With a 32-Page Section on Correct English Usage

FOLYMER English Grammar & Composition

for INTERMEDIATE STUDENTS with A SUPPLEMENT ON PAPER A

A.R. ANJUM N.A. QURESHI I.A. BAJWA

POLYMER PUBLICATIONS URDU BAZAR, LAHORE

POLYMER

ENGLISH GRAMMAR AND COMPOSITION TEXTBOOK SUPPLEMEN

RMEDIATE STUDENTS

(CLASSES XI & XII)

19-1-6

Prof. Dr. A.R.Anjum

M.A.(Pb.), B.A.Hons. (leeds), E
Ph.D. (C.U.Cal.), L.F.I.B.A. (Cambridge)

9-6-0 Prof. Iftikhar Ahmad Bajwa, M.A. formerly Head of the Department of English Government College of Science, Wahdat Road, Lahore.

Prof. Nisar Ahmad Qureshi, M.A. formerly Deputy Secretary (Planning)

Department of Education, Government of the Punjab.

POLYMER PUBLICATIONS

Rahat Market, Urdu Bazar, Lahore (C): 7358666)

Preface To The First Edition

At a time when books on English Grammar and Composition have already flooded the market, the appearance of a new book can be be an unprofitable venture for both the writers and certainly prove to be an unprofitable venture for both the writers and the publishers. However, books are not always written from the publishers. However, books are not always written from the publishers of view only. The desire to disseminate one's commercial point of view only. The desire to disseminate one's knowledge, gained through experience in the field, often prompts one knowledge, gained through experience in the field, often prompts one to say what one has to say in spite of the pitying and patronizing attitude of the amused but silent onlookers.

In writing the book, we have been guided mainly by our practical experience of teaching the college students. The difficulties practical experience of teaching the college students. The difficulties practical experience of teaching the college students. The difficulties practical experience of teaching the constantly have been to student and the student safely through the efforts have been made to guide the student safely through the intricate mazes of English grammar. Special attention has been devoted to chapters dealing with common errors, direct and indirect speech, phrases and idioms and translation, since it is in these fields that the average student is most liable to commit blunders.

The section on essay writing is so designed as to provide reading material and information to the students, which they can use in their own original composition work.

A special feature of this book is the inclusion of Urdu equivalents for all those English words which we considered to be out of the range of the vocabulary of an average student. Exercises at the end of the chapters have been arranged in an ascending order to suit the ability of every category of the students

We are sure that a proper use of this book would help the students not only in learning the techniques of correct expression but also in increasing their vocabulary.

Literacy Day, October 1,1972

A.R.Anjum I.A.Bajwa N.A.Qureshi

A NOTE ON

The Use Of Passive Voice Of Future Continuous Tense at Page No.

The Passive Voice of Future Continuous Tense is rarely used in English writings but it is wrong to assume that this tense does not exist at all. For the legitimacy of its use, the following standard reference works may be consulted by the teachers:

10th. (Teacher's) Edition, Page 298. Using Good English

John E.Brewton, R.Stanley Peterson, by:

B.Jo Kinnick and Lois Memullan.

Laid Law Brothers, River Forest Published by

Illinois.

A Guide to Good English, Page 53-54 Usage and Abusage

Eric Partridge by:

Penguin Books in association with Published by:

Hamish Hamilton.

Eric Partridge quotes Professor Jesperson, Dr.Onions and Professor Stephen Leacock who uphold the use of be being in conjunction with the past participle, as progressive or expanded infinitive.

He will not be being wounded everyday. Examples

He will be being seen every day of the week.

I shall always be being pushed away. (Galsworthy)

I will be being praised. (Stephen Leacock)

Syllabus for English (Compulsory) Prescribed by Punjab Boards (Class XI)

Book I (Short Stories) 20 Summary of one out of two short stories. OR One out of two textual questions: Character Sketch or a question on portion of the text. Book III (Plays and Poetry) 15 Plays Critical Summary of any one play ORA question on any character 15 (a) Critical Summary of one out of two poems (9 marks) One out of two stanzas for explanation with reference to the context (6 marks) **(b)** Composition 10 (a) Letter writing: An application to the Principal or a personal letter to friends or relatives. (3+7)10 (b) Story writing: One out of two Stories illustrating the given moral lesson 15 **Applied Grammar** (a) Correct use of Tenses: (Any five out of Ten sentences) (b) Punctuations: (A short continuous passage) (c) Differentiation in Meaning of Words: (Any five out of ten pairs of words) 15 Re-translation (from English into Urdu) A continuous prose Passage (may be from the textbooks prescribed or an unseen passage), one out of two passages. 100

