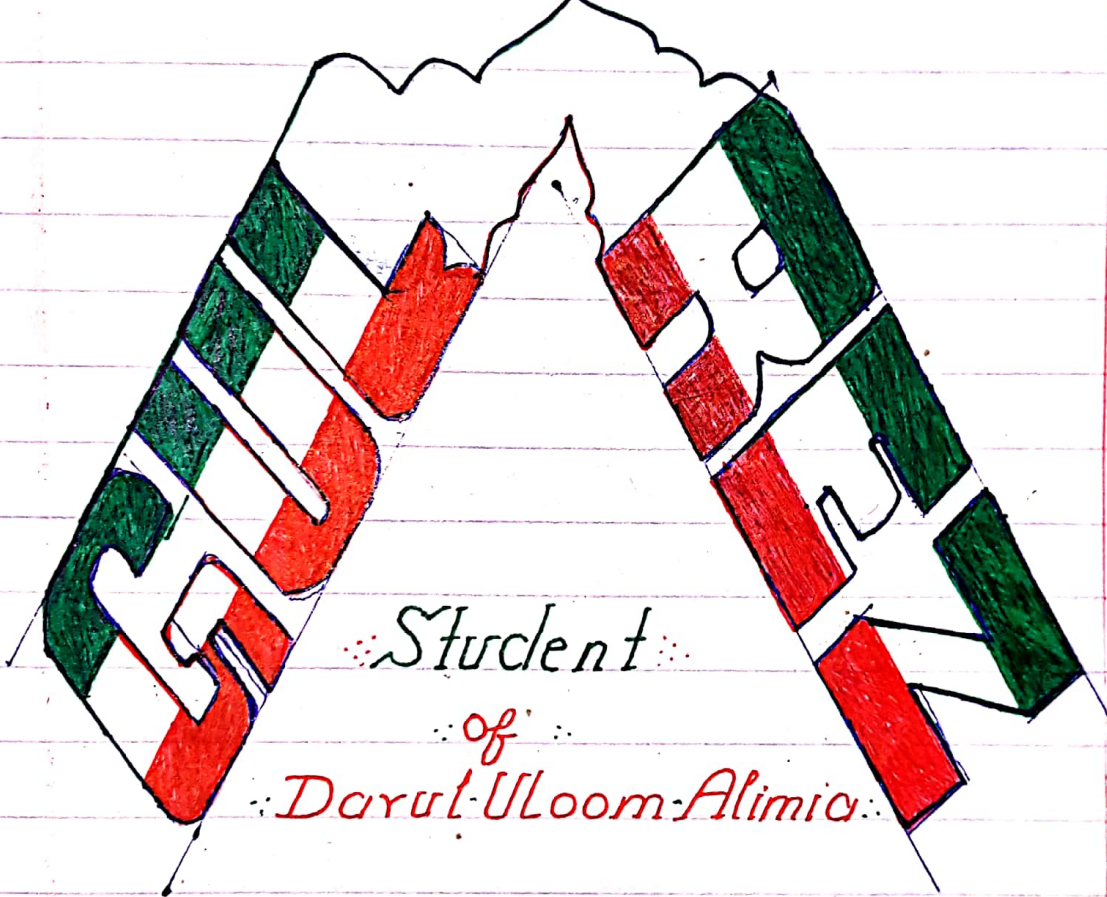


18-7-2008

عن
91

MAGH



①

Tense

(Tense زمانہ) کی تین قسمیں ہیں:

- | | | |
|---|---------------|--------------|
| ① | Present Tense | زمانہ حال |
| ② | Past Tense | زمانہ ماضی |
| ③ | Future Tense | زمانہ مستقبل |

(Definition تعریف)

(فاعل Subject) وہ اسم یا فہر ہے جو کوئی کام انجام دیتا ہے یا جس کے بارے میں کوئی بات کہی جائے

EX: Ram reads: فاعل کہلاتا ہے =

(فعل Verb) وہ فعل ہے جس سے کسی کام کا

EX To do to go کرنا یا ہونا معلوم ہو =

(مفعول Object) اس کو کہتے ہیں جس پر فاعل کا

فعل واقع ہو =

EX: I read a book:

②

Verb - فعل کی دو قسمیں ہیں :

Main verb = فعل خاص
Auxiliary verb = امدادی فعل

Main verb فعل خاص وہ فعل ہے جس کی مدد سے فاعل کوئی کام انجام دیتا ہے۔

Main verb کی بھی دو قسمیں ہیں۔

Transitive verb = فعل متعدی

Intransitive verb = فعل لازم

Transitive verb = فعل متعدی وہ فعل ہے جو صرف فاعل پر پورا نہ ہو بلکہ مفعول کو بھی چاہیے۔

EX: He writes a letter.

Intransitive verb = فعل لازم وہ فعل ہے جو صرف فاعل پر پورا نہ ہو جائے اور مفعول کو نہ چاہیے۔

EX I run.

③

AUXiliary verb وہ امداری فعل ہے جس کی مدد سے فاعل کے متعلق کوئی بات بیان کی جاتی ہے یا جو جملہ بنانے میں فعل خاص کی مدد کرتا ہے۔

AUXiliary verb کی بھی دو قسمیں ہیں۔

“ Primary AUXiliary verb ”
“ Model AUXiliary verb ”

Primary AUXiliary verb وہ امداری فعل ہیں جو فعل خاص کے مساقہ آکر جملہ بنانے میں اس کا تعاون کرتے ہیں اور اپنے طور پر بھی مکمل جملہ بناتے ہیں۔

نہینوں زمانوں کے امداری فعل

Present tense.

is. am. are. have. has. do. does.

Past tense.

Was. Were. had. did.

Future tense.

shall be. Will be.

(4)

Model Auxiliary verb . وہ امداری فعل ہیں جو فعل خاص کے ساتھ آکر جملہ بنانے میں اس کا تعاون کرتے ہیں اور کام کرنے کا طریقہ بھی بتاتے ہیں لیکن ہر امداری فعل اپنے طور پر جملہ نہیں بنا سکتے

میںوں زمانوں کے امداری فعل

present tense

Can . may . must . have to . ought to .

past tense

Could . might . used to . had to .

Future tense .

shall . Will . Will have to .

5

(Kinds of sentence)

جملے کی مندرجہ ذیل قسمیں ہیں۔

- ① Assertive sentence — جملہ بیانیہ
- ② Interrogative sentence — جملہ استفساریہ
- ③ Imperative sentence — جملہ حکم
- ④ Exclamatory sentence — جملہ فحاشیہ
- ⑤ Optative sentence — جملہ تمنائیہ

(Definition معرّفی)

Assertive sentence (جملہ بیانیہ)

اس جملہ کو کہتے ہیں جس میں کسی شخص۔ چیز یا جگہ کی بابت کچھ بیان کیا جاتا ہے۔ اسکی دو قسمیں ہیں۔

① positive (Affirmative) مثبت

② Negative منفی

① This is a book. (positive) یہ ایک کتاب ہے

② He is not doing his work. (Negative) وہ اپنا کام نہیں کر رہا ہے

6

Interrogative Sentence - کی بھی دو قسمیں ہیں -

Interrogative . Affirmative . yes سوالیہ مثبت

Interrogative . Negative . yes سوالیہ منفی

Interrogative . Affirmative . Wh سوالیہ مثبت

Interrogative . Negative . Wh سوالیہ منفی

{ Use of is . am . are .
in present tense }

(بہجان) اردو یا ہندی کے ایسے جملے جن میں فاعل

Inactive یعنی غیر متحرک ہو اور وہ کوئی کام انجام نہ دے

صرف اسکے متعلق کوئی خبر یا بیان ہو اور جملے کے آخر میں

ہیں - ہوں - ہو - آئے تو ایسے جملے is . am . are

کی مدد سے بنائے جاتے ہیں -

① Affirmative Sentence .

Sub + is / am / are + obj .

EX . The boy is in the room .

The girls are in the room .

⑦

② Negative Sentence

sub + is/am/are + not + obj.

EX - The boy is not in the room.

The girls are not in the room.

③ Interrogative Affirmative yes/No

IS/am/are + sub + obj?

EX - IS the boy in the room?

Are the girls in the room?

④ Interrogative Negative yes/No

IS/am/are + sub + not + obj?

EX - IS the boy not in the room?

Are the girls not in the room?

⑤ Interrogative Affirmative Wh Question

Wh + IS/am/are + sub + obj?

EX Who is in the room?

Where is the boy?

8

⑥ Interrogative Negative Wh Question

Wh + is / am / are + sub + not + obj ?

EX - Why is the boy not in the room ?

Why are the girls not in the room ?

(شرط اول) اگر اردو یا ہندی جملے کے درمیان - کون :
لفظ آئے تو انگریزی میں ترجمہ کرتے وقت فاعل کی انگریزی

بہنیں آئی ہے کیونکہ Who سوالیہ لفظ کے ساتھ ساتھ

فاعل کا کام بھی کرتا ہے ۔

EX- Who is in the class ?

How much ؟ How many (شرط دوم)

What کے Whose اور کبھی کبھی Which

سائے اسم آتا ہے ۔

EX- What colour is your cap ?

9

Questions - Words سوالیہ الفاظ

Who	کون - جو
Which	کونسا - کونسی - جو
Whose	کسکو - کسے - جسے
Whom	کس کا - جسکا
What	کیا
Why	کیوں
Where	کہاں - جہاں
How many	تعداد کے لئے کتنا
How much	مقدار کے لئے کتنا
How	کیسا - کیسی

10

Use of Was Were

In past tense.

(بہان) اردو یا ہندی کے ایسے جملے جن میں فاعل *inactive* غیر متحرک ہو اور وہ کوئی کام انجام نہ دیتا ہو صرف اسکے متعلق کوئی خبر یا بیان ہو اور جملے کے آخر میں تھا۔ تھی۔ تھے۔ آئے ہو ایسے جملے *was were* کی مدد سے بنائے جاتے ہیں۔

① Affirmative sentence

Sub + was / were + obj.

EX. The boy was in the room.

The girls were in the class.

② Negative Sentence

Sub + was / were + not + obj.

EX. The boy was not in the class.

The girls were not in the room.

