ashok is my brother. He is honest.
 - ❖ The students are doing their homework.

(3) Adjective (विशेषण)

- ❖ The word which qualifies a noun is an Adjective. (विशेषण वे शब्द हैं जो संज्ञा की विशेषता प्रकट करते हैं) जैसे—
 - ❖ Suresh is intelligent.
 - ❖ English is an easy language.

(4) Adverb (क्रिया विशेषण)

- ❖ An Adverb is a word which adds something to the meaning of a verb, an adjective or another adverb. (क्रिया-विशेषण वे शब्द हैं जो किसी क्रिया, विशेषण या अन्य क्रिया विशेषण की विशेषता बताते हैं) जैसे—
 - He runs fast.(Verb) (क्रिया की विशेषता)
 - This train is very fast.(Adj.) (विशेषण की विशेषता)
 - He runs very fast.(Adv.) (क्रिया विशेषण की विशेषता)

(5) Verb (क्रिया)

- ❖ A Verb is a word which tells us what somebody or something does. (क्रिया वे शब्द हैं जो हमें किसी कार्य के करने या होने का बोध कराते हैं) जैसे—
 - ❖ Ravish goes to college.
 - ❖ He is reading a book.

(6) Preposition (सम्बन्ध सूचक अव्यय) पूर्व सर्ग

- ❖ A preposition is a word used with a noun or pronoun to show its relation with another word. (सम्बन्ध सूचक अव्यय वे शब्द हैं जो किसी संज्ञा या सर्वनाम के साथ प्रयोग में आकर उस संज्ञा या सर्वनाम का संबंध किसी अन्य संज्ञा या सर्वनाम से बताते हैं) जैसे—
 - ❖ The books are on the table.
 - ❖ He sat under a tree.

(7) Conjunction (योजक या समुच्चय बोधक अव्यय)

- ❖ A Conjunction is a word which joins words and sentences. (योजक वह शब्द है जो दो शब्दों या वाक्यों को जोड़ता है) जैसे—
 - ❖ Mahesh and Suresh are brothers.
 - ❖ He is rich but miser.

(8) Interjection (विस्मयादि बोधक अव्यय)

- ❖ An Interjection is a word which expresses some sudden feeling. (वे शब्द जो हमारी भावनाओं या उद्गारों को प्रकट करते हैं) जैसे—
 - ❖ Alas ! The poor man is dead.
 - ❖ Hurrah ! We have won the match.
 - ❖ Ugh ! What a dirty child !

LDC भर्ती परीक्षा

[Exam Date : 16 September 2018]

2018

76. Choose the most appropriate translation of the given sentence into English—

हमने नाश्ता कर लिया है।

- (A) We are having our breakfast.
 (B) We had our morning breakfast.
 (C) We have taken our breakfast.
 (D) We have already taken our breakfast. [C]

Exp. : Ans. (C) is correct. The tense of the Hindi sentence is Present Perfect and the sentence pattern is – Subject + have (has) + III form of M.V. and object.

We have taken our breakfast.
 S Verb Phrase O

Present Perfect Tense में have/has + III form का प्रयोग होता है।

77. Choose the correct Hindi translation of the following sentence from the options given below—

They were in class.

- (A) वे कक्षाओं में थे। (B) वे कक्षाओं में थे।
 (C) वह कक्षा में थे। (D) वे कक्षा में थे। [D]

Exp. : Ans. (D) is correct. Other sentences are wrong. उत्तर (D) सही है। कर्ता + क्रिया + क्रिया विशेषण।

78. Choose the most appropriate translation of the given sentence into English—

वह इतना मोटा है कि चल नहीं सकता।

- (A) He is so fat that he cannot walk.
 (B) He is too fat that he cannot walk.
 (C) He is so fat to walk.
 (D) He is so fat that cannot walk. [A]

Exp. : Ans. (A) is correct. (A) सही उत्तर है।

79. Which is the most correct Hindi translation of the given sentence—

The corrected copy is put up for signature.

- (A) बदली हुई प्रति हस्ताक्षर के लिए पेश है।
 (B) शोधित प्रति हस्ताक्षर के लिए प्रस्तुत है।
 (C) जाँची हुई कॉपी हस्ताक्षर के लिए प्रस्तुत है।
 (D) संशोधित कॉपी हस्ताक्षर के लिए पेश है। [B]

Exp. : Ans. (B) is correct. Subject – The corrected copy (शोधित प्रति) + is put up (verb phrase) + for signature. (हस्ताक्षर के लिए प्रस्तुत है) Put up for something किसी हेतु प्रस्तुत करना।

CORRECTIONS

80. Choose the correct option for the underlined part of the sentence—

Let he and I do the work today.

- (A) he and me (B) him and me
 (C) him and myself (D) No correction [B]

Exp. : Ans. (B) is correct. We use the objective form of the pronoun after 'Let'. Let के बाद हम सर्वनाम का कर्म रूप (him and me) प्रयोग करते हैं।

81. Which one of the following is a correct sentence—

- (A) I am living here since 1995.
 (B) I have been living here since 1995.
 (C) I were living here from 1995.
 (D) I was living here since 1995. [B]

Exp. : Ans. (B) is correct. When the time of the beginning of the action is given and the action is going on at the time of speaking we use the present perfect continuous tense. जब कार्य के शुरू होने का समय दिया हो और कार्य चल रहा हो तो हम have/has + been + ing form + since (for) + tense का प्रयोग करते हैं। have been living since 1995 सही है।

82. Each of the Girl Scouts . . . a community project—

- (A) does (B) do
 (C) participates (D) participate [A]

Exp. : Ans. (A) is correct. Each of + plural noun takes a singular verb. Each of के बाद बहुवचन का प्रयोग होने पर क्रिया भी एकवचन की आती है।

83. In the question below, a part of sentence is underlined. Choose the correct alternative which may improve the sentence:

He is elder than John.

- (A) Older than (B) Elder to
 (C) Older to (D) Elder from [A]

2

Tense/Sequence of Tenses

(काल एवं कालक्रम)

- ❖ **Time and Tense**—Verb की Form (क्रिया-रूप) को Tense कहा जाता है। ‘Tense’ शब्द का प्रयोग **time relation** (समय का सम्बन्ध) प्रकट करने वाली verb form के लिए होता है। Time एक Concept (विचार या संप्रत्यय) है जिसका सम्बन्ध verb के अर्थ (meaning) से रहता है और जिसको तीन भागों में बाँटा गया है—
- ❖ वर्तमान काल (Present Tense), भूतकाल (Past Tense) तथा भविष्यत् काल (Future Tense)। रूप के अनुसार भी verb के तीन भेद होते हैं—
 - (i) Present (ii) Past और (iii) Future. इनके चार-चार उपभेद होते हैं। इस प्रकार रूप (form) के अनुसार verb के बारह भेद माने गये हैं। इसलिए Tense का सम्बन्ध verb form (क्रिया के रूप) से रहता है। Present Tense को केवल **present time** का बोधक, Past Tense को केवल past time का बोधक और Future Tense को केवल future time का बोधक नहीं समझना चाहिए।
- ❖ स्मरण रखना चाहिए कि Tense का अर्थ केवल verb form (क्रिया-रूप) से हैं और verb form से action (कार्य) के होने के time का बोध नहीं होता है। Verb की present form (क्रिया का वर्तमानकालिक रूप) past time, present time और future time किसी को भी व्यक्त कर सकती है।
- ❖ अतः tense का सम्बन्ध time से जोड़ना सही नहीं है और ‘present time’, और ‘present tense’, ‘past time’ और ‘past tense’, future time और ‘future tense’ को एक समझने में भ्रंति नहीं करनी चाहिए।
- ❖ प्रायः देखा जाता है कि विद्यार्थी Tense और Time को एक ही अर्थ में ग्रहण करते हैं। एक ही वाक्य में Tense और Time अलग-अलग भी हो सकते हैं। इन्हें निम्नलिखित उदाहरणों से समझा जा सकता है—
 - ❖ The Prime Minister **visited** our city **last week**.
(Past Tense, Past Time)
 - ❖ The Prime Minister **visits** our city **tomorrow**.
Or The Prime Minister **is visiting** our city **tomorrow**.
(Present Tense, Future Time)
 - ❖ Vinod **will have finished** his work by evening.
(Future Tense, Future Time)
 - ❖ Ashish is **practising** tennis **these days**.
(Present Tense, Present Time)
 - ❖ The sun **rises** in the east. (Universal Truth)
- ❖ अतः यह आवश्यक है कि विद्यार्थी Present Tense एवं Present Time, Past Tense एवं Past Time तथा Future Tense एवं Future Time को भली-भाँति समझ लें। इससे उन्हें अँग्रेजी के वाक्यों को सही ढंग से अभिव्यक्त करने में बहुत सहायता मिलेगी।
- ❖ **Tense तीन प्रकार के होते हैं—**
 - (a) PRESENT TENSE (वर्तमान काल)
 - (b) PAST TENSE (भूतकाल)
 - (c) FUTURE TENSE (भविष्यत् काल)
- ❖ अब action की degree of completeness (कार्य की पूर्णता की स्थिति) को स्पष्ट करने के लिए उपर्युक्त तीनों Tenses में से प्रत्येक को चार भागों में बाँटा गया है। इस प्रकार प्रत्येक Tense की चार forms होती हैं।
 1. INDEFINITE (सामान्य) : इससे action की स्थिति निश्चित नहीं होती है।
 2. CONTINUOUS (तात्कालिक) : इससे यह बोध होता है कि कार्य हो रहा है।
 3. PERFECT (पूर्ण) : इससे किसी कार्य की समाप्ति का बोध होता है।
 4. PERFECT CONTINUOUS (पूर्ण सातत्यबोधक) : इससे यह बोध होता है कि कार्य पहले से ही जारी है, परन्तु अभी भी उसका कुछ भाग शेष रहता है।

