

Alternatives of AND –

- As well as
- Besides

Ex – He is a lawyer. He is a social Worker.

➔ He is a lawyer and a Social Worker

➔ He is a lawyer as well as a Social Worker

➔ Besides being a lawyer, he is a Social Worker

Alternatives of BUT-

- Although (Beginning of the sentence)
- Though (Beginning of the sentence)
- Yet (Middle of the sentence)
- Nevertheless (Middle of the sentence)
- In spite of (Beginning of the sentence)
- Despite (Beginning of the sentence)
- However (Middle of the sentence)
- Still (Middle of the sentence)

Ex – She is Intelligent, She is not hardworking.

(“In spite of”/”Despite”+verb+ing)

Although she is intelligent, she is not hardworking.

She is hardworking yet not hardworking.

In spite of Being Intelligent, She is not hardworking.

Despite Being Intelligent, She is not hardworking.

Alternatives of SO –

- Since
- As (starting/middle)
- Therefore

Ex – You make a good deal of noise. I cannot work

➔ You make a good deal of noise therefore I cannot work.

➔ Since you make a good deal of noise, I cannot work.

➔ As you make a good deal of noise, I cannot work.

➔ I cannot work as you make good deal of noise.

Extra alternatives – “OTHERWISE”

– “In Case/Until”

Rules of Transformation of Sentences –

1. No sooner/Hardly/Scarcely –

“As soon as” replaced by using “no sooner”, “hardly”, “scarcely”

When question/sentence is in past tense –

Structure –

No sooner + did + subject + verb 1st form + _____ + than

No sooner + had + subject + verb 3rd form + _____ + than

When question/sentence is in present tense –

No sooner + do/does + subject + verb 1st form + _____ + than

Does –with singular subject

Do – subject is plural

Note –

Do/Does/Did (with 3 D’s) – verb 1st form

Has/Have/Had (with 3 H’s) – verb 3rd form

Hardly/Scarcely ->

Hardly/Scarcely + did + subject + verb 1st form + _ _ _ _ _ + When/Before

Hardly/Scarcely + had + subject + verb 3rd form + _ _ _ _ _ + When/Before

Ex –

As soon as the teacher entered the class, the students opened their books
(Begin – no sooner)

No sooner did the teacher enter the class than the students opened their books.

We had hardly reached the market when it started raining (Begin – as soon as)

As soon as we reached the market, it started raining.

I finish my homework, I help my mother (begin – no sooner)

No sooner do I Finish my homework than I help my mother.

*If an **auxiliary** verb is present in the sentence, use the same –

When he was presented with the trophy, he started crying.

No sooner was he presented with the trophy than he started crying.

2. Little (always followed by did) –

Ex –

Raman never thought he would win the contest(Begin - little)

Little did Raman think he would win the contest.

3. Not only _ _ _ _ _ but also –

When we are mentioning two things (either joined by ‘and’ or ‘as well as’) we can transform the sentence using ‘not only _ _ _ _ _ but also’

Ex –

She rinsed the popcorn bowls and took meat out of the freezer.

She not only rinsed the popcorn bowls but also took meat out of the freezer.

Note – ‘Not only’ is used before the first of the two things mentioned and ‘but also’ in the place of ‘and’/ ‘as well as’.

Structure –

Not only + is/am/are + subject _ _ _ _ _ but also _ _ _ _ _

Subject+ helping verb + not only + adjective + _ _ _ _ _ but also _ _ _ _ _

Subject+ helping verb + main verb + not only + _ _ _ _ _ but also _ _ _ _ _

Ex-

Meeta is rich and wise –

- Not only Meeta is rich but also wise
- Meeta is not only rich but also wise

(When there are 2 nouns in the subject position)

Radha and Seeta are intelligent –

Not only Radha but also Seeta is Intelligent.

(When there are 2 nouns in the object position)

He ate an apple and drank a glass of milk –

He not only ate an apple but also drank a glass of milk.

(When there are 2 actions)

He dreamed silenced and seemed to be pondering

He Not only dreamed silenced but also seemed to be pondering.

(When there are 2 adjectives)

She had become very noisy and mischievous.

She had become not only very noisy but also mischievous.

4. Remove 'If' and add 'unless' & vice versa –

If not => unless (if + negative = unless + positive)

If you water the plants, they will not die

Unless you water the plants, they will die

(Unless is a negative word and it does not take 'not' after it)

If => Unless + not

If you read, you will learn.

Unless you read, you will not learn.

Only if => never + unless

Monkeys fight only if they are a Hundred to one

Monkeys never fight unless they are a hundred to one

Question –

1. If you keep fingering it, you will make your hole chin into a big spot

Unless you keep fingering it, you will not make your chin hole into a big spot.