③ Interrogative Affirmative yes / No

Was / Were + Sub + obj ?

EX. Was the boy in the room ?

Were the girls in the room ?

11

④ Interrogative Negative Yes/No

Was/Were + Sub + not + obj?

EX. Was the boy not in the room?

Were the girls not in the class?

⑤ Interrogative Affirmative Wh Question

Wh + Was/Were + Sub + obj?

EX. Who was in the room?

Where were the girls?

⑥ Interrogative Negative Wh Question

Wh + Was/Were + Sub + not + obj?

EX. Why was the boy not in the room?

Why were the girls not in the class?

نوٹ I اور واحد غائب He She it اور ہر اسم
واحد فاعل کے ساتھ was کا استعمال ہونا ہے باقی تمام
قسم کے فاعل کے ساتھ were کا استعمال ہونا ہے۔

12

Use of shall be Will be -

In Future tense

(بہان) اردو یا ہندی کے ایسے جملے جن میں فاعل **inactive** یعنی غیر متحرک ہو اور وہ کوئی کام انجام نہ دیتا ہو صرف اسکے بارے میں کوئی خبر یا بیان ہو اور جملے کے آخر میں ہو گا - ہو گی - ہو گے - ہونگے ہو نگی وغیرہ جیسی علامتیں پائی جائیں تو ایسے جملے **shall be** **will be** کی مدد سے بنائے جاتے ہیں۔

نوٹ I اور we کے سائے shall کا استعمال ہوتا ہے باقی تمام قسم کے فاعل کے سائے will کا استعمال ہوتا ہے لیکن اگر بات یقینی ہو تو پلٹ دیا جاتا ہے تب I اور we کے سائے will کا استعمال ہوتا ہے اور باقی تمام قسم کے فاعل کے سائے shall کا استعمال ہوتا ہے۔

① Affirmative Sentence

sub + shall / will + be + obj.

EX- the boy will be in the room.

We shall be in the class.

(13)

② Negative Sentence

Sub + Shall / Will + not + be + obj.

EX - The boy will not be in the room.

We shall not be in the class.

③ Interrogative Affirmative Yes/No

Shall / Will + Sub + be + obj?

EX - Will the boy be in the room?

Shall we be in the class?

④ Interrogative Negative Yes/No

Shall / Will + Sub + not + be + obj?

EX - Will the boy not be in the room?

Shall we not be in the class?

⑤ Interrogative Affirmative Wh Question

Wh + Shall / Will + Sub + be + obj?

EX - Who will be in the room?

Where will the girl be?

⑥ Interrogative Negative Wh question

Wh + shall / Will + Sub + not + be + obj ?

EX - Why will the boy not be in the room ?

Why will the girl not in the class ?

نوٹ سوالیہ لفظ Who کا استعمال فاعل کی جگہ پر ہوتا ہے

اس لئے فاعل نہ ہونے کی صورت میں shall be will be

ایک سائے ہو جائے ہیں۔

(Use of there)

(پہچان) اردو پانہندی کے ایسے جملے جن میں فاعل تو ہو لیکن حالت

فاعل میں نہ ہو یعنی فاعل کا مقام جہاں ہوتا ہے وہاں پر موجود

نہ ہو تو فاعل کی جگہ پر There کا استعمال کر کے انگریزی کا

جملہ بنا یا جاتا ہے۔

نوٹ :- اردو پانہندی کے ایسے جملے جن کے شروع میں پر۔ میں۔

آئے۔ پیچھے۔ جیسی علامتیں پائی جائیں یا اردو جملے کے آخر میں

امداری فعل سے پہلے کوئی اسم آئے تو ایسے جملے - There

سے شروع ہوتے ہیں۔ جیسے۔ میرا کتاب ہے۔

15

① Affirmative Sentence

There + verb to be + obj.

EX - There is a book on the table.

There are the girls in the class.

② Negative Sentence

There + verb to be + not + obj.

EX - There is not a book on the table.

There are not girls in the class.

③ Interrogative Affirmative yes / No

verb to be + there + obj?

EX - Is there a book on the table?

Are there girls in the class?

④ Interrogative Negative yes / No

verb to be + there + not + obj?

EX - Is there not a book on the table?

Are there not girls in the class?

(16)

⑤ Interrogative Affirmative Wh Question

Wh + verb to be + there + obj ?

EX - Who is there in the room ?

Where are there girls ?

⑥ Interrogative Negative Wh Question

Wh + verb to be + not there + not + obj ?

EX - Why is there not the boy in the class ?

Why are there not books on the table ?

نوٹ There کا معنی جگہ میں اپنی کیا جاتا ہے کیونکہ یہ
بیرونی ہوتا ہے اور اس کا استعمال شےوں
زمانے میں ہوتا ہے -

(17)

(Use of It)

بیجان: اردو یا ہندی کے ایسے جملے جن میں فاعل نہ ہو اور جس سے سردی، گرمی، برسات، وقت اور کوئی حالت وغیرہ بیان ہو تو ایسے جملے لفظ *it* سے شروع کئے جاتے ہیں یعنی فاعل کی جگہ پر *it* کا استعمال ہوتا ہے کیونکہ یہ تعارفی ہوتا ہے اس لئے اس کا معنی جملے میں ادا نہیں کیا جاتا ہے۔
جیسے آج سردی ہے۔ آج اتوار ہے۔

① Affirmative Sentence

It + verb to be + obj.

EX- It is Sunday today.

It was cold yesterday.

② Negative Sentence

It + verb to be + not + obj.

EX- It is not Sunday today.

It was not cold yesterday.

18

③ Interrogative Affirmative yes / No
verb to be + it + obj ?

EX - IS it Sunday today ?
Was it cold yesterday ?

④ Interrogative Negative yes / No
verb to be + it + not + obj ?

EX - IS it not Sunday today ?
Was it not cold yesterday ?

⑤ Interrogative Affirmative Wh Question
Wh + verb to be + it + obj ?

- EX - Which day is it today ?
Which day was it yesterday ?

Interrogative Negative Wh Question

Wh + verb to be + not + it + obj ?

Why is it not Sunday today ?

Why was it not cold yesterday ?

(19)

= Use of have has had =

پہچان اردو یا ہندی کے ایسے جملے جن کے آخر میں رکھتا ہے۔ رکھتے ہیں۔

رکھتی ہے۔ رکھتے ہو۔ رکھتی ہو۔ پاس ہے۔ پاس ہیں۔ رکھتا تھا

۔ رکھتی تھی۔ رکھتے تھے۔ پاس تھا۔ پاس تھی۔ وغیرہ جیسی علامتیں

پائی جائیں تو ایسے جملے Have . Has . Had کی

مدرسے بنائے جاتے ہیں۔ میں بن کر رہتا ہوں۔

نوٹ: I اور You اور ہر جمع فاعل کے ساتھ have کا

استعمال ہوتا ہے اور واحد غائب He she it اور ہر اسم

واحد فاعل کے ساتھ has کا استعمال

present tense = میں ہوتا ہے اور Had کا

استعمال ہر طرح کے فاعل کے ساتھ ہوتا ہے اور اسکا

استعمال = post tense = میں ہوتا ہے۔

① Affixative sentence

sub + have / has / had + obj

EX - Ahmad has two books.

Aunts have three books.

they had the dolls.

(20)

② Negative Sentence

Sub + have + has + had + not + obj.

EX - The boys have not caps.

The girl has not doll.

The hunter had not knife.

③ Interrogative Affirmative yes / No

Have / has / had + sub + obj ?

EX - Have you two pens ?

Has he three books ?

Had she two dolls ?

④ Interrogative Negative yes / No

Have / has / had + sub + not + obj ?

EX - Have you not book ?

Has he not four books ?

Had she not doll ?

(21)

⑤ Interrogative Affirmative Wh Question

Wh + have / has / had + sub + obj ?

EX - How ^{many} ~~many~~ books have you ?

Who has four books ?

How much water had she ?

⑥ Interrogative Negative Wh Question

Wh + have / has / had + sub + not + obj ?

EX - Why have you not two books ?

Why has he not two pens ?

Why had she not two dolls ?

(22)

= Use of main verb =

نوٹ: جب اردو یا ہندی کے جملے میں فعل خاں کا استعمال ہو
تو ہر ایک زمانے کے جار حصے ہو جاتے ہیں۔

= present tense =

Indefinite tense

Continuous tense

Perfect tense

perfect continuous tense

past tense

Indefinite tense

Continuous tense

Perfect tense

perfect continuous tense

Future tense

Indefinite tense

Continuous tense

Perfect tense

Perfect continuous tense

(23)

① = Present indefinite tense =

پہچان اردو بھندی کے البے جملے جن کے آخر میں نا ہے۔ ٹی ہے۔ نے ہیں
نا ہوں۔ وغیرہ جیسی علامتیں آئیں تو البے جملے
present indefinite tense کے تحت آتے ہیں
جیسے وہ گھر جاتا ہے۔ تم نماز پڑھتی ہو۔ میں خط لکھتا ہوں۔

(شرط 1) I اور we اور you اور ہر جمع فاعل کے ساتھ
Main verb کی first form کا استعمال ہوتا ہے۔
اور واحد غائب He she it اور ہر اسم واحد فاعل کے
ساتھ فعل خاص کی first form میں S یا c کی اضافت
کے ساتھ لائی جاتی ہے۔

(شرط 2) اس Tense میں امرادی فعل۔ ہیں۔ ہوں۔ ہوگی
انگریزی نہیں آتی ہے بلکہ ان کا معنی فعل خاص کی first form
ادا کرتی ہے۔ جیسے۔ وہ کامیابی سے جاتا ہے۔ جاتے ہیں۔

① = Affirmative sentence =

Sub + mv + obj.

EX. The boy goes to school.

the girls kill the boy.

(24)

② Negative Sentence:

Sub + do / does + not + MV ① + obj.

EX - The boy does not go to school.

The girls do not kill the boy.

③ Interrogative Affirmative yes / No

Do / does + sub + MV ① + obj?

EX - Does the boy go to school?

Do the girls kill the boy?

④ Interrogative Negative yes / No

Do / Does + sub + not + MV ① + obj?

