

Sector 23  
Vashi

6 July 2010

Dear Sir / Madam,

I am writing to complain about a meal we had in your restaurant yesterday.

We had booked a table for six but when we arrived there were no free tables and we had to wait for more than 45 minutes to sit down.

From a menu of 12 dishes, only four were available and their quality was poor. The fish, in particular, tasted awful and the waiter was rude when we told him about this.

We have eaten in your restaurant several times in the past but this is the first time we have received such bad treatment. I am not asking for a refund but I would like you to improve the quality of your dishes and service.

Yours faithfully

(Handwritten signature)

Ravi Menon

# Mr Sushil Kumar

LECT. IN  
ENGLISH  
B.K.N GOVT.  
POLYTECHNIC  
NARNAUL



# LETTER WRITING



# THE FORM OR STRUCTURE

- Each type of letter has its own particular form, but there are certain common features to all types.

These are :

1. The Heading
2. The Date
3. Greeting or Salutation
4. The Body of the Letter or Content
5. Leave – taking or Subscription
6. The Address on the Envelope or Superscription



# Steps to letter writing

## Addresses:

### 1) **Your Address**

The return address should be written in the top right-hand corner of the letter.

2) **The Address of the person you are writing to** The inside address should be written on the left, starting below your address.



# Continue...

## Date:

Different people put the date on different sides of the page. You can write this on the right or the left on the line after the address you are writing to. Write the month as a word.

## Salutation or greeting:

1) Dear Sir or Madam,

If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name.

2) Dear Mr.DAS

If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs or Miss, you can use Ms, which is for married and single women.



- **Continue...**

**Ending a letter:**

**1) Yours Faithfully**

If you do not know the name of the person, end the letter this way.

**2) Yours Sincerely**

If you know the name of the person, end the letter this way.

**3) Your signature**

Sign your name, then print it underneath the signature. If you think the person you are writing to might not know whether you are male or female, put your title in brackets after your name.

3-B Model Town  
New Delhi-110088  
India  
August 25, 20XX

**Senders; Address**

**Date**

Dear Mom

**Salutation**

You will be pleased to know that I am coming home for the weekend. I am very excited to meet you all after so long.

I feel elated to share that the project I had been working on has been selected by America's Library Council. It was a very challenging task for me but I am glad that my 4 hardwork has paid off.

**Body of the letter**

Leaving aside my chores, I have also started taking care of my diet as you suggested

How is everyone at home? I hope Ritu's dance classes are running well

Update me about everything soon and please do not forget to visit the doctor for your routine checkup.

Convey my regards to Papa and love to dear Ritu.

**Concluding Remarks**

Yours lovingly

**Complimentary Closure**

Neha

**Signature Lines**

Sector 17  
Vashi  
New Bombay

The Manager  
Modern Restaurant  
Sector 23  
Vashi

6 July 2010

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From a menu of 12 dishes, only four were available and their quality was poor. The fish, in particular, tasted awful and the waiter was rude when we told him about this.

We have eaten in your restaurant several times in the past but this is the first time we have received such bad treatment. I am not asking for a refund but I would like you to improve the quality of your dishes and service.

Yours faithfully

(Handwritten signature)

Ravi Menon



# Practice time..

- Write a letter to the SHO complaining of the frequent incidents of theft in your area.



- Thank you

# Noun and Kinds of Noun

## Noun and Kinds of Noun

A NOUN is a word that names a person, a place, a thing, or an idea.

Thing, person , idea? Place

EXAMPLE:

Ram, Apple, Tajmahai, Rewari etc.

Person [?] A noun can name a person by name [?]: A noun can name a kind of a person: Shyam

Place [?] A noun can name a place [?]: A noun can name a kind of place: classroom

Thing [?] A noun can name a thing [?]: A noun can name a kind of thing: Keyboard

IDEA? Why can't we identify the idea in this picture? Ideas are thoughts and cannot be seen. Examples of ideas : Happiness, joy, pain, and fairness.