Table of Tenses of the Verb ‘to write’

Tense (काल)	Indefinite	Continuous	Perfect	Perfect Continuous
Present	I write	I am writing	I have written	I have been writing
Past	I wrote	I was writing	I had written	I had been writing
Future	I shall write	I shall be writing	I shall have written	I shall have been writing

3

Voice : Active and Passive

(वाच्य : कर्तृवाच्य और कर्मवाच्य)

Change of Voice (वाच्य-परिवर्तन)

❖ **Verb** के उस रूप को Voice कहते हैं जिससे यह स्पष्ट हो कि Subject कार्य करता है या उसके लिए कुछ किया जाता है।

❖ अंग्रेज़ी में Voice (वाच्य) के दो स्वरूप होते हैं—

1. Active Voice 2. Passive Voice

1. **Active Voice (कर्तृ वाच्य)**—जब वाक्य में Subject (कर्ता) कार्य करता है तो Verb (क्रिया) Active Voice में होती है।

2. **Passive Voice (कर्म वाच्य)**—जब वाक्य में Subject (कर्ता) कार्य नहीं करता, बल्कि उस पर कार्य किया जाता है, तो Verb (क्रिया) Passive Voice में होती है।

Examples

- She **sings** a song. (Active Voice)
A song is **sung** by her. (Passive Voice)
- I **lost** my book. (Active Voice)

My book **was lost** by me. (Passive Voice)

Verb को Active Voice से Passive Voice में बदलने के नियम :

- Active Voice का Passive बनाते समय Verb '**to be**' का Tense तथा Time के अनुसार उपयुक्त रूप तथा मुख्य Verb की तीसरी फॉर्म (Past Participle) का प्रयोग होता है।
- Subject (कर्ता) Object (कर्म) का स्थान ले लेता है और Object को Subject बना दिया जाता है।
- प्रायः Object से ठीक पूर्व (अपनी ओर से) Preposition '**by**' जोड़ना पड़ता है।

Note—कुछ Verbs के साथ **by** के स्थान पर **to, at, with, in** आदि Prepositions का प्रयोग होता है। जैसे—

He knows me. (Active Voice)
I am known **to** him. (Passive Voice)

'To be' Verb के रूप

Subject	Present	Past	Past Participle	Present Participle
I	Am	Was	Been	Being
You/We/They—Plural	Are	Were	Been	Being
He/She/It—Singular	Is	Was	Been	Being
	Be	Was	Been	Being

PERSONAL PRONOUNS

Case	First Person		Second Person		Third Person	
	Singular	Plural	Singular (absolute)	Plural	Singular	Plural
Nominative Case I (Subjective)		we	thou	you	he, she it	they
Possessive Case	my, mine	our, ours	thy, thine	your, yours	his, her hers, its	their, theirs
Objective Case	me	us	thee	you	him, her, it	them

❖ Active Voice के Subject को Nominative Case से Objective Case में बदल कर Passive Voice में Object बनाने के नियम—

Nominative Case	Objective Case	Nominative Case	Objective Case
I	changes into	Me	
You	changes into	You	
She	changes into	Her	
They	changes into	Them	
		We	changes into
		He	changes into
		It	changes into
			Us
			Him
			Its

❖ Tenses के आधार पर Verb '**to be**' के विभिन्न रूपों को Active Voice से Passive Voice में बदलने के नियम—

- यदि Active Voice के वाक्य में Verb की पहली फॉर्म अर्थात् Present Indefinite Tense रहे तो उसका Passive Voice बनाते समय Verb '**to be**' की पहली फॉर्म (is, am, are) में से बदले हुए Subject के अनुसार किसी एक का प्रयोग होता है। जैसे—

4

Narration : Direct & Indirect

(प्रत्यक्ष व परोक्ष कथन)

❖ **The art of reporting the words of a speaker is called Narration. (किसी वक्ता के शब्दों को प्रस्तुत करना आख्यान (Narration) कहलाता है)**

❖ नीचे दिये गये वाक्यों को ध्यान से पढ़िए—

He said to me, “**You are** a good student”.

—*Direct Narration.*

He said to me **that I was** a good student.

—*Indirect Narration.*

(i) ऊपर दिये गये वाक्यों से यह बात स्पष्ट हो जाती है कि अँग्रेजी में किसी भी व्यक्ति द्वारा बोले गये मूल शब्दों को हम दो प्रकार से लिख या बोल सकते हैं। पहले वाक्य में वक्ता के शब्दों को ज्यों-का-त्यों लिखा गया है। शब्दों के इस प्रकार के कथन को अँग्रेजी में **Direct Speech** या **Direct Narration** कहते हैं।

(ii) दूसरे वाक्य में वक्ता के मूल शब्दों को नहीं दिया गया है बल्कि हमने उनका सारांश अपने शब्दों में दे दिया है। शब्दों के ऐसे कथन को **Indirect Speech** या **Indirect Narration** कहते हैं।

(iii) वक्ता के मूल कथन को जो सदा **Inverted Commas** (“ ”) में होता है, **Reported Speech** कहा जाता है। ऊपर के वाक्यों में “**You are a good student**” **Reported Speech** है। पहले वाक्य में ‘said’ जो क्रिया है, **Reported Speech** के बारे में बताता है इसलिए ‘said’ **Reporting Verb** है।

Direct Speech के सम्बन्ध में महत्त्वपूर्ण तथ्य :

- Reported Speech को सदा **Inverted Commas** (“ ”) में रखते हैं।
- Reported Speech का पहला शब्द सदा ‘**CAPITAL LETTER**’ से आरम्भ होता है।
- Reporting Verb के बाद सदा (,) **Comma** लगाया जाता है।

Indirect Speech के सम्बन्ध में महत्त्वपूर्ण तथ्य :

- Indirect Speech** में **Inverted Commas** का प्रयोग नहीं होता।
- Reporting Verb के बाद **Comma** नहीं लगता।
- प्रायः वाक्य को **Indirect Speech** में बदलते समय **Reported Speech** से पहले **that** या कोई अन्य **Conjunction** लगाया जाता है और **capital letter** को छोटे अक्षर में बदल दिया जाता है।
- Reporting Verb का **Tense** नहीं बदलता।
- यदि **Reporting Verb**, **Past Tense** में रहे तो **Reported Speech** के **verb** को उसके **Corresponding Past Tense** में बदल दिया जाता है।

(vi) **Reported Speech** में **Verb**, **Pronouns** तथा ऐसे शब्दों को जो निकटता प्रकट करते हैं उन्हें ऐसे शब्दों में बदल दिया जाता है जो दूरी का बोध कराते हैं।

❖ **Kinds of Sentences**—**Narration** में हमारा वाक्य के अर्थ से प्रयोजन रहता है, उसकी बनावट से नहीं। बनावट के विचार से वाक्य **Simple**, **Compound**, **Complex** अथवा **Mixed** हो सकते हैं जो **Analysis** (वाक्य-विश्लेषण) का विषय है। अर्थ के विचार से वाक्य पाँच प्रकार के होते हैं:—(1) **Assertive (विधिवाचक)** (2) **Imperative (आज्ञासूचक)** (3) **Interrogative (प्रश्नवाचक)** (4) **Optative (इच्छावाचक)** और (5) **Exclamatory (विस्मयादिसूचक)**

❖ **Narration** में हमें केवल वाक्य के विभिन्न भेदों को विचार में रखना होता है, क्योंकि **Direct** को **Indirect** में बदलने का मुख्य रूप से यही अर्थ होता है कि **Inverted Commas** (“ ”) के बीच जितने प्रकार के वाक्य रहते हैं उन्हें बदल दिया जाये। अतः उन वाक्यों की ठीक पहचान आवश्यक है, अन्यथा उन्हें बदलना हमारे लिए कठिन हो जायेगा। इन वाक्यों का विशद वर्णन हम आगे चलकर **Special Rules** के प्रसंग में करेंगे। किन्तु हम पहले **General Rules** पर विचार करते हैं।

General Rules

- ❖ **General Rules** के अन्तर्गत वे नियम आते हैं जो प्रत्येक प्रकार के वाक्य के साथ लागू रहते हैं। **Inverted Commas** (“ ”) के बीच चाहे किसी भी प्रकार का वाक्य क्यों न हो, इन नियमों का सहारा लेना ही पड़ता है। इन नियमों को निम्नलिखित भागों में बाँटा जा सकता है—

 - Change of Tenses.
 - Change of Personal Pronouns and Possessive Adjectives.
 - Change of words showing *Nearness* to words showing *Distance*.