EX - Do you not go to market?

Does he not come here?

⑤ Interrogative Affirmative Wh question

Wh + do / does + sub + MV ① + obj?

EX - Who goes to school?

Where do you go?

⑥ Interrogative Negative Wh Question

Wh + do/does + sub + not + mv + obj ?

EX - Why do you not go to market ?

Why does he not come here ?

نوٹ جن فاعلوں کے سائے فعل خاص کی فرسٹ فارم: S یا
 es: کی اصناف کے سائے آتی ہے: Negative: جملے میں ان کے
 سائے: Does not: کا استعمال ہوگا اور فعل خاص سے: S:
 یا: es: کی اصناف کو ہٹا دیا جائے گا۔ لیکن جن فاعلوں کے سائے
 فعل خاص کی فرسٹ فارم بغیر اصناف کے آتی ہے Negative:
 جملے میں ان کے سائے: do not: کا استعمال ہوگا:

نوٹ Who: کے سائے Do اور Does: نہیں آتا ہے بلکہ فعل
 خاص کی فرسٹ فارم: S: یا: es: کی اصناف کے سائے لائی جاتی ہے

EX - Who goes to school ?

(26)

② present Continuous tense

بھجان اردو بامندی کے ایسے جملے جن کے آخر میں رہا ہے۔ رہی ہے۔ رہے ہیں۔

present continuous tense جملے ایسے جملے آئے تو ایسے جملے

کے تحت آئے ہیں۔ جیسے میں خط لکھ رہا ہوں۔

① : Affirmative sentence:

sub + verb to be + mving + obj.

EX- The child is weeping.

The boy is writing.

② Negative sentence

sub + verb to be + not + mving + obj.

EX- The child is not weeping.

The girls are not playing.

③ Interrogative Affirmative yes / No

verb to be + sub + mving + obj ?

EX- Is Ahmad weeping ?

Are the girls playing ?

(27)

④ Interrogative Negative Yes/ No

verb to be + sub + not + mving + obj ?

EX - IS he not playing cricket ?

Are you not going to Delhi ?

⑤ Interrogative Affirmative Wh Question

Wh + verb to be + sub + mving + obj ?

EX - Who is playing cricket ?

Where is he going ?

⑥ Interrogative Negative Wh Question

Wh + verb to be + sub + not + mving + obj ?

EX - Why is he not playing cricket ?

Why are they not going to market ?

③ : present perfect tense =

پہچان اردو یا ہندی کے ایسے جملے جن کے آخر میں چکا ہے۔ چکی ہے۔
چکے ہیں۔ چکی ہے۔ چکی ہو۔ لیا ہے۔ دیا ہے۔ لیا ہے۔ آئے تو ایسے
جملے اس زمانے کے تحت آتے ہیں۔ وہ لکھ چکا ہے۔

نوٹ اس زمانے کو فعل ماضی قریب کے طور پر استعمال کیا جاتا ہے
اور اس کا تعلق ہمیشہ حال سے قائم رہتا ہے گو یا کہ اس زمانے میں
کام کا مکمل ہونا یا یا جانا ہے اس زمانے میں کبھی کبھی Time
adverbials کا بھی استعمال ہوتا ہے

Time adverbials : Just ابھی = already پہلے پہلے ہی

Just now ابھی ابھی = yet ابھی = sofa ابھی = Till now =

نوٹ : Already = Just = Just now : کا استعمال

مثبت یعنی Affirmative جملے میں ہوتا ہے جبکہ yet

sofa Till now Never کا استعمال منفی یعنی

Negative جملے میں ہوتا ہے۔

(29)

① Affirmative sentence

Sub + has / have + mv ③ + obj.

EX - I have eaten my food.

He has taken his pen.

② Negative sentence

Sub + has / have + not + mv ③ + obj.

EX - I have not taken my food.

He has not taken his food.

③ Interrogative Affirmative yes / No

Has / have + sub + mv ③ + obj ?

EX - Have you learnt his lesson ?

Has he gone to Delhi ?

④ Interrogative Negative yes / No

Has / have + sub + not + mv ③ + obj ?

EX - Have you not learnt his lesson ?

Has he not gone to school ?

(30)

⑤ Interrogative Affirmative Wh Question

Wh + has / have + sub + mv ③ + obj ?

EX - Who has gone to school ?

Where has he gone ?

⑥ Interrogative Negative Wh Question

Wh + has / have + sub + not + mv ③ + obj ?

EX - Why have you not taken your food ?

Why has he not learnt his lesson ?

نورث Already اور Just کا استعمال فعل خاں سے پہلے ہونا ہے جبکہ Just now کا استعمال جملے کے آخر میں ہونا ہے اور ان کا استعمال مثبت جملے میں ہونا ہے اور منفی جملے میں yet so far till now never کا استعمال ہونا ہے اس میں Never کا استعمال فعل خاں سے پہلے ہونا ہے باقی تینوں جملے کے آخر میں آئے ہیں ۔

① Affirmative Sentence :

EX - I have already read this book .

He has taken his food just now .

He has just gone to market .

(31)

② Negative sentence

EX- Have you not taken your food so far ?
Has he not taken his food yet ?
Have you never seen the Taj mahal ?

④ Present Perfect Continuous tense

پہچان اردو یا ہندی کے ایسے جملے جن کے آخر میں رہا ہے۔ رہا ہے۔
رہے ہیں۔ رہی ہو۔ وغیرہ آئے اور سائے ہی کام کے شروع ہونے
کا ایک متعین اور غیر متعین وقت یعنی مذکور ہو تو ایسے جملے اس
Tense کے تحت آتے ہیں جیسے وہ دو سال سے اس مدرسہ میں پڑھ رہا ہے۔

نوٹ ان جملوں میں دیئے ہوئے وقت کے سائے لفظ سے لگا ہونا ہے

جس کی دو انگریزی آئی ہے Since اور for
= Since = کا معنی سے کے سائے سائے لئے چونکہ سے اس لئے کہ
کیونکہ یعنی ہونا ہے جب جملے میں رہا ہوا وقت وقت متعینہ کی
جانب اشارہ کرے تو Since کا استعمال ہونا ہے۔
جیسے دو شنبہ سے۔ آٹھ بجے صبح سے۔ 1999 سے۔

(32)

For: اس کا معنی سے کے سیاہ سیاہ اس لئے کہ چونکہ آٹا ہے
اگر دیا ہوا وقت وقت غیر متعینہ کی جانب اشارہ کرے تو اس کا
استعمال ہوتا ہے جیسے دو گھنٹہ سے۔ دو سال سے۔ دو ہفتہ سے۔

① Affirmative Sentence :

Sub + has / have + been + mving +

obj + since / for + time given .

Ex - I have been reading in this school since 2006 .

He has been teaching in that school since 1995 .

② Negative Sentence :

Sub + has / have + not + been + mving +

obj + since / for + time given .

Ex - He has not been reading for two hours .

they have not been writing for two days .

③ Interrogative Affirmative yes / No

Has / have + sub + been + mving +

obj + since / for + time given ?

(33)

EX- Has she been cooking the food since four days ?
Have they been playing cricket since morning ?

Interrogative Negative yes / No

Has / have + sub + not + been + mving +
obj + since / for + time given ?

EX- Has he not been writing his work for two days ?
Have they not writing the letter for two hours ?

(5) Interrogative Affirmative Wh Question

Wh + has / have + sub + been + mving +
obj + since / for + time given ?

EX- Who has been teaching you English for one month ?
Why have you been playing cricket since morning ?

(6) Interrogative Negative Wh Question

Who + has / have + sub + not + been + mving +
obj + since / for + time given ?

(34)

EX - Why have you not been going to school for two days ?
Why have you not been playing cricket since morning ?

نوٹ: present perfect continuous tense میں کام کے شروع ہونے کا وقت دیا رہتا ہے جبکہ Present continuous میں وقت نہیں دیا رہتا ہے۔

⑤ = **past indefinite tense** =

یہ جان: اردو یا ہندی کے الہے جملے جن کے آخر میں ٹاٹھا، تی لقی، نے لقی۔
ٹاٹھا۔ تی لقی۔ نے لقی۔ وغیرہ آئے تو الہے اس Tense کے تحت آئے ہیں
جیسے وہ جاناٹھا۔ وہ بازار ٹاٹھا۔ وہ بہاں آٹاٹھا۔

نوٹ: ہر قسم کے فاعل کے ساتھ فعل خاص کی دوسری شکل یعنی
Second form لگے گی۔

① **Affirmative Sentence**

sub + mv ② + obj.

EX - I Went to market.

He came to school.

(35)

② = Negative Sentence =

Sub + did + not + mv① + obj.

EX- I did not go to market.

He did not come to school.

③ Interrogative Affirmative yes / No

Did + sub + mv① + obj ?

EX- Did you go to market ?

Did he go to city ?

④ Interrogative Negative yes / No

Did + sub + not + mv① + obj ?

EX- Did you not go to school ?

Did he not go to city ?

⑤ Interrogative Affirmative Wh Question

Wh + did + sub + mv① + obj ?

EX- Who went to school ?

Where did he go ?

(36)

⑥ Interrogative Negative Wh Question

Wh + has he did + sub + not + mv + obj ?

EX- Why did he not go to school ?

Why did you not go to market ?

⑥ :: past Continuous tense ::

بیجان: اردو باندی کے ایسے جلتے جن کے آخر میں رہا تھا۔ رہی تھی۔

رہے تھے۔ رہیں تھیں۔ وغیرہ آنے لڑا ایسے جلتے اس Tense کے

مخت آئے ہیں۔ وہ کھانا پکا رہی تھی۔ میں ایک خط لکھ رہا تھا۔

① :: Affirmative Sentence ::

Sub + was / were + mv + obj .

EX- He was writing a letter .

She was cooking the food .

② :: Negative Sentence ::

Sub + was / were + not + mv + obj .

EX- They were not writing letters .

We were not learning lesson .

(37)

③ Interrogative Affirmative yes / No

Was / Were + sub + mving + obj ?

EX - Was Ahmad eating the food ?

Were they singing the song ?

④ Interrogative Negative yes / No

Was / Were + sub + not + mving + obj ?

EX - Was he not going to market ?

