

# English for University

(A Subordinate Textbook)



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## محِبُّ اللّٰهِ مِثَالُ

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

# **English for University**

(A Subordinate Textbook)

ليکوال: محب اللہ مثال

2019

بسم الله الرحمن الرحيم

## Characteristics of the Book

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# Dedication

*To the students spending nights and days on  
studying owing to the prosperity of much-loved  
Afghanistan!*

**My**



name is Mohibullah Misal son of martyr Haji Baqibullah. I was born in 1996 in Sigansi village of Koh Band area in Maqur district of Ghazni province.

In 2001, I attended Sikacha-Wa-Nawruzi high school located in our village, and I graduated as a second positioner of aforementioned high school in 2011.

Due to economic problems, I could not continue to higher education, so (after a long time) I could participate in entry exam (Kankor exam) and passed to Paktika University, education faculty, English department in 2015.

Dear reader! My great ambition is to serve for the children, youth, and all people of this war-afflicted country with the cost of blood and life!

Sincerely yours,  
Mohibullah Misal  
Student of English department, Paktika University

## Author's Words

All the praises be to Almighty Allah the Entirely Merciful, the Especially Merciful. Every year numerous students pass in entry exam and face with a new educational environment (environment of university) all over the country. These freshmen need an atmosphere which is full of lovely words and persuasion because this kind of atmosphere directly influence and inspire their behaviors and manners. Entering their classes, freshmen feel a kind as entering a palace. If their instructors persuade and motivate them regularly, they can attend to their classes joyfully every period.

In all classes, for freshmen, an English subject is taught in first semester. If this subject is prepared in an easy way and method, the students might learn the contents which is involved in it. Of course, other authors have written books for this reason; however, these books are not appropriate for freshmen. When the students do not know 'alphabet' of a language, of course, they cannot write sentences, use pronouns, commit to memory definitions of some expressions of the target language. If students follow this way, it would be for a short time in their memory, but after that, they can forget everything effortlessly whatever they have learnt theoretically and temporarily.

**'English for University'** can easily amend the mentioned points. This book is organized in an easy system that takes start with 'Language, alphabet, letter, word, sentence...etc. It gradually covers complicated issues as well.

Best regards,  
Mohibullah Misal  
Student of English Department, Paktika University  
April 18, 2019

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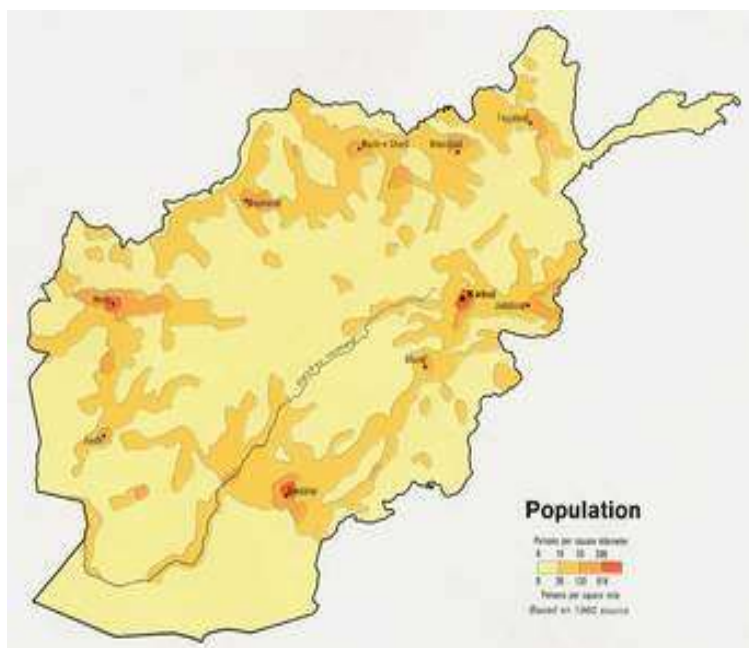
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توپک سینگار د خوانی نه دی  
اوس د زلمو سره قلم مزه کوینه



زموږ ټولو يوازینی هدف د خپل هېواد تعليمي کچه لوړول دی!



رائی دا د جنت کونجی د قلم په زور په هر چا ومنو، نه د ټوپک په زور!

لَا إِلَهَ إِلَّا اللَّهُ مُحَمَّدٌ رَسُولُ اللَّهِ

# English for University

## Student's Introduction

**EU:** What is your and your father's name?

I am .....

My last name is .....

My father's name is .....

My father's last name is .....

**EU:** What is your address?

I am from ..... province.

I am from ..... district.

I am from ..... village.

**EU:** How can someone contact you?

Contact: .....

Relative's Contact: .....

Facebook: .....

E-mail: .....

**EU:** What about your class?

Faculty: .....

Department: .....

I am

☐ freshman.

☐ sophomore.

☐ junior.

☐ senior.

Instructor of EU: .....

## Part (1): Language, National language

- What is language?
- What is International language?
- What is national language?
- What is your country's national language?
- What is English?
- What is alphabet?

### Language

- Language is a tool having the ability to communicate people with each other.
- Language helps us to state our own words to others and hear their words as well.
- Language is a bridge between people, communities and countries.

### International Language

- It is a language which is spoken all over the world.
- Many people of each country have the capacity to speak this language.

### National Language

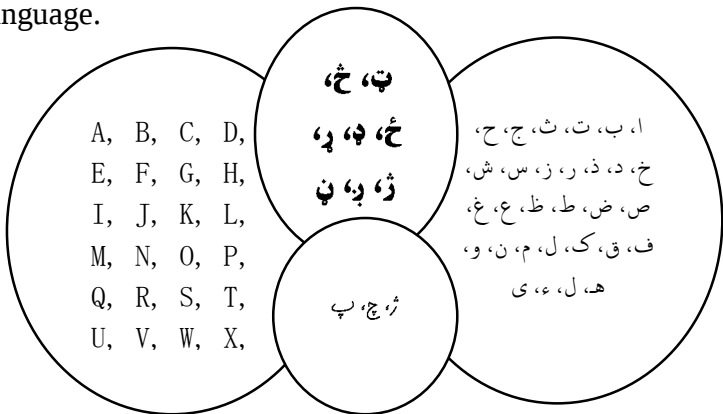
- National language of each country is spoken at offices, schools, universities and academic fields.
- National language is used in writing, books, newspapers and other academic letters.

## English

- English is an international language being spoken internationally.
- Today, English is the best source of information, language of internet, language of teaching and language of sharing our own thoughts with others.

## Alphabet

- Alphabet is a set of letters creating the basic sound of a language.



## Part (1) Questions

- What is language?
- What is International language?
- What is national language?
- What is your country's national language?
- What is English?
- What is alphabet?

## Part (2): Alphabet, Letters, Compound Letters

- What is alphabet?
- What is English Alphabet?
- What is letter?
- What are Capital Alphabet letters?
- What are Small Alphabet letters?
- What are Vowel, Semi Vowel and Consonant Letters?
- What are rules for letters using?
- What are compound letters?

### English Alphabet

English alphabet is a set of letters which can form English words, sentences, paragraphs and speeches for English language.

There are (26) alphabet letters in English language as follow:

**A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P,  
Q, R, S, T, U, V, W, X, Y, Z**

**a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s,  
t, u, v, w, x, y, z**

## Letter

A written shape or symbol of alphabet sound which can be seen is called letter.

E.g.

- **A**
- **Z**
- **Ā**

## Capital Letters

The letters which are written in a capital form / shape are called capital letters (upper case letters)

E.g.

A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

## Usage of Capital letters

- Capitalize the pronoun (I) everywhere.  
e.g.  
**I** and you are classmates.  
You and **I** are classmates.
- Capitalize the first letter of the days of the week.  
e.g.  
                **S**aturday,  
**S**unday, **M**onday, **T**uesday,  
**W**ednesday, **T**hursday, **F**riday

- Capitalize the first letter of the months of year.  
e.g.  
**J**anuary  
**F**ebruary  
**M**arch  
**A**pril  
**M**ay  
**J**une  
**J**uly  
**A**ugust  
**S**eptember  
**O**ctober  
**N**ovember  
**D**ecember
- Capitalize the first letter of proper nouns.  
e.g.  
**K**arim and **A**hmad are brothers.  
Our name is **A**fghanistan.  
She lives in **K**abul.  
This is **P**aktika University.  
**M**uslims recite Holy **Q**ur'an.
- Capitalize the first letter of the first word of each sentence.  
e.g.  
**I** and you are classmates.  
**Y**ou and I are classmates.  
**S**tudent are in the class.  
**A**pple is juicy.

## Small Letters

The letters which are written in a small form / shape are called small letters (lower case letters)

E.g.

a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

## Division of English Alphabet Letters

English alphabet letters are mainly divided into three parts:

- There are five vowel letters.

e.g.

**a, e, i, o, u**

- There are two semi vowel letters.

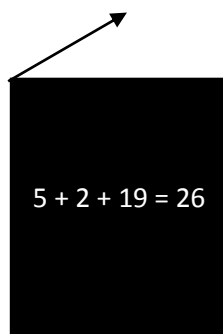
e.g.

**w, y**

- There are nineteen consonant letters.

e.g.

**b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, x, z**



**Note:** Vowel letters help consonant letters to form words!

Bkdl, lkds (incorrect)

Bed, pen, good, book (correct)

## Rules for Letters Using

These rules are important for students who want to learn English language because the usage of letters in words is a little problematic for freshmen.

1. A دا توری په پښتو کې د (آ) او (ا) غږونه ورکوي:  
لکه:

Army (آ)

Anwar, Ahmad (ا)

2. B دا توری په پښتو کې د (ب) غږ ورکوي. کله چې (B) له (M) څخه وروسته د کلمې په پای کې او د کلمې په منځ کې له (T) څخه مخکې راشي نه تلفظ (نه ویل) کېږي.  
لکه:

Habib, Mobile (ب)

Comb, lamb, thumb (B)

Debt (B)

3. C دا توری په پښتو کې د (س) او (ک) غږونه ورکوي؛ کله چې دا درې (۳) توري (e, i, y) له (C) څخه وروسته راشي په دې صورت کې د (س) غږ ورکوي او له دې تورو (e, i, y) ماسپوهر توری چې د (C) وروسته راشي بیا د (ک) غږ ورکوي.