Change of Tenses

Rule 1: यदि Reporting verb Present/Future Tense में रहे तो Direct Speech के verb का tense नहीं बदलेगा।

Reporting Verb Present Tense

Direct Speech

1. **Direct**

He says, “This work is too difficult”.

वह कहता है “यह कार्य बहुत कठिन है”।

Indirect

5

Transformation of Sentences

Affirmative to Negative, Interrogative, Exclamatory & vice-versa
(सकारात्मक वाक्य का नकारात्मक में, प्रश्नवाचक में और विस्मयादिबोधक वाक्य में परिवर्तन)

SENTENCE

A sentence may be defined as a group of words which makes complete sense.

KINDS OF SENTENCES

On the basis of function sentences may be divided into four kinds. They are—

- (i) **Statements** (or declarative sentences)
- (ii) **Questions** (or interrogative sentences)
- (iii) **Commands** (or imperative sentences)
- (iv) **Exclamations** (or exclamatory sentences)

(1) **Declarative Sentences** include **Affirmative** and **Negative**

- (a) He plays hockey.
- (b) He does not play hockey.

(2) **Interrogative Sentences** asks questions. They are of two kinds :

- (a) Wh Questions — What did he say ?
- (b) Yes/No Questions — Did you see him ?

(3) **Imperative Sentences** are used in requests, commands, prohibitions.

- (a) Please give me a pen.
- (b) Shut the door.
- (c) Don't make a noise.

(4) **Exclamatory Sentences** are used to express strong feelings.

- (a) What a shame !
- (b) Alas ! He has failed.
- (c) Hurrah ! We have won the match.

TRANSFORMATION OF SENTENCES

Transformation of sentences means changing one kind of sentence into another kind of sentence.

वाक्य परिवर्तन : एक प्रकार के वाक्य को दूसरे प्रकार के वाक्य में बदलना वाक्य परिवर्तन कहलाता है। जैसे—

1. (a) He can help you.
- (b) He can not help you. (Negative)

(c) Can he help you ? (Question)

(d) You can be helped by him. (Passive)

2. (a) Raman said, "I am a teacher." (Direct)

(b) Raman said that he was a teacher. (Indirect)

3. (a) After writing the letter, he posted it. (Simple)

(b) He wrote the letter and posted it. (Compound)

4. (a) He works hard to pass the examination. (Simple)

(b) He works hard so that he may pass the examination. (Complex)

THE 24 AUXILIARIES USED IN NEGATIVES AND QUESTIONS

Negatives and Questions are formed with the help of 24 auxiliaries (helping verbs). They are also called special verbs or Anomalous finites or operators. As they can easily combine with not (can't, isn't etc.), they are also known as the **twentyfour friends of 'not'**.

अंग्रेजी में नकारात्मक और प्रश्नवाचक वाक्य बनाने के लिए 24 सहायक क्रियाओं में से किसी एक का प्रयोग वाक्य में करना होता है।

The 24 auxiliaries are :

<i>Present Tense forms</i>	<i>Past Tense forms</i>
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

6

Use of Articles and Determiners (निर्धारक शब्द या संज्ञा आगमन द्योतक शब्दों का प्रयोग)

Definition : The words that determine the type of nouns which follow them are called **Determiners**. Determiners always precede the noun they determine.

वे शब्द जो अपने आगे प्रयुक्त होने वाली संज्ञा (Noun) के प्रकार (type) को निर्धारित करते हैं Determiner कहलाते हैं। Determiner हमेशा संज्ञा (Noun) के पहले आते हैं।

Determiners are also called **function words** or grammatical words. They stress their function as structural markers thus a determiner signals the beginning of a noun phrase :

- (a) My **friend** Naresh.
- (b) The **boy on the roof**.

A determiner introduces the noun : A pen, the old book, our team.

A determiner shows how the noun is used.

Determiners : One of a group of words including 'the', 'a', 'some', and 'many' which are used at the beginning of a noun phrase.

Study these sentences :

1. A dog has a tail.
2. **This** pen is good.
3. **One** book is needed.
4. **Every** student will pass.
5. There is **only one** table in this room.

उपर्युक्त वाक्यों में क्रमशः A, This, One, Every और Only one शब्द एकवचन हैं इसलिए उनके आगे प्रयुक्त संज्ञा शब्द (Noun) dog, pen, book, student, और table भी singular एकवचन हैं।

Study these sentences :

1. **All** dogs have tails.
2. **These** pens are not good.
3. **Many** books are needed.
4. **Some** students will pass.
5. There are **several** tables in the room.

उपर्युक्त वाक्यों में क्रमशः All, These, Many, Some और several शब्द बहुवचन (plural) हैं इसलिए उनके आगे प्रयुक्त संज्ञा-शब्द (Noun) dogs, pens, books, students और tables भी बहुवचन (Plural) हैं। इससे यह निष्कर्ष निकलता है कि निर्धारक शब्द (Determiners) अपने

आगे प्रयुक्त होने वाली संज्ञा (Noun) के प्रकार (Type) को निर्धारित करते हैं।

KINDS OF DETERMINERS

(निर्धारक शब्दों के प्रकार)

CLASSES OF DETERMINERS

- (a) **Pre-determiners**
- (b) **Central determiners - sub classes**
- (c) **Post determiners**

CENTRAL DETERMINERS

They are used before noun or noun phrases.

इनका प्रयोग noun या noun phrase के पहले होता है।

- (a) **Definite article**
- (b) **Indefinite article** a / an
- (c) **demonstratives** - This, that, these, those
- (d) **possessives** - my, our, your, his, her, its, their
- (e) **interrogatives** - what, which, whose
what day is it ? **whose** book is this ?
- (f) **relatives** - which, whose, whatever, whichever,
(i) At **which** point I interrupted you ?
(ii) **Whose** student I used to be?
(iii) you can use it for **whatever** purpose you wise,
- (g) **Indefinites** - some / any / no / enough / every / many / many a / each / either / neither /
- (h) **Numeral determiners**

PRE-DETERMINERS

They are used before central determiners.

इनका प्रयोग central determiners के पहले होता है।

- (a) These also include the **multipliers (double, twice thrice, three times..., and fractions / half, one third etc...)**
half a loaf, double my fee
- (b) They also include the words **all, both, such** and **what**
all the boys, **both** the brothers, **such** a joke, **what** a good book !

7

Prepositions (पूर्वसर्ग)

(1) Definition

A preposition is a word placed before a noun or pronoun to show the relation between the noun or pronoun and some other word.

Example :

- (i) They live **in** Jaipur.
- (ii) The books are **on** the table.

In the first sentence the word **in** shows a relationship between the word 'live' and the noun 'Jaipur' and in the second sentence **on** shows a relationship between the 'books' and the 'table'.

सम्बन्ध-सूचक अव्यय या पूर्वसर्ग (Preposition) वे शब्द हैं जो किसी वाक्य में आये हुए संज्ञा या सर्वनाम का सम्बन्ध वाक्य के अन्य शब्दों से बताते हैं। जैसे—They live in Jaipur वाक्य में live और Jaipur शब्दों के बीच सम्बन्ध को Preposition **in** द्वारा बताया गया है।

THERE ARE TWO KINDS OF PREPOSITIONS

- (i) **Simple prepositions** consist of one word, such as, at, in, for, by, with, from, to, on, after.
- (ii) **Complex prepositions** consist of more than one word, such as – along with, away from, out of, up to, owing to, due to, because of, by means of, in front of, in spite of, in comparison with, in the light of, as a result of.

