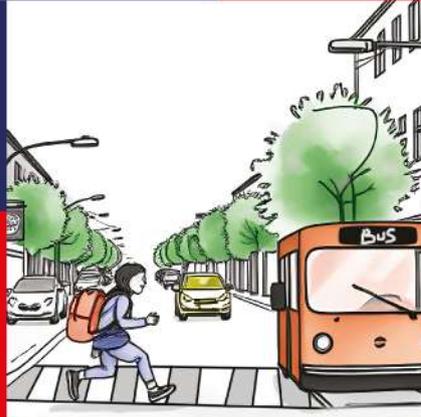
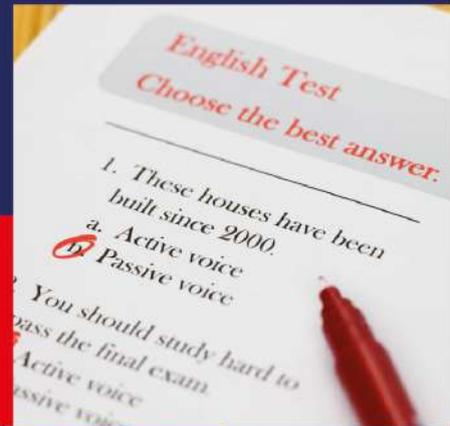




CATALOGUE

Easygoing ENGLISH GRAMMAR

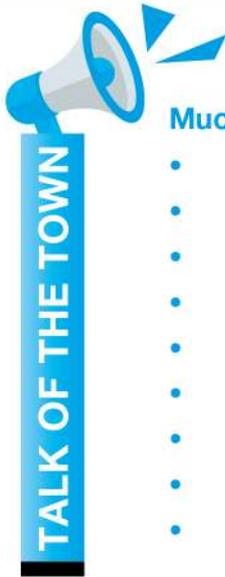
Fast-Track Preparation for
Lower Secondary Grades





About the Author

He is an seasoned subject specialist and examiner with extensive experience in curriculum and education resource development. Ever-ready to provide step by step guidelines and tutorials to you at your earliest.



Learning English Grammar is a Breeze!

Much-Loved Features

- Simple and easy to understand topic explanation
- Inspirational 'DO YOU KNOW?' windows
- Relatable examples
- Engaging exercises
- Easy-to-do & fun-filled activities
- Helpful RUBRIC for Teachers in each chapter
- Vibrant titles of chapters
- Complete coverage of English Grammar in the simplest style
- Cherishing illustrations

Chapter 1

The Sentence Nature

The Sentence Nature

A sentence is a group of words that makes a complete sense. It has a subject, a verb and an object. Sentences perform two main functions in language which are explaining action, and describing subject or object.

Consider these examples below.



a. Zaiba takes exercise early in the morning.



b. Saifyan is a lawyer.



c. Mair calls Javeria a fool.

01

Clearest and easiest language to address the topic to students

Chapter 2

Parts of Speech

Parts of Speech

Every sentence is comprised of words which are known as the parts of speech.

These words or sentence participants are called:

- Noun: naming word
- Pronoun: replacement for noun
- Adjectives: quantity or number of noun or pronoun; quality or opinion of noun or pronoun; size, shape, age, colour, origin, material of noun
- Verb: action word or describing word
- Adverb: intensifier of action, quality or quantity
- Preposition: relating word to noun or pronoun
- Conjunction: connective
- Interjection: exclamatory word

Let's study these sentence participants in detail. When we compose a grammatical sentence, we must know how to use these participants for a sentence and when to use these participants for a sentence.

For Teachers Explain the functions of all eight parts of speech. Avoid long definitions.

Simplest introduction to 'Parts of Speech' without having to learn long definitions

Helpful rubric to support classroom teaching

04

Tenses

Tenses

Every verb in a sentence has a tense that conveys the full sense of it. The sixteen tenses in English language altogether. Consider these tenses of the "do".