لکه:

Cigarette, cell, cycle, citadel, center, cyclone (س)

Car, popcorn, Combat, Canada (ک)

4. (D) دا توری په پښتو کې د (د) او (ډ) غږونه ورکوي؛ کوم وخت چې (D) له (j) او (g) څخه مخکې د کلمو په منځ کې راشي نه تلفظ کېږي.  
لکه:

Khalid, Mohammad (د)

Dirty, doll, donkey, bread (ډ)

adjective, adjust (d)

ledger, knowledge (d)

5. (E) دا توری په پښتو کې د (ی) او (ي) غږونه ورکوي.  
لکه:

Ten, pen, (ی)

Be, create, beat (ي)

6. (F) دا توری په پښتو کې د (ف) غږ ورکوي.  
لکه:

Food, fee, afternoon, fig, Farid, Father (ف)

7. (G) دا توری په پښتو کې د (ج) او (گ) غږونه ورکوي؛ کله چې له (G) وروسته د (i, e) توري راشي، کله د (ج) او کله د (گ) غږ ورکوي؛ کله چې له (G) څخه وروسته د (y) توری راشي همپشه د (ج) غږ ورکوي.  
لکه:

(ج یا گ) Gear, Giraffe, General, Gift

(ج) Gyrate, Gymnastic, Energy, clergy

یادونه:

کله چې (G) له (M) او (N) څخه مخکې راشي نه تلفظ کېږي.  
لکه:

Diaphragm (M)

Foreign (N)

8. (H) دا توری په پښتو کې د (ه) او (ح) غږونه ورکوي.  
لکه:

(ه) Hell, Himatullah, Hen, Helmand

(ح) Haji, Hakimullah, Hamida

9. (I) دا توری په پښتو کې د (آی) او (ي) غږونه ورکوي.  
لکه:

Fine, Dine (آی)

Tin, win, kin, (ي)

10. (J) دا توری په پښتو کې د (ج) او (ژ) غږونه ورکوي.  
لکه:

Job, January, Jungle (ج)

Jerk (ژ)

11. (K) دا توری په پښتو کې د (ک) غږ ورکوي، کوم وخت چې (K)  
(N) څخه مخکې د کلمې په پیل کې راشي نه تلفظ کېږي.  
لکه:

Kiln, Kabul, Key (ک)

Knife, knowledge, knit, knead, knapsack (K + n)

12. (L) دا توری په پښتو ژبه کې د (ل) غږ ورکوي؛ کوم وخت چې د کلمو په منځ کې د (K) څخه مخکې راشي نه تلفظ کېږي. یا (L) د دغو تورو (a...k, a...m, a...f) ترمنځ راشي نه تلفظ کېږي. لکه:

(ل) Like, Lily, Logar, Loya Paktia, Tulip  
(نه تلفظ کېږي) , Calm, Calf, Talk, Walk, Book of Psalm

13. (M) دا توری په پښتو کې د (م) غږ ورکوي. لکه:

(م) Mohammad, Mother, Mug, Manacle

14. (N) دا توری په پښتو کې د (ن) غږ ورکوي، کوم وخت چې (N) له (M) څخه وروسته راشي په دې صورت کې (N) نه تلفظ کېږي. لکه:

(ن) North, Nik Mohammad, Neck, Nib  
(نه تلفظ کېږي) Autumn, Column, Condemn

15. (O) دا توری په پښتو کې د (اوو) او (آ) غږونه ورکوي.  
لکه:

Open, Own, Owner (اوو)  
Oil, Order, Front, Month (آ)

16. (P) دا توری په پښتو کې د (پ) غږ ورکوي، کله چې د کلمو په پیل کې د (N) او (S) له تورو څخه مخکې راشي، نه تلفظ کېږي.  
لکه:

Paghman, Pashto, Pool, Proper (پ)  
Psychology, Pneumonia, Book of Psalm (p+n... / p+s...)

17. (Q) دا توری په پښتو کې د (ق) او (کیو) غږونه ورکوي.  
لکه:

Qalat, Qadir, Qarabagh (ق)  
Quick, Queen (کیو)

18. (R) دا توری په پښتو کې د (ر) غږ ورکوي.  
لکه:

Iran, Ashraf Ghani, Australia, Rashid Arman, (ر)  
Roof, Radio, Ranger, Cream, Greek, Ramadan

19. (s) دا توری په پښتو کې د (س)، (ص) او (ث) غږونه ورکوي.  
لکه:

Salar, Sayadullah, Sing (س)

Sabir, Asghar Afghan (ص)

Sanaullah (ث)

20. (T) دا توری په پښتو کې د (ټ) او (ط) غږونه ورکوي، کله چې  
د کلمې په منځ کې (T) د (Ch) څخه مخکې راشي نه تلفظ کېږي.  
لکه:

Tell, TV, Tank, Tool, Shah Wali Koot (ټ)

Taliban, Tahir (ط)

Catches win the matches! (T+ch)

21. (U) دا توری په پښتو کې د (یو)، (لنډ الف) او (آ) غږونه ورکوي.  
لکه:

Unity, University (یو)

Run, Thug, turn, burn (لنډ الف)

Auction (آ)

22. (V) دا توری په پښتو کې د (وي) او (و) غږونه ورکوي. په بل عبارت، دا توری په خپله د (V) غږ ورکوي. لکه:

Very, Vein, VOA (وي يا V)

Vow, Vote (و)

23. (W) دا توری په پښتو کې د (و) غږ ورکوي، کوم وخت چې (W) له (R) څخه مخکې د کلمو په سر کې راشي، (W) نه تلفظ کېږي. لکه:

Wardak, Wool, Win, Wazir, (و)

Wreck, Wrestle, Wring, Write, Wrong (W+r)

24. (X) دا توری په پښتو کې د (ایکس یا ایکز) غږونه ورکوي؛ کوم وخت چې دغه توری د کلمې په سر کې راشي، بیا د (Z یا ز) غږ ورکوي. لکه:

(ایکس یا ایکز) Tax, index, Prefix, mix, six

(Z یا ز) Xenon, Xylophone,

25. (Y) دا توری په پښتو کې د (ی یا ی) او (آی) غږونه ورکوي.  
لکه:

(ی یا ی) Young, Year, Player, Entry, Yawn, Yonder, Yarn, Yoga  
(آی) Try, By, My

26. (Z) دا توری په پښتو کې د (ز)، (ذ)، (ظ) او (ض) غږونه  
ورکوي.  
لکه:

(ز) Raziq, Zero, Wazir  
(ذ) Zaki, Zakir  
(ظ) Zarif, Zafar Khan  
(ض) Afzal, Fazal Habib

## Compound Letters

When two or more than two letters are combined together to produce a single sound, this combination is known as compound letter.

1. (gh) د (غ) غږ ورکوي.  
بېلگه:

**Ghazni, Qargha, Ghazi, Asghar Afghan**

2. (Sh) د (ش) غږ ورکوي.  
بېلگه:

**Ahmad Shah Baba, Lashkarga, Wash, Shrine**

3. (Ch) د (چ) غږ ورکوي.  
بېلگه:

**Charm, Chalk, Chair, Chest,**  
**School, psychology** ځینې وخت نه

4. (Kh) د (خ) غږ ورکوي.  
بېلگه:

**Balkh, Khan, Khaybar Pashtun Khowa**

5. (ph) د (ف) غږ ورکوي.  
بېلگه:

**Pharmacy, Phonology, Phone**

6. (Du) د (ج) غږ ورکوي.  
بېلگه:

**Education, During**

7. (Th) د (ث) او (ذ) غږ ورکوي.  
بېلگه:

**The, Then, There, Thus, though, this**

8. (Tu) د (چ) غږ ورکوي.  
بېلگه:

**Departure, Torture, Expenditure, Texture, picture, Lecture**  
**Turban, Tulip, Tune** خوځیني وخت نه

9. (tion) د (شن) غږ ورکوي.  
بېلگه:

**Action, portion, mention**

10. (sion) د (ژن) غږ ورکوي.  
بېلگه:

**Explosion, Admission, Mission, Permission,**

11. (cient) د (شنت) غږ ورکوي.

بېلگه:

**Ancient, Proficient**

12. (Di) د (ج) غږ ورکوي.

بېلگه:

**Soldier**

## Part (2) Questions

- What is alphabet?
- What is English Alphabet?
- What is letter?
- What are Capital Alphabet letters?
- What are Small Alphabet letters?
- What are Vowel, Semi Vowel and Consonant Letters?
- What are rules for letters using?
- What are compound letters?

## Part (3): Letter, Word, Sentence, Punctuation

- What is letter?
- What is word?
- What is Sentence?
- What is Positive Sentence?
- What is Negative Sentence?
- What is Interrogative?
- What is Punctuation?

### Letter

A written shape or symbol of alphabet sound which can be seen is called letter.

E.g.

English letters are: (A – Z)

Pashto letter are : (ﻝ – ﻱ)

### Word

The collection of letters having meaning and sense is called word.

E.g.

Book, pen, class, marker, teacher, board, door, window, room

Cat, dog, cow, lion, donkey, horse, goat, ox, tiger, giraffe

Car, airplane, helicopter, bus, ambulance, tractor, bike, bicycle

Mother, father, brother, sister, son, daughter, wife, husband

Radio, telephone, computer, mobile, tape recorder, cassette

School, hospital, clinic, university, Mosque, Shop, Pharmacy

Apple, orange, plum, cherry, banana, Kiwi, melon, cucumber

City, country, capital, mountain, hill, street, road, village, home

Shoe, hat, turban, clothes, ring, waist-coat, scarf, watch, socks

## **Sentence**

The collection of words having meaning and sense is called sentence.

E.g.

I have a book.

She has a pen.

Teacher is in the class.

## **Positive Sentence**

A sentence which states something in a positive manner is called positive sentence.

E.g.

I am a student.

She is a doctor.

He is a pilot.

You are a king.

## **Negative Sentence**

A sentence which states something in a negative manner by the help of '**not**' is called negative sentence.

E.g.

I am **not** a student.

She is **not** a doctor.

He is **not** a pilot.

You are **not** a king.

## Interrogative Sentence

A sentence which asks a question by converting the subject and verb is called interrogative sentence.

E.g.

**Am I** a student?

**Is she** a doctor?

**Is he** a pilot?

**Are you** a king?

## Punctuation

Punctuation is a kind of symbol which shows the kind of sentence whether it is positive or negative.

Full Stop (.)

Question Mark (?)

Comma (,)

Colon (:)

Semi-colon (;)

Ellipsis (...)

Brackets ( [... ] )

Parenthesis ( ( ... ) )

Braces ( { ... } )

Let's eat grandmother.

Let's eat, grandmother.

- **Full stop (.)** is used at the end of positive and negative sentence.

E.g.

I have a pen.

You are not a doctor.

- **Question mark (?)** is used at the end of interrogative sentence.

E.g.

Are you at Paktika University?

### Part (3) Questions

- What is letter?
- What is word?
- What is Sentence?
- What is Positive Sentence?
- What is Negative Sentence?
- What is Interrogative?
- What is Punctuation?

## Part (4): Article, Subject, Object, Noun, Pronoun

- What is article?
- What is Subject?
- What is Object?
- What is Noun?
- What is Pronoun?
- What is Verb?
- What are Be Verbs?

### Article

Article is a letter or a word which is used for the specification of a specific or unspecific noun.

E.g.

I have **a** book.

She is **an** engineer.

Where is **the** teacher.

In English language, the (3) articles are divided into two parts:

- Indefinite articles (**a, an**) are used before unspecific nouns.
  - (**a**) is used before nouns that sound as (**a**).

E.g.  
I have **an** iron.  
I go to **a** university.  
The match takes **an** hour.
  - (**an**) is used before nouns that does not sound as (**a**).

E.g.  
I have **a** book.  
You are **a** doctor.  
You have **a** computer.

- Definite article (**the**) is used before specific nouns:
  - (a) is used before nouns that sound either (**a**) or (not **a**).  
E.g.  
Where is **the** iron.  
Who is **the** doctor?  
The computer is on **the** table.