(2) Position (पूर्व सर्ग की स्थिति)

Prepositions are usually placed before the words they control i.e. Normally a preposition must be followed by its complement. प्रायः preposition के बाद इसका complement या object आता है।

In Jaipur, **at** office, **with** Maneesh, **without** water.

But prepositions can also come after the words they govern (or at the end of a sentence) in the following situations: इन स्थितियों में preposition वाक्य के अन्त में भी आ सकते हैं—

- (a) In questions beginning with interrogative pronouns or interrogative adjectives : (Wh questions)
Wh से शुरू होने प्रश्नवाचक वाक्यों में preposition वाक्य के अन्त में भी आ सकते हैं।
 - (i) What are you talking **about**?
 - (ii) What did you open the door **with**?
 - (iii) Who did you give the book **to**?
- (b) In defining relative clauses :
 - (i) This is the house I was talking **about**.

(ii) This is the boy I gave the book **to**.

(iii) Here is the boy Maneesh was playing **with**.

(iv) He is impossible to work **with**.

- (c) With infinitives (to + I form of verb)

When the object of the preposition is shifted to the front of a sentence : जब preposition के object को वाक्य के शुरू में लिखते हैं तो preposition to infinitive के बाद में आता है।

- (i) I have no pen to write **with**.
- (ii) You can use my knife to cut it **with**.
- (iii) He gave me a chair to sit **on**.
- (iv) He is impossible to work **with**.

- (d) In Exclamations : What a mess he has got **into**!

- (e) In passive voice:

His grandfather was looked **after** by him.

- (f) For emphasis and contrast prepositional phrases can be placed at the beginning of the clause. This ordering is mainly used in descriptive writing or reports. Emphasis के लिए preposition वाक्य के शुरू में भी आ सकते हैं। ऐसा report writing में या वर्णनात्मक भाषा में होता है।

- (a) In the garden everything was peaceful.
- (b) Through the window she looked at the crowd in the street.

(3) Prepositional Objects (Complements)

All prepositions take an object in the Accusative Case. (कर्म कारक), 'To' and 'for' are sometimes used to form a dative phrase and 'of' to form a genitive phrase, as:

- (i) He gave a pen **to** me.
- (ii) He bought a saree **for** his wife.
- (iii) I must paint the legs **of** the chair.

Note :

- (a) dative phrase का प्रयोग preposition+indirect object के लिए किया गया है। जैसे: for his wife अर्थात् उसकी पत्नी के लिए।
- (b) genitive phrase का प्रयोग of—noun से जो सम्बन्ध कारक का रूप बनता है, उसके लिए किया गया है। जैसे—of the chair अर्थात् कुर्सी के पाये।
- (c) Objective forms of pronouns—me, us, you, him, her, it, them.

If the object of a preposition is a pronoun its objective form (कर्म कारक) is used as

- (i) There is no quarrel between him and me.
- (ii) The money should be divided between you and me.

8

Translation of Simple (Ordinary/Common) Sentences from Hindi to English & vice-versa (साधारण वाक्यों का हिन्दी से अंग्रेजी में और अंग्रेजी से हिन्दी में अनुवाद)

- ❖ Translation is an art in which only a few really succeed. A good translator must have a perfect mastery over both the languages—the language from which the translation is made and the language into which translation is done.
- ❖ The grammar translation method (popularly known as classical method) was very popular about 65 years ago and translation was the very basis of this method. It has been observed that most of the students coming to the colleges don't know much about the English language. Experience has shown that the translation method has proved more effective in our country.

Need for Translation (अनुवाद की आवश्यकता)

- ❖ India is a multi-lingual country and here translation from English to Hindi and Hindi to English has become an integral part of our social, political, intellectual and business (commercial) life.
- ❖ English is still the official language of the Central Government and it is also used as a link language between the states and the Centre. English is the language of higher education; and technical education.
- ❖ It is used for our political, diplomatic, cultural and commercial relations with other countries of the world. In these circumstances there is a great need of translation from Hindi to English and vice versa. Therefore it is necessary for us to be well-versed in the art of translation.

Directions for translation from Hindi to English and vice versa.

1. Literal translation is considered wrong. Therefore translation should not be literal, i.e. word for word.
2. It should be simple, idiomatic and natural in style.
3. The sense of the sentence or the passage should be rightly conveyed in the mother tongue or the language of translation as far as it is possible.
4. The difference in idioms should be correctly contrasted.
5. Where the sentence is lengthy, it should be split up into short, simple sentences, keeping the link together.
6. Rendering (translation) should be as faithfully done as possible, i.e. the maximum sense of the original should be correctly rendered in the mother tongue or in English.

हिन्दी से अंग्रेजी अनुवाद के निर्देश—

1. शाब्दिक अनुवाद सही नहीं समझा जाता, इसलिए शब्द के स्थान पर शब्द और वाक्य के स्थान पर वाक्य अनुदित नहीं करना चाहिए।

2. अनुवाद सरल, मुहावरेदार भाषा और स्वाभाविक शैली में करना चाहिए।
3. हिन्दी के वाक्य को अच्छी तरह पढ़कर, उसके मूल आशय को समझकर अंग्रेजी के सरल, मुहावरेदार वाक्य में उसका अनुवाद करना चाहिए।
4. दो भाषाओं के मुहावरों का अन्तर स्पष्टतया समझाना चाहिए।
5. लम्बे वाक्यों का अनुवाद छोटे वाक्य बनाकर करना अच्छा रहता है।
6. अनुवाद आम प्रचलित शब्दों का प्रयोग करते हुए होना चाहिए ताकि अनुवाद की भाषा कृत्रिम, असहज और यांत्रिक नहीं लगे। अनुवाद में अपना प्रवाह होना चाहिए तथा अनुवाद जीवंत (lively) होना चाहिए।
7. अच्छे अनुवाद के लिए हिन्दी शब्दों के पर्यायवाची अंग्रेजी शब्दों का प्रयोग करना चाहिए।

The use of 'Is, Am, Are, Was, Were' as link verb is to indicate (a) Profession (b) Relation (c) Quality (d) Situation (e) Identity.

1. महेश एक व्यापारी है।	Mahesh is a businessman.
2. मनीष मेरा भाई है।	Manish is my brother.
3. सौम्य बुद्धिमान् है।	Somya is intelligent.
4. हम कमरे में हैं।	We are in the room.
5. जयपुर राजस्थान में है।	Jaipur is in Rajasthan.
6. रामायण हिन्दुओं का पवित्र ग्रंथ है।	The Ramayana is a holy book of the Hindus.
7. सुकरात यूनान का रहने वाला था।	Socrates was a Greek.
8. हिमालय की चोटियाँ बिहार से दिखाई पड़ती हैं।	The peaks of the Himalayas are visible from Bihar.
9. मराठा लोग बहादुर थे।	The Marathas were brave.
10. वह झूठा नहीं था।	He was not a liar.

नियम :—

- (i) Present tense में I के साथ am, you, they और we के साथ और He, she, it और नाम के साथ is आता है।
- (ii) Past tense में एकवचन के साथ was तथा बहुवचन के साथ were आता है।

The use of 'Has, Had' as Link Verb

Rules: (i) 'Have, Has and Had' are used for possession, ownership.

9

Correction of Sentences

including Subject, Verb, Agreement, Degrees of Adjectives, Connectives & Words Wrongly used.
(सामान्य अशुद्धियाँ)

I. Errors in the use of Nouns

Noun (संज्ञा) किसी व्यक्ति, स्थान या वस्तु के नाम को कहते हैं। Nouns के प्रयोग में विभिन्न प्रकार की अशुद्धियाँ की जाती हैं। परीक्षार्थी आगे दिये हुए मुख्य सात नियमों को भली-भाँति समझ लें और शुद्ध प्रयोगों का सतत अभ्यास करें।

- ❖ **Rule-1.**—आगे दिये हुए कुछ Nouns सदैव केवल Singular में प्रयुक्त होते हैं, अतः इनका Plural Form में प्रयोग करना अशुद्ध है। Scenery (दृश्य), information (सूचना), advice (सलाह), hair (बाल), poetry (कविता), furniture (सामान), offspring (सन्तान), issue (सन्तान), fruit (फल), work (काम), abuse (गाली), mischief (उपद्रव, शरारत), luggage (यात्रा-सामग्री), alphabet (अक्षरमाला), environment (वातावरण), trouble (कष्ट)।

<i>Incorrect</i>	<i>Correct</i>
1. The sceneries of Kashmir are charming.	The scenery of Kashmir is charming
2. What are your informations ?	What is your information ?
3. He gave me many advices.	He gave me much advice . (or many pieces of advice .)
4. His hair are grey.	His hair is grey.
5. I like these poetries.	I like these poems (or this poetry .)
6. His furniutres were sold.	His furniture was sold.
7. I bought many furnitures.	I bought many articles of furniture .
8. He has many works to do.	He has much work to do.
9. I have no issues.	I have no issue .
10. He gave me many abuses.	He gave me much abuse (or many words of abuse)
11. He did many mischiefs.	He did much mischief (or many acts of mischief .)
12. I packed my luggages.	I packed my luggage .
13. They love their offsprings.	They love their offspring .
14. I like some fruits and vegetables.	I like some fruit and vegetables.,
15. He learnt the alphabets.	He learnt the letters of the alphabet .
16. Excuse me for the troubles.	Excuse me for the trouble .