2. If you are told, do the same thing

Unless you are told, don't do the same thing

3. If the temperature is too high, plants and animals will die.

Unless the temperature is too high, plants and animals will not die.

4. Unless he fails, he will not die of shame.

If he fails, he will die of shame.

5. Eagles and other large fish – eating birds have been treated with respect.

Not only Eagles but also other large fish – eating birds have been treated with respect.

6. You can misuse your lungs as well as use them well.

You can not only misuse your lungs but also use them well.

*Note – Rather than _ _ _ _ _ => Prefer(verb + ing) _ _ _ _ _ to(verb + ing)

5. Provided (MAYBE followed by 'that') –

Ex –

If you return the book by evening, you can take it.

- Provided that you return the book by evening, you can take it.
- In case you return the book by morning, you can take it.

If you come across Rashmi in the canteen, handover the bunch of keys to her
(Begin – In Case)

In case you come across Rashmi in the canteen, handover the bunch of keys to her.

If you know how sincere he was, you would not scold him for such a small reason (Begin - had)

Had you known how sincere he was, you would never scold him for such a small reason.

If you return the book by morning, you can take it (Use – as long as)

As long as you return the book by morning, you can take it

6. Lest (always followed by 'should')-

Lest + should

Put your tools away, people may fall over them.

Put your tools away, lest people may fall over it.

Note – lest have a negative meaning, therefore it shouldn't be used with 'not'

Ex-

Work hard or else you will fail (Use - lest)

Work hard lest you should fail

7. Owing (always followed by 'to')-

He was ill and so, he couldn't come to school.

Owing to his illness, he could not come to school.

8. So _ _ _ _ _ that => too _ _ _ _ _ to (where 'to' is negative)-

We remove negative for replacing 'so-that' to 'too-to'

She was so young that she could not qualify for the junior championship.

She was too young to qualify for the junior championship.

Note – We replace negative to positive for replacing 'so-that' to 'too-to'

I am so fresh that I can study for another hour

I am too fresh **not to** study for another hour

I was too busy to attend football practice.

I was so busy that I could not attend football practice

(When question is in past tense, we use 'could not'.

When question is in present tense we use 'cannot')

Delhi is too vast to be explored in a day.

Delhi is so vast that it cannot be explored in a day

9. However (followed by some adjective or adverb)-

Although he is rich, never satisfied.

However rich he maybe, he is never satisfied.

10. Notwithstanding => not considering/not being/ not being influenced by/
In spite of the fact/ despite (use comma) –

He ventured into the jungle despite warnings from friends (begin – not withstanding)

Not withstanding warnings from friends, he ventured into the jungle.

11. Comprised (never use 'of')-

The cricket team consists of eleven players (use - comprises)

The cricket team comprises eleven players.

12. But – for => If it(subject) had not been for _ _ _ _ -

If Raj had not been there, my life would not have been saved (use – but for)

But for Raj's presence, my life would not have been saved.

13. Under the impression that –

(Believe that something is true when it is not true = think)

He thought the exam would be held later due to the pandemic. (begin – He was)

He was under the impression that the exam would be held later due to the pandemic.

14. Question tags =>

- Positive tags – is he?
- Negative tags – isn't he?

When statement is negative, the question tag is positive

When statement is positive, the question tag is negative.

Ex –

Sahil is not at home, is he?

Sahil is at home, isn't he?

I don't often make mistakes, do I?

I often make mistakes, don't I?

Amit is very intelligent, isn't he?

Amit is not very intelligent, is he?

She is eating, isn't she?

She isn't eating, is she?

Note – When a negative tag is formed, then the contracted form is used in the tag part

15. Unlikely – Doubtful, not expected, improbable-

Ex-

The local team is sure to lose the next game.

It is unlikely that the local team will win the next game.

16. Compare favourably = be as good as –

Ex-

Indian textiles are as good as foreign ones.

- Indian textiles compare favourably with foreign ones.
- Indian textiles are not better than the foreign textiles.
- Foreign textiles are not better than Indian textiles.

Neither of her sons help her with housework (begin - both)

Both her sons never help her with homework.

Both of (wrong)

Both (right)

Note →

- Neither – never
- Ever – never
- Anybody – Somebody
- Nothing – Anything
- Something - Anything

17. In all probability – It can replace ‘probably’ in a sentence –

Ex-

Raman has probably forgotten the date of his father’s birthday

In all probability, Raman has forgotten the date of his father’s birthday

OPENING AND CLOSING LINES FOR LETTER

- 1. Opening lines for a friend** – It is with great pleasure that I take this opportunity to write to you. I hope this letter finds you in good health and high spirits.
- 2. Closing lines for a friend** – Thankyou for your valued friendship and continued support. I bid you farewell now, until we meet again. Take care and stay safe.
- 3. Opening lines for Parents, Relatives, & Neighbours-** I hope this letter finds you in good health and high spirits. I am writing this to convey my heartfelt gratitude and provide you with some updates.
- 4. Closing lines for Parents, Relatives, & Neighbours-** Please accept my sincerest gratitude for your unwavering love and support. I wish you continued good health and prosperity. Out of utmost respect and affection, I bid you farewell now. Take care and stay safe.
- 5. Opening lines for Editor** – Through the esteemed column of your renowned newspaper I would like to draw your attention towards the hardships the people of this society are facing because of water-logging, etc.
- 6. Closing lines for Editor** – With hope and determination, I urge our community to come together and address this matter promptly. Together, we can make a difference.