# TYPES OF NOUN

- Noun is a word that represents human, animal, thing, place, action, emotion etc. Noun can be both visible and invisible There're 5 types of noun which are :-
- Common Nouns
- Proper Noun
- Collective Noun
- Abstract Noun
- Material Noun

# COMMON NOUN

Common Nouns are used to represent things those are common in nature for example : Common Nouns

People: Man, Woman, Male, Female, Boy, Girl

Animals :Ant, Elephant, Bird, Cat, Dog

Things : Table, Chair, Desk, Television, Door Places :

Building, Park, Stadium, School, Company

Emotion : Fear, Love, Hate

- Time : Minute, Hour, Year

# PROPER NOUN

Proper Nouns are similar to Common Nouns but more specific

- for example : People :- Thompson, Joseph, John, Jane, Animals : Name of animal Things : IKEA office furniture, Toyota, Honda Places : KMUTT. , Bangkok, Thailand, Australia Time : January, Saturday, Christmas.
- Proper Nouns always start with “CAPITAL LETTER”

# COLLECTIVE NOUN

- Collective Nouns: A collective noun is a noun that use to name something that form in group or in collection. Structure : Collective noun + of + common noun
- They are names of collections or the word that use for define a groups of objects. Example: A crowd of people, A swamp of bees , A union of countries, A network of computers

# ABSTRACT NOUN

- Abstract Nouns : This type of noun is very special. You can sense them. You can't see, hear, smell or even to touching. Abstract nouns are made of common noun, adjectives, verbs:
  - Child- Childhood
  - Good- Goodness
  - Laugh- Laughter

# COUNTABLE NOUN

- Countable Nouns: Countable Noun is a noun that you can count them in number. It can have shape or no shape. Shape : Dog, Chair, Table, Student, Door
- No Shape : Day, Month, Year, Journey

# UNCOUNTABLE NOUN

- Uncountable Nouns: Uncountable Noun is a noun that you can't count them in number directly. It can be a very small thing and a very big thing.
- Thing: Milk, Sugar, Salt, Furniture
- Emotion: Anger, Happiness,
- Knowledge, English, Urdu, Hindi, Mathematics, Physics

# TYPES OF NOUN

## Compound Nouns

- Compound nouns: A compound noun is a noun that is made up of two or more words. Most compound nouns in English are formed by nouns modified by other nouns or adjectives.

### \_\_\_Compound Nouns :-

- Noun + Noun - Bed + Room = Bedroom
- Verb + Noun - Swimming + Pool = Swimming Pool
- Preposition + Noun - Under + Ground = Underground
- Noun + Verb - Hair + Cut = Haircut

# PRACTICE EXERCISE

- Identify the nouns in each sentence and also classify them
  1. The children play with their toys.
  2. Skylar rides the bus to Spring Cove Middle School.
  3. Ramadan is celebrated by Muslims around the world.
  4. Mrs. Maugle's students have great respect for her.
  5. Students have a barrel of fun in Miss McElhatten's class.

# Permutations and Combinations

A Simple PPT Prepared for You

# Introduction

- • Permutations and combinations are methods of counting.
- • They help us find how many ways objects can be arranged or selected.

# Permutations

- • Order matters.
- • Formula:  $nPr = n! / (n - r)!$
- • Example: Arrange 3 letters A, B, C  $\Rightarrow$  6 ways.

# Combinations

- • Order does NOT matter.
- • Formula:  $nCr = n! / (r! (n - r)!)$
- • Example: Choose 2 fruits out of 3  $\Rightarrow$  3 ways.

# Difference Between Permutation & Combination

- • Permutation  $\rightarrow$  Order matters.
- • Combination  $\rightarrow$  Order does not matter.
- • Example:
  - - AB and BA are different in permutation.
  - - AB and BA are same in combination.

# Real-life Examples

- • Permutation: Password arrangements, seating arrangements.
- • Combination: Lottery numbers, team selection.

# Pronouns



# Pronoun

- ▶ The word PRONOUN means for-a-noun. So we can say that:

A pronoun is a word used in place of a noun.

Read this example.

Arman and Arpita wanted to meet Minoska in connection with the admission of Harman in the school. Arman and Arpita fixed up a day with Minoska and Minoska took Harman to the principal. But Harman failed badly in the interview.

It is obvious, if the pronouns are not used, the nouns have to be mentioned again and again and the sentences of the paragraph will sound awkward. The above paragraph with pronouns can be written like this.

- ▶ Arman and Arpita wanted to meet Minoska in connection with the admission of Harman in the school. They fixed up a day with her and she took him to the principal. But he failed badly in the interview.