- ❖ **Rule-2.** (a) कुछ Nouns जब Numerals (संख्यावाचक शब्द) के बाद प्रयुक्त होते हैं तो उनके s लगाना अशुद्ध है। Dozen (दर्जन), score (कौड़ी), hundred, thousand, pair (जोड़ा), million (दस लाख), couple (जोड़ा, युगल), yoke (जोड़ा), gross (बारह दर्जन), stone (14 पौंड की तोल), (b) pice (पैसा), hair (बाल), deer (हरिण), sheep (भेड़), apparatus (औज़ार), series (श्रेणी, क्रम), swine (सूअर), heathen (जंगली या अशिष्ट मनुष्य, मूर्तिपूजक)—ये Nouns, Singular और Plural दोनों में एक से ही प्रयुक्त होते हैं। इनके आगे Plural में s लगाना अशुद्ध है।

नीचे दिये हुए अशुद्ध वाक्यों में अशुद्ध भागों को आगे शुद्ध रूप में लिख दिया गया है—

1. He bought three **dozens** mangoes, **dozen**. 2. He died at the age of three **scores** and ten. **score**. 3. Four **pices** make one anna. **pice**. 4. I need four **thousnads** rupees. **thousand**. 5. Here are four **pairs** of shoes, **pair**. 6. I have five **yokes** of oxen. **yoke**. 7. He weighed ten **stones**. **stone**. 8. I saw five **deers**. **deer**. 9. These **sheeps** are yours. **sheep**.
- ❖ **Rule-3.** People (लोग), cattle (पशु), gentry (भद्र पुरुष, शिष्ट जन), Folk (लोक, जन-समुदाय), public (जनता)—ये Nouns देखने में Singular मालूम पड़ते हैं किन्तु इनका प्रयोग सदा Plural में होता है। इनके आगे s जोड़ना अशुद्ध है और इनके साथ सदैव Plural Verb का प्रयोग शुद्ध है।

<i>Incorrect</i>	<i>Correct</i>
1. This cattle is grazing	1. These cattle are grazing.
2. The peoples of Jaipur are industrious.	2. The people of Jaipur are industrious.

10

Glossary of Official, Technical Terms

(with their Hindi version)

(आधिकारिक शब्दों की शब्दावली)

अंग्रेज़ी शब्द	हिन्दी शब्द
[A]	
Abatement	कटौती
Abdicate	त्यागना
Abduct	अगवा करना
Abetment	दुष्प्रेरण
Abide	दृढ़
Abnormal demand	अनुचित माँग
Abnormal increase	असामान्य वृद्धि
Abnormal price	असामान्य मूल्य
Abnormal profit	असामान्य लाभ
Abolishment	उन्मूलन
Academic	शैक्षणिक
Academic year	शैक्षणिक वर्ष
Accordingly	तदनुसार
Accuracy	यथार्थता/शुद्धता
Accusation	अभियोग
Accuse	अभियोग लगाना
Acknowledge	अभिस्वीकार करना/मानना
Acquire	अवाप्त करना
Act in force	प्रवृत्त अधिनियम
Acting	कार्यवाहक/कार्यकारी
Active	क्रियाशील
Additional	अतिरिक्त
Adhere	दृढ़ रहना
Adhoc	तदर्थ
Adjustment	समायोजन
Admissible	ग्राह्य, स्वीकार्य
Affidavit	शपथ-पत्र
Affiliate	सम्बद्ध करना
Affirm	उद्दिष्ट करना
agenda	कार्यसूची
Amount claimed	अध्यर्थित राशि
Amount deposited	जमा राशि

अंग्रेज़ी शब्द	हिन्दी शब्द
Amount outstanding	बकाया राशि
Amount withdrawn	निकाली गई राशि
Annexure	संलग्न/परिशिष्ट/अनुबंध
Annual Audit Report	वार्षिक अंकेक्षण-प्रतिवेदन
Anticipated Expenditure	प्रत्याशित व्यय
Anticipated Revenue	प्रत्याशित राजस्व
Appeal Division	अपील प्रभाग
Appealable	अपील-योग्य
Appellate	अपीलार्थी
Appendage	संलग्न/अनुबन्ध
Appointee	नियुक्ति व्यक्ति
Appointing Authority	नियुक्ति प्राधिकारी
Appointment	नियुक्ति
Appraiser	मूल्य-निरूपक
Appropriation	विनियोजन
Approve	अनुमोदन करना
Appurtenance	अनुलग्नक/उपाबंध
Arbitration	पंच फैसला
Article	अनुच्छेद/वस्तु नियम
Assets	परिसम्पत्ति/आस्तियाँ
Assumption of charge	भार-ग्रहण
As the case may be	यथास्थिति
As usual	नित्यवत्
At par	सममूल्य पर
At the discretion of	के विवेकानुसार
At the disposal of	के अधीन
Audited account	परीक्षित लेखा
Automatic	स्वचालित
Autonomous	स्वायत्त
Avoidable	परिहार्य
[B]	
Base year	आधार वर्ष
Basic education	बुनियादी शिक्षा

11

Synonyms

(पर्यायवाची शब्द)

- ❖ **Definition :** A synonym is a word or expression which means the same as another word or expression in the same language.
- ❖ समानार्थक शब्द वे होते हैं जो उसी भाषा के किसी अन्य शब्द के समान अर्थ में प्रयोग होते हैं। एक ही शब्द के कई समानार्थक शब्द हो सकते हैं जैसे—Bad के समानार्थक evil, naughty, worthless तीन शब्द हैं।
- ❖ **Formation :** The synonym should be from the same part of speech as the original word. For example praiseworthy can't be the synonym of admire, as admire is a verb and praiseworthy is an adjective. So

the synonym of **admire** will be **praise** and not praiseworthy.

- ❖ समानार्थक शब्द उसी शब्द वर्ग के होने चाहिए जिस वर्ग का मूल शब्द हो। उदाहरणार्थ— admire का समानार्थक praiseworthy गलत होगा, क्योंकि admire क्रिया है और praiseworthy विशेषण है। अतः admire का समानार्थक praise ही होगा न कि praiseworthy.
- ❖ A careful study of the following synonyms will enrich the student's vocabulary and enable him to answer questions on synonyms.

नीचे दी गई समानार्थक शब्दों की सूची विद्यार्थी की शब्दावली को समृद्ध बनायेगी और समानार्थक शब्दों संबंधी प्रश्नों का उत्तर देने में सहायक होगी।

Word	Meaning	Synonyms
Abandon	त्यागना	Leave, forsake
Abbreviate	संक्षिप्त करना	abridge, shorten
Abnormal	अस्वाभाविक	Unusual, unnatural
Abstain	परहेज़ करना	refrain
Absurd	हास्यास्पद	ridiculous
Abundant	बहुतायत	Plentiful
Accomplish	पूरा करना	achieve, perform
Achieve	प्राप्त करना	Accomplish
Adage	कहावत	proverb
Adequate	पर्याप्त	Sufficient, enough
Admire	प्रशंसा करना	Praise
Adore	पूजा करना	Worship, love
Adversary	विरोधी, शत्रु	opponent, enemy
Adversity	मुसीबत, दुर्भाग्य	Misfortune
Agony	वेदना, पीड़ा	Misery, torment
Alive	जीवित	Not dead, lively
Allow	आज्ञा देना	Permit, let
Alteration	परिवर्तन	change
amazing	आश्चर्यजनक	astonishing, Surprising
Amend	सुधार करना	Improve
Amusement	मनोरंजन	diversion, recreation
Anger	क्रोध	ire, wrath, rage
Angry	क्रोधित	calm
Anguish	पीड़ा	pain, distress
Annihilate	मूल विनाश करना	Ruin, destroy completely
Anonymous	गुमनाम	Nameless
Answer	उत्तर देना	Reply
Arrogant	ढीट	Insolent, Haughty