Were they not singing the song ?

⑤ Interrogative Affirmative Wh Question.

Wh + Was / Were + sub + mving + obj ?

EX - Who Was singing the song ?

Where Were they doing ?

⑥ Interrogative Negative Wh Question

Wh + Was / Were + sub + not + mving + obj ?

EX - Why was he not writing a letter ?

Why were they not singing the song ?

⑦ past perfect tense:

پہچان: اردو بانہدی کے ایسے جملے جن کے آخر میں چکا تھا۔ چکی تھی۔
چکے تھے۔ چکی تھی۔ جیسی علامتیں آپس لڑا ایسے جملے اس Tense کے
تحت آتے ہیں۔ جبے میرے اسٹیشن پہنچنے سے پہلے ٹرین چھوٹ چکی تھی۔

نوٹ اس Tense کا استعمال خاص طور سے ایسے دو کاموں کے لئے
ہوتا ہے جو زمانے ماضی میں شروع ہو کر زمانہ ماضی میں ہی یکے بعد دیگرے
ختم ہو جائے۔ ڈاکٹر کے آنے سے پہلے مریض مر چکا تھا۔
سبق یاد کرنے کے بعد میں نے کھا با تھا۔
اس نے فکرت کیا کہ اس کے والد کا انتقال ہو چکا ہے۔
جب پولس پہنچی تو جو فرار ہو چکا تھا۔

نوٹ اس زمانے میں Simple: جملے کم آتے ہیں لیکن جو آتے
ہیں وہ Time adverbials کے ساتھ ہی آتے ہیں اس زمانے
میں Ever اور Never کا بھی استعمال ہوتا ہے جو طریقہ
Present perfect میں Time adverbials رکھنے کا ہے
وہی اس Tense میں ہے۔

(39)

① :: Simple / Affirmative sentence:

sub + had + mv ③ + obj.

EX- I had already reached here.
you had read this book.

② :: Negative sentence:

sub + had + not + mv ③ + obj.

EX- I had not learnt my lesson.
She had not seen the Tajmahal.

③ Interrogative sentence Affirmative yes / No
had + sub + mv ③ + obj ?

EX- Had he learnt his lesson ?
Had you already heard this news ?

④ Interrogative Negative yes / No
Had + sub + not + mv ③ + obj ?

EX- Had he not finished his work ?
Had you not learnt this book ?

(40)

⑤ Interrogative Affirmative Wh Question

Wh + had + sub + mv + obj ?

EX - Who had finished his work ?

Which book had you read ?

⑥ Interrogative Negative Wh Question

Wh + had + sub + not + mv + obj ?

EX - Why had you not learnt your lesson so far ?

Why had he not finished his work yet ?

Complex Sentences

Definition of Complex:

جب کوئی جملہ دو یا دو سے زیادہ simple جملے سے مل کر بنا ہو اور پہلے والے جملے پر بعد میں آنے والے تمام جملے مقصود ہوں تو ایسے جملے کو Complex کہتے ہیں۔

نوٹ: Complex میں جتنے بھی جملے آئے ہیں ان کو clause کہتے ہیں سب سے پہلے والے ٹکڑے یا clause کو

principal clause کہتے ہیں اور بعد میں آنے والے ٹکڑے کو subordinate clause کہتے ہیں۔

نوٹ اگر جملے میں before آیا ہو تو سب سے پہلے ختم ہونے والے کام کی انگریزی before سے پہلے آئے گی اور principal clause اسی کا بنے گا اور بعد میں ختم ہونے والے کام کی انگریزی before کے بعد آئے گی اور subordinate clause اس کا بنے گا

نوٹ Complex: میں پہلے ختم ہونے والے کام کو past perfect میں رکھتے ہیں اور بعد میں ختم ہونے والے کام کو past indefinite میں رکھتے ہیں conjunction کوئی بھی ہو یہ اپنی جگہ پر اٹل ہے۔

نوٹ Complex جملوں کی بناوٹ و ساخت ان میں آئے ہوئے When, that, After - before conjunction پر منحصر ہے جو کہ اس زمانے میں استعمال ہوئے ہیں ان کے علاوہ دوسرے conjunction کا بھی استعمال ہوتا ہے۔

(42)

∴ Use of before ∴

① ∴ Affirmative sentence ∴

Sub + had + mv③ + obj + before +

Sub + mv② + obj.

EX - The bell had rung before I went to school.

The patient had died before the doctor came.

② ∴ Negative sentence ∴

Sub + had + not + mv③ + obj + before +

Sub + mv② + obj.

EX - The bell had not rung before I went to school.

The patient had not died before the doctor came.

③ Interrogative Affirmative yes / No.

Had + Sub + mv③ + obj + before + Sub +

mv② + obj ?

EX - Had the bell rung before you went to school ?

■ Had the birds flown before the sun rose ?

(43)

④ Interrogative Negative yes / No

Had + sub + not + mv③ + obj + before +

sub + mv② + obj ?

EX- Had you not learnt your lesson I came ?

Had he not gone to school before I came ?

⑤ Interrogative Affirmative Wh Question

Wh + had + sub + mv③ + obj + before +

sub + mv② + obj ?

EX- Who had learnt his lesson before you came ?

Who had done his work before I came here ?

⑥ Interrogative Negative Wh Question ?

Wh + had + sub + not + mv③ + obj + before +

sub + mv② + obj ?

EX- Why had ~~no~~ you taken ^{not} your food before I came here ?

Why had Hameed not come here before you slept ?

نوٹ اوپر ذکر کئے گئے تمام جملوں میں Principal clause کا

لمبی منفی یا سوالیہ جملہ بنتا ہے اسکے علاوہ کا لپس بنتا ہے -

Use of After:

نوٹ اگر جملے کے اندر After آیا ہو تو سب سے بعد میں ختم ہونے والے کام کو Principal clause اور سب سے پہلے ختم ہونے والے کام کو After کے بعد رکھا جاتا ہے اور اسکا Subordinate clause بننا ہے۔

① Affirmative Sentence:

Sub + mv ② + obj + After + Sub +

had + mv ③ + obj

EX- The bell rang after I had reached to school.
He came after I had taken my food.

② Negative Sentence:

Sub + did + not + mv ① + obj + After +

Sub + had + mv ③ + obj

EX- I did not take my food after you had come.
I did not read after he had reached here.

(45)

③ Interrogative Affirmative yes / No

Did + sub + mv ① + obj + after + sub +

had + mv ③ + obj ?

EX - Did you go to school after I had come here ?

Did he go to Delhi after you had come ?

④ Interrogative Negative yes / No

Did + sub + not + mv ① + obj + after +

sub + had + mv ③ + obj ?

EX - Did he not take his lunch after I had gone to Basti ?

Did he not go to Delhi after I had come here ?

⑤ Interrogative Affirmative Wh Question

Wh + did + sub + mv ① + obj + after +

sub + had + mv ③ + obj ?

EX - Who came after the bird had flown ?

Who took lunch after I had come here ?

(46)

⑥ Interrogative Negative Wh Question:

Wh + did + sub + not + mv ① + obj + after +

sub + had + mv ③ + obj ?

EX- Why did you not take your lunch after I had come ?

Why did she not cook the food after I had gone to Delhi ?

USE OF That:

نقطة: اگر جملے میں That ابا ہو تو سب سے پہلے ختم ہونے والے کام

کا Subordinate clause بنایا جائے گا اور بعد میں ختم

ہونے والے کام کا Principal clause بنایا جائے گا

① Affirmative Sentence:

Sub + mv ② + obj + that + Sub +

had + mv ③ + obj .

EX- He told me that he had married a blind girl .

He told me that Hameed had performed Namaz .

(47)

② Negative Sentence:

sub + did + not + mv ① + obj + that +

sub + had + mv ③ + obj.

EX- He did not tell me that he had married a blind girl.

He did not tell me that Hameed had performed Namaz.

③ Interrogative Affirmative yes / No

Did + sub + mv ① + obj + that + sub +

had + mv ③ + obj?

EX- Did he tell you that he had married a blind girl?

Did he tell you that his father had died ?

④ Interrogative Negative yes / No

Did + sub + not + mv ① + obj + that + sub +

had + mv ③ + obj?

EX- Did he not tell you that I had married a girl?

Did he not tell you that his father had died ?

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⑤ Interrogative Affirmative Wh Question

Wh + did + sub + mv ① + obj + that +

sub + had + mv ③ + obj ?

EX- Who told you that I had married girl ?

Who told you that his father had died ?

⑥ Interrogative Negative Wh Question

Wh + did + sub + not + mv ① + obj + that +

sub + had + mv ③ + obj ?

EX- Why did you not tell me that he had married a girl ?

Why did you not tell me that his father had died ?

Use of When

نوٹ : When کے ساتھ جو جملہ جڑنا ہے مرکب جملے میں When کے ساتھ اس کی انگریزی جب کے ساتھ بنائی جانی ہے خواہ وہ پہلے ختم ہونے والا کام ہو یا بعد میں ختم ہونے والا ہو عام طور پر پہلے ختم ہونے والا کام ہی جب کے ساتھ جڑنا ہے ۔

نوٹ اگر مرکب جملوں میں When والا ٹکڑا پہلے آئے تو اس کے بعد کام نہ لگایا جائے گا اور اسکے بعد دوسرا حصہ لکھا جائے گا اور جب When والا حصہ بعد میں آئے تو اس میں کام نہ کی ضرورت نہیں پڑھنی ہے ان جملوں میں تو بائیں آنا ہے جس کی کوئی انگریزی نہیں لکھی جاتی ہے۔

EX - When the rain had fallen, I came out of home .

When I came out of home, the rain had finished .

When I had reached, the train started .

When we reached the college, the bell had rung .

⑧ Past perfect Continuous tense

بیجاں اردو یا ہندی کے ایسے جملے جن کے آخر میں رہا تھا۔ رہی تھی رہے تھے۔ وغیرہ آئے تو ایسے جملے اس Tense کے تحت آتے ہیں (دوسرے الفاظ میں کسی کام کا زمانہ ماضی میں کسی دہے ہوئے وقت سے شروع ہو کر زمانہ ماضی میں جاری رہنا۔)

نوٹ Since اور for کا استعمال اس زمانے میں بھی ہوتا ہے صرف Helping verb بدل جانا ہے باقی سب وہی رہتا ہے جیسے وہ دو گھنٹے سے پڑھ رہا تھا۔

(50)

① **Affirmative Sentence:**

Sub + had + been + mving + obj +

Since / for + Time given.