To conclude, I hope that you will provide me with a little space to this matter in your prestigious newspaper.

- 7. Opening lines for Mayor, Chief, etc** – As a concerned citizen, I am compelled to address the pressing concern that demands your attention as our city leader
- 8. Closing lines for Mayor, Chief, etc** – Thankyou for your precious time and consideration. Your dedication towards this matter is deeply appreciated.
I firmly believe that your leadership will have positive consequences towards the betterment of this city.

***Notice closing** – We are anticipating a positive response from you and (welcome your gracious presence on this occasion) or (welcome the students of your school to our *event name*)

DIRECT & INDIRECT SPEECH

Direct Speech – Reporting the message of the speaker in the exact words as spoken by him.

We place the words spoken between inverted commas/quotation marks and there is no change in these words.

Indirect Speech – We report the message of the speaker in our own words.

RULES:-

Direct to Indirect Speech Conversion :

Ex – He said “This is my office”

Reporting Verb Reported Verb

1. Changes in Reporting verb :

Said	Said
Said to	Told
Say	Say
Say to	Tell
Says to	Tells
Says	Says

2. Changes in person (1st, 2nd, 3rd)

S	O	N
1	2	3

3. Changes in tense :-

Condition to change tense – reporting verb must be in past tense.

Ex-

1. He says to me, “I will go to Patna.”

Reporting verb is in present tense, therefore no change.

2. He said to me, “I am reading.”

Reporting verb is in past tense, therefore it will change.

He told me that he was reading.

REPORTED SPEECH	WILL CHANGE INTO
Simple Present	Simple Past
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Present Perfect Continuous	Past Perfect Continuous
Simple Past	Past Perfect
Past Continuous	Past Perfect Continuous
Past Perfect	No Change
Past Perfect Continuous	No Change

How to Change Modal Verb?

Will	Would
Shall	Should
Can	Could
May	Might
Must	Had to/ Would have to

4. Changes in Other Words :

This	That
These	Those
Here	There
Now	Then
Yesterday	The Previous Day/ The Last Day
Today	That Day
Tomorrow	The Next Day/ The Following Day
Next Year	The Following Year
Hence	Thence

ASSERTIVE SENTENCES

1. Use of “that” as a conjunction.
2. Will not use inverted comma.

INTERROGATIVE SENTENCES

1. Use of “If”/”Whether” as conjunction.
2. No use of Question mark (?).
3. Use of “Asked” as reporting verb.
4. Reported speech started with Question Words.

Ex-

1. He said to me, “What is your name?”

He asked me what my name was.

2. He said to me. “Did you do this work?”

He asked me if I had done that work.

3. He said to me, “Where are you going?”

He asked me where I was going.

4. The teacher said to me, “Have you finished your work?”

The teacher asked me if I had finished my work.

IMPERATIVE (*order, comment, request*) **SENTENCES:**

1. Use of “to” as conjunction

Ex : The master said to his servant, “Bring a glass of water.”

The master ordered his servant to bring a glass of water.

Words used – ordered, advised, suggested, forbid, requested, commanded.

2. “let” (proposal)

He proposed/told.....

- i. Use of “that” as conjunction
- ii. No use of let
- iii. Use of should
- iv. No change in tense

Ex- The teacher said to the students, “let us go to Sarnaath.”

The teacher proposed the students that they should go to Sarnaath.

Note:- Don’t use “asked” in interrogative and imperative sentences.

OPTATIVE SENTENCE – Good wishes/Blessed Wished

Bad wishes/ Cursed

RULES:

1. No change in tense
2. Use of that as conjunction
3. Use of “Might” (compulsory)

Ex: The teacher said to the students, “May you be successful.”

The teacher blessed the students that they might be successful.

The saint said, “Go to hell”

The saint cursed that he might go to hell.

EXCLAMATORY SENTENCES –

How to identify the tone?

Happiness - Joy

Hatred – Shame!/ Fie-Fie!/ Contempt!

Praise – Bravo!/Well-Done!/Admiration!

Sorrow – Ah!/Alas!/Pish!/Turt Turt!