- Present Indefinite**
All pupils do class work well.
(Subject + 1st form of verb)
1. It is used for repeated actions.
2. It is used for timetabled actions.
3. It is used for general or universal truth.
4. It is used for exclamatory situations.
5. It is used for future actions in time sentences (when, if, etc.)
- Present Progressive**
All pupils are doing class work well.
(Subject + be + ing form of verb)
1. It is used for ongoing actions at the time of speaking.

DO YOU KNOW?
Present Indefinite is used for permanent actions and present progressive tense is used for temporary actions in present.

For Teachers Explain the formation of tenses with a number of examples of your own. Chapter helps verbs or not.

Interesting 'Do You Know?' windows

- It is used for ongoing actions in the background.
- It is used for consistent present actions.
- It is used for future intentions or decisions.
- Present Perfect**
All pupils have done class work well.
(Subject + have + 3rd form of verb)
1. It is used for completed actions with results.
2. It is used for completed actions with time.
- Present Perfect Progressive**
All pupils have been doing class work well.
(Subject + have + been + ing form of verb)
1. It is used for long duration actions that started at some point in the past and that have only just finished or are still ongoing.
- Past Indefinite**
All pupils did class work well.
(Subject + 2nd form of verb)
1. It is used for past repeated actions.
2. It is used for past single actions.
- Past progressive**
All pupils were doing class work well.
(Subject + 2nd form of be + ing form of verb)
1. It is used for actions ongoing at some time in the past.
- Past Perfect**
All pupils had done class work well.
(Subject + had + 3rd form of verb)
1. It is used for actions that happened earlier than other past actions in sequence.
- Past Perfect Progressive**
All pupils had been doing class work well.
(Subject + had + been + ing form of verb)
1. It is used for long duration actions in the past.

DO YOU KNOW?
"Be" verb has "is, am, are" present forms.
"Be" verb has "was, were" past forms.
"Do" verb has "being" continuous form.
"Do" verb has "been" perfect form.

9. Future Indefinite

All pupils will do class work well.
(subject + will + 1st form of verb)
It is used for predictions.
It is used for instant decisions.
It is used for actions yet to happen in the future.

Future Progressive

Pupils will be doing class work well.
(subject + will + be + ing form of verb)
It is used for actions that will be ongoing at some time in the future.

Future Perfect

Pupils will have done class work well.
(subject + will + have + 3rd form of verb)
It is used for completed actions at some time in the future.

Future Perfect Progressive

Pupils will have been doing class work well.
(subject + will + have + been + ing form of verb)
It is used for long duration actions continuing up to some time in the future.

Present Conditional

Pupils would do class work well.
(subject + would + 1st form of verb)
It is used for unreal situations in the present or future.
It is used for past consistent actions.

DO YOU KNOW?
"Be", "Have" and "Do" are the only three auxiliary verbs in English.

Progressive Conditional

Pupils would be doing class work well.
(subject + would + be + ing form of verb)
It is used for unreal situations in the present or future.

For Teachers Explain the concept of 4 conditional tenses together with present, past and future tenses.

Quick-to-understand uses and formats of all 'Tenses'

Deep focus on 'Correct Usage'

Usage

Usage

The way we use words for construction. It is, therefore, correct English sentence.

Study the following "words"

- afraid of somebody/someone
- agree to/wish something
- arrange for something
- believe in something
- book appointment
- book seat/table/hut/reservation
- build somebody's hopes
- build character/vocabulary
- call in somebody
- careful with someone's/property
- catch up with somebody

For Teachers Explain usage of words.