EX- Ahmad had been going to school for two day .

Hameed had been writing a letter Since morning .

② **Negative Sentence:**

Sub + had + not + been + mving + obj +

Since + for + time given .

EX- I had not been washing my clothe Since morning .

He had not been Playing the cricket two hours .

③ **Interrogative Affirmative Yes / No**

Had + Sub + been + mving + obj +

Since / for + time given ?

EX- Had Ahmad been going to school for two days ?

Had Hameed been writing a letter Since morning ?

(5)

④ **Interrogative Negative yes / No**

Had + Sub + not + been + mving + obj +

since / for + time given ?

EX- Had Ahmad not been going to school for two days ?

Had Hameed not been writing a letter since morning ?

Wh + had + Sub + been + mving + obj + since / for + time given ?

⑤ **Interrogative Affirmative Wh Question**

EX- Who had been going to school for two days ?

What had he been reading since morning ?

⑥ **Interrogative Negative Wh Question**

Wh + had + sub + not + been + mving + obj +

since / for + time given ?

EX- Why had you not been going to school for two days ?

Why had he not been learning his lesson since morning ?

⑨ :: Future Indefinite tense ::

پہچان :: اردو یا ہندی کے البے جملے جن کے آخر میں ہے گا۔ گیگی۔ گینگے وغیرہ آئے تو البے جملے اس Tense کے تحت آئے ہیں۔
جیسے وہ اسکول جائے گا۔ کون اسکول جائے گا۔

نوٹ :: I اور We کے ساتھ shall کا استعمال ہوتا ہے باقی تمام قسم کے فاعل کے ساتھ will کا استعمال ہوتا ہے لیکن اگر بات یقین کی منزل میں ہو تو اس وقت I اور We کے ساتھ will کا استعمال ہوتا ہے باقی تمام فاعل کے ساتھ shall کا استعمال ہوتا ہے۔

① :: Affirmative Sentence ::

Sub + shall / will + mv + obj.

EX - Ahmad will go to school.

I shall go to school.

② :: Negative Sentence ::

Sub + shall / will + not + mv + obj.

EX - Ahmad will not go to school.

I shall not go to school.

(53)

③ Interrogative Affirmative yes / No

shall / Will + Sub + mv + obj ?

EX - Will you go to school ?

Will he go to Delhi ?

④ Interrogative Negative yes / No

shall / Will + Sub + not + mv + obj ?

EX - Will you not go to school ?

Will he not go to market ?

⑤ Interrogative Affirmative Wh question

Wh + shall / Will + Sub + mv + obj ?

EX - Who will go to market ?

Where will he go ?

⑥ Interrogative Negative Wh Question

Wh + shall / Will + Sub + not + mv + obj ?

EX - Why will you not go to market ?

Why will he not go to school ?

(54)

⑩ FuturE Continuous tense

ہیجان : اردو باہنری کے ایسے جملے جن کے آخر میں رہا ہوگا۔ رہی ہوگی
- رہے ہوئے۔ رہے ہونگے۔ رہی ہوگی۔ وغیرہ آئے تو ایسے جملے اس
Tense کے تحت آتے ہیں۔ جیسے وہ پڑھ رہا ہوگا۔ ہم لکھ رہے ہوئے۔

① Affirmative Sentence

Sub + Shall / Will + be + mving + obj.

EX- He will be playing cricket .

I shall be going to school .

② Negative Sentence

Sub + Shall / Will + not + be + mving + obj.

EX- He will not be playing cricket .

I shall not be buying the book .

③ Interrogative Affirmative yes / No

Shall / Will + sub + be + mving + obj ?

EX- Will you be writing a letter ?

Will they be cooking the food ?

(55)

④ Interrogative Negative yes / No

Shall / Will + Sub + not + be + mving + obj ?

EX- Will you not be writing a letter ?

Will he not be eating the food ?

⑤ Interrogative Affirmative Wh question

Wh + Shall / Will + Sub + be + mving + obj ?

EX- Who Will be writing a letter ?

What Will they be cooking ?

⑥ Interrogative Negative Wh question

Wh + Shall / Will + Sub + not + be + mving + obj ?

EX- Why Will you not be cooking the food ?

Why Will he not be writing a letter ?

(56)

⑪ Future perfect tense

پہچان: اردو باندی کے ایسے جملے جن کے آخر میں چکے گا۔ چکے گی۔ چکیں گے۔ چکیں گی۔ وغیرہ آئے تو ایسے جملے اس Tense کے تحت آئے ہیں یعنی زمانہ مستقبل میں ایک متعین وقت تک کام کے مکمل ہونے کا ذکر ہو۔ جیسے میں خط پڑھ چکوں گا۔ وہ نماز ادا کر چکے گا۔

① Affirmative Sentence

Sub + Shall / Will + have + mv ③ + obj +

by + time given.

EX- I Shall have finished my work by 1 pm.

He Will have Completed his work by monday.

② Negative Sentence

Sub + shall / Will + not + have + mv ③ +

obj + by + time given.

EX- I shall not have written my letter by morning.

He Will not have completed his work by 2 Am.

(57)

③ Interrogative Affirmative yes / No

Shall / Will + Sub + have + mv ③ + obj +

by + time given ?

EX- Will you have written the letter by 4 pm ?

Will you have completed your work by morning ?

④ Interrogative Negative yes / No

Shall / Will + Sub + not + have + mv ③ +

obj + by + time given ?

EX- Will you not have written the letter by 3 pm ?

Will he not have completed his work by Sunday ?

⑤ Interrogative Affirmative Wh question

Wh + Shall / Will + Sub + have + mv ③ +

obj + by + time given ?

EX- Who will have written a letter by 1 pm ?

Who will have done his work by morning ?

(58)

⑥ Interrogative Negative Wh Question

Who + Shall / Will + sub + not + have + mv③ +

obj + by + time given ?

Ex- Why will you not have written a letter by 4 pm ?

Why will you not have learnt lesson by Sunday ?

نوٹ اس Tense میں مرکب جملے ہی آتے ہیں لیکن بہت کم اور جو آئے

ہیں وہ Conjunction before والے آتے ہیں۔

Complex Sentence

نوٹ اس Tense میں مرکب جملے کم آتے ہیں اس زمانہ میں عام

طور سے before ہی کا استعمال ہوتا ہے پہلے ختم ہونے والے کام

کو Future perfect میں رکھا جائے گا اور بعد میں ختم

ہونے والے کام کو present indefinite میں رکھا جائے گا۔

① Affirmative Sentence

Sub + Shall / Will + have + mv③ + obj ?

before + sub + mv① obj ?

Ex- you will have written a letter before the sun rises.

He will have finished my work before the sun rises.

(59)

② :: **Negative Sentence**

Sub + shall / Will + not + have + mv③ +
obj + before + Sub + mv① + obj .

EX - I shall not have written a letter before you come .
He will not have completed his work before you come .

③ :: **Interrogative Affirmative yes / No**

Shall / Will + Sub + have + mv③ + obj + before +
Sub + mv① + obj ?

EX - Will you have come here before Ahmad goes ?
Will she have cooked food before I reach home ?

④ :: **Interrogative Negative yes / No**

Shall / Will + Sub + not + have + mv③ + obj +
before + Sub + mv① + obj ?

EX - Will you not have cooked rice before I come ?
Will he not have completed his work before you come ?

(60)

⑤ Interrogative Affirmative Wh Question:

Wh + Shall / Will + Sub + have + mv③ + obj +

before + Sub + mv① + obj ?

EX- Who Will have cooked food before you come ?

What Will ^{he} have cooked before I reach ?

⑥ Interrogative Negative Wh Question:

Wh + Shall / Will + Sub + not + have + mv③ +

obj + before + Sub + mv① + obj ?

EX- Why will he not have Completed his work before

you go to school ?

Why will he not have bathed before the sun rises ?

(61)

(12) Future perfect Continuous tense

پہچان: اردو باندی کے ایسے جملے جن کے آخر میں رہا ہوگا۔ رہی ہوگی
رہے ہوں گے۔ رہے ہو گے۔ وغیرہ آئے تو ایسے جملے اس Tense کے
محت آئے ہیں بالفاظ دیگر کسی کام کا زمانہ مستقبل میں کی دینے
ہوئے وقت سے شروع ہو کر زمانہ مستقبل میں جاری رہنا۔
جبے ۵ صبح سے خط لکھ رہا ہوگا۔ ۵ شام سے ملا رہا ہوگا۔

نوٹ: جس طریقے سے Since اور for کا استعمال present

perfect Continuous tense اور post perfect
Continuous tense میں ہونا ہے اسی طرح اس Tense میں ہونا
سے صرف helping verb یعنی امدادی فعل بدل جاتا ہے۔

(1) Affirmative Sentence

Sub + shall / will + have + been + moving +

obj + since / for + time given.

EX- He will have been reciting the Holy Quran since morning.

You will have been writing a letter since 2008.

(62)

② **Negative Sentence:**

Sub + shall / Will + not + have + been + mving +

obj + since / for + time given.

EX- We shall not have been learning our lessons since morning.

They will not have been writing their letters for two days.

③ **Interrogative Affirmative yes / No**

Shall / Will + Sub + have + been + mving + obj +

since / for + time given?

EX- Will you have been reciting the Holy Quran since morning?

Will he have been writing a letter for two days?

④ **Interrogative Negative yes / No**

Shall / Will + Sub + not + been + been + mving +

obj + since / for + time given?

EX- Will you not have been reciting the Holy Quran since morning?

Will he not have been writing a letter for one day?

(63)

⑤ → **Interrogative Affirmative Wh Question?**

Wh + Shall / Will + Sub + have + been + mving +

obj + since / for + time given ?

EX- Who Will have been reciting the Holy Quran Since morning ?

What Will you have been reading for two days ?