Wonder – Lo!/what?/when?

- Use “that” is a conjunction.
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ACTIVE & PASSIVE VOICE

Voice – Transformation of verb in which we know whether verb is acc. To subject or object.

ACTIVE VOICE – The subject performs the action.

PASSIVE VOICE – The subject receives the action.

Rules for changing active voice to passive voice –

1. Subject of active voice becomes new object of passive voice.
2. Object of active voice becomes new subject of passive voice
3. Helping verb according to new subject
4. Main verb must be in 3rd form.
5. Use of “by” before new object

6. Changes in person –

Active Voice	Passive Voice
I	Me
Me	Us
She	Her
He	Him
They	Them
You	You

7. Object is necessary.

Use of passive voice –

1. Make the sentence soothing/ impressive
2. It is a second way of expressing things
3. It reflects the gentleness of the speaker

Structure –

SIMPLE PRESENT – New subject + is/am/are + Main verb (3rd form) + by + New object + complementary

Ex- He helps me.

I am helped by him.

PRESENT CONTINUOUS – New subject + is/am/are + being + Main verb (3rd form) + by + New object + complementary

Ex- He is doing this work.

This work is being done by him.

PRESENT PERFECT – New subject + has/have+ been + Main verb + by + New object + complementary

Ex- He has done this work.

This work has been done by him

SIMPLE PAST – New subject + was/were + Main verb (3rd form) + by + New object + complementary

Ex- He wrote a letter.

A letter was written by him.

PAST CONTINUOUS – New subject + was/were + being + Main verb + by + New object + complementary

Ex- He was doing this work.

This work was being done by him.

PAST PERFECT – New subject + had + been + Main verb + by + New object + complementary

Ex- He had helped me.

I had been helped by him.

SIMPLE FUTURE – New subject + will/shall + be + Main verb (3rd form) + by + New object + complementary

Ex- He will do this work.

This work will be done by him.

FUTURE PERFECT – New subject + will/shall + have + been + Main verb(3rd form) + by + New object + complementary

Ex- I shall have done this work.

This work will have been done by me.

Note –

Model verb – unable to, dare, ought to, need to, have to, can, will, shall, may, must.

1. Add 'be' ahead of every model verb.

2. Can't make changes in other words.

Imperative sentence –

Structure – Let + New Subject + be + Main verb (3rd form)

Ex-

Open the window.

Let the window be opened.

Don't open the window.

Let the window not be opened.

Please help me.

You are requested to help me.

Please don't open the window.

You are requested not to open the window.

DEGREE OF COMPARISON

1. Positive degree

2. Comparative degree

3. Superlative degree

Syllable –

Fast – faster – fastest

Handsome – more handsome – most handsome

(fast – single syllable; handsome – hand/some – double syllable)

Rules –

Comparative degree –

- Use of 'er' in adjective
- Use of 'than' after adjective
- Use of 'more' before adjective (for more than one syllable)
- No use of 'er' in adjective (for more than one syllable)

Superlative degree –

- Use of 'the' before adjective
- Use of 'est' in adjective
- Use of 'most' before adjective (for more than one syllable)
- No use of 'est' in adjective (for more than one syllable)

Interchange of positive degree to comparative degree

Affirmative (i.e., positive) sentence changes into negative and vice versa

Ex –

Ram is as dull as Shyam.

Ram is **not** duller than Shyam. / Shyam is **not** duller than Ram.

Interchange of comparative degree to positive degree

- Adjective of comparative degree will change into positive degree.
- Will put adjective between “as.....as”.
- Positive sentence $\leftrightarrow$ Negative sentence.
- Last subject will come first and first subject will go at last.

Ex-

He is better than you

You are not as good as he.

He is not better than you.

You are as good as he.

Interchange of comparative degree to superlative degree

- Will remove “all other” or “any other”
- Comparative degree’s adjective will be changed to superlative degree.
- Will replace “most other” by “one of the”.

Ex –

He is better than any other boy in the class.

He is the best boy in the class

This book is more useful than any other in the market.

This is the most useful book in the market

He is wicked than most other boys.

He is one of the most wicked boys

Iron is more useful than most other metals.

Iron is one of the most useful metals.

Interchange of positive degree to superlative degree (Important)

- Will remove “no other”, “very few” and “as as”
- Adjective will get changed into superlative degree.

Very few – one of the

Very few countries are as hot as Nigeria.

Nigeria is hotter than many other countries.

No other boy is as poor as Ram.

Ram is the poorest boy.

No other book shop is as good as Vidhyarti Kendra.

Vidhyarthi Kendra is the best book shop.

When “most other” is used in sentence –

- I. Remove “most other”
- II. Use “one of the”
- III. 1st subject will come first.

She is taller than most other girls.

She is one of the tallest girl in her class.