- catch somebody up
- clap in one ear
- do test/interview/exam/research
- eager for something
- have desire for something
- eat something for breakfast/lunch/supper/dinner
- embark upon train/plane/ship (opposite: disembark from)
- enter somewhere (place)
- enter into discussion/negotiation/contract
- enter for quiz/competition/contest
- enter somebody for quiz/competition/contest
- enter word into file
- get revenge on someone for something
- give test/exam to students (teachers give test/exam to students to do)
- give sound
- grow hair/nails/hoars/moustache
- have tea, ice cream, coffee, soup
- have party
- have difficulty/problem
- have fun/celebration/get-together
- have fever/flu/cough/headache/toothache/stomachache/nore throat
- honor check/someone's request/pledge
- keep on something
- keep animals/bees/birds/fish
- keep promise/appointment
- lay eggs
- make arrangement/preparation for something
- make effort for something or to do something
- make decision/promise/plan/request
- conduct interview
- do your classwork/home work
- do your duty
- keep diary/journal
- keep cattle/livestock
- lay table

Examination related information

ADVERB

Positive Degree	Comparative Degree	Superlative Degree
fast	faster	fastest
early	earlier	earliest
late	later	latest
hard	harder	hardest
near	nearer	nearest
soon	sooner	soonest
well	better	best
badly	worse	worst

- Murrah! We have won the contest. 'Murrah!' is interjection.
- Alas! Steve contracted measles. 'Alas' is interjection.
- Yippee! The slide is so funny. 'Yippee' is interjection.

ADJECTIVES

Positive Degree	Comparative Degree	Superlative Degree
tall	taller	tallest
small	smaller	smallest
big	bigger	biggest
fast	faster	fastest
slow	slower	slowest
old	older	oldest
young	younger	youngest
short	shorter	shortest
rich	richer	richest
poor	poorer	poorest
brave	braver	bravest
clean	cleaner	cleanest
clever	cleverer	cleverest
happy	happier	happiest
easy	easier	easiest
heavy	heavier	heaviest
strong	stronger	strongest
narrow	narrower	narrowest
expensive	more expensive	most expensive
beautiful	more beautiful	most beautiful
difficult	more difficult	most difficult
important	more important	most important

Easy-to-learn 'Collocations'

Helpful and precise 'Sentence Formations' leading to further exploration of Grammar

Appealing and cherishing illustrations for everyone's liking

Chapter 6

Sentence Formation

Sentence Formation

There are three types of sentence formations: compositions and communication. They are different structures. Consider the given examples.

- The old man was hit when he was running.
- Let's go for a walk. Shall we?
- Muzammil promised her that he would drive her to school.

Combination

Here, we are going to study various sentence formations. The door flung open and Dawood stormed through all the cupboards.

- Lubna did not look at me until I had got to the door.
- The patient had died before the doctor arrived.
- The car pulled up at the store, so that Ali could get the books.

31

Chapter 6



- You would have passed your exam if you had hustled.
- The thunder rolled in the distance as soon as the travelers took shelter under the portico.
- We were whisked off in a car before we knew where we were.
- Either children can gain an entry or families can.
- Shariq is poor yet he is proud.

DO YOU KNOW?
When we combine a compound and a complex sentence, it is called a "Compound-Complex" combination.

Compound sentences are made up of coordinating conjunctions and complex sentences are made up of subordinating conjunctions.

Also consider "Compound-Complex" combination examples.

- He won the match and received a medal because he had led his team.
- Fahim is smart and he can decide so that we can get the better of them.
- The doctor came in and said that he would only check up emergency cases.

For Teachers
Match the combination with appropriate or compound sentence, complex sentence and compound sentence of complex.

33

- The power came back on after the gas was cut off.
- The caravan lunged forward to get to the top of the hill.
- The police raided the slums which were overpopulated.
- The teacher marked Saba down for poor handwriting.
- The trees were blown over and the rooftops were ravaged.
- Amra slipped on the wet floor, but she wasn't hurt.
- As long as Miss Scaria was alive, no children were made to work.
- Stay here till I get back.
- We rested when the sun set.
- Foraz looked into the deep pit, for he heard a crash.
- You will pass your exam if you hustle.
- You would pass your exam if you hustled.
- I would pass my exam if I were you.