Word	Meaning	Synonyms
Ascend	चढ़ना	rise, soar, climb
Assume	मानना	Accept, believe
Astonish	आश्चर्य चकित करना	Amaze
Attack	आक्रमण	Assault
Authentic	प्रामाणिक, वास्तविक	genuine
Autocrat	तानाशाह, निरंकुश शासक	despot, tyrant
Avaricious	धनलोलुप	greedy
Aversion	घृणा, विरुधि	dislike, antipathy
Awkward	फूहड़, बेहूदा	Clumsy
Bad	बुरा, बेकार	Evil, naughty, worthless
Behaviour	बर्ताव, आचरण	conduct, demeanour
Beseech	प्रार्थना करना	Beg, entreat, implore
Bias	पक्षपात, तरफ़दारी	prejudice
Big	बड़ा (आकार में)	Enormous, huge, mighty, large vast
Blame	दोष लगाना	Accuse, censure
Blend	मिलाना	mix, mingle
Blunder	मूर्खतापूर्ण भूल	Stupid or careless mistake
Bondage	दासता, गुलामी	slavery
Boost	बढ़ाना	increase
Brave	बहादुर, साहसी	Courageous, fearless
Brief	संक्षिप्त	concise, short
Brisk	फुर्तीला, स्फूर्तिवान्	vigorous
Bright	चमकीला	Clear, brilliant
Burglar	चोर	Thief
Calamity	विपदा	Disaster, catastrophe
Calm	शान्त	Quiet, tranquil

12

Antonyms (विलोम शब्द)

- ❖ **Definition :** The antonym of a word is another word which means the opposite e.g. **Good** is the opposite of **bad**.
- ❖ Antonym are words of opposite or contrary meaning : thus **high** is the antonym of **low**, **profit** of **loss**, **agree** of **differ** and **old** of **new**.
- ❖ प्रतिलोम शब्द वे होते हैं जो किसी शब्द के विपरीत अर्थ में प्रयोग होते हैं जैसे ऊँचा-नीचा, हानि-लाभ, सहमत-असहमत और नया-पुराना आदि।
- ❖ **Formation :** In English antonyms are formed in three ways.
 - (a) Irregularly—good = bad, high = low
 - (b) By adding a prefix or removing a prefix :
necessary = unnecessary, control = decontrol,
impossible = possible
inability = ability
 - (c) By changing a suffix : **useful** = **useless**.
careful = careless

रचना : अंग्रेजी में विलोम शब्द तीन प्रकार से बनाए जाते हैं—

 - (a) अनियमित रूप से—good = bad, high = low,
 - (b) उपसर्ग (prefix) को जोड़कर या हटाकर—necessary-un-necessary, improper = proper.
 - (c) प्रत्यय (suffix) को बदलकर—useful = useless,
- ❖ It is not always possible to form an appropriate antonym by using a prefix or suffix or by giving any word of opposite meaning. We should use a prefix or suffix only when we don't find an appropriate antonym.
- ❖ यदि अन्य प्रतिलोम शब्द नहीं मिले तभी उपसर्ग या प्रत्यय लगाकर प्रतिलोम शब्द बनाना चाहिये वरना नहीं। आप natural का प्रतिलोम unnatural नहीं बनायें, क्योंकि इसका प्रतिलोम artificial है।
- ❖ The antonym should be from the same part of speech as the original word. For example **hopeless** can't be antonym of **despair**, as despair is a noun and hopeless is an adjective. So the antonym of **despair** will be **hope** and not hopeless.
- ❖ प्रतिलोम शब्द उसी शब्द वर्ग का होना चाहिये जिस वर्ग का मूल शब्द हो। उदाहरणार्थ despair का प्रतिलोम hopeless गलत होगा क्योंकि despair संज्ञा है और hopeless विशेषण है। अतः despair का प्रतिलोम hope ही होगा न कि hopeless.
- ❖ A careful study of the following antonyms will enrich the students vocabulary and enable him to answer questions on antonym.
- ❖ नीचे दी गई प्रतिलोम शब्दों की सूची विद्यार्थी की शब्दावली को सम्पन्न बनायेगी और प्रतिलोम शब्दों सम्बन्धी प्रश्नों का उत्तर देने में सहायक होगी।

Word	Meaning	Antonym	Meaning
Ability	योग्यता	Disability	अयोग्यता
Above	ऊपर	Below, Beneath	नीचे
Abrupt	आकस्मिक	Gradual	क्रमिक
Abstinence	परहेज करना	Passion	जुनून, लत
Abstract	अमूर्त, निराकार	Concrete	मूर्त, साकार
Accept	स्वीकार करना	Reject	अस्वीकार करना
Accumulate	इकट्ठा करना	Disperse, Scatter	बिखरेना
Accumulated	संग्रह किया	Wasted	बर्बाद किया
Accuracy	यथार्थता, सत्यता	Fault	कमी, दोष
Acquit	निर्दोष, ठहराना	Condemn	दोषी ठहराना
Adamant	हठी, अड़ियल	Flexible	नम्र, मध्य मार्गी
Adequate	पर्याप्त	Insufficient	अपर्याप्त
Adjourn	स्थगित करना	Conclude	समाप्त करना

13

One Word Substitution

(शब्द समूह के लिए एक शब्द)

- ❖ According to Bacon brevity is the soul of wit. For bringing brevity in writing and speech, the use of one-word substitutes is necessary. By using one-word substitutes we can bring clarity in our expression, enrich our language and improve our style.
- ❖ In this chapter a list of important one-word substitutes along with their meanings is given. You should read these words and try to use these words in your speech and writing as far as possible.
- ❖ बेकन के अनुसार संक्षिप्तता बुद्धि की आत्मा है। लेखन और वाणी में संक्षिप्तता लाने के लिए एक शब्द के पर्याय का प्रयोग आवश्यक है। एक शब्द के पर्याय का प्रयोग करके हम अपनी अभिव्यक्ति में स्पष्टता ला सकते हैं, अपनी भाषा को समृद्ध कर सकते हैं और अपनी शैली में सुधार कर सकते हैं।
- ❖ इस अध्याय में महत्वपूर्ण एक-शब्द पर्यायों की सूची उनके अर्थ सहित दी गई है। आपको इन शब्दों को पढ़ना चाहिए और जहाँ तक हो सके इन शब्दों का प्रयोग अपने भाषण और लेखन में करने का प्रयास करना चाहिए।

- ❖ A post without remuneration (पारिश्रमिक के बिना पद)
—**Honorary** (अवैतनिक)
- ❖ Belief or opinion contrary to what is generally accepted. (जो सामान्यतः स्वीकार किया जाता है उससे विपरीत विचार या विश्वास)
—**Heresy** (विधर्म)
- ❖ Use of more words than are needed to express the meaning (अर्थ व्यक्त करने के लिए आवश्यक शब्दों से अधिक का प्रयोग करना)
—**Pleonasm** (शब्द-बाहुल्य)
- ❖ A process involving too much official formality. (बहुत अधिक कार्यालयी औपचारिकता की प्रक्रिया)
—**Red-tapism** (लाल फीताशाही)
- ❖ Large scale departure of people. (बड़ी संख्या में लोगों का प्रस्थान)
—**Exodus** (निर्गमन)
- ❖ Government by the representatives of the people. (जनता के प्रतिनिधियों की सरकार)
—**Democracy** (प्रजातंत्र)
- ❖ Decision made upon a political question by the votes of all qualified persons. (सभी योग्य व्यक्तियों के वोट के माध्यम से किसी राजनीतिक प्रश्न का निर्णय करना)
—**Plebiscite** (जनमत-संग्रह)
- ❖ A man who starves body for the good of the soul. (एक व्यक्ति जो आत्मा की शुद्धिकरण हेतु भूखा रहता है)
—**Ascetic** (संन्यासी)
- ❖ A person concerned with practical results and values. (एक व्यक्ति जो व्यवहारिक परिणामों व मूल्यों से सम्बद्ध है)
—**Pragmatist** (व्यवहारवादी)
- ❖ A general pardon of political offenders. (राजनीतिक अपराधियों की सामान्य माफी) —**Amnesty** (सामूहिक माफी)
- ❖ A man who operates on a sick person. (एक व्यक्ति जो बीमार व्यक्ति की शल्य क्रिया करता है)
—**Surgeon** (शल्य चिकित्सक)
- ❖ One who totally abstains from alcoholic drinks. (एक व्यक्ति जो पूर्णतः मादक द्रव्यों से दूर रहता है) —**Teetotaler** (महात्यागी)
- ❖ A person claiming to be superior in culture and intellect to others. (एक व्यक्ति जो संस्कृति व बुद्धि में अन्य से श्रेष्ठ होने का दावा करता है)
—**Highbrow** (बुद्धिमान)
- ❖ Responsible according to law. (कानून के अनुसार जिम्मेदार)
—**Legitimate** (वैध)
- ❖ Act of taking one's life. (किसी की हत्या का कार्य)
—**Suicide** (आत्महत्या)
- ❖ A person who brings goods illegally into the country. (एक व्यक्ति जो देश में अवैध तरीके से वस्तुएँ लाता है)
—**Smuggler** (तस्कर)
- ❖ A person who has just started learning. (व्यक्ति जिसने अभी सीखना प्रारम्भ किया है) —**Apprentice** (नौसिखिया)
- ❖ Property inherited from one's father or ancestors. (पिता अथवा पूर्वजों से प्राप्त संपत्ति) —**Patrimony** (विरासत)
- ❖ People at a lecture or concert. (व्याख्यान अथवा संगीत गोष्ठी में व्यक्ति)
—**Audience** (श्रोता)
- ❖ A person's first speech. (एक का प्रथम भाषण)
—**Maiden** (प्रथम)

14

Prefixes and Suffixes

(उपसर्ग एवं प्रत्यय)

A syllable or syllables added to the beginning of a word are called a **Prefix**, but when these are added at the end of a word these are called a **Suffix**.