Syllabus for English (Compulsory) Prescribed by Punjab Boards (Class XII)

Book II (Modern Prose & Heroes)

Modern Prose 15 One out of two textual questions ORHeroes 15 ((n out of two textual questions) Novel 20 One out of two textual questions. (On important events or characters) 15 Composition Descriptive or narrative essays consisting of 300-400 words. Applied Grammar 20 Two questions of 10 marks each on any two of the following: (a) Correction of common errors (five out of the given ten incorrect sentences). (b) Direct and Indirect narration (five out of the given ten sentences). (c) Use of Prepositions: (filling in of any five blanks with appropriate prepositions out of the given ten sentences). (d) idioms and phrases (five out of the given ten) Translation (from Urdu into English) 15 (One passage out of two continuous prose passages). 100

DOT COMPOSERS Ph 7123287 P-GRAM Page No.(8) Dated October 4, 1996 Federal Board Syllabus HSSC English Part-I (Class XI)

Application/Letter = 50)

Text =50, Grammar, Application	
Marks 100: (Text = 50, Grammar, Approach Time Allowed: 3 Hours	
	10
Q.1. Letter of application	10
Q.1. Letter of Art	5
(b) Narration	10
(c) Voice (d) Do as directed (out of articles, prepositions and	
(d) Do as directed (out of articles, Paris	5
sequence of tenses	10
into IIrdu.	10
Q.3. Translation English into Order (One out of two: one Unseen passage and One from Book-I)	
OR	
A Dialogue or a Paragraph.	
Q.4. Intermediate English Book-I (Short Stories/Character	rs)
One out of two questions.	
Each question carries 3 sub-parts i.e., a,b,c (sub-part	(a)
carries 10 marks; (b) and (c) carry 5 marks each = $10 + 5 + $	5
carries 10 marks, (b) and (c)	20
Q.5. Poetry first 8 poems	15
(a) Summary 10 marks (one out of two summaries)	
(b) Explanation 5 marks (one out of two poems)	
Q.6. Plays	
(a) Part - A 10 Marks	-0.00

(b) Part-B 5 Marks (one out of two questions)

Federal Board Syllabus HSSC English Part-II (Class XII)

Marks 100:	Test =	50. Grams	mar Amplica	ation:Letter = 50)
------------	--------	-----------	-------------	--------------------

	Time Allowed: 3 Hours	
Q.	I. Essay one out of 5 topics with indicators (like "O"	level
	composition question) (250 to 300 words)	15
Q_{\perp}	2. (a) Comprehension from Book · II	10
	5 questions to be asked at the end	
	of the paragraph (one out of two)	
	(b) Idioms Phrases	10
	(c) Corrections or errors or punctuation	5
Q.3	Translation from Urdu into English.	10
	OR	
	Dialogue or Paragraph.	
Q.4.	Book-II. One out of two questions	20
	A - 10 Marks	
	B - 10 Marks	-
	Note: The questions part (a) and (b) should be as	sked
	out of the same essay.	
Q.5.	Poetry 9 - 17	* ; :
	Summary (one out of two) - 10 marks.	10
	Explanation with reference to context - 5 marks.	5
	(One out of two stanzas)	
Q .6.	Novel (one out of two)	15

J DOT-COMPOSERS Ph 7123297 P-GRAM Page No. (10) Dated October 4, 1996

Table Of Contents Punjab Boards Syllabus (Part I — Class XI)

	-
2182	PAGE
	[8
	[4
ive Voice	
II	[7
I for Class XII	[8
-1 101 Olass 201	[9
	21.2
	24-4
	2
	2'
	2(34
	34
	34
	36
	39
	41
	44-73
D	74-109
1.0	110-129
NTO URDU	130-152
#1	153-164
	153
	153
	154 155
	155
2	156
	156