33

Active and Passive Voice

Use the following rules to change a sentence from active to passive voice. Have a look at the below illustrations.



The tram was fined for running the stop lights.

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The tram was fined for running the stop lights.

DO YOU KNOW?
The subject of passive voice is called 'agent'.

- Identify the subject and object of active in passive.
- We check the tense of active and change into passive in the same tense.
- We use helping verb 'be' in 'is, am, are, was, were, being, been' forms.
- We put the verb in the 'past participle' form.
- We put the subject of active at the end and it is preceded by 'by'.

37

Remember to place "is, am, are" and "being" both forms of 'be' in progressive tense in passive.

Zara has visited Paris. Active
Paris has been visited by Zara. Passive

Remember to place "been" form of 'be' in perfect tense in passive.

Close the door. Active
Let the door be closed. Passive
What have you dropped? Active
What has been dropped by you? Passive

Exercise

Change from Active to Passive voice:

- Shahoor writes stories.
- Our maid cleans up the attic.
- We keep a diary.
- Who has taught you Maths?
- Fareed has won the contest.
- Aliya eats dry fruits.
- Do you know English?
- What are you doing?
- How have they invited you?
- Animals love comfort.

38

Chapter 9

Conditional Structures

Conditional Structures

Conditional structures are often used when talking or writing about interdependent actions in present, possibility in present or future, present or future, unreal situations and past unrealized actions.

Let's study them in sequence.

- If + present indefinite tense + present tense / can / may / might / should
If Arif gets his salary today, he treats us to lunch. (Interdependent actions)
- If + present indefinite tense + future indefinite tense / could / may / might / should
If Arif gets his salary today, he will treat us to lunch. (Possibility)
- If + past indefinite tense + present conditional tense / could / should
If Arif got his salary today, he would treat us to lunch. (Probability)
If I were Arif, I would treat you to lunch. (Unreal situation)

33

Engaging and fun-to-do exercises

Compelling and captivating explanations and exercises

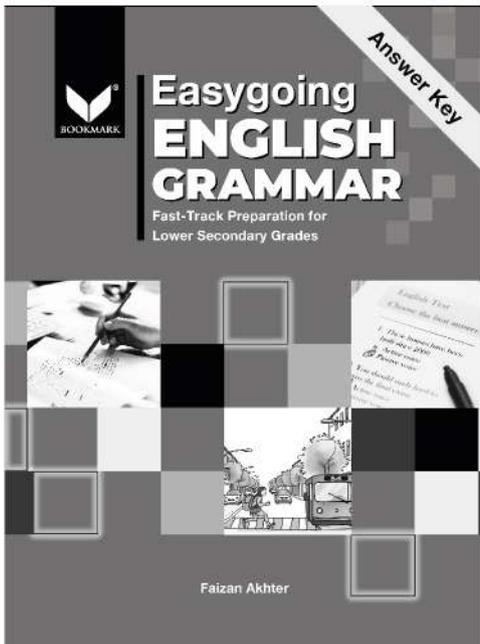
Chapter 10

- Use to-infinitive form for all imperative reported narrations.
- Use "if" or "whether" for reported questions which begin with auxiliaries in direct questions. Use the same 'wh-question words' for reported questions beginning with 'wh-question words'.

Change pronouns for the reported narration according to the sense implied in direct narration.

DIRECT	⇒	INDIRECT
here	becomes	there
now	becomes	then
this	becomes	that
tonight	becomes	that night
today	becomes	that day
tomorrow	becomes	the next day/ the following day
yesterday	becomes	the day before/ the previous day
last night	becomes	the night before/ the previous night
next day	becomes	the following day
last week	becomes	the week before/ the previous week
next week	becomes	the following week
ago	becomes	before
thus	becomes	so
after tomorrow	becomes	in two days' time
day before yesterday	becomes	two days before

Clear and quick concept development



Much-Loved Features

- Easiest and simplest teacher's resource to facilitate the teaching practice
- Full concept and guidance of 'Structures' in Grammar
- Comprehensive, direct and fun-to-understand method

'Structures' in Grammar are explained clearly

Essential concepts at a glance

Chapter 8 Structures

Page # 51-52: Answers

Exercise 1:
Subject + verb + indirect object + a...