# Kinds Of Pronouns

▶ There nine kinds of pronouns.

1. Personal

2. Demonstrative

3. Interrogative

4. Reflexive

5. Emphasising

6. Possesive

7. Relative

8. Indefinite

9. Distributive

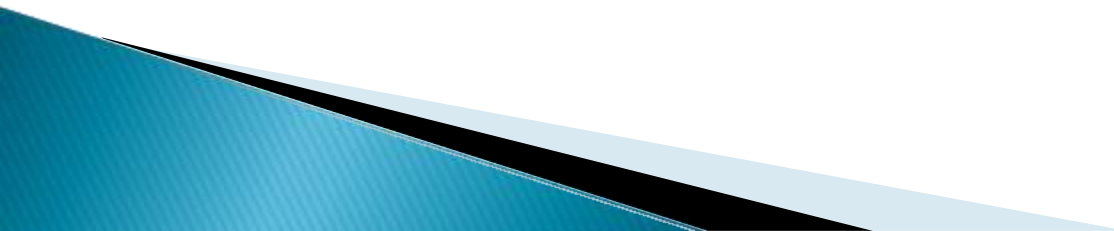
# Personal Pronoun

## C Personal Pronouns

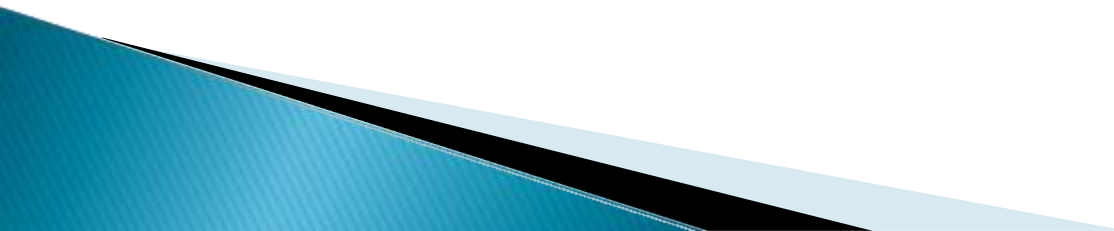
There are three persons: *first person*, *second person* and *third person*. The **first person** is the person speaking; the **second person** is the person spoken to; and the **third person** is the person (or thing) spoken about. The various forms of personal pronouns are:

Person	Used as a sub.	Used as an obj.	Possessive form	Reflexive or Emphasising form	Remarks
I (sing.) (plu.)	I we	me us	mine ours	myself ourselves	used for both mas. and fem.
II (sing.) (plu.)	you you	you you	yours yours	yourself yourselves	used for both mas. and fem.
III (sing.) (sing.) (sing.) (plu.)	he she it they	him her it them	his hers - theirs	himself herself itself themselves	masculine feminine neuter all genders

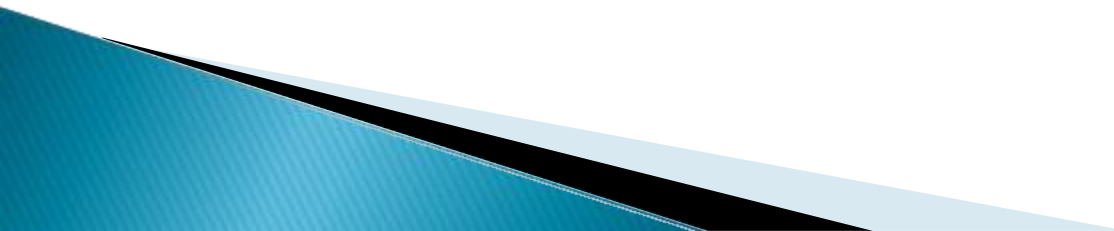
# Demonstrative Pronouns

- ▶ A Demonstrative pronoun is used to point out the object or objects for which it stands.
    1. **This** is a mobile handset.
    2. **That** is a necklace.
    3. **These** are vitamin tablets.
    4. **Those** are utensils.
- 

# Interrogative Pronoun

- ▶ An interrogative pronoun is used in a sentence to ask a question.
  - ▶ The main interrogative pronouns are whom, what, which, who, whose.
    1. **Who** is your best friend?
    2. **What** is your father's name?
    3. **Which** one is your house?
- 