Prefix (उपसर्ग)

जो शब्दांश किसी शब्द के शुरू में लगकर एक नये शब्द की रचना करते हैं, उन्हें **उपसर्ग (Prefix)** कहते हैं। जैसे - un + fit = unfit, mis + take = mistake.

Suffix (प्रत्यय)

जो शब्दांश किसी शब्द के अन्त में लगकर एक नये शब्द की रचना करते हैं, उन्हें **प्रत्यय (Suffix)** कहते हैं। जैसे - care + full = careful, teach + er = teacher.

IMPORTANT PREFIXES

1. A-	(i) on, in ; as : abed, away, ashore, ahead. (ii) off, up, from ; as : arise, alight, awake.
2. Al-	all ; as : altogether, Almighty (= All + mighty).
3. Be-	to make a Transitive Verb ; as : befool, befriend, becalm.
4. Mis-	wrong, failure ; as : mistake, misuse misfortune.
5. Out-	(i) turn out, (ii) excel ; as : outcast, outshine, output.
6. Over-	excess ; as over-eat, over-ripe, over-rate, over-active.
7. Un-	not ; as : unfit, unnatural, unable.
8. Under-	under ; as : understamp, under-rate.
9. With-	against, back ; as : withstand (stand against), withhold (hold back), withdraw.
10. A-, ab-, abs-	away from ; as : avoid, absent, abstract
11. Ante-, Anti-	before ; as : antecedent, anticipate, antemeridian.
12. Bi-	two ; as : bisect, bicycle, bi-weekly
13. Circum-	round ; as : circumference, circumnavigate.
14. Contra-, counter-	against, as : contradict, counteract.
15. De-	from, down ; as : depart, decend, dethrone.
16. Demi-	half ; as : demi-official.
17. Dis-	opposite ; as : disagreeable, disunite, dishonest.
18. Em-, en-	make ; as : embitter, enlarge.
19. Extra-	beyond ; as : extraordinary, extra work.
20. Im-	not; as : impatience, impolite, improper.
21. In-	not; as : invisible, incredible, incapable.
22. Inter-, enter-, intro-	within ; as : interrupt, entertain, introduce.
23. Mal-, male-, mali-	ill, badly ; as : maltreat, malevolence, malignant.
24. Non-	not; as : non-violence, non-sense.
25. Pre-	before ; as : predict, prepare, precaution.
26. Re-	again ; as : rewrite, refund, renew.
27. Sub-	under ; as : subordinate, subject, subjudge.
28. Super-, tra-	over ; as : superstructure, surface, surpass.
29. Trans-, tra-	across ; as : transmit, transversal, traverse.
30. Un-	not ; as : untruth, unnatural, unsuitable.

15

Confusable Words

(भ्रामक शब्द)

- ❖ The English language is rich in synonyms and such words as are similar or almost similar in sound but are different in their meaning. Synonyms are words that have a similar, but not exactly the same meaning.
- ❖ The students are apt to confuse synonyms and words similar in form or in sound but different in meaning. It is, therefore, necessary that the correct usage of such words be very carefully studied to avoid confusion. The difference of meaning in some of such words in common use is sketched below :
Words often confused are divided into :
 - (i) Similar in spelling and different in usage.
 - (ii) Similar in spelling and different in pronunciation
– bow = बो bow बाऊ।
 - (iii) Similar in pronunciation but different in spelling and usage : Principal – Principle
metal – mettle
 - (iv) Similar in spelling but different in meaning

bow	–	bow
polish (V)		Polish (N)
 - (v) Slightly different in meaning, spelling but might have similar usage.
 - (vi) Words whose usage is generally mistaken (confused) by the native speakers.

refuse	–	deny
ability	–	capacity
listen	–	hear
drown	–	sink
float	–	swim

A. DISCRIMINATION OF WORDS SIMILAR IN SOUND

1. **Accept** (to agree, to receive) (स्वीकार करना, सहमत होना)—He *accepted* the offer. An honest man *accepts* no bribe.
Except (save) (सिवाय)—All *except* Rama were present.
2. **Access** (approach) (पहुँच)—I have *access* to the Prime Minister of India.
Excess (noun from exceed) (अधिकता)—What is the *excess* of seven over five. Excess of everything is bad.
3. **Advice** (noun) (सलाह)—He turned a deaf ear to my *advice*.
Advise (verb) (सलाह देना)—*Advise* him to work hard.
4. **Affect** (to influence, to pretend) (प्रभावित करना, बहाना बनाना)—
 - (i) Did his remark *affect* you ?
 - (ii) The accused person *affected* (pretended) madness.**Effect** (*n.* result, *vb.* to accomplish) (असर / प्रभाव)—
 - (i) What was the *effect* of the medicine ?
 - (ii) He *effected* a reconciliation between the two parties.
5. **Air** (atmosphere) (हवा, वायु)—Birds fly in the *air*.
Ere (before) (पहले)—Please return *ere* the sun sets.
Heir (one who inherits) (उत्तराधिकारी)—He is the only *heir* to the property of his father.
6. **Altar** (a place of worship) (पूजा की वेदी)—He knelt at the *altar*.
Alter (change) (बदलना)—I cannot *alter* my programme.
7. **All together** (all in a body) (सब मिलकर)—Let us go there *all together*.
Altogether (completely) (पूर्ण रूप से)—I forgot his name *altogether*.
8. **All ready** (all the persons ready) (सब तैयार है)—They were *all ready* to start.
Already (beforehand) (पहले से ही)—I *already* told you that I could not accompany you.
9. **Ascent** (act of climbing, upward road) (चढ़ाई)—It was a steep *ascent* to the top of the hill.
Assent (agree) (सहमति या सहमत होना)—I *assent* (verb) to your plan. He gave his assent (noun) to the plan.
10. **Assay** (try) (प्रयत्न करना)—They *assayed* to reach the destination before sunset.
Essay (written composition) (निबन्ध)—Your *essay* is not up to the mark.
11. **Aught** (anything) (कोई भी चीज)—Is there *ought* I can do for you?
Ought (to be advisable) (चाहिए)—You *ought* to obey your parents.
12. **Accomplice** (Helper in wrong doing) (गलत कार्य में साथी)—Raman was an accomplice in the theft.
Accomplish (perform, finish successfully) (सफलतापूर्वक कार्य करना)—He *accomplished* the task in time.
13. **Abate** (become less) (कम होना)—The storm has *abated*.
Abet (encourage/help in crime) (अपराध को बढ़ावा देना)—Pakistan is *abetting* terrorism.
14. **Adverse** (hostile) (विपरीत, विरुद्ध)—He is facing *adverse* circumstances.

16

Comprehension (Unseen Passage)

(अपठित गद्यांश)

- ❖ Comprehension means the understanding of the meaning and implications of the ideas in a passage, Its aim is to train students to read and understand the written material.
- ❖ The following points will be found useful in answering questions on a given passage:
 1. Read the passage carefully and try to find out a general idea of the subject it deals with.
 2. Read the passage a second time, this time more thoroughly, as comprehension requires a full understanding of the sentences of the passage.
 3. Now read the questions, understand them and locate their answers in the passage.
 4. Answer to each question should be brief and to the point.
 5. In the vocabulary question the candidate must

show that he knows the exact meaning in which the word is used in the passage.

