

Ideal English Grammar

for

B.A.

with

A Supplement on Paper A

Rana Muhammad Akram

Muhammad Tahir Islam Mian Ikram Ullah

Muhammad Ahmad Ch. Mian Muhammad Akmal

**Revised & Improved Edition
According to New Pattern**



**Beacon Books, Gaddafi Market
Urdu Bazar, Lahore. Ph: 042-7351662**

Beacon Books, Gulgasht, Multan Ph: 061-520791

Ideal English Grammar

Translation & Composition

for

B.A.

by

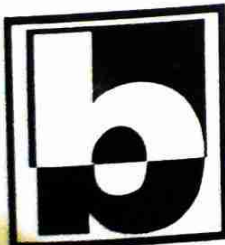
Rana Muhammad Akram
Asstt. Professor of English
Govt. College, Sahiwal.

Muhammad Tahir Islam
Lecturer in English
Govt. College, Sahiwal.

Mian Ikram Ullah
Lecturer in English
Govt. College, Sahiwal.

Muhammad Ahmad Ch.
Lecturer in English
Govt. College, Sahiwal.

Mian Muhammad Akmal
Lecturer in English
D.P.S. & C., Sahiwal.



Beacon Books, Gaddafi Market,
Urdu Bazar, Lahore. Mob: 0303-6666953

Beacon Books, Gulgasht, Multan. Ph: 520791

Price Rs. 115

CONTENTS

PART-I (APPLIED GRAMMAR)

1.	The Sentence, Phrase and Clause	25
2.	The Parts of Speech	33
3.	Correction of Common Errors	58
	a. Correction of Errors in the Use of Noun	58
	b. Correction of Errors in the Use of Pronoun	69
	c. Correction of Errors in the Use of Verb	78
	d. Correction of Errors in the Use of Adjective	86
	e. Correction of Errors in the Use of Article	96
	f. Correction of Errors in the Use of Adverb	107
	g. Correction of Errors in the Use of Conjunction	112
	h. Correction of Errors in the Use of Tenses	119
	i. Correction of Errors in the Use of Preposition	127
	j. Correction of Miscellaneous Errors	140
	k. Unsolved Exercises for Practice	160
	l. Unsolved Exercises from Previous Question Papers of B.Z. University, Multan. (1990-2001)	166
4.	Phrasal Verbs	185
5.	Idioms & Phrases	207
6.	Pairs of Words	247
7.	Comprehension and Precis Writing	305

	Translation from English to Urdu and Exercises for Comprehension & Precise Writing taken from the Textbooks	316
	a An Anthology of Living English Prose	317
	b A Selection of Modern English Prose	344
	Exercises for Filling the Blanks Taken From Both the Textbooks.	363

PART – II (TRANSLATION)

1.	Three forms of Verb	381
2.	Introduction to Translation	392
3.	The Tenses	401
4.	Important Usages for Translation	431
5.	Miscellaneous Exercises for Practice	471
6.	Paragraphs for Translation from Urdu to English	486
7.	Unsolved Paragraphs (B.Z. University, Multan.)	508
8.	Proverbs	519

PART – III (COMPOSITION) LETTER WRITING

	A. Letters to Editor on any Social Issues / Problems	529
1.	Letter to the Editor of a Newspaper showing your concern over increase of crimes and violence in our society.	530

2.	Letter to the Editor of a Newspaper about our education system.	531
3.	Letter to the Editor of a Newspaper about our examination system.	534
4.	Letter to the Editor of a Newspaper about the increase of road accidents.	535
5.	Letter to the Editor of a Newspaper commenting on the rising prices.	537
6.	Letter to the Editor of a Newspaper on the evils of street-begging.	538
7.	Letter to the Editor of a Newspaper about food adulteration.	540
8.	Letter to the Editor of a Newspaper giving your comments on load-shedding.	541
9.	Letter to the Editor of a Newspaper about bad condition of roads in your city.	543
10.	Letter to the Editor of a Newspaper commenting on the problem of drug trafficking.	545
11.	Letter to the Editor of a Newspaper pointing out the evils of smoking.	546
12.	Letter to the Editor of a Newspaper about the evils of bribery in Pakistan.	548

**B. Letters to Heads of Organizations /
Departments concerning some topical
Issues / Problems.**

1.	Letter to the Postmaster complaining against the irregular delivery of your letters.	549
2.	Letter to the Postmaster General for providing a post office in your village.	550
3.	Letter to the Secretary Education, expressing the need for opening a girls college in your town.	551
4.	Letter to the District Nazim about the need of parks and gardens in the different localities of the city.	552
5.	Letter to the Tehsil Nazim about irregular and insufficient water supply.	553
6.	Letter to the Health Officer complaining against the insanitary conditions of the street you live in.	555
7.	Letter to the Superintendent Police reporting theft.	556
8.	Letter to the Divisional Engineer PTCL for refund or adjustment of over-charged bill.	557
	C. Preparing a Curriculum Vitae (C.V.)	559

D. Applications in response to Advertisement in a newspaper.

1.	Application for the post of an Office Assistant.	560
2.	Application for the post of a Teacher in some private school.	562
3.	Application for the post of a Junior Clerk	564
4.	Application for the post of a Steno-typist	566
5.	Application for the post of a Private Secretary	568
6.	Application for the post of a Customs Inspector	570
7.	Application for the job of a Medical Rep	572
8.	Application for the post of an English Teacher in Dubai	574

ESSAY WRITING

1.	<u>My Idea Of A Happy Life</u>	579
2.	Pakistan – As I Dream Of It	581
3. ✓	Why I Love Pakistan	583
4.	<u>Necessity Of Having A Noble Aim.</u>	585
5. ✓	My Aim In Life	586
6.	Hobbies	588
7.	My Hobby	590
8.	My Favourite Book	591
9.	Our Education System	593

✓10.	Examinations	595
11.	Co-education	599
✓12.	Unemployment	601
13.	Information Technology	604
14.	The Kashmir Dispute	606
15.	Pakistan As An Atomic Power	608
16.	Failure Of Democracy In Pakistan	610
17.	Corruption – A Cancer For Society	613
18.	Pollution – A Global Threat	615
19.	Status Of Women In Islam	617
20.	Pleasures Of College Life	619
21.	Life In A College Hostel	621
22.	My College Library	623
23.	Importance Of Games	625
24.	Village Life	627
25.	City Life	629
	Explanation with Reference to the Context of Important Passages of Poetry (FIVE POETS)	
1.	William Wordsworth	634
2.	Samuel Taylor Coleridge	641
3.	Percy Bysshe Shelley	647
4.	John Keats	650
5.	Matthew Arnold	653