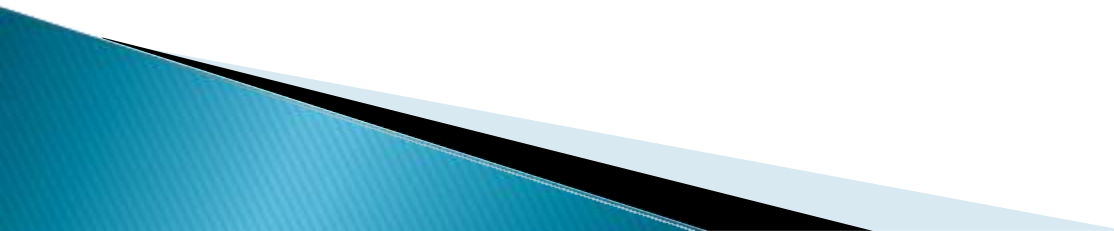
# Reflexive Pronoun

- ▶ When pronouns like myself , yourself, itself, herself, himself, etc., are used as the receiver of the action, they are called reflexive pronoun.
  - ▶ In reflexive pronouns, the doer of the action is also the receiver of the action. In simple words, the object denotes the same person or thing as a subject.
1. I enjoyed myself the party.
  2. We blame ourselves.
  3. The horse hit itself.
- 

# Emphasising Pronoun

- ▶ A pronoun used to lay emphasis is called an emphasising pronoun.
  1. We ourselves cleaned the floor.
  2. They themselves organized a function.
  3. He himself painted the wall.

# Possessive Pronoun

- ▶ A pronoun which shows possession is called possessive pronoun.
  - ▶ A word used as possessive adjective changes its form when used as possessive pronoun.
    - 1.This is not **your** computer.
    - 2.**Your's** is at home.
- 

# Relative Pronoun

- ▶ A relative pronoun relates a noun to a group of words that follow in a sentence.
  1. This is a boy **who** received a prize today.
  2. I saw a animal **that** you were talking about.
  3. I found a ring **which** I had lost earlier.

# Indefinite pronoun

- ▶ The pronoun that refers to persons or things in a general way but not refer to any person or thing in particular, they are called Indefinite pronouns.

1. Everything is arranged.

2. Anybody can do it if they try.

3. Each of them had their share.

# Distributive Pronoun

- ▶ Each ,either, neither are called distributive pronouns because they refers to persons or things one at a time. For this reason they are always singular and as such followed by the verb in the singular.

1.Each of the men received an award.

2.Neither accusation is true.

3.At either end was a marble statue.

**B.K.N.GOVT. POLYTECHNIC  
NARNAUL**

Writing skill

# ENGLISH LANGUAGE - II

## TOPIC – BUSINESS LETTERS

# INTRODUCTION TO BUSINESS LETTERS



# WHAT IS BUSINESS LETTER ?

BUSINESS LETTER IS A FORM OF WRITTEN COMMUNICATION WITHIN AN ORGANISATION OR BETWEEN TWO ORGANISATION.IT IS DIFFERENTIATED FROM A GENERAL LETTER BY IT' S LAYOUT AND FORM WHICH IS WELL ESTABLISHED BY CONVENTION AND PRACTICE.



# TYPES OF BUSINESS LETTERS

**1.SALES LETTER**

**2.CLAIM LETTER**

**3.COLLECTIVE LETTER**

**4.ADJUSTMENT LETTER**

**5.QUOTATION LETTER**

# SALES LETTER

- SALES LETTER IS USED TO CONVINC THE CUSTOMER FOR AN EXISTING PRODUCT OR A NEW PARTICULAR PRODUCT. A SALES LETTER SHOULD BE PERSUASIVE AND CONTAIN THE MAIN FEATURES OF THE PRODUCT.



# CLAIM LETTER

- CLAIM LETTER IS ALSO CALLED AS COMPLAINT LETTERS.
- IT IS WRITTEN TO RECTIFY THE MISTAKES MADE OR DONE WRONG



# ADJUSTMENT LETTER

- ADJUSTMENT LETTER IS A REPLY TO A CLAIM LETTER. IT SHOULD NOT BE SENT IN A MOMENT OF EXCITEMENT OR ANGER. TAKE SOMETIME TO RESTORE TO ONE'S USUAL SELF BEFORE WRITING SUCH LETTER.