## Subject

Subject is a person that does the action. Or subject is a person or thing that we talk about.

E.g.

**Karim** is a student.

**The cat** is under the table.

**Teacher** is very upset today.

**Himatullah** is eating an apple.

## Object

Object is a person or thing which receives the action produced from the subject of the sentence.

E.g.

Himatullah is eating an **apple**.

Ahmad is driving a **car**.

Rashid Khan is throwing a **ball**.

## Noun

Noun is used for the name of person, place, thing, animal, and idea.

E.g.

**Cow** is eating grass. (animal)

**Hamid** is drinking water. (Person)

The **pen** is in my pocket. (thing)

I am at **school**. (Place)

**Beauty** is not eternal. (idea)

## Pronoun

Pronoun is a word used in place of noun to prevent its repetition in the sentence.

E.g.

**Hamid** is drinking water.

**He** is drinking water.

**Jamila** is eating an orange.

**She** is eating an orange.

**Karim, Ahmad, Bashir, Ghani** and **Kifayat** are classmates.

**They** are classmates.

Subject pronouns of English language:

| pronouns | Be verbs | پښتو مانا       | Example                            |
|----------|----------|-----------------|------------------------------------|
| I        | am       | زه              | <b>I</b> am Himatullah.            |
| We       | are      | موږ             | <b>We</b> are Afghans.             |
| You      |          | ته / تاسو       | <b>You</b> are from Maqur.         |
| They     |          | دوی / هغوی      | <b>They</b> are my brothers.       |
| He       | is       | دی (نرینه)      | <b>He</b> is a pilot.              |
| She      |          | دا (ښځینه)      | <b>She</b> is Halima.              |
| It       |          | هغه (بې ساه شی) | <b>It</b> is black, red and green. |

**Verb**

Verb is a word showing the action, state, possession, and existence of the subject.

E.g.

I am **eating** an apple. (action)

You **are** happy. (state)

She **has** a car. (possession)

He **is** at Paktika University. (existence)

## Be Verbs

‘Be verbs’ are those verbs which show **existence** and **state** of the subject.

### Existence

E.g.

I **am** at office.

She **is** in the class.

You **are** in Afghanistan.

### State

E.g.

I **am** happy.

She **is** a doctor.

You **are** sad.

## Part (4) Questions

- What is article?
- What is Subject?
- What is Object?
- What is Noun?
- What is Pronoun?
- What is Verb?
- What are Be Verbs?

### Exercise

Underline the indefinite articles, and circle the definite articles.

- a. I am a student, and he is a doctor.
- b. She has a book, so she studies the book.
- c. The president is in the palace.
- d. They are in the class.

Circle the subject, and underline the verb.

- a. I am a student, and he is a doctor.
- b. You are a pilot.
- c. The president is in the palace.
- d. They are in the class.

Write appropriate pronouns for nouns, and circle the object.

- a. Jamil is eating an apple.  
..... is eating an apple.
- b. Ahmad and Himat are writing letters.  
..... are writing letters.
- c. Nasibullah is driving a car.  
..... is driving a car.

Put one dot for existence and two for state verb; circle noun.

- a. I am an engineer.
- b. You are at school.
- c. The president is in the palace.
- d. They are fat.

## Part (5): Subject Pronoun, Object Pronoun, Tense

- What is Subject Pronoun?
- What is Object Pronoun?
- What is Tense?
- What is Main Verb?
- What is Helping Verb?
- What is Action Verb?
- What is Present Progressive (Continuous) Tense?
- What is 'ing'?

### Subject Pronoun

Subject pronouns are used instead of subject in the sentences.

E.g.

**Karim** is a student. (Karim = Subject)

**He** is a student. (He = Subject)

**Jamila** is a girl. (Jamila = Subject Pronoun)

**She** is a girl. (She = Subject Pronoun)

In English language, there are (7) **subject pronouns** as follow:

- **I** am a teacher.
- **We** are doctors.
- **You** are a pilot.
- **They** are brothers.
- **He** is an engineer.
- **She** is a shopkeeper.
- **It** is a picture.

**Note:** The pronoun (**you**) refers to one and more than one!

E.g.

**You** are a **student**.      **You** are **students**.

## Object Pronoun

Object Pronouns are used instead of object in the sentences.

E.g.

I am eating an **apple**. (Apple = Object)

I am eating **it**. (it = Object Pronoun)

You are helping **Karim**. (Karim = Object)

You are helping **him**. (him = Object Pronoun)

In English language, there are (7) **Object pronouns** as follow:

- He is helping **me**.
- She is teaching **us**.
- I am teaching **you**.
- We are inviting **them**.
- Farid is accusing **him**.
- Mother is beating **her**.
- You are drinking **it**.

**Note:** The pronoun (**you**) refers to one and more than one!

E.g.

1) I am teaching **you**. (**one**) 2) I am teaching **you**. (**more than one**)

## Tense

Tense is used to show the happening time of an action.

**Past** is the time of our ancestors.

**Present** is our time.

**Future** is the time of our grandchildren.

E.g.

My father **was** a banker.

I **am** a banker.

My son **will be** a banker.

## Main Verb

Main verb is used to show the action, existence, state and possession.

E.g.

**Action:** He **is** running.

**Existence:** You **are** at office.

**State:** He **is** fat.

**Possession:** I **have** a book.

## Helping Verb

Helping Verb is used to form a tense and make question (interrogative) sentence and negative sentence.

E.g.

I **am** reading a story. (Present Progressive Tense)

**Am** I teaching English? (Question Sentence)

I **will** come. (Future Simple Tense)

I **did** not win the match. (Negative sentence in Past Simple Tense)

## Action Verb

A kind of verb which appears movement in the body of subject is called action verb.

E.g.

She is **running**.

You are **eating** an orange.

She is **waving** her hand.

I am **typing** words.

They are **cooking** meat.



Read  
Speak  
Go  
Write  
Clean  
wash

## Present Progressive Tense

Present progressive tense is used to show an action happening at the moment of speaking.

E.g.

You are eating food.

She is coming here.

Teacher is teaching English.

Karim is sleeping on the floor.

## Positive Sentence

**S + (is, am, are) + V-ing + O +.**

She is reading a book.

You are working in the garden.

I am closing the door.

### Negative Sentence

**S + (is, am, are) + not + V-ing + O +.**

She is not reading a book.

You are not working in the garden.

I am not closing the door.

### Interrogative Sentence

**(Is, Am, Are) + S + V-ing + O +?**

Is she reading a book?

Are you working in the garden?

Am I closing the door?

**‘ing’**

‘ing’ is added to the end of a verb in the present progressive tense to show the **progress** of an action.

E.g.

You are **eating** food.

She is **coming** here.

Teacher is **teaching** English.

Karim is **sleeping** on the floor.

## Rules for adding 'ing'

These rules must be considered when 'ing' is added to the end of verb in 'present progressive tense'.

- If a verb is ended in an 'e', the 'e' is dropped, and 'ing' is added.
  - **Make** = **making**
  - **Leave** = **leaving**
  - **Blame** = **blaming**
  - **Share** = **sharing**
  
- If a verb is ended in double 'ee', the 'ing' is added without any change.
  - **Agree** = **agreeing**
  - **Tree** = **treeing**
  - **Flee** = **fleeing**
  
- If a verb is ended in 'ie', the 'ie' is changed into 'y' and 'ing' is added.
  - **Die** = **dying**
  - **Tie** = **tying**
  - **Lie** = **lying**

- When a verb is ended with (consonant + vowel + consonant), we have two ways as follow:

- 1) If the last syllable of the verb is stressed, we double the last consonant.

Swim, run, refer

- She is **swimming** in shallow water.
- Rabbit is **running** upward the hill.
- They are **referring** of the new books.

- 2) If the last syllable isn't<sup>1</sup> stressed, we don't double the last consonant.

You are opening the door.

→ Open

---

<sup>1</sup> 'Isn't' is the shortened form of 'is not'.

## Story in Present Progressive Tense

I am in the class. Our teacher is standing in front the class; he is teaching us English language. My classmates are listening to the teacher, and they are looking to their books as well. The teacher is writing new words on the board and cleaning the old words. It is nine (09:00) o'clock in the morning. The sun is shining, and the weather is sunny today. I am very happy because I am learning present progressive tense in today's lesson.

### Part (5) Questions

- What is Subject Pronoun?
- What is Object Pronoun?
- What is Tense?
- What is Main Verb?
- What is Helping Verb?
- What is Action Verb?
- What is Present Progressive (Continuous) Tense?
- What is 'ing'?

### Exercise

Underline the helping verbs, and circle the main verbs.

- A. The sun is shining.
- B. My classmates are listening to the teacher.
- C. The teacher is cleaning the old words.
- D. I am learning present progressive tense.

Write (P) for positive, (I) for interrogative and (N) for negative sentence.

- A. \_\_\_\_\_ The teacher is teaching us.
- B. \_\_\_\_\_ Are you reading a story?
- C. \_\_\_\_\_ He is not running at the moment.

Add 'ing' to the following verbs.

- A. He is (make).....a cake.
- B. Is she (have).....lunch?
- C. He is (die).....now.
- D. I am not (tie).....the cow.
- E. You are (agree)..... with me.

Circle the subject pronouns, and underline the object pronouns.

- A. He is making it.
- B. You are helping them.
- C. They are inviting us.
- D. Is she blaming him?
- E. We are not killing you.
- F. It is confusing her.

## Part (6): Countable Nouns, Non-countable Nouns, Plural Nouns

- What is Countable Noun?
- What is Non-Countable Noun?
- What is Plural Noun?
- What are the rules for pluralization of nouns?
- What is Regular Noun?
- What is Irregular Noun?
- What are Demonstrative Pronouns?
- What are Possessive Adjectives?
- What is Possessive Noun?
- What is Concrete Noun?
- What is Abstract Noun?
- Compound Noun?

### Countable Noun

The nouns which can be counted and pluralized are called countable nouns.

**E.g.**

| Noun       | Plural       | Rule             |
|------------|--------------|------------------|
| Book       | Books        | Book + s         |
| Pen        | Pens         | Pen + s          |
| Teacher    | Teachers     | Teacher + s      |
| Bus        | Buses        | Bus + es         |
| Fox        | Fox          | Fox + es         |
| Afghan     | Afghans      | Afghan + s       |
| University | Universities | University + ies |

**Non-countable Noun**

The nouns which cannot be counted or pluralized are known as non-countable nouns.

E.g.

| Noun  | Plural            | Rule               |
|-------|-------------------|--------------------|
| Water | <del>Waters</del> | <del>A water</del> |
| Milk  | <del>Milks</del>  | <del>A milk</del>  |
| Oil   | <del>Oils</del>   | <del>An oil</del>  |
| Soup  | <del>Soup</del>   | <del>A soup</del>  |
| Sugar | <del>Sugars</del> | <del>A sugar</del> |

**Plural Noun**

A noun which is more than one in number is called plural noun.

E.g.