- All gave his friend a book.
- The teacher told the students a story.
- Sara sent her mother a message.
- The manager offered the workers a break.
- He showed me the new design.

Exercise 2:

- Saim goes swimming**
Past Indefinite: Saim went swimming.
Past Progressive: Saim was going swimming.
Past Perfect: Saim had gone swimming.
Past Perfect Progressive: Saim had been going swimming.
- Aini and her friends fear mice.**
and her friends feared mice.
and her friends were fearing mice.
and her friends had feared mice.
sive Aini and her friends had been fearing mice.

5. Shall (Shall we?)
Suggestion: Shall we go for a walk?
Offer: Shall I open the window?

6. Should
Suggestion: You should study hard for the exam.
Obligation: You should wear a seat belt.
Prohibition: You should not drink and drive.

7. Could
Past Ability: When I was younger, I could run very fast.
Polite Request: Could you pass me the sugar?
Request: My dad could have held me off the delayed flight.

8. Might
Possibility: It might be at the library now.
Polite Suggestion: You might want to check your answers again.

9. Used to
Past Habit: I used to play football every evening.

10. Question Tags Examples
Positive statement, negative tag: You are swim, aren't you?
Negative statement, positive tag: She isn't coming, is she?
Will: You will help me, won't you?

Parts of Speech of Words

Participants	=	Words
Common Noun	=	boy, man, city, etc.
Proper Noun	=	Ahmed, Mr. Raza, Karachi, etc.
Material Noun	=	wood, cotton, glass, etc.
Abstract Noun	=	idea, life, success, failure, etc.
Collective Noun	=	class, family, army, shoal, etc.
Count Noun	=	chair, book, man, bird, etc.
Non-count Noun	=	flour, rice, sugar, time, oil, water, etc.
Personal Pronoun	=	I, we, you, they, he, she, it, me, us, them, him, her
Possessive Pronoun	=	mine, ours, yours, theirs, his, hers
Indefinite Pronoun	=	all, both, any, lot, some, few, many, anyone, anything, someone, anybody, everybody, somebody, no one, nobody
Demonstrative Pronoun	=	this, that, these, those
Distributive Pronoun	=	either (of), neither (of), each (of), etc.
Relative Pronoun	=	that, who, whom, what, which

Grammar Guidelines

Teachers are requested to teach grammar on this below format in classroom:

The Sentence Nature = Subject doing an action, subject going through an action, description of subject, description of object.

Parts of Speech = There are 8 parts of speech in English.

Tenses = There are 16 Tenses including four conditional tenses in English.

Usage = English usage is correct grammar.

Varieties of Sentences = There are 6 varieties of sentences in English; statement, narration, Interrogation, imperative, exclamatory and optative.

Sentence Formations = There are three sentence formations; they are combinations, emphasis and structures.

Active and Passive Voice = Active and Passive voice are under emphasis on a subject in sentence and on an action in sentence respectively.

Structures = Verb patterns and adjective patterns are grammar structures. Direct and Indirect narration is given under verb patterns.

Punctuation = Punctuation marks and capitalisation are the part of written English.

Self-to-do comprehensive exercises of 'Tenses'

Self-to-do practice of 'Modal Verbs'

Master English Grammar the Easy Way!

Easygoing English Grammar, a fast-track preparation book for lower secondary grades, is designed to help students excel in English grammar and achieve top marks in board examinations. The book closely follows the English grammar outline of the national curriculum and presents even complex topics with clear explanations, real-life examples, and engaging exercises.

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