⑥ → **Interrogative Negative Wh Question?**

Wh + Shall / Will + Sub + not + have + been + mving +

obj + since / for + time given ?

EX- Why Will he not have been reading his lesson for two days ?

Why Will you not have been writing a letter to me

Since next month ?

Active voice and passive voice

نورث: Transitive verb: فعل متعدی کا ہی
 Passive verb: یعنی فعل مجہول بننا ہے مفعول کو فاعل کی جگہ
 پر رکھا جاتا ہے اور بارہ Tenses میں صرف آٹھ Tenses کا
 ہی Passive voice: بننا ہے۔

- | | |
|----------------------|--------------------------|
| ① present indefinite | ① present Continuous |
| ② past indefinite | ② past Continuous |
| ③ Future indefinite | ③ Future Continuous |
| ④ present Continuous | ④ is / am / are being |
| ⑤ past Continuous | ⑤ was / were being |
| ⑥ present perfect | ⑥ has / been have been |
| ⑦ past perfect | ⑦ had been |
| ⑧ Future perfect | ⑧ Will / Shall have been |

(65)

مندرجہ ذیل تین شرطوں کے تحت فعل مجہول کا استعمال ہوتا ہے۔

① جب مفعول یعنی sufferer or action کو فاعل Doer

of action پر اہمیت حاصل ہو۔

EX- Soaps are made from vegetable oil .

② جب کسی کی توجہ فاعل کے بجائے مفعول کی جانب مبذول کرائی جائے۔

EX- The child was run over by the speedy car .

③ جب کسی غلطی کو جان کر کسی مصلحت کے تحت چھپانے کے لئے۔

EX The mistake in the report was done .

نوٹ: Active voice کے فاعل کو passive voice میں

مفعول بنادیا جاتا ہے اور Active voice کے مفعول کو

passive voice میں فاعل بنادیا جاتا ہے نئے مفعول سے

پہلے By لگایا جاتا ہے اور Active voice کے فعل کو

passive voice میں فعل کی Third form سے بدل دیا

جاتا ہے اگر وہ Third form میں نہ ہو۔ اور Tense کے مطابق

امداری فعل کو بدلا جاتا ہے۔

66

نوٹ: Active voice میں استعمال ہونے والے Nominative Case کے ضمیر کو Passive voice میں Objective Case کے ضمیر سے بدل دیا جاتا ہے اور اس نئے ضمیر سے پہلے 'By' کا اضافہ بھی کر دیا جاتا ہے۔
Nominative Case کا ضمیر جسے Passive voice میں Objective Case کے ضمیر سے بدل دیا جاتا ہے

objective pronoun in

Nominative pronoun in

Passive voice Active voice

me I

us We

you you

them They

him He

her She

whom who

نوٹ: Active voice کے اسم کو Passive voice میں ضمیر سے پسں بدلا جاتا ہے لیکن اسکو اپنی حالت پر رکھتے ہیں۔

(67)

① Present Indefinite tense

① Affirmative Sentence

Sub + mv ① + obj.

AC.

N-Sub + is / am / are + mv ③ + obj + by + N-obj.

PC.

EX- I buy a book. AC.

A book is bought by me. PC.

② Negative Sentence

Sub + do + does + not + mv ① + obj.

AC.

N-Sub + is / am / are + not + mv ③ + obj + by + N-obj.

PC.

EX- She does not write a letter. AC.

a letter is not written by her. PC.

③ Interrogative Affirmative yes / No

Do / Does + Sub + mv ① + obj?

AC.

Is / am / are + Sub + mv ③ + obj + by + N-obj?

PC.

EX- Do you like the mangoes? AC.

Are the mangoes liked by you? PC.

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④ Interrogative Negative yes / No

Do / does + sub + not + mv + obj? AC.

IS / am / are + sub + not + mv + obj + by + N + obj? PC.

EX- Does She not Cook food? AC.

IS the food not Cooked by her? PC.

⑤ Interrogative Affirmative Wh Question

Wh + do / does + sub + mv + obj? AC.

Wh + is / am / are + N + sub + mv + obj + by + N + obj? PC.

EX- Who hits the ball? AC.

By Whom is the ball hit? PC.

⑥ Interrogative Negative Wh Question

Wh + do / does + sub + not + mv + obj? AC.

Wh + is / am / are + N + sub + not + mv + obj + by + N + obj? PC.

Why does Ahmad not play Cricket?

Why is Cricket not played by Ahmad?

نوٹ: Who والے جملے میں Who کی جگہ پر By Whom کا استعمال

ہونا ہے باقی سوالیہ الفاظ اپنی حالت پر رہتے ہیں۔

(69)

② Past Indefinite tense:

① Affirmative Sentence:

Sub + mv ② + obj. AC.

N. Sub + Was / Were + mv ③ + obj + by + N. obj. PC.

EX- I threw the ball. AC

The ball was thrown by me. PC.

② Negative Sentence:

Sub + did not + mv ① + obj. AC.

N. Sub + Was / Were + not + mv ③ + obj + by + N. obj. PC.

EX- He did not eat the mangoes. AC.

The mangoes were not eaten by him. PC.

③ Interrogative Affirmative Yes / No:

Did + sub + mv ① + obj?

Was / Were + sub + mv ③ + obj + by + N. obj?

EX- Did you throw the ball? AC.

Was the ball thrown by you? PC.

(70)

④ : **Interrogative Negative yes / No**

Did + Sub + not + mv ① + obj ? AC.

Was / Were + Sub + not + mv ③ + obj + by + N. obj ? PC.

EX- Did She not throw the ball ? AC.

Was the ball not thrown by her ? PC.

⑤ : **Interrogative Affirmative Wh Question**

Wh + did + Sub + mv ① + obj ? AC.

Wh + was / were + N. sub + mv ③ + obj + by + N. obj ? PC.

EX- Who threw the ball ? AC.

By Whom was the ball thrown ? PC.

⑥ : **Interrogative Negative Wh Question**

Wh + did + Sub + not + mv ① + obj ? AC.

Wh + was / were + N. sub + not + mv ③ + obj + by + N. obj ? PC.

EX- Why did you not throw the ball ? AC.

Why was the ball not thrown by you ? PC.

(71)

③ Future Indefinite tense

① Affirmative Sentence

Sub + Shall / Will + mv ① + obj. AC.

N. Sub + Shall / Will + be + mv ③ + obj + by + N. obj. PC.

EX- He Will kill the snake. AC.

The snake will be killed by him. PC.

② Negative Sentence

Sub + Shall / Will + not + mv ① + obj. AC.

N. Sub + Shall / Will + be + mv ③ + obj + by + N. obj. PC.

EX- She Will not kill the Snake. AC.

The Snake will not be killed by her. PC.

③ Interrogative Affirmative yes / No

Shall / Will + Sub + mv ① + obj? AC.

Shall / Will + N. Sub + be + mv ③ + obj + by + N. obj? PC.

EX- Will he help you? AC.

Will you be helped by him PC.

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④ **Interrogative Negative yes / No**

Shall / Will + Sub + not + mv + obj? AC.

Shall / Will + N-sub + not + be + mv + obj + by + N-obj? PC.

EX- Will he not make a noise in the classroom? AC.

Will a noise not be made in the classroom by him? PC.

⑤ **Interrogative Affirmative Wh Question**

Wh + Shall / Will + Sub + mv + obj? AC.

Wh + Shall / Will + N-sub + be + mv + obj + by + N-obj? PC.

EX- Who will kill the Snake? AC.

By whom will the Snake be killed? PC.

⑥ **Interrogative Negative Wh Question**

Wh + Shall / Will + Sub + not + mv + obj? AC.

Wh + Shall / Will + N-sub + not + be + mv + obj + by + N-obj? PC.

EX- Why will you not recite the poem? AC.

Why will the poem not be recited by you? PC.

④ Present Continuous tense

① Affirmative Sentence

Sub + verb to be + mving + obj. AC.

N. Sub + is / am / are + being + mv + obj + by + N. obj. PC.

EX- The farmer is harvesting the crop. AC.

The crop is being harvested by the farmer. PC.

② Negative Sentence

Sub + verb to be + not + mving + obj. AC.

N. Sub + is / am / are + not + being + mv + obj + by + N. obj. PC.

EX- This boy is not doing his home work. AC.

His home work is not being done by this boy. PC.

③ Interrogative Affirmative yes / No

verb to be + Sub + mving + obj? AC.

is / am / are + N. Sub + being + mv + obj + by + N. obj? PC.

EX- Are you eating an apple? AC.

is an apple being eaten by you? PC.

(74)

④ **Interrogative Negative yes / No**

verb to be + Sub + not + mving + obj? AC.

IS / am / are + N-Sub + not + being + mv + obj + by + N-obj? PC.

EX- Are you not taking your medicine? AC.

IS your medicine not being taken by you? PC.

⑤ **Interrogative Affirmative Wh Question**

Wh + verb to be + Sub + mving + obj? AC.

Wh + IS / am / are + N-Sub + being + mv + obj + by + N-obj? PC.

EX- Who is giving you gift? AC.

By whom are you being given gift? PC.

⑥ **Interrogative Negative Wh Question**

Wh + verb to be + Sub + not + mving + obj? AC.

Wh + IS / am / are + N-Sub + not + being + mv + obj + by + obj? PC.

EX- Why are you not learning your lesson? AC.

Why is your lesson not being learnt by you? PC.

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⑤ : post Continuous tense :

① : Affirmative Sentence :

sub + was / were + mving + obj . AC.

N-sub + was / were + being + mv③ + obj + by + N-obj . PC.

EX- you were learning your lesson . AC.

your lesson was being learnt by you PC.

② : Negative Sentence :

sub + was / were + not + mving + obj . AC.

N-sub + was / were + not + being + mv③ + obj + by + N-obj . PC.

EX- she was not washing her clothes . AC.

her clothes were not being washed by her . PC.

③ : Interrogative Affirmative yes / No :

was / were + sub + mving + obj ? AC.

was / were + N-sub + being + mv③ + obj + by + N-obj ? PC.

EX- was he reading a novel ? AC.

was a novel being read by him ? PC.

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④ **Interrogative Negative yes / no**

Was / Were + Sub + not + mving + obj? AC.