अपठित गद्य

अर्थ एवं तात्पर्य—अपठित गद्य से तात्पर्य समझने की योग्यता से है। परीक्षार्थी को गद्यांश को पढ़कर उस पर आधारित प्रश्नों के दिये उत्तरों में से सही उत्तर का चयन करना होता है। निम्नलिखित बिन्दु सही उत्तर का चयन करने में सहायक होंगे—

गद्यांश को पढ़कर उसकी विषय-वस्तु को समझना चाहिए। यह भी देखना चाहिए कि गद्यांश किस विषय के कौनसे पहलू से सम्बन्धित है।

अब प्रत्येक प्रश्न को पढ़ें, उसे समझें और गद्यांश में उस भाग को रेखांकित करें जिसमें उस प्रश्न का उत्तर हो।

इसके पश्चात् दिये गये उत्तरों में से जो उससे (passage से) मिलता हो उसे चिह्नित करें और Answersheet में भरें।

Passage - 1

Read the passage and answer:

Vehicular pollution causes serious health problems. Carbon monoxide, nitrogen oxides and hydrocarbons emitted by motor vehicles trigger off a complex chain reaction resulting in dangerous pollutants such as ozone, aldehydes and ketones. The prolonged inhalation of carbon monoxide present in the toxic fumes reduces the carbon carrying capacity of the blood, and may cause headache, sickness and even death. Likewise, unburned fragments of hydrocarbons form smog thicken with elements that may cause cancer.

1. **The central idea of the passage is—**
 - (A) Reaction of pollutants [LDC 16-09-2018]
 - (B) Ill effects of vehicular pollution
 - (C) Causes of cancer
 - (D) Pollutants of atmosphere [B]

Exp. : Ans. (B) is correct. Passage के अनुसार सही उत्तर है।
2. **Which of the following is likely to cause cancer—**
 - (A) Inhalation of carbon monoxide [LDC 16-09-2018]
 - (B) Reduction of carbon
 - (C) Unburned hydrocarbon
 - (D) Smog [C]

Exp. : Ans. (C) is correct. According to the passage. See the last sentence of the passage. गद्यांश के अन्तिम वाक्य में उत्तर मिलता है।

3. **Which word in the passage means the same as 'lengthy'—** [LDC 16-09-2018]

- (A) Chain reaction
- (B) Prolonged
- (C) Extend
- (D) Emitted [B]

Exp. : Ans. (B) is correct. Lengthy का पर्यायवाची शब्द prolonged है। तीसरी वाक्य देखें।

4. **What reduces the carbon carrying capacity of the blood—** [LDC 16-09-2018]

- (A) A complex chain reaction.
- (B) Unburned fragments of hydrocarbons.
- (C) The pollution from vehicles.
- (D) Breathing carbon monoxide for a long time. [D]

Exp. : Ans. (D) is correct. According to the passage. वाक्स संख्या 3 में उत्तर है।

5. **Vehicular Pollution causes pollutants such as—** [LDC 16-09-2018]
- (A) ozone, aldehydes and ketones [LDC 16-09-2018]
 - (B) carbon monoxide and hydrocarbons
 - (C) hydrocarbons
 - (D) nitrogen oxides [A]

Passage - 2

Read the following passage and answer the 6 questions that follow it. Each question has 4 options. Choose the correct option/answer for each question:

I worked for a brief while in a college in Delhi, and

17

Knowledge of Writing Letters:

Official, Demi Official, Circulars and Notices, Tenders
(पत्र-लेखन)

DATE, ADDRESS, LANGUAGE, SALUTATION, TENDERS, COMPLIMENTARY CLOSING

- ❖ Letter writing is the most commonly used form of written communication.
- ❖ All of us have to write a lot of letters in the course of our life for a variety of purposes—applying for a job, inviting people, making enquiries, placing orders, making complaints, congratulating or soothing others or sharing our joy or sorrow with others etc.

Kinds of Letters :

- ❖ Broadly speaking the letters we write can be placed in three main categories :

(i) **Personal Letters** (ii) **Business Letters**
(iii) **Official Letters**

- (i) **Personal Letters** : Personal letters include letters written to friends, relatives and family members and are informal, relaxed and even chatty in nature.
- (ii) **Business Letters** : Business letters are used in the world of trade and commerce. Business letters are addressed to business firms. They are written by businessmen, firms and public men. A public man may write a letter to a business concern in order to enquire about the prices, quality and availability of goods. He may also complain about the goods purchased. Business men and firms write to each other for placing orders, complaining against the poor quality of goods and for asking for the payment.
- ❖ A business letter is formal and matter-of-fact. So it is brief, purposeful and impersonal. Some writers include official letters, letters to the editors of newspapers and job applications in business letters but we are dealing them separately.
- (iii) **Official Letters** : Official letters are addressed to government or semi-government offices and departments. They are also used for communications to members of public bodies, government servants. Individual seeking government protection of his rights and requesting the government to fulfil certain public duties also use these letters.

VARIOUS PARTS OF A LETTER

A letter consists of several parts :

1. **The Heading.** It consists of the writer's address and the date. The address is written at the right-hand corner of the page and the date is put just below it.

The date can be written in any of the following ways :

Oct. 15, 2024	15th Oct., 2024
the 15th October, 2024	15 October, 2024

2. **The Salutation.** It is the form of address or the greeting. It is written a little below the date and on the left side of the page and depends on the degree of intimacy between the writer and the addressee.

The first and the second words of the salutation are capitalized. If there are three words, the second one is not capitalized.

Dear Sir,

Dear Father,

My dear Anil,

3. **The Body of the Letter** : This is the main part of the letter and should be written in simple and direct language. It should be divided into paragraphs unless it is very short.

4. **The subscription** : This is the leave-taking phrase. It is written below the last line of the body of the letter near the right hand margin of the page. This also depends on the degree of relationship between the writer and the addressee.

Yours faithfully,

Yours sincerely,

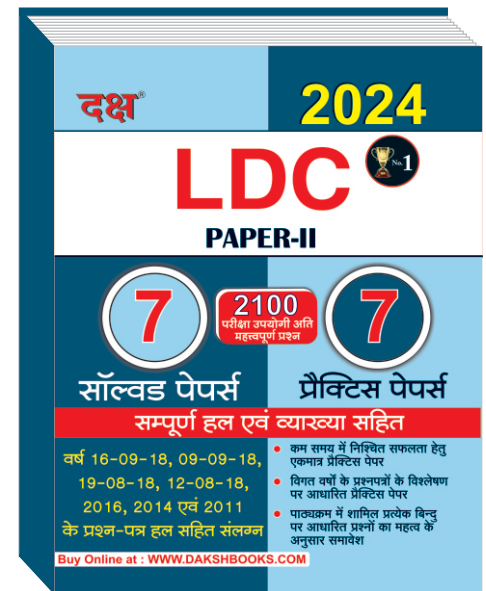
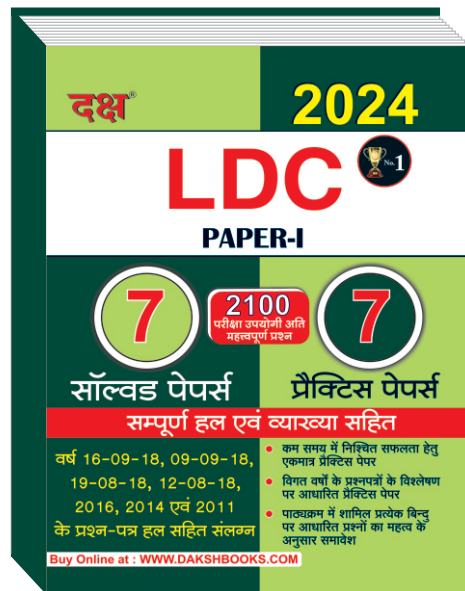
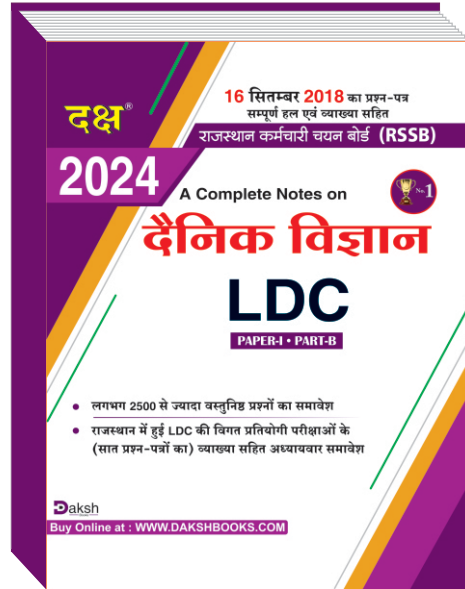
5. **The signature** : This is written below the subscription or the leave-taking phrase.

Yours affectionately,

Raj Kumar

Note : An apostrophe (') should never be put before 's' in 'yours'. It is wrong to write 'your's.'

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