- Hoses
- Books
- Radios
- Jugs
- Computers
- Schools.
- Departments
- Faculties
- Freshmen

## The Rules for the Pluralization of Nouns

When we are going to change the singular nouns to plural, we follow the subsequent steps:

- If a noun is ended in (s, ss, x, z, o, ch, and sh), (es) is added to the end of a singular for its plural form.  
E.g.  
Bus = buses  
Class = classes  
Fox = foxes  
Quiz = quizzes  
Tomato = tomatoes  
Match = matches  
Bush = bushes
- If a noun is not ended in (s, ss, x, z, o, ch, and sh), (s) is added to the end of a singular noun for its plural form.  
E.g.  
Book = books  
Car = cars  
Cart = carts  
Hand = hands  
Face = faces
- If a noun is ended in (y) and preceded by a consonant, the (y) is changed into (i), and (es) is added after (i) for its plural form.  
E.g.  
Faculty = faculties  
University = universities  
Lady = ladies  
Baby = babies

## **Regular Noun**

A noun taking (es) or (s) at the end for its plurality is called regular noun.

E.g.

- Window = windows
- Door = doors
- Bus = busses
- Ceiling = ceilings
- Wall = walls
- Donkey = donkeys
- Floor = floors
- Roof = roofs
- Fan = fans

## **Irregular Noun**

A noun not taking (s) or (es) for its plural form but change the vowels or its form completely.

E.g.

- Man = men
- Woman = women
- Foot = feet
- Tooth = teeth
- Child = children
- Goose = geese
- Fish = fish

## **Demonstrative Pronouns**

The pronouns which point out something is called demonstrative pronouns.

E.g.

This is a car.

That is a car.

These are cars.

Those are cars.

## **Using of Demonstrative Pronouns**

The pronouns which point out something is called demonstrative pronouns.

(This & That) are used for singular things.

- (This) is used for near things.

E.g.

This is a car.

This is a duster.

This is a man.

This is a woman.

- (That) is used for far things.

E.g.

That is a marker.

That is a board.

That is a pen.

That is a notebook.

(These & Those) are used for plural things.

- (these) is used for near things.

E.g.

These are books.

These are computers.

These are newspapers.

These are men.

- (those) is used for far things.

Those are books.

Those are computers.

Those are newspapers.

Those are women.

## Possessive Adjectives

Possessive adjectives are used to show the possession or proprietorship of something.

E.g.

| Possessive adjectives | پښتو مانا      | Examples                          |
|-----------------------|----------------|-----------------------------------|
| My                    | زما            | <b>My</b> brother is a doctor.    |
| Our                   | زموږ           | <b>Our</b> computer is new.       |
| Your                  | ستا / ستاسو    | <b>Your</b> name is Hijran.       |
| Their                 | د دوی / د هغوی | <b>Their</b> father is a farmer.  |
| His                   | د ده           | <b>His</b> book is hard.          |
| Her                   | د دې           | <b>Her</b> son is in Moqur.       |
| Its                   | د هغه          | <b>Its</b> tail is not very long. |

## Possessive Noun

Possessive noun is used to show ownership of something.

E.g.

**Karim's** book is on the table.

**Misal's** brother is a teacher.

**Afghanistan's** government is independent.

**Ahmad's** car is old.

## Apostrophe ('s / ')

It is added to the end of a noun into ways:

- If the noun is singular or plural (which does not end in 's'), ( 's ) is added to the end of it to show the ownership.

E.g.

Karim car is here. (incorrect)

John donkey is on the roof. (incorrect)

Men cake is on the table. (incorrect)

Karim's car is here. (correct)

John's donkey is on the roof. (correct)

Men's cake is on the table. (correct)

- If the noun is plural that ends in (s), only ( ' ) is added.

E.g.

Buses' garage is over here.

Foxes' trap is over there.

Classes' doors are open.

Bushes' leaves are small.

### **Concrete Noun**

A noun which has foreign existence and shape and can be seen and touched is called concrete noun.

E.g.

- Stone
- Glass
- Water
- Brick
- Cat
- Car

### **Abstract Noun**

A noun which has no foreign existence or shape and cannot be seen or touched is called abstract noun.

E.g.

- Beauty
- Education
- Faith
- Idea
- Thought
- Anger
- Fatigue
- Power

## Compound Noun

The combination of two nouns (which refer to one thing) is called compound noun.

E.g.

He is a **bus-driver**.

It is a **newspaper**.

She is a **policewoman**.

You are **body Guard**.

## Part (6) Questions

- What is Countable Noun?
- What is Non-Countable Noun?
- What is Plural Noun?
- What are the rules for plurality of nouns?
- What is Regular Noun?
- What is Irregular Noun?
- What are Demonstrative Pronouns?
- What are Possessive Adjectives?
- What is Possessive Noun?
- What is Concrete Noun?
- What is Abstract Noun?
- Compound Noun?

## Exercise 1

Write (C) for countable and (N) for non-countable nouns.

- a. \_\_\_\_\_ water
- b. \_\_\_\_\_ computer
- c. \_\_\_\_\_ girl
- d. \_\_\_\_\_ oil.

Make plural the following nouns.

- a. Bottle (.....)
- b. Bus (.....)
- c. Body (.....)
- d. Box (.....)

Write (R) for regular and (I) for irregular nouns.

- a. \_\_\_\_ Students are here.
- b. \_\_\_\_ Men are there.
- c. \_\_\_\_ Children are fat.
- d. \_\_\_\_ Mice are smart.
- e. \_\_\_\_ cats are asleep.

Circle plural, and underline singular demonstrative pronouns.

- a. This is a cat, and those are dogs.
- b. This is Afghanistan's map.
- c. These are pens.
- d. Those are rulers.
- e. That is my car.
- f. This is our country.



## Exercise 2

Put one dot under possessive noun and two under possessive adjective.

- a) He is my brother.
- b) Karim's brother is not here.
- c) Girl's shoes are new.
- d) Our home is in Moqur district.

Highlight the concrete nouns in below sentences.

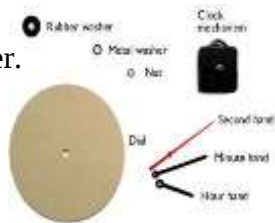
- a) Water is colorless.
- b) Hand is an organ.
- c) Mouse is running.
- d) She is making a cake.

Circle the abstract noun in the following sentence.

- a) The clock is on the wall.
- b) I have power.
- c) Death is waiting for me.
- d) Sun is shining.
- e) Knowledge is a light.

Underline the compound noun in below sentence.

- a) This is a door keeper.
- b) She is a story teller.
- c) That is charge saver computer.
- d) He is watch maker.
- e) Those are rulers.
- f) That is my car.
- g) Where is bus driver?



## Part (7) Parts of Speech

- What is Noun?
- What is Pronoun?
- What is Verb?
- What is Adjective?
- What is Adverb?
- What is Preposition?
- What is conjunction?
- What is interjection?

### Noun

Noun is a group of letters which is used for the name person, place, animal, thing, and idea.

E.g.

He is a **teacher**. (person)

It is a **hospital**. (place)

Where is our **cow**. (animal)

I have **watch**. (thing)

**Thought** is my way. (idea)

### Pronoun

Pronoun is a word which is used in place of noun in a sentence.

E.g.

- **Ahmad** is a teacher.  
**He** is a teacher.
- **Hamida** is my friend.  
**She** is my friend.

## Verb

Verb is a word which is used to show the action, state, existence and possession of the subject of the sentence.

E.g.

He is **throwing** the ball. (action)

He **is** ready. (state)

She **is** at home. (existence)

You **have** English for University book. (possession)

## Adjective

Adjective is a word which used to provide more information about a noun or pronoun.

E.g.

Ahmad is **talented**. (Adjective modifies Ahmad.)

She is **brilliant**. (Adjective modifies she)

Children are **happy** for festival.

**New** computer

**Old** building

## Adverb

Adverb is a word which modifies verb, adjective, another adverb or a complete sentence.

E.g.

He *drives* **badly**. (*verb*)

She is **very** *gifted*. (*adjective*)

He drives **very** *badly*. (*another adverb*)

**Luckily**, I passed in entry exam. (*complete sentence*)

## Preposition

Preposition is a word which is used to show the relationship between two things.

E.g.

- The cat is **on** the table.
- The ball is **under** the table.
- Our teacher is **in** the class.
- The chancellor is **at** office.
- The bank is **beside** the school.
- The tree **behind** the seat.
- The pen is **in front of** the book.
- The chair is **near** the desk.

## Conjunction

Conjunction is a word which two words, two phrases, two sentences and two clauses.

E.g.

- |       |         |           |           |
|-------|---------|-----------|-----------|
| • For | because | although  | therefore |
| • And | since   | however   | if        |
| • Nor | as      | otherwise | unless    |
| • But |         |           |           |

- |       |                                                        |
|-------|--------------------------------------------------------|
| • Or  | Book and pen (nouns)                                   |
| • Yet | In the morning and in the evening (phrases)            |
| • So  | She is a teacher, but she is not teaching. (sentences) |
|       | I kissed her although I do not know her. (Clause)      |

E.g.

- I am a driver, **but** I am not driving car.
- She is sick **because** she is absent today.
- I will come **if** I had time.

## Interjection

Interjection is a word which is used to show sudden feeling.

E.g.

**Wow!** What a nice cow!

**Alas!** I myself cut myself.

**Oh!** What I did.

## Part (7) Questions

- What is Noun?
- What is Pronoun?
- What is Verb?
- What is Adjective?
- What is Adverb?
- What is Preposition?
- What is conjunction?
- What is interjection?

### Exercise

Underline nouns in the following sentences.

- a. Karim is going to school.
- b. It is a fat cat.
- c. Where is mother?
- d. They are in the class.

Circle the pronoun in the following sentences.

- a. I and she are at this school.
- b. You are a pilot.
- c. I am helping him.
- d. He and we are from Afghanistan.

Write (A) for adjective and (Ad) for adverb.

- a. \_\_\_\_\_badly
- b. \_\_\_\_\_ new
- c. \_\_\_\_\_ slow
- d. \_\_\_\_\_ Slowly
- e. \_\_\_\_\_ quickly

Put one dot above preposition and two dots above conjunction.

- a. In the morning and at noon
- b. He is a teacher, but he cannot teach well.
- c. I am sick because I am asleep.
- d. He cat is under the table.
- e. The tree is behind the house.
- f. The book and the pen are on the floor.

## Part (8): W.H Question, Can, To Have Verbs

- What is W.H (Information) Question
- What is Can?
- What are (To Have Verbs)?
- What is Present Simple Tense?
- What are (Was & Were)?
- What is (Will be)?
- What is (Had)?

### W.H (Information) Questions

These questions are used to ask about something, and the answer of these questions need more information.

#### What...?

A: What is your name?

B: My name is Ahmad.

A: What is your father's name?

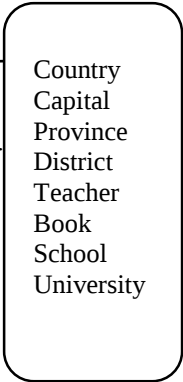
B: My father's name is Jamal Ahmad.

A: What is your village name?

B: My village name is Sigansi.

A: What is his brother's job?

B: His brother is a doctor.