# COLLECTION LETTER

- COLLECTION LETTER IS WRITTEN TO PERSUADE THE CUSTOMER TO MAKE THEM THE DELAYED PAYMENT. UTMOST TACT SHOULD BE USED IN REMINDING THEM WHICH SHOULD NOT AFFECT THE BUSINESS LINK.



# QUOTATION LETTER

- QUOTATION LETTER IS SENT IN REPLY TO AN ENQUIRY LETTER. IT SHOULD CONTAIN POINT BY POINT DETAILED INFORMATION.



# FORMAT OF A BUSINESS LETTER

FROM

SENDER'S ADDRESS

DATE

TO

RECEIVER'S ADDRESS

SUBJECT:

SALUTATION

MATTER/CONTENT

CLOSING/COMPLEMENTARY CLOSING.

# SOLVED EXAMPLE OF A BUSINESS LETTER

FROM

#2103/6

KARNAL

APRIL 11, 2018

TO

M/S SALES MANAGER, AMAZON PVT. LTD.

GURUGRAM

SUBJECT: REQUESTING TO REPLACE THE SHOES OR REFUND.

RESPECTED SIR

I AM XYZ FROM KARNAL. I HAD BOOKED SHOES ONLINE FROM YOUR WEBSITE AMAZON.IN OF ADIDAS COMPANY. BUT WHEN I RECEIVED DELIVERY THE SHOES WERE NOT MATCHING TO THE SHOES I BOOKED. SO I REQUEST YOU TO REPLACE THE SHOES OR REFUND MY PAYMENT. THE ITEM CODE OF THE SHOES I BOOKED WAS 1234. I HOPE YOU WILL DO THE SAME.

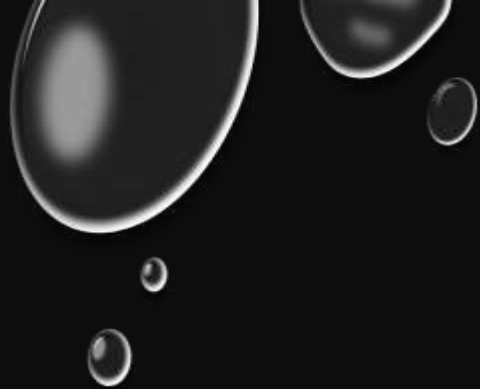
THANKING YOU

YOURS SINCERELY

XYZ

The image features a dark grey background with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. In the center-left, the word "tenses" is written in a bold, italicized, white sans-serif font, underlined with a thin white line.

***tenses***



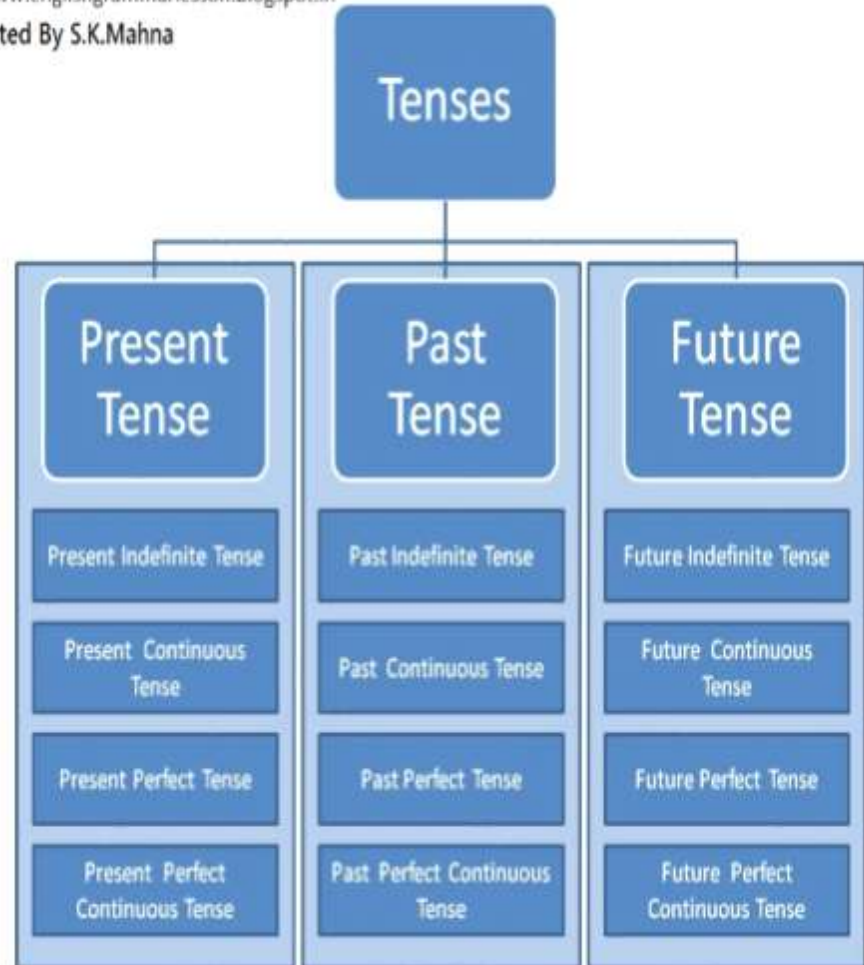
# What is tense?