DOT COMPOSERS Ph 7123297 PERAM Page No. (12) Dated October 4,	1996
To a friend, regarding your first serial journey	174
To a friend, regarding your true	175
To a friend, regarding your To a friend, about your favourite game To a friend, about the profession you wish	
a desired appeter	175
to adopt To a friend, stating your first impression of college To a friend, stating your first impression of college	176
To a friend, stating your lifet imp	176
The am ailing life.	177
m - found requesting for a favour received	177
The a friend, that we are him what	176
To a friend of your needed for his profession	178
qualifications are restored to Editors of Newspapers	2
Section IV: Letters To a leading newspaper, about the problems of	
To a leading newspaper, about	178
beggary in your town	179
To the editor of a newspaper, making a plea To the editor of a newspaper, making a plea	400
	180
To the editor of a newspaper, making an appeal to	101
To the editor of a newsper time of flood the readers to help the victims of flood	181
To the editor of a newspaper, soliciting the	
readers support for a good cause	181
Section V: Applications	
To the Principal of your college, requesting him	182
for one month's leave.	
To a Department, enquiring whether there is a post	182
for a person of your qualifications.	102
To the Chairman of your Town Committee, regarding	183
the unhygienic condition of the place you live in	100
Section VI: Business Letters	× 1
From a business firm to a goods manufacturing	
company, complaining about some defect in a	
duplicating machine the firm has purchased recently	184
Reply to the above	184
To the General Manager Pakistan Railways about	
goods received in a damaged condition	185
To the Postmaster, about the non-receipt of a parcel	186

	To the Station House Officer, regarding the loss of something.	186
	From a manufacturing firm forwarding its catalogue of goods	187
	Letter of Enquiry about the prices of goods	187
	In reply to the letter of enquiry	188
	To you landlord, asking him to effect necessary repairs to the house you live in	189
	Section VII: Invitations	
¥	A formal invitation to dinner	189
	A reply accepting the invitation	190
	A reply declining the invitation	190
	Exercise in Letter Writing	190
9.	ACTIVE VOICE & PASSIVE VOICE	192-201
10.	DIALOGUE WRITING	202-213
11.	VOCABULARY	214-224
	Section I:	
	Expressions Denoting Collections of Individuals	214
	Idiomatic Comparisions	214
	Idiomatic Pairs of Words	216
	Section II:	v
	Flowers	216
	Fruits	217
	Vegetables	217
	Spices	217
	Trees and Plants	218
	Section III:	
	(a) Parts of Human Body	218
	(b) Diseases	219
3	Section IV:	
	(a) Names of Animals and Birds	220
	(b) Offspring of Animals	220
	(c) Cries of Animals and Birds	221
	(d) Insects and Reptiles	221

	1000
10 UST COMPORERS Ph 7158287 P-GRAM Page No (14) Dated October 4,	1396
COMPORER Ph 71232010	
	222
Section V:	222
(a) Kitchen Utensils (b) Household Articles (b) Household Articles	223
	4
	225-236
12. ONE WORD SUBSTITUTE APPREVIATIONS	237-249
COMMONLY USED STATE	
13. SOME COMMON AND PROVERBS	250-268
14. QUOTATIONS AIND	250
Section I: Quotable Quotations	200
Section II: Proverbial Sayings and Maxims	256
Section II: Proverblad Say	200 204
Textbook Supplement for Class XI	269-334
	271-293
Intermediate English Book I	200
(summaries/Questions - Answers)	g 100 g 10 g
Intermediate English Book III	294-334
그는 그 그 이 이 이 아니는 그 아이들이 가는 것이 되었다. 그 아이들은 그래에 가는 것이 없다는 것이 없다면 없었다.	
(i) Summaries of Poems	294-305
(ii) Explination of important stanzas	J 45 🔞
	ing the late of
with refernce to the context	306-321
(iii) One Act Play	Selection of the select
	- B.
(Summaries/Qeustion - Answers)	322-334
	001



17

15.

16.

Table Of Contents Punjab Boards Syllabus (Part II — Class XII)

_	TAPEP	PAGE
	CHAPTER	
	TRANSLATION FROM URDU INTO ENGLISH	337-446
15.		338
	Section I: Tense Chart	345
	Section II: Time and Tense	(347)
	Section III: Use of Prepositions	366
	Section IV: Sentence Patterns	(A)
	Section V: Tenses	371
	Section VI: Words Frequently Used	391
	Section VII: Revision Exercises in Tenses	401
	Section VIII: Passages for Translation	406
		447-500
16.		447
	Agreement between Subject and Verb	454
	Use of Pronouns Use of Adjective and Adverbs	456
	Apostrophe and S [S]	459 460
	Comparison	461
	Misrelated Phrases and Clauses	462
	Parallel Elements in the Sentence	463
	Negation	464
	Omission	464
	Some Common Errors	467
1	Glossary	501-544
7.	USE OF PREPOSITIONS	
	Section I: Important Prepositions	501
	Section II: Verbs followed by Prepositions	503
1	Section III: Adjectives and Nouns followed by preposit	tions 52!
8.	IDIOMATIC PHRASES	545 -59
	A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1	