Country  
Capital  
Province  
District  
Teacher  
Book  
School  
University

**Where...?**

A: Where is Himat?

B: Himat is in the class.

A: Where is Afghanistan?

B: Afghanistan is in Asia.

A: Where are students?

B: Students are at school.

A: Where is your father?

B: My father is at office.

**When...?**

A: When is the match:

B: It is at 08:00 pm.

A: When is it?

B: It is six in the morning.

A: When is the program.

B: The program is today.

A: When is your wedding?

B: My wedding is tonight.

**Who...?**

A: Who is your teacher?

B: Our teacher is Misal.

A: Who are those boys?

B: They are my friends.

A: Who is she?

B: She is a doctor at this clinic.

A: Who is shouting loudly?

B: Nasibullah is shouting loudly.

### **Why...?**

A: Why is he sick?

B: He drinks cold water.

A: Why are they absent?

B: They are at home today.

A: Why is she happy?

B: She has a new computer.

A: Why are you coming?

B: I am meeting you.

### **How...?**

A: How are you?

B: I am fine.

A: How is he?

B: He is healthy now.

A: How are your parents?

B: They are happy.

A: How is the weather today?

B: The weather is sunny today.

**Which...?**

A: Which is your car?

B: That is my car.

A: Which are your brothers?

B: These are my brothers.

A: Which is your pen, Ghani?

B: My pen is in my pocket.

A: Which is his computer?

B: The red computer is his.

**Whose...?**

A: Whose book is this?

B: It is Karim's book.

A: Whose car is this?

B: It is my car.

A: Whose room is that?

B: That is Kifayatullah's room.

A: Whose computer is on the table?

B: Her computer is on the table.

### **Whom...?**

A: Whom are you helping?

B: I am helping with orphans.

A: Whom is he advising?

B: He is advising to the students.

A: Whom is she calling?

B: She is calling to Hakimullah.

A: Whom are they insulting?

B: They are insulting to Mr. John.

### **Can**

‘Can’ is a modal auxiliary verb which shows ability and request.

### **Ability**

E.g.

- I **can** read English text.
- She **can** type words.
- You **can** learn English.
- They **cannot** drive car.
- She **can** speak three languages.

### **Request**

E.g.

- **Can** I carry it for you?
- **Can** I help you?
- **Can** you come on time?
- **Can** he show me the way?

## To Have Verbs

These verbs are used to show possession in present or past time.

### For Present Time

E.g.

I **have** a book.

She **has** a computer.

| Subject Pronoun | To Have Verb | Example             |
|-----------------|--------------|---------------------|
| I               | have         | I have a pen.       |
| We              | have         | We have a car.      |
| You             | have         | You have a radio.   |
| They            | have         | They have bikes.    |
| He              | has          | He has a friend.    |
| She             | has          | She has a computer  |
| It              | has          | It has a long tail. |

**For Past Time**

E.g.

I **had** a book.She **had** a computer.

| Subject Pronoun | To Have Verb | Example             |
|-----------------|--------------|---------------------|
| I               | Had          | I had a pen.        |
| We              | Had          | We had a car.       |
| You             | Had          | You had a radio.    |
| They            | Had          | They had bikes.     |
| He              | Had          | He had a friend.    |
| She             | Had          | She had a computer  |
| It              | Had          | It had a long tail. |

**Present Simple Tense**

Present simple tense is used to show action which is happening regularly and habitually. It is used to show general facts as well.

**Regular action**

An action that we do every day or over and over again<sup>†</sup> is called regular action.

E.g.

- I eat food.
- She drinks water.
- They sleep at night.

---

<sup>†</sup> Over and over again means repeatedly.

## **Habitual Action**

An action which can be forgotten or left in the future is called habitual action.

E.g.

- I smoke cigar.
- She drinks wine.
- She sleeps on the floor.
- They like hot seasons.

## **General Fact**

A statement which is fact for everyone.

E.g.

- Allah is one.
- Sky is blue.
- Sun sits in the west.
- Earth is round.
- Every life creature dies.

## **Positive Sentence**

**S + V + O +.**

She loves me.

I come here every day.

They are talented.

She has a bike.

### Negative Sentence

**S + (do / does) + not + V + O +.**

She does not love me.

I do not come here every day.

They do not speak English.

We do not feel well.

### Interrogative Sentence

**(Do / Does) + S + V + O +?**

Does she love me?

Do I come here every day?

Do they speak English language?

Do we feel we?

### **Helping Verbs of Present Simple Tense**

This tense contains two helping verbs<sup>†</sup> which are used in below approach:

- 1) **Do** is used with (I, we, you, they and plural nouns).

I work for Afghanistan. (positive sentence)

I **do** not eat sweet.

**Do** you help poor people?

**Do** they come from Ghazni?

We **do** not speak Chinese.

**Don't**<sup>‡</sup> Himat and Nasib drive their car?

---

<sup>†</sup> In positive sentence of present simple tense, helping verbs are not used.

<sup>‡</sup> 'Don't' is contracted form of 'Do not'.

2) **Does** is used with (He, she, it and singular nouns).

He **does** not speak Dari.

**Does** she like French fries?

It **does** not run fast.

**Hakimullah** does not study Arabic language

### Rules for adding (s / es) at the end of Verb

- S or **es** is added at the end of the verb for third singular person and singular nouns in a positive sentence.

1) When the verb is ended with these letters (**x, ch, o, z, s, sh**), it is followed by **es** for third singular person.

- He **goes** to school. (Go)
- She **fixes** her car. (Fix)
- A wasp **buzzes** here. (Buzz)
- She **washes** clothes. (Wash)
- Himat **watches** film. (Watch)
- She **caresses** her son. (Caress)

2) When the verb is not ended with these letters (**x, ch, o, z, s, sh**), it is followed by only “s”.

- She **comes** on time. (Come)
- He **speaks** English. (Speak)
- Your brother **asks** questions. (Ask)

- When a verb is ended with (y), preceded by a consonant; (y) is changed into (i), and (es) is added after (i).
    - She cries aloud. (Cry)
    - He studies at night. (Study)
    - Nasibullah fries a chicken. (Fry)
  
  - When a verb is ended with (y), preceded by a vowel; (y) isn't changed into (i) or other letters and only (s) is added at the end of the verb.
    - She stays at one-floor home. (Stay)
    - Ehsan prays five times in a day. (Pray)
    - Lion preys on animals in jungle. (Prey)
- 

## A story in Present Simple Tense

Hamidullah is from Maqur district, Ghazni, Afghanistan. He likes football and cricket very much. He goes to school every morning. Sometimes, he goes to school by foot, but sometimes by bicycle. He studies his books and recites Holy Qur'an early every morning. He eats breakfast at his home. After breakfast, he waters the flowers in his garden.

## Was & Were

‘Was & Were’ are those verbs which show **existence** and **state** of the subject in the past time.

### Existence

E.g.

I **was** at office.

She **was** in the class.

You **were** in Afghanistan.

Were = I, we, you, they

Was = he, she, it

### State

E.g.

I **was** happy.

She **was** a doctor.

You **were** sad.

## Will be

‘Will be’ is used to show the existence or state of the subject in the future.

### Existence

E.g.

I **will be** at office.

She **will be** in the class.

You **will be** in Afghanistan.

Will be = I, we, you, they, he, she, it

### State

E.g.

I **will be** happy.

She **will be** a doctor.

You **will be** sad.

## Had

This word (had) is used to show the possession of subject in the past time.

E.g.

- I **had** a book.
- You **had** a pen.
- We **had** a computer.
- They **had** a notebook.
- She **had** a ruler.
- He **had** a glass.
- It **had** a long tail.

## Part (8) Questions

- What is W.H (Information) Question
- What is Can?
- What are (To Have Verbs)?
- What is Present Simple Tense?
- What are (Was & Were)?
- What is (Will be)?
- What is (Had)?

### Exercise 1

Underline (W.H) Questions in the following sentences.

- a. What is your name?
- b. Where are you from?
- c. Who is your teacher?
- d. Whose car is that?
- e. How are you?

Put one dot above (can) for ability and two dots for request.

- a. Can you lift the desk with one hand?
- b. Can you close the door, please?
- c. I cannot come there.
- d. Can you guide me the way?

Write (P) for past form of TO HAVE VERB and (Pr) for present.

- a. \_\_\_\_\_ She has a new book.
- b. \_\_\_\_\_ You had an old book last year.
- c. \_\_\_\_\_ We have new friends.
- d. \_\_\_\_\_ The dog had very long tail.
- e. \_\_\_\_\_ It has capacity for three people.

Add (s) or (es) at the end of the following verbs for third singular subject.

- a. Read
- b. Fix
- c. Make
- d. Match
- e. Pray
- f. Sing

## Exercise 2

Decide on one of the following verb for past time.

- a) What (is / was / were) your name?
- b) Where (was / has / were) he from?
- c) Who (is / are / were / was) they?
- d) Whose car (are / is / was) that?
- e) How (are / had / were) you?

Underline (will be), and circle the negative sentences.

- a. She will not be in the class tomorrow.
- b. I will be at office at 08:00 pm.
- c. She will not be my girlfriend.
- d. You will be a master in your field.

Put (C) for correct and (I) for incorrect.

- a) \_\_\_\_\_ Word is combination of letters.
- b) \_\_\_\_\_ Sentence is combination of letters.
- c) \_\_\_\_\_ Positive sentence ends with (?).
- d) \_\_\_\_\_ (NOT) is used in question sentence.
- e) \_\_\_\_\_ You are happy today!

## Part (9): Future Simple Tense, Past Simple Tense

- What is Future Simple Tense?
- What is Past Simple Tense?
- What is Regular Verb?
- What is Irregular Verb?
- What is Simple Sentence?
- What is Compound Sentence?
- What is Imperative Sentence
- What is abbreviation?
- What is acronym?

### Future Simple Tense

This tense is used to show an action which is going to happen in specific time in the future time.

E.g.

- I will go to Kabul tomorrow.
- They will study English language.
- He will carry it for you.
- They will use my computer next time.

#### a) Positive structure:

**S + will / shall + V+ O +.**

She will eat an apple.

We will write English alphabet.

I shall go next morning.

### b) Negative Structure:

**S + will / shall + not + V + O +.**

He will not eat an apple.

They will not write Arabic alphabet.

Himat and Nasib will not use my computer.

### c) Interrogative structure:

**Will / Shall + S + V + O +?**

Will he come here next weekend?

Shall you stay there for a year?

Will we bring sticks for the fire?

### Helping verb of Future Simple Tense

This tense contains two helping verbs which are used in below approach:

1. **Will / shall** is used with (I, we, you, they, he, she, it, singular and plural nouns).

I **will / shall** work for Afghanistan.

You **will / shall** come next day.

She **will** apologize him.

He **will** say 'hello' to you.

**Will** Himat help me?

**Will** you teach me sociolinguistics?

## A story in Future Simple Tense

You will come to my room, and we will go to school immediately. The teacher will come to class at 09:00 am tomorrow, but the principal will not come to class tomorrow. Jamil and Karim will drive their car to Sarda Dam next week, and they will swim there as well. Emran and Ali will not go to Sarda Dam, but they will study their books at their room next week. I will use my Facebook tonight, and you will comment on my post. What will you do tomorrow?