- a verb based method used to indicate the time , and sometimes the continuation or completeness , of an action or state in relation to the time of speaking.

tenses

[www.englishgrammarlesson.blogspot.in](http://www.englishgrammarlesson.blogspot.in)

Created By S.K.Mahna



# TENSES

## Present tense

a tense expressing an action that is currently going on or habitually performed, or a state that currently or generally exists.

- Examples for present tense are;
- Ram goes to school daily.
- Sneha likes to read books.

## Past tense

a tense expressing an action that has happened or a state that previously existed.

- ❖ Examples for past tense are:
  1. Ram went to school yesterday.
  2. Sneha played football.

# Future tense

a tense expressing an action that has not yet happened or a state that does not yet exist.

- Examples for future tense:
- I will go to delhi tomorrow.
- Rajesh will be going to delhi tomorrow.

	SIMPLE	CONTINUOUS	PERFECT	PERFECT CONTINUOUS
P R E S E N T	<p>Role: habitual actions &amp; universal truth.</p> <p>Rule: Sub(3rd person+singular no.) +verb s/es</p> <p>I play cricket everyday. He plays cricket everyday. The sun rises in the east</p>	<p>Role: Going on action in present.</p> <p>Rule: Sub+is/am/are+verb+ing.</p> <p>I am playing cricket. He is playing cricket. They are playing cricket.</p>	<p>Role: completed action</p> <p>Rule: Sub+has/have+V3 (3rd form of verb)</p> <p><b>I have played cricket</b></p>	<p>Role: action partially completed and partially going on.</p> <p>Rule: Sub+has/have+been+verbing</p> <p>I have been playing cricket since morning.</p>
P A S T	<p>Role: finished actions</p> <p>Rule: Sub+V2(IIrd form of verb)</p> <p>I palyed cricket yesterday. They played cricket yesterday.</p>	<p>Role: Going on action in the past.</p> <p>Rule: Sub+was/were+verbing</p> <p>When you came, <b>I was playing cricket.</b></p>	<p>Role: completed action in past</p> <p>Rule: Sub+had+V3 (IIIrd form of verb)</p> <p>I had played cricket that time.</p>	<p><b>Role:</b> action completed and going on in the past</p> <p>Rule:Sub+had+been+verbing</p> <p>I had been playing cricket for two hours.</p>
F U T U R E	<p>Role: Action in plan/not started yet.</p> <p>Rule: Sub+shall/will/V1(first form of verb)</p> <p>Sub(1st person)+shall+V1</p> <p>I shall play cricket tomorrow. We shall play cricket tomorrow. He will play cricket</p>	<p>Role: Action going on in future.</p> <p>Rule: Sub+shall/will+be+verbing</p> <p>I shall be playing cricket at this time tomorrow.</p> <p>They will be playing cricket</p>	<p>Role: Action plan completed in future</p> <p>Rule:Sub+shall/will+have+V3</p> <p>They will have played cricket</p>	<p>Role: action plan which is partially completed and partially going on,.... <b>rarely occur</b></p> <p>Rule: Sub+shall/will+have+been+verbing</p>

# Exercise-1

use correct form of a verb

- 1. He .....(**left**) before I .....(**reach**) his place.
- 2. The young widow always .....(**wear**)white clothes.
- 3. I..... (**decide**) to quit my job. (We use the present perfect tense for announcing news.)
- 4. I..... (**never** ) what you just.....(**tell**) me.
- 5. I..... (**call**) him and he **came** at once.
- 6. When we .....(**reach**) the station, the train .....(**already left**).
- 7. The tomatoes.....(**were**)picked when they were ripe.
- 8. The national anthem..... (**sing**) after the performance.
- 9. The criminals..... (**arrest**)
- 10. Many people.....(**kill**) in the explosion.