Was / Were + N-sub + not + being + mv + obj + by + N-obj? PC.

EX- Was he not playing the game? AC.

Was the game not being played by him? PC.

⑤ **Interrogative Affirmative Wh Question**

Wh + Was / Were + Sub + mving + obj? AC.

Wh + Was / Were + N-sub + being + mv + obj + by + N-obj? PC.

EX- Who was taking his food? AC.

By whom was his food being taken? PC.

⑥ **Interrogative Negative Wh Question**

Wh + Was / Were + Sub + not + mving + obj? AC.

Wh + Was / Were + N-sub + not + being + mv + obj + by + N-obj? PC.

EX- Why was he not calling you? AC.

Why were you not being called by him? PC.

77

⑥ Present Perfect tense

① Affirmative Sentence

Sub + has / have + mv ③ + obj. AC.

N. Sub + has / have + been + mv ③ + obj + by + N. obj. PC.

EX - I have written the essay. AC.

The essay has been written by me. PC.

② Negative Sentence

Sub + has / have + not + mv ③ + obj. AC.

N. Sub + has / have + not + been + mv ③ + obj + by + N. obj. PC.

EX - you have not finished your work. AC.

Your work has not been finished by you. PC.

③ Interrogative Affirmative yes / No

Has / have + Sub + mv ③ + obj? AC.

Has / have + N. Sub + been + mv ③ + obj + by + N. obj? PC.

EX - Have you given him your book? AC.

Has your book been given him by you? PC.

(78)

④ :: **Interrogative Negative yes / No** ::

Has / have + sub + not + mv + obj? AC.

Has / have + N-sub + not + been + mv + obj + by + N-obj? PC.

EX- Has the hunter not killed the fox? AC.

Has the fox not been killed by the hunter? PC.

⑤ :: **Interrogative Affirmative Wh Question** ::

Wh + Has / have + sub + mv + obj? AC.

Wh + has / have + N-sub + been + mv + obj + by + N-obj? PC.

EX- Why has she eaten the grapes? AC.

Why have the grapes been eaten by her? PC.

⑥ :: **Interrogative Negative Wh Question** ::

Wh + has / have + sub + not + mv + obj? AC.

Wh + has / have + N-sub + not + been + mv + obj + by + N-obj? PC.

EX- Why have you not learnt your lesson? AC.

Why has your lesson not been learnt by you? PC.

(79)

⑦ Past Perfect tense:

① Affirmative Sentence:

Sub + had + mv + obj. AC.

N. Sub + had + been + mv + obj + by + N. obj. PC.

EX- The driver had stopped the train. AC.

The train had been stopped by the driver. PC.

② Negative Sentence:

Sub + had + not + mv + obj. AC.

N. Sub + had + not + been + mv + obj + by + N. obj. PC.

EX- I had not written the letter before. AC.

The letter had not been written before by me. PC.

③ Interrogative Affirmative yes / No

Sub Had + sub + mv + obj? AC.

Had + N. Sub + been + mv + obj + by + N. obj? PC.

EX- Had they called you before leaving Delhi? AC.

Had you been called by them before leaving Delhi? PC.

(80)

④ :: **Interrogative Negative yes / No** ::

Had + Sub + not + mv + obj? AC.

Had + N. Sub + not + been + mv + obj + by + N. obj? PC.

EX- Had the dog not attacked the cat? AC.

Had the cat not been attacked by the dog? PC.

⑤ :: **Interrogative Affirmative Wh Question** ::

Wh + had + Sub + mv + obj? AC.

Wh + had + N. Sub + been + mv + obj + by + N. obj? PC.

EX- Who had taken his food? AC.

- By whom had his food been taken? PC.

⑥ :: **Interrogative Negative Wh Question** ::

Wh + had + Sub + not + mv + obj? AC.

Wh + had + N. Sub + not + been + mv + obj + by + N. obj? PC.

EX- Why had you not given the book your friend? AC.

Why had the book not been given your friend by you? PC.

(81)

Complex Sentence

① Affirmative Sentence

Sub + had + mv③ + obj + before + Sub + mv② + obj. AC.

N-Sub + had + been + mv③ + obj + by + N-obj + before + Sub + mv② + obj. PC.

EX- I had Completed my work before you came here. AC.

my work had been Completed by me before

you came here. PC.

② Negative Sentence

Sub + had + not + mv③ + obj + before + Sub + mv② + obj. AC.

N-Sub + had + not + been + mv③ + obj + before by + N-obj +

before + Sub + mv② + obj. PC.

EX- He had not written the letter before you came here. AC.

The letter had not been Completed by him

before you came here. PC.

③ Interrogative Affirmative yes / No

Had + Sub + mv③ + obj + before + Sub + mv② + obj? AC.

Had + N-Sub + been + mv③ + obj + by + N-obj +

before + Sub + mv② + obj? PC.

(82)

EX- Had he written the letter before you came here? AC.

Had the letter been written by him before

you came here? PC.

(4) : **Interrogative Negative yes / No**

Had + Sub + not + mv ③ + obj + before + Sub + mv ② + obj? AC.

Had + N. Sub + not + been + mv ③ + obj + by + N. obj + before +

Sub + mv ② + obj? PC.

EX- Had he not written the letter before you came here? AC.

Had the letter not been written by him before

you came here? PC.

(5) : **Interrogative Affirmative Wh. Question**

Wh + had + Sub + mv ③ + obj + before + Sub + mv ② + obj? AC.

Wh + had + N. Sub + been + mv ③ + obj + by + N. obj +

before + Sub + mv ② + obj? PC.

Why had you beaten the old servant before going out? AC.

Why had the servant been beaten by you before

going out? PC.

(83)

⑥ Interrogative Negative Wh Question:

Wh + had + Sub + not + mv③ + obj + before + Sub + mv② + obj + AC.

Wh + had + N. Sub + not + been + mv③ + obj + by + N. obj +

before + Sub + mv② + obj? PC.

EX- Why had you not beaten the servant before
going out? AC.

Why had the servant not been beaten by you
before going out? PC.

⑧ Future perfect tense:

① Affirmative Sentence:

Sub + Shall / Will + have + mv③ + obj + by + Time given. AC.

N. Sub + Shall / Will + have + been + mv③ + obj +

by + Time given + by + N. obj. PC.

EX- I shall have taught English to my brother
by 6 Am. AC.

The English will have been taught to my
brother by 6 Am by me. PC.

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② Negative Sentence:

Sub + Shall / Will + not + have + mv ③ + obj + by + Time given + AC.

N-Sub + Shall / Will + not + have + been + mv ③ + obj +

by + Time given + by + N-obj. PC.

EX - He Will not have Completed his Work by 6 Am. AC.

His Work Will not have been Completed by 6 Am by him. PC.

③ Interrogative Affirmative yes / No:

Shall / Will + Sub + have + mv ③ + obj + by + Time given? AC.

Shall / Will + N-Sub + have + been + mv ③ + obj + by + Time given + by + N-obj? PC.

EX - Will She have Completed her home Work by 5 Am? AC.

Will the home Work have been Completed by 5 Am by her? PC.

④ Interrogative Negative yes / No:

Shall / Will + Sub + not + have + mv ③ + obj + by + Time given? AC.

Shall / Will + N-Sub + not + have + been + mv ③ + obj +

by + Time given + by + N-obj? PC.

EX - Will he not have written the book by monday? AC.

Will the book not have been written by monday by him? PC.

⑤ Interrogative Affirmative Wh Question:

Wh + Shall / Will + Sub + have + mv③ + obj + by + Time given? AC.

Wh + Shall / Will + N. Sub + have + been + mv③ + obj + by +

Time given + by + N. obj? PC.

EX- Who Will have Completed his work by Monday? AC.

by whom Will have been Completed by Monday? PC.

⑥ Interrogative Negative Wh Question:

Wh + Shall / Will + Sub + not + have + mv③ + obj + by + Time given? AC.

Wh + Shall / Will + N. Sub + not + have + been + mv③ + obj +

by + Time given + by + N. obj? PC.

EX- Why Will he not have written ^{book} by Monday? AC.

Why Will book not have been written by

Monday by him? PC.

(86)

Use of Can

① Affirmative Sentence

N. Sub + Can + be + mv + obj + by + N. obj. PC.

EX- I Can help you. AC.

you Can be helped by me. PC.

② Negative Sentence

N. Sub + Can + not + be + mv + obj + by + N. obj. PC.

EX- He Can not help you. AC.

you Can not be helped by him. PC.

③ Interrogative Affirmative yes / No

Can + N. Sub + be + mv + obj + by + N. obj? PC.

EX- Can you help me? AC.

Can I be helped by you? PC.

④ Interrogative Negative yes / No

Can + N. Sub + not + be + mv + obj + by + N. obj? PC.

EX- Can you not help me? AC.

Can I not be helped by you? PC.

(87)

⑤ :: Interrogative Affirmative Wh Question ::

Wh + Can + N. Sub + be + mv ③ + obj + by + N. obj ? PC.

EX - Who can help me ? AC.

By whom can I be helped ? PC.

⑥ :: Interrogative Negative Wh Question ::

Wh + Can + N. Sub + not + be + mv ③ + Obj + by + N. obj ? PC.

EX - Why can you not help me ? AC.

Why can I not be helped by you ? PC.

Use of Could ::

① :: Affirmative Sentence ::

N. Sub + Could + be + mv ③ + obj + by + N. obj . PC.

EX - He could kill the snake . AC.

The snake could be killed by him . PC.

(88)

② Negative Sentence

N. Sub + Could + not + be + mv ③ + obj + by + N. obj. PC.

EX- She Could not kill the Snake. AC.

The Snake Could not be killed by her. PC.

③ Interrogative Affirmative yes / No

Could + N. Sub + be + mv ③ + obj + by + N. obj? PC.

EX- Could he kill the Snake? AC.

Could the snake be killed by him? PC.

④ Interrogative Negative yes / No

Could + N. Sub + not + be + mv ③ + obj + by + N. obj? PC.

EX- ~~He~~ Could he not ~~be~~ kill the snake? AC.

Could the snake Not be killed by him? PC.