## Past Simple Tense

This tense is used to show an action which is started and completed in a specific time in the past.

E.g.

- I went to Kabul yesterday.
- You bought MET<sup>o</sup> book last week.
- They wrote a letter for their son last night.
- Mr. President Karzai arrived to Washington D.C this morning.

### Positive structure:

S + V2<sup>1</sup> + O +.

She ate an apple.

We wrote alphabet.

Nasibullah pushed the car an hour ago.

---

<sup>o</sup> MET = Misal English Tenses

<sup>1</sup> V2 means second form of the verb.

### Negative Structure:

**S + did + not + V1<sup>v</sup> + O +.**

He did not eat the apple.

They did not write the alphabet.

Himatullah did not push the car an hour ago.

### Interrogative structure:

**Did + S + V1 + O +?**

Did she eat the apple?

Did you drive your car yesterday?

Did Hamidullah & Hakimullah play cricket last week?

---

### **Helping verb of Past Simple Tense**

This tense contains one helping verb<sup>^</sup> which is used in below approach:

1. **Did** is used with (I, we, you, they, he, she, it, singular and plural nouns).

I worked for Afghanistan. (positive sentence)

I **did** not come there.

We **did** not study well for last exam.

**Did** you study well for that exam?

They **did** not go to the party.

He **did** not take part in that program.

She **didn't** marry me.

**Did** it eat eight eggs?

Sanaullah **did** not waste the time that year.

Dr. Abdul Qayum **did** not drive his car.

---

---

<sup>v</sup> V1 means first form of the verb.

<sup>^</sup> In Positive sentence of past simple, we do not use helping verb.

## Rules for adding (d /ed) at the end of Verb

- When a verb is ended with (e) and (ee), only (d) is added at the end of the verb without slightly change.
  - Blame = blamed
  - ~~Blame = blameed~~
  - Agree = agreed
  - ~~Agree = agreeed~~
  - Waddle = waddled
  - ~~Waddle = waddled~~

E.g.

They **blamed** me.

I **agreed** with them.

Goose **waddled** when it was flying.

- When a verb is ended with (y) and preceded by a 'consonant', the (y) is transformed into (i), and (ed) is added at the end of the verb.
  - Study = studied
  - ~~Study = studyed~~
  - Try = tried
  - ~~Try = tryed~~
  - Cry = cried
  - ~~Cry = cryed~~

E.g.

She **cried** aloud.

You **studied** Dari at school.

I **tried** my best in lessons.

- When a verb is ended with (y) and preceded by a ‘vowel’, the (y) must be followed by (ed) without any change.
  - Stay = stayed
  - Play = played
  - prey = preyed
  - pray = prayed

E.g.

I **stayed** at home yesterday.

She **played** an MP3 song.

The lion **preyed** today.

My brother, Ehsan, **prayed** a lot.

- When the verb is ended with (consonant + vowel + consonant), two ways must be considered:
  - a. If the last syllable of the verb is stressed, the last letter of the syllable must be doubled up when the verb is used in ‘past simple tense’.
    - Stop = **stopped**
    - Refer = **referred**
    - Drop = **dropped**

E.g.

Immediately, it **stopped**.

They **referred** to that book.

She **dropped** her pot on the ground.

- b. If the last syllable of the verb is not stressed, the last letter of the syllable cannot be doubled up when the verb is used in 'past simple tense'.

- ~~Open~~ ~~opened~~
- ~~Attack~~ ~~attackked~~
- Open = **opened**
- Attack = **attacked**

E.g.

She opened the door.

A man attacked the police car.

## Regular Verbs

Regular verbs are those verbs which can take (d / ed) at the end for their second and third forms.

E.g.

- book becomes **booked**
- bake becomes **baked**
- switch becomes **switched**
- paint becomes **painted**
- save becomes **saved**

## Irregular Verbs

Irregular verbs are those verbs which do not follow and accept the rule of adding (d / ed) at the end for their second and third forms, but these kind of verbs change their form completely or remain regularly for past and past participle forms.

**E.g.**

|         |           |           |
|---------|-----------|-----------|
| ➤ cut   | → cut     | → cut     |
| ➤ bet   | → bet     | → bet     |
| ➤ read  | → read    | → read    |
| ➤ write | → wrote   | → written |
| ➤ say   | → said    | → said    |
| ➤ buy   | → bought  | → bought  |
| ➤ think | → thought | → thought |
| ➤ tear  | → tore    | → torn    |
| ➤ speak | → spoke   | → spoken  |

---

## A Small Story in Past Simple Tense

Once upon a time, there was a fox, which was very hungry. It went to a garden of grapes and watered its mouth for the ripe and juicy grapes. It wanted to eat the grapes, but the grapes were high from the earth. The fox jumped to reach the grapes, but it did not reach the high grapes. As a result, the fox stopped its efforts and said, "I know these grapes are sour!"

### Simple Sentence

A sentence which has a subject and verb is called simple sentence.

E.g.

I **am** an Afghan.

He **is** an American.

I am **reading** this sentence.

She is **buying** a book.

### Compound Sentence

When two simple sentences are connected together by the help of coordinating conjunction, this combination is known as compound sentence.

E.g.

I am an Afghan, **and** he is a Pakistani.

He is an American, **and** she is a Russian.

I am reading this sentence, **but** I am not learning it.

She is buying a book, **but** they are not buying books.

### Imperative Sentence

Imperative<sup>†</sup> sentence is used to show command, request and direction.

E.g.

Cook the meat for tonight. (command)

Open the door, please. (request)

Go direct; turn right. (direction)

---

<sup>†</sup> Imperative sentence has a hidden or unseen subject (You) in written form.

## What is Abbreviation?

The short form of a long expression which can be pronounced one by one (letters) is called abbreviation.

E.g.

-  USA (United States of America)
-  UAE (United Arab Emirates)
-  ALP (Afghan Local Police)
-  A.R.C (American Red Cross)

## What is Acronym?

The short form of a long expression which can be pronounced as a single word is called acronym.

E.g.

-  MET (Misal English Grammar)
-  MELI (Muslim English Language Institute)
-  NASA (National Aeronautic Space Administration)
-  NATO (North Atlantic Treaty Organization)

## List of Abbreviations and Acronyms

- A.R.C  
American (National) Red Cross
- AC  
Alternating Current
- AD  
Anno Domini

- AFG  
Afghanistan
- ALP  
Afghan Local Police
- AM  
Anti-Meridian
- ASS  
Association
- ASST  
Assistant
- BBC  
British Broadcasting Corporation
- BC  
Before Christian
- C.I.D  
Criminal Investigating Department
- CD  
Compact Disk
- Dc  
Direct Current
- DDR  
Demobilization Disarmament Reintegration

- Dr.  
Doctor
- Etc.  
Etcetera
- EU  
European Union
- G.M.T  
Greenwich Mean Time
- G.P.O  
General Post Office
- H.E  
His Excellency
- I.Q  
Intelligence Quotation
- I.R.C  
International Rescue Committee
- InterCom (IC)  
International Communication
- Kg  
Kilogram
- Km  
Kilometer

- Kw  
Kilowatt
- Ltd  
Limited
- M.M  
Millimeter
- M.P  
Military Police
- Memo  
Memorandum
- MP  
Member of Parliament
- OIC  
Organization of Islamic Countries
- P.M  
Past Meridian
- T.B  
Tuberculosis
- TV  
Television
- U.K  
United Kingdom

- U.N  
United Nations
- U.N.D.C.P  
United Nations Drug Control Program
- U.N.E.S.C.O  
United Nations Educational Scientific and Cultural Organization
- U.N.O  
United Nations Organization
- U.S.A  
United States of America
- UNICEF  
United Nations International Children Emergency Fund
- V.I.P  
Very Important Person
- W.F.P  
World Food Program
- W.H.O  
World Health Organization
- WWW  
World Wide Web
- A.D.B  
Asian Development Bank

- ABC  
American Broadcasting Corporation
- ABC  
Australia Broadcasting Corporation
- Approx.  
Approximately
- ARRP (of U.N)  
Afghanistan Rural Rehabilitation Program
- B.Ed.  
Bachelor of Education
- B.Sc.  
Bachelor of Science
- BA  
British Airway
- C  
Centigrade
- C / A  
Current Account
- CH  
Custom House
- CIA (USA)  
Central Intelligence Agency

- Co-op  
Co-operative
- D. Phil  
Doctor of Philosophy
- D.Sc.  
Doctor of Science
- Dept.  
Department
- E  
East
- E.E  
Errors Excepted
- E.E.C  
European Economic Community
- E.F.T.A  
European Free Trade Association
- F.  
Fahrenheit
- F.A  
Football Association
- F.A.O  
Food & Agriculture Organization

- F.B.I  
Federal Bureau of Investigation
- F.I.R  
First Information Report
- F.R.O  
Foreign Relation Office
- FM. D  
Female Medical Doctor
- Fri  
Friday
- G.B  
Great Britain
- GDR  
German Democratic Republic
- H of L  
House of Lord
- H & R  
Human Rights
- I.C.R.C  
International Committee for Red Crescent
- I.L.O  
International Labor Organization

- I.M.F  
International Monetary Fund
- ICJ  
International Court of Justice
- IELTS  
International English Language Testing System
- IHRD  
International Human Rights Declaration
- IRNA  
Iranian News Agency
- IUPAC  
International Union Pure Applied of Chemistry
- Jnr  
Junior
- JP  
Justice of Peace
- K.ph  
Kilometer Per Hour
- L.T.O  
Long Term Objective
- Lang  
Language

- LTC  
Long Term Credit
- M.E.T.O  
Middle East Treaty Organization
- MB  
Medicine Bachelor
- MBA  
Master of Business Administration
- Mfg.  
Manufacturer
- Mon  
Monday
- NY  
New York
- NASA  
National Aeronautic Space Administration
- NATO  
North Atlantic Treaty Organization
- OIC  
Organization of the Islamic Conference
- ODP  
Out Door Patient

- OPEC  
Organization of Petroleum Exporting Countries
- ORS  
Oral Rehydration Salt
- P & I  
Profit and Loss
- P.R  
Public Relation
- Pr.  
Pair / Price
- Pres  
President
- Pro  
Professional
- Prt  
Private
- Ret.  
Retired
- Rev  
Revelation / Reverse
- Rt. Hon.  
Right Honorable

- Rt. Rev  
Right Reverend
- S  
South
- SALT  
Strategic Arms Limitation Talks
- Sat  
Saturday
- SEATO  
South East Asia Treaty Organization
- Sun  
Sunday
- T.U  
Trade Union
- T.U.C  
Trade Union Congress
- TOEFL  
Test of English as Foreign Language
- Tue  
Tuesday
- UAE  
United Arab Emirates

- ESL  
English as a Second Language
- TESL  
Teaching English as Second Language
- TEFL  
Teaching English as a Foreign Language
- MET  
Misal English Tenses

### **Part (9) Questions**

- What is Future Simple Tense?
- What is Past Simple Tense?
- What is Regular Verb?
- What is Irregular Verb?
- What is Simple Sentence?
- What is Compound Sentence?
- What is Imperative Sentence
- What is abbreviation?
- What is acronym?