# Exercise-2

1. I usually drink tea in the morning, but today I .....(drink) coffee.
2. Ram is one of the players who ..... (select) for the Test match.
3. Each of the candidates .....(interview)by the the manager.
4. We would rather .....(die) than surrender.
5. Not..... (have applied) in time, he did not get the job.
6. We .....(live) in this city for ten years.
7. Did you.....( recognize) him?
8. No one knew what .....(happen) to her.
9. I could have..... (marry) her if I wanted to.
10. Does he understand what he is..... (do)?

# **GRAMMAR**

## **CONJUNCTIONS**

# CONJUNCTIONS

- **CONJUNCTION IS A WORD WHICH JOINS TWO WORDS ,CLAUSES OR SENTENCE .**
- **FOR EXAMPLE :**
  - ❖ **I CAN READ AND WRITE ENGLISH .**
  - ❖ **I COULD NOT COME TO SCHOOL BECAUSE I WAS ILL YESTERDAY .**
  - ❖ **HE TRIED BUT FAILED .**
  - ❖ **SHE MISSED THE TRAIN BECAUSE SHE WAS LATE .**
  - ❖ **SHE KNOWS WHEN HER FATHER WILL COME.**

# KINDS OF CONJUNCTIONS

- THERE ARE MAINLY THREE TYPES OF CONJUNCTIONS
  - ✓ CO-ORDINATING CONJUNCTION
  - ✓ SUBORDINATING CONJUNCTION
  - ✓ CORRELATIVE CONJUNCTION

# 1.CO-ORDINATING CONJUNCTIONS

- CO-ORDINATING CONJUNCTIONS ARE OF FOUR TYPES :
- I.CUMULATIVE CONJUNCTION
- THESE CONJUNCTIONS ADD ONE STATEMENT TO THE OTHER .
- HE CAME IN AND SAT WITH ME.
- TRUST IN GOD AND DO YOUR BEST.
- YOU ARE NO LESS GUILTY THAN YOUR FRIEND .
- RAJENDRA AS WELL AS SUNIL WENT TO THE MARKET .

## II.ALTERNATIVE CONJUNCTION

- THEY DENOTE A CHOICE OR ALTERNATE BETWEEN TWO STATEMENTS .
- NEITHER RADHA NOR HER FRIEND LIVES HERE.
- SIT SILENLTLY OR GO OUT .
- EITHER HE OR HIS BROTHER WILL COME.
- WALK FAST ELSE YOU WILL MISS THE TRAIN .

# III.ADVERSATIVE CONJUNCTION

- THEY DENOTE CONTRAST BETWEEN TWO STATEMENTS .
- HE IS POOR BUT CONTENTED .
- YOU HARMED ME YET I WILL HELP YOU.
- SHE RAN FAST NEVERTHELESS SHE MISSED THE BUS .
- INDIAN TEAM IS NOT SO STRONG STILL WE HOPE FOR THE BEST .

## IV.ILLATIVE CONJUNCTION.

- THESE CONJUNCTION SHOW THAT ONE STATEMENT OR FACT IS INFERRED FROM THE OTHER .
- 
- I WAS ILL THEREFORE I WAS ABSENT YESTERDAY .
- SHE DID NOT WORK HARD SO SHE WAS FAILED .
- HE WILL STAND FIRST FOR HE WORKS VERY HARD.
- AS YOU SOW , SO SHALL YOU REAP

## 2.SUBORDINATE CONJUNCTIONS

- THESE CONJUNCTIONS JOINS A SUBORDINATE CLAUSE WITH THE MAIN CLAUSE .
- CLASSES OF SUBORDINATE CLAUSE

### 1.TIME

WHEN, WHILE, BEFORE ,AFTER,UNTIL,TILL ,SINCE ,etc.