### Exercise 1

Underline (Future Simple Tense); circle (Past Simple Tense).

- a. She will visit me at the airport.
- b. He went to school at 08:00 am.
- c. Who did kill the snake?
- d. Whom will you help?
- e. What will buy for me if you go to bazar?

Put (I) for imperative, (S) for simple and (C) for compound sentence.

- a. I am an anthropologist.
- b. She is a pilot, and he is a driver.
- c. You passed in exam because you studied hard.
- d. I can help everyone in the exam.
- e. She goes to school, and she studies grammar books.

Write (A) for abbreviation and (Ac) for acronym.

- a. \_\_\_\_\_ ISAF.
- b. \_\_\_\_\_ USA
- c. \_\_\_\_\_ MELI
- d. \_\_\_\_\_ UNICEF
- e. \_\_\_\_\_ W.F.P

Change the following verbs to their past form, please!

- a. Read
- b. Fix
- c. Make
- d. Match
- e. Is
- f. Sing

## Part (10): Comparison of Adjective and Adverb

- What is Adjective?
- What is Adverb?
- What is Comparison of Adjective?
- What is Comparison of Adverb?
- What is Transitive Verb?
- What is Intransitive Verb?
- What is Reflexive Pronoun?
- What is Emphatic Pronoun?

### Comparison of Adjective

In comparison of adjective, we describe the characteristics of something whether it is good or better than one another. Or two things that have the same characteristics.

**There are three degrees of adjective:**

#### Positive Degree

In positive degree of adjective, we describe that two things have the same quality, characteristics, or talent. In this degree of adjective, the adjective is put between (**as...as**).

E.g.

(Ali is **short**.  
Karim is **short**.)

Ali is **as** short **as** Karim.

Ahmad is **as** talented **as** Jamal.

You are **as** fat **as** Nabi.

Kandahar is **as** hot **as** Nangarhar in summer.

## Comparative Degree

In comparative degree of adjective, we describe that one thing is better from another thing in quality, characteristics, or talent.

E.g.

Ahmad's height is **1.5** meter.

Karim's height is **1.3** meter.

E.g.

(Ahmad is taller **than** Karim.)

- If the adjective has one and two syllables, 'er + than' is added to the end of adjective.

E.g.

Farah province is wider **than** Zabul.

Ghani is shorter **than** Sayad Alam.

Halima is healthier **than** Ruqiya.

This pillow is softer **than** that one.

- If the adjective has more than two syllables, (more + adjective + than) is used to compare one thing with another one.

E.g.

Karim is **more intelligent than** Nabi.

Himat is **more profound than** Nasib in English.

This information is **more specific than** that information.

## Superlative Degree

In superlative degree of adjective, we describe that one thing is better from all the things in quality, characteristics, or talent.

E.g.

Ahmad's height is **1.5** meter.

Karim's height is **1.3** meter.

Jamal's height is **1.7** meter.

Khalid's height is **1.6** meter.

Najib's height is **1.9** meter.

E.g.

(Najib is **the tallest** student in his class Karim.)

- If the adjective has one and two syllables, (the + Adjective + est) is added to the end of adjective.

E.g.

Farah is **the widest** province in Afghanistan.

Ghani is **the shortest** student in our class.

Halima is **the healthiest** girls in my family.

- If the adjective has more than two syllables, (the most + adjective) is used compare one thing with a group of things.

E.g.

He is **the most intelligent** student in the class.

She is **the most profound** person in this department.

Phonetics is **the most complicated** subject in English.

### **Some Rules for Formation of Superlative & Adjective Degrees:**

- One or two syllable adjectives take (er) in comparative and (est) in the superlative degrees.

E.g.

| Positive | Comparative | Superlative |
|----------|-------------|-------------|
| Short    | Shorter     | Shortest    |
| Tall     | Taller      | Tallest     |
| Healthy  | Healthier   | Healthiest  |

- More than two syllables adjectives ending in (er, y, ow, le) take (er) in comparative and (est) in the superlative degrees.

E.g.

| Positive | Comparative | Superlative |
|----------|-------------|-------------|
| Clever   | Cleverer    | Cleverest   |
| Healthy  | Healthier   | Healthiest  |
| Mellow   | Mellower    | Mellower    |
| Noble    | Nobler      | Noblest     |

- More than two syllables adjectives always form their comparative and superlative by taking (more) & (the most) before the adjective.

E.g.

| Positive    | Comparative      | Superlative          |
|-------------|------------------|----------------------|
| Intelligent | More intelligent | The most intelligent |
| Beautiful   | More beautiful   | The most beautiful   |
| Capable     | More capable     | The most capable     |

**Some adjectives are irregular**

| Positive | Comparative       | Superlative         |
|----------|-------------------|---------------------|
| Good     | Better            | Best                |
| Bad      | Worse             | Worst               |
| Little   | Less              | Least               |
| Much     | More              | Most                |
| Old      | Older / elder     | Oldest / eldest     |
| Far      | Farther / further | Farthest / furthest |

E.g.

This is a **good** book.

This book is **better** than that one.

This is the best book of William Shakespeare.

This bucket contains **little** water.

This bucket contains **less** water than that one.

This bucket contains the **least** water at home.

He is an **old** teacher.

Khalid is **older** / **elder** than your teacher.

Rahim is the **oldest** / **eldest** teacher at this school.

## Comparison of Adverb

In comparison of adverb, we describe the characteristics of something whether it is done politely, more politely or less politely; fast, faster or fastest; hard, harder or hardest.

**There are three degrees of adverb:**

### Positive Degree

In positive degree of adverb, we describe that two things are done in the same manner. In this degree of adverb, the adverb is put between (**as...as**).

E.g.

(Jamila works **hard**.  
Zarmina works **hard**.)

Jamila works **as** hard **as** Zarmina does.

Hamid drives **as** fast **as** Hakim does.

You come **as** late **as** Jamal comes.

### Comparative Degree

In comparative degree of adverb, we describe that one thing is done in a different manner than the another one.

E.g.

(Ahmad works **harder than** Karim  
Jamal drives **faster than** Israrullah.)

- If the adverb has one and two syllables, 'er + than' is added to the end of adverb.

E.g.

She works **harder than** me.

You drive **faster than** Mohammad

She comes **earlier than** Halima.

- If the adverb has more than two syllables, (**more + adverb + than**) is used to show that one action is done differently from another one.

E.g.

Karim drives **more differently than** Jamal.

Himat goes to school **more slowly than** Farid.

You did it **more beautifully than** Hikmat.

## Superlative Degree

In superlative degree of adverb, we describe that one thing is done in a different manner from all the other things.

E.g.

(Najib works **hardest than** all of us.)

- If the adverb has one or two syllables, it does not take anything before or after it.

E.g.

She comes **early than** all of us.

He spoke **polity than** all the students in the class.

Halima carried it **carefully than** all of the others.

- If the adverb has more than two syllables, it takes (most) before it.

E.g.

She spoke **most differently than** all of us.

He did it **most beautifully** in front of the class.

## Transitive Verb

A verb which can agree to take object at the end is called transitive verb.

E.g.

I **eat** an apple.

She **drinks** water.

You **write** alphabet.

They **throw** garbage.

She **types** books.

**Note:** In above sentence, (Apple, Water, Alphabet, Garbage, and Books) are objects of the BOLD verbs.

## Intransitive Verb

A verb which cannot agree to take object at the end is called transitive verb.

E.g.

I **go** to school.

Sun **sets** in the west.

Kifayatullah is **dying**.

They are **laughing**.

She is **sleeping**.

**Note:** In above sentence, (Go, Set, Dying, Laughing, and Sleeping) are intransitive verbs not taking object at the end.

## Reflexive Pronouns

Reflexive pronouns are used to show that the subject and object of the verb are the same person.

E.g.

I cut **you**. (subject and object are different persons.)

She respected **me**. (subject and object are different persons.)

I cut **myself**. (subject and object = one person.)

She respected **herself**. (subject and object = one person.)

Cat washes itself.

A man killed **himself**.

She saw **herself** in the mirror.

| Reflexive pronoun | Meaning           | Example                         |
|-------------------|-------------------|---------------------------------|
| Myself            | ما خپل ځان        | I cut myself.                   |
| Ourselves         | موږ خپل ځان       | We respected ourselves.         |
| Yourself          | تا خپل ځان        | You saw yourself in the mirror. |
| Yourselves        | تاسو خپل ځان      | You angered yourselves there.   |
| Themselves        | دوی خپل ځان       | They washed themselves.         |
| Herself           | دې خپل ځان        | She cleaned herself of leaves.  |
| Himself           | ده خپل ځان        | He fell down himself from roof. |
| Itself            | هغه / هغې خپل ځان | It colored itself.              |

## Emphatic Pronouns

Emphatic pronouns are used to reinforce or emphasize the subject of the sentence that action is done by the subject him / herself.

E.g.

I **myself** cut you. (subject and object are different persons.)

She respected me **herself**. (subject and object are different persons.)

They washed their car by **themselves**.

She winked me **herself**.

| Emphatic pronoun | Meaning           | Example                                     |
|------------------|-------------------|---------------------------------------------|
| Myself           | ما په خپله        | I myself cut myself.                        |
| Ourselves        | موږ په خپله       | We ourselves respected ourselves.           |
| Yourself         | تا په خپله        | You yourself saw yourself in the mirror.    |
| Yourselves       | تاسو په خپله      | You angered yourselves there by yourselves. |
| Themselves       | دوی په خپله       | They themselves washed themselves.          |
| Herself          | دې په خپله        | She herself cleaned herself of leaves.      |
| Himself          | ده په خپله        | He himself fell down himself from roof.     |
| Itself           | هغه / هغې په خپله | It itself colored itself.                   |

## Part (10) Questions

- What is Adjective?
- What is Adverb?
- What is Comparison of Adjective?
- What is Comparison of Adverb?
- What is Transitive Verb?
- What is Intransitive Verb?
- What is Reflexive Pronoun?
- What is Emphatic Pronoun?

### Exercise 1

Underline (adjective), and circle (adverb) in the below examples.

- a. She is a gifted student.
- b. He speaks offensively.
- c. It is a tall tree.
- d. You type the words slowly.
- e. They are capable.

Legitimately, transform the sentences to superlative form of adjective.

- a. He is tall. (.....)
- b. She is short. (.....)
- c. You were beautiful. (.....)
- d. She drives slowly. (.....)
- e. I am gifted. (.....)

Write (R) for reflexive and (E) for emphatic pronouns.

- a. \_\_\_\_\_ I slapped myself.
- b. \_\_\_\_\_ I broke the door myself.
- c. \_\_\_\_\_ She herself goes to school.
- d. \_\_\_\_\_ Jump by yourself!
- e. \_\_\_\_\_ Karim washed the car himself.

Correct the following sentences without looking back, please.

- a. She himself goed to school.
- b. You eat it itself yesterday.
- c. They ourselves water the garden.
- d. We ourself selected this faculty.
- e. Jamila himself went to hospital.
- f. Hakim respected themselves.

## Part (11): Punctuations

- Where is Full stop used?
- Where is Question mark used?
- Where Comma used?
- Where is Colon used?
- Where is Semi-Colon used?
- Where is Ellipsis used?
- Where are parentheses used?
- Where are Quotation Marks (Inverted Commas) used?
- Where is Exclamation point used?
- Where is hyphen (-) used?
- Where is dash (-) used?
- Where is Apostrophe (') used?

### Full Stop

The uses of full stop are consisting of:

- At the end of positive sentence

E.g.

Ahmad is a teacher. ←

Karim is a boy. ←

- At the end of negative sentence

E.g.

Ahmad is not a teacher. ←

Karim is not a boy. ←

- For abbreviations

E.g.

U.S.A ←

Dr. Abdul Qayum.

↑

- Full stop for separation of numbers  
E.g.  
14.17 (fourteen point one seven)  
48.9 ←
- Full stop for separation cents  
E.g.  
\$14.17 (fourteen dollars and seventeen cents)  
\$48.9 ←
- Full stop for single word of greeting  
E.g.  
Hi. ←  
Goodbye. ←
- Full stop for imperative sentence  
E.g.  
Stop. ←  
Work. ←

## Question Mark

The uses of question mark (?) are consisting of:

- At the end of interrogative sentence  
E.g.  
Are you a student? ←  
Will you visit him? ←
- At the end request sentence  
E.g.  
Could you help me? ←  
Can I carry it for you? ←

- At the end of question tag

E.g.

You are a student, aren't you? ←

She will help me, won't she? ←

## Comma

The uses of question mark (?) are consisting of:

- To separate a series of nouns

E.g.

I study grammar, linguistics, writing and reading.

- To separate a series of adjectives

E.g.

She was wearing red, black, yellow and white jacket.

- To separate non-defining relative clause

E.g.

Hamid, who is Misal's brother, learns Arabic language.

- When a dependent clause comes at beginning

E.g.

I will come when you return.

When you return, I will come.

## Colon (:

The uses of colon (:) are consisting of:

- To express enumeration  
E.g.  
The provinces of Afghanistan are:  
Kabul, Kandahar, Herat, Helmand, Ghazni...etc.
- To divide the hours from the minutes in writing  
E.g.  
08:19 PM  
12:45 AM
- To use instead of comma in after reported verb  
E.g.  
Mr. president added: "I work for the prosperity of Afghanistan."

## Semi-colon (;)

The uses of semi-colon (;) are consisting of:

- It connects two independent clauses.  
E.g.  
This is Afghanistan; that is Pakistan.  
She is a pilot; he is a waiter.
- It is used to separate a series of related words separated with commas.  
E.g.  
I sell apple, orange, kiwi; fish, mutton, chicken; raisin, peanut, walnut.

## Ellipsis (...)

The uses of ellipsis (...) are consisting of:

- It shows the omission of some words in a sentence.  
E.g.  
My brothers' names are Himat, Hamid, Hakim,  
Nasib...etc.

## Parentheses ( )

The uses of parentheses are consisting of:

- Between parentheses, meaning of something is expressed.  
E.g.  
I will help (support) him.
- It is used instead of commas around non-restrictive relative clause.  
E.g.  
Kabul (that is the capital of Afghanistan) is very cold in winter.

## Quotation Marks ("...")

The uses of quotation mark (") are consisting of:

- For narration of someone else  
E.g.  
They announced, "We are able to connect communities."

## Exclamation Point (!)

The uses of exclamation point (!) are consisting of:

- To show sudden feelings  
E.g.  
You are injured!
- After interjection  
E.g.  
Wow! It is out of question (impossible).

## Hyphen (-)

The uses of hyphen (-) are consisting of:

- To separate syllables  
E.g.  
Com-pu-ter  
Fu-ture  
Af-gha-nis-tan
- To link words in a combined word  
E.g.  
Bus-driver  
Ex-president  
Mother-in-law
- At the end of the line, it connects the rest of an uncompleted word.  
E.g.  
I am your friend, and you respect me all the time. Beautiful days will come to make strong our relationship.

## **Dash (-)**

The uses of dash (-) are consisting of:

- Between two numbers or dates to show the duration.  
E.g.  
He lived 1994 - 2018  
He works 08:00 Am - 04:00 PM.
- It is used to show smattering.  
E.g.  
Com - Com - Computer is on the ta - ta - table.

## **Apostrophe (')**

The uses of apostrophe (') are consisting of:

- To create possessive noun  
E.g.  
This is Himat's car.  
That is Nasib's car.
- To make contraction  
E.g.  
He's a car.  
He's a student.  
He's a student last year.  
He's gone to Kabul.

## Part (11) Questions

- Where is Full stop used?
- Where is Question mark used?
- Where Comma used?
- Where is Colon used?
- Where is Semi-Colon used?
- Where is Ellipsis used?
- Where are parentheses used?
- Where are Quotation Marks (Inverted Commas) used?
- Where is Exclamation point used?
- Where is hyphen (-) used?
- Where is dash (-) used?
- Where is Apostrophe (') used?

## Synonyms

Different words that have the same meaning are called synonyms.

E.g.

Teacher, tutor, trainer, instructor, guide, lecturer, director, monitor, conductor.

## Antonyms

Two words with opposite meaning is called antonyms.

E.g.

White = black

Day = night

Fast = slow

Active = inactive

Good = bad

Young = old

Small = big

Tall = short

## Homonyms

The words which the same sound and spelling but different meaning are called homonyms.

E.g.

Fall = fall

Spring = spring

Present = present

## Homophones

The words that sound the same but have different meanings and spellings are called homonyms.

E.g.

Hill = hell

Four = pour

Poor = pour

Read = red

Know = no

On = un

Dear = deer

Dead = deed = did

## Homographs

The words that are spelled the same but have different meanings and pronunciations are called homographs.

E.g.

**Bow** means **arc**

**Bow** means to **prostrate**

**Present** means **prize**

**Present** means the **state of being presence**

## Part (12): Nouns

- What is noun?
- Where is noun used in the sentence?

### Noun

Noun is a group of letters that has meaning and sense.

E.g.

Book

Mother

Wife

### Place of Noun in a Sentence

A noun can be used 1) as the subject 2) as the object 3) as the object of preposition.

E.g.

Book is the best friend. (book as subject)

I am eating an apple. (apple as object)

I know about mother. (mother as object of preposition)

## Family members

These words are for 1<sup>st</sup> period of the class!

- Mother
- Father
- Brother
- Sister
- Daughter
- Son
- Grandfather
- Grandmother



Circle and learn the above words in the following sentences:

- My mother is a doctor.
- What is your father's name?
- He is my brother.
- She is his sister.
- My daughter name is Halima.
- This is your son.
- Jamal Khan is our grandfather.
- How old is your grandmother?

## Classroom

These words are for 2<sup>nd</sup> period of the class!

- Instructor
- Student
- White-board
- Board-marker
- Chart
- Poster
- Stage
- Chair



Circle and learn the above words in the following sentences:

- Misal is our instructor.
- This is a student.
- It is a white-board.
- Where is board-marker?
- Look at that chart!
- It is a nice poster.
- That is our stage.
- This is my chair.

## University

These words are for 3<sup>rd</sup> period of the class!

- Faculty
- Department
- Classroom
- Dean
- Chancellor
- Supervisor
- Attendance book
- Exam



Circle and learn the above words in the following sentences:

- This is education faculty.
- Where is our department?
- Our classroom is beautiful.
- He is our dean.
- Ali Jan Aadil is our chancellor.
- Who is your supervisor?
- Where is the attendance book?
- When is our final exam?

## Colors

These words are for 4<sup>th</sup> period of the class!

- White
- Black
- Yellow
- Orange
- Green
- Blue
- Gray
- Pink



Circle and learn the above words in the following sentences:

- This wall is white.
- That wall is black.
- This chart is yellow.
- That chart is orange.
- Leaf is green in the summer.
- Sky is blue.
- Soil is gray.
- Rose is pink.

## Fruits

These words are for 5<sup>th</sup> period of the class!

- Apple
- Orange
- Banana
- Melon
- Watermelon
- Cucumber
- Mango
- Cherry



Circle and learn the above words in the following sentences:

- Bring an apple.
- Eat the orange.
- Peel the banana.
- Cut the melon.
- Buy a watermelon.
- Wash the cucumber.
- Throw the mango.
- Sell the cherries.

## Means of transportation

These words are for 6<sup>th</sup> period of the class!

- Car
- Bicycle
- Bus
- Ambulance
- Plane
- Truck
- Ship
- train



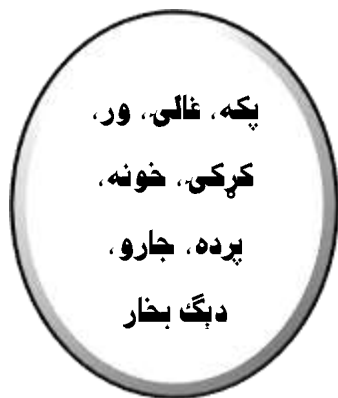
Circle and learn the above words in the following sentences:

- I have a car.
- She has a bicycle.
- This is a bus.
- There is an ambulance.
- Here is a plane.
- We have two trucks.
- It is a ship.
- Train is long.

## Household

These words are for first 7<sup>th</sup> of the class!

- Fan
- Carpet
- Door
- Window
- Room
- Curtain
- Broom
- Boiler



Circle and learn the above words in the following sentences:

- The fan is white.
- The carpet was red.
- The door was yellow.
- The window was blue.
- The room was empty.
- The curtains are green.
- This my broom.
- Where is the boiler.

## Professions

These words are for 8<sup>th</sup> period of the class!

- Doctor
- Farmer
- Police
- King
- President
- Governor
- Pilot
- Driver



Circle and learn the above words in the following sentences:

- I am a doctor.
- We are farmers.
- You are a police.
- They are kings.
- Karzai is a president.
- He is a governor.
- Mihrabudin is a pilot.
- She is a driver.

## Places

These words are for 9<sup>th</sup> period of the class!

- Hospital
- School
- Clinic
- Post-office
- Military post
- University
- Palace
- Capital



Circle and learn the above words in the following sentences:

- Where is hospital?
- Our school's name is Ali BaBa.
- It is a clinic.
- I am at post-office.
- He is at a military post.
- This is Paktika University.
- The king is in the palace.
- Kabul is the capital of Afghanistan.

## Clothes

These words are for 10<sup>th</sup> period of the class!

- Hat
- Shoe
- Waist-coat
- Socks
- Coat
- Turban
- Blanket
- Gloves



Circle and learn the above words in the following sentences:

- Wear your hat.
- Wear your shoes.
- Wear your waist-coat.
- Put off your socks.
- Wear your turban.
- Put off your blanket.
- Wear your coat.
- Put off your gloves.

## Names of books

These words are for 11<sup>th</sup> period of the class!

- English
- Geography
- History
- Chemistry
- Mathematics
- Trigonometry
- Pashto
- Dari



Circle and learn the above words in the following sentences:

- English is an international language.
- I like geography.
- I am learning history.
- This is chemistry subject.
- I do not like mathematics.
- He is teaching us trigonometry.
- I am reading Pashto books.
- He is speaking Dari.

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