- WAIT HERE TILL I COME BACK .
- I WILL HELP YOU WHEN YOU ASK ME .

## 2.PLACE

- **WHERE ,WHEREVER ,EVERYWHERE**
- THE CAT MOVES WHEREVER SHE LIKES .
- KEEP THE KEYS WHERE YOU CAN FIND IT EASILY.
- MY CHILD FOLLOWS ME EVERYWHERE I GO .
- SHE WENT BACK WHEN SHE CAME .

# 3.ADDITIONS

- **AND ,AS WELL AS , ALSO ,BOTH, BESIDE , NOT ONLY ....BUT ALSO**
- MY PARENTS AND MY RELATIVES ATTENDED THE FUNCTION .
- HER IS POET AND A SINGER .
- HE IS NOT ONLY RICH BUT ALSO CLEVER.
- HE AS WELL AS HIS BROTHER WORKED VERY HARD .
- HE IS GOOD AT PAINTING BESIDE GOOD AT STUDIES .

# CONDITION

- IF ,PROVIDED ,UNLESS ,PROVIDED THAT ,SUPPOSING ,etc.
- IF YOU WORK HARD YOU WILL PASS IN THE EXAM .
- I WILL GIVE YOU THE MONEY PROVIDED YOU TELL ME WHY YOU NEED IT ?.
- UNLESS YOU WORK HARD YOU CANNOT ACHIEVE YOUR AIM .
- SUPPOSING YOU WIN A LOTTERY , WHAT COULD YOU DO ?

# PURPOSE

- **IN ORDER TO ,SO THAT ,OTHERWISE ,LEST ,etc.**
- THE PION SHUT THE DOOR IN ORDER TO STOP US FROM GETTING IN .
- ROBIN RAN FAST SO THAT HE COULD CATCH THE BUS .
- YOU SHOUL;D WORK HARD OTHERWISE YOU MAY GET POOR MARKS IN THE EXAM .
- YOU SHOULD RUN LEST YOU MISS THE TRAIN .

# CONTRAST

- BUT ,STILL ,YET ,THOUGH ,ALTHOUGH ,DESPITE ,HOWEVER ,etc .
- I FELT ANGRY BUT KEPT QUIET .
- MY UNCLE IS SIXTY STILL HE IS HEALTHY .
- HE WORKED HARD YET FAILED .
- ALTHOUGH HE WAS TIRED ,HE DID NOT TAKE THE REST .
- THOUGH THE ROOM IS SMALL ,YET IT LOOKS VERY PREETY .

# COMPARISON

- **AS...AS ,THAN ,etc.**

- HE IS AS TALL AS A TREE.
- HE IS TALLER THAN HIS BROTHER.
- CHANDIGARH IS MORE BEAUTIFUL THAN DELHI.
- MANY PEOPLE ARE NOT SO NICE AS THEY SEEM .

# ALTERNATIVE

- **EITHER...OR ,NEITHER...NOR**
- EITHER HE OR HIS BROTHER BROKE THE WINDOW GLASS .
- HE WAS NEITHER PUNISHED NOR FINED .
- EITHER HE OR HIS FRIEND WILL DO THIS WORK.

# MANNER

- **AS ,AS IF**
- HE BEHAVE AS IF HE IS THE LOAD OF THIS HOUSE .
- HE DID NOT BEHAVE AS I EXPECTED HIM TO DO.
- DO AS YOUR FATHER TELLS YOU .
- MANMOHAN IS AN HONEST LEADER AS FAR AS I KNOW .

# EXERCISE

- I HAVE NOT MET HIM SINCE HE BECAME THE MANAGER .
- WHEN I REACHED THE POST OFFICE ALL THE TICKETS HAS BEEN SOLD.
- SHE WILL BE DELIGHTED WHEN SHE HEARS THIS.
- YOU NEED NOT WORRY WHEN I AM HERE.
- AS YOU SOW SO SHALL YOU REAP.
- I WILL LEND YOU MY SCOOTER WHENEVER IF YOU WANT IT .
- SHE IS SUCH A KIND LADY THAT WE ALL LIKE HER.
- THE GATES WILL REMAIN CLOSED UNTIL THE TRAIN PASSES.



*Thank you*