⑤ Interrogative Affirmative Wh Question

Wh + Could + N. Sub + be + mv ③ + obj + by + N. obj? PC.

EX- Who Could kill the Snake? AC.

By whom Could the snake be killed? PC.

(89)

⑥ Interrogative Negative Wh Question:

Wh + Could + N-Sub + not + be + mv + obj + by + N-obj? PC.

EX-Why Could he not kill the snake? AC.

Why Could the snake not be killed by him? PC.

نوٹ: Passive voice: Model Auxiliary verb: کو

میں بدلنے وقت مندرجہ ذیل طریقہ سے تبدیلی کی جاتی ہے۔

:Active:

:Passive:

Can ..

Can be ..

Could ..

could be ..

may ..

may be ..

might ..

might be ..

must ..

must be ..

ought to ..

ought to be ..

نوٹ: کہی کہی Transitive verb جب حرف جار کے ساتھ آتا

یہ تو فعل متعدی کا کام کرتا ہے اس کا فعل مجہول بنائے وقت اس حرف جار کو باقی رکھا جاتا ہے۔

EX- They laughed at me. AC.

I was laughed at by them. PC.

٭ Imperative Sentence ٭ جملہ حکیمہ النشائیہ

جملہ النشائیہ سے امرنی عرض اور مجوز وغیرہ کا اظہار ہوتا ہے

ایسے جملوں میں فاعل ہمیشہ پوشیدہ رہتا ہے اور یہ فاعل

you ہوتا ہے۔ مثلاً Come in = you Come in.

① ایسے Imperative Sentences: (جملہ النشائیہ) جن سے

امر کا اظہار ہوتا ہے ان کی Passive voice: بنائے وقت

Let کے بعد object (مفعول) کو لگا کر Helping verb:

(امداری فعل) be کا استعمال کیا جاتا ہے اور پھر main verb کی

third form کو لگا جاتا ہے

② جن جملہ النشائیہ سے لٹی کا اظہار ہوتا ہے ان میں main verb

(فعل خائن) اور Helping verb: (امداری فعل) کے درمیان

Not کا استعمال کیا جاتا ہے

① ٭ Affirmative Sentence ٭

Let + N. Sub + be + mv + N. obj. PC.

EX- OPEN the door. AC.

Let the door be opened. PC.

Shut the door. AC.

Let the door be shut. PC.

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(2) :: Negative Sentence ::

Let + N-Sub + not + be + mv (3). PC.

EX- Do not abuse others. AC.

Let others not be abused. PC.

Do not pluck the flowers. AC.

Let the flowers not be plucked. PC.

(3) جن مثبت جملہ الشائبہ سے عرصن کا اظہار ہوتا ہے ان میں
Main verb (عقل خاص) اور Helping verb (امداری فعل)
باقی مرہتا ہے اور Passive voice بنانے وقت Please
Kindly کی جگہ پر you are requested to کا استعمال ہوتا ہے
باقی جملہ میں کوئی تبدیلی نہیں کی جاتی ہے۔

(4) جن منفی جملہ الشائبہ سے عرصن کا اظہار ہوتا ہے ان میں
Passive voice بنانے وقت please kindly کی جگہ پر
you are requested not to کا استعمال کیا جاتا ہے باقی جملے
میں کوئی تبدیلی نہیں کی جاتی ہے۔

(92)

① :: Affirmative Sentence ::

EX- please help me . AC.

you are requested to help me . PC.

please tell me . AC.

you are requested to tell me . PC.

② :: Negative Sentence ::

EX- Do not insult the poor please . AC.

you are requested not to insult the poor . PC.

kindly get me a glass of water . AC.

you are requested not to get me a glass of water . PC.

⑤ جن مثبت جملہ انشائیہ سے مجوز کا اظہار ہوتا ہے ایسے جملوں کی Passive voice بنائے وقت سب سے پہلے object (مفعول) کو لایا جاتا ہے اسکے بعد should کا استعمال کیا جاتا ہے پھر be اور آخر میں Main verb کی Third form کا استعمال کیا جاتا ہے اور جن منفی جملہ انشائیہ سے مجوز کا اظہار ہوتا ہے ان میں should کے بعد Not یا Never کا استعمال کیا جاتا ہے -

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① Affirmative Sentence

EX- help the poor. AC.

The poor should be helped. PC.

ObeY your parents. AC.

your parent should be obeyed. PC.

② Negative Sentence

EX- Do your duty. AC.

your duty should be done. PC.

Never do it. AC.

it should never be done. PC.

روایت: Reporting

Direct and Indirect Narration

روایت مستوی اور غیر مستوی

فائل کے قول کو نقل کرنا انگریزی میں Narration (روایت) کہلاتا ہے۔
انگریزی میں فائل کے قول کو دو طرح سے نقل کیا جاتا ہے۔ پارہ پہ کہ

Direct اور Indirect Narration کو Direct اور Indirect speech

بھی کہا جاتا ہے۔ ① Direct speech (روایت مستوی)

② Indirect speech (روایت غیر مستوی)

① Direct speech (روایت مستوی) جب فائل کے قول کو بغیر کسی تبدیلی کے من عن بیان کیا جائے تو اسے Direct speech کہتے ہیں۔

② Indirect speech (روایت غیر مستوی) جب فائل کے قول

کو من وعن نہ بیان کیا جائے بلکہ اپنے لفظوں میں اسکا مفہوم بیان کیا جائے تو اسے Indirect speech کہتے ہیں۔ مثلاً

Direct speech: He said to me, "I am going to school now."

اس نے مجھ سے کہا: "میں اسوقت اسکول جا رہا ہوں۔"

Indirect speech: He told me that he was going to school then.

اس نے مجھ سے بتایا کہ وہ اسوقت اسکول جا رہا تھا۔

① Reporting verb (فعل روایت) فائل کے قول کو جس فعل سے شروع کیا جاتا ہے اسکو Reporting verb (فعل روایت) کہتے ہیں۔
مثلاً He said to me میں Said - Reporting verb ہے۔

② Reported Speech (روایت): فائل کے ذریعہ جو کچھ کہا جاتا ہے اور جو Inverted Commas کے اندر رہتا ہے اسکو Reported speech کہتے ہیں مثلاً:
"I am going to school now."

Direct Speech اور Indirect Speech کی

مثالوں سے جو امور واضح ہیں وہ حسب ذیل ہیں۔

① Direct speech کے اندر Reported speech کا پہلا حرف ہمیشہ Capital Letter میں ہوتا ہے۔

② Indirect speech بنانے وقت Reporting verb کے Tense میں کوئی تبدیلی نہیں ہوتی ہے ہاں اگر Reporting verb say to-verb یا said to کو Tell یا Told میں کر دیتے ہیں جبکہ ان کے ان کا object بھی ہو

③ Direct Speech کے اندر Reported speech ہوتا ہے
Inverted Commas (" ") کے اندر رہتا ہے۔

④ Indirect Speech میں کوئی Commas یا
Inverted Commas نہیں ہوتے ہیں۔

⑤ Indirect Speech میں Reported speech سے پہلے
That، whether یا if جیسے Conjunctions (حروف عطف)
کا استعمال ہوتا ہے۔

⑥ Direct Speech میں قریب کا معنی دینے والے الفاظ کو
Indirect speech میں دور کا معنی دینے والے الفاظ میں تبدیل کر دیا
جاتا ہے جیسے Now کو Then میں تبدیل کرتے ہیں۔

⑦ Reported Speech کے pronoun (ضمائر) اور Tense
(زمانہ) میں بھی تبدیلی کی جاتی ہے۔

Direct speech سے Indirect speech بنانے وقت جن چیزوں میں تبدیلی کی جانی ہے اور جو قریب کا معنی دیتے ہیں اور جن کو Indirect speech بنانے وقت دور کا معنی دیتے والے الفاظ میں تبدیل کر دیا جاتا ہے۔

Direct	Indirect
Now	Then
This	That
These	Those
Here	There
Today	That day
Tomorrow	The next day
Ago	Before
Just	Then
Next week	The following week
yesterday	The previous day or the day before
Come	Go
Thus	So or in that way
Last night	The previous night or the night before
yet	Till then

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Last week of month ~~Last week~~ The previous week or month
Hence Thence
Tonight That night

نوٹ: اگر here اور This وغیرہ کسی ایسی جگہ یا چیز کو بتائیں جو Report (روایت) کرنے وقت سامنے موجود ہو تو اس وقت انہیں That اور There وغیرہ میں تبدیل کر لیں کیا جائے گا۔

Ex- Hameed said, "This is my book."

Hameed said that this was his book.

Khalid said, "I was sleeping here."

Khalid said that he had been sleeping here.

Direct speech کو **Indirect speech** میں بدلنے کے لئے جن چیزوں

میں تبدیلی کی ضرورت پڑتی ہے ان کو اور ان سے متعلق اصول و ضوابط کو مندرجہ ذیل پانچ گروہوں میں بیان کیا گیا ہے۔

① **Pronouns** (ضمائر) میں تبدیلی اور ان کے اصول

② **Tense** (زمانہ) میں تبدیلی اور ان کے اصول

③ **Interrogative sentences** (جملہ استفساریہ) میں

تبدیلی اور ان کے اصول

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④ Imperative Sentences (جملہ حکمیہ) امر و نہی، عزم و غیرہ

میں تبدیل اور ان کے اصول۔

⑤ Exclamatory Sentences (جملہ فغانیہ) میں تبدیل اور ان کے اصول۔

امول نمبر 1۔ Inverted Commas کے اندر کے مقررہ متکلم مثلاً I،

Reporting verb کو my اور me وغیرہ اور us، ours، our، we

(داخل روایت) کے فاعل کے مطابق بدلا جاتا ہے۔

Direct Speech He said to me, "I am going to my school."

Indirect Speech He told me that he was going to his school.

Direct Speech They said to me, "We learned our lessons yesterday."

Indirect Speech They told me that they had learned their lessons the previous day.

Direct Speech you said to me, "I have not sold my books."

Indirect Speech you told me that you had not sold your books.

امول نمبر 2۔ Inverted Commas کے اندر کے مقررہ مخاطب مثلاً you،

Reporting verb کے مفعول کے مطابق بدلا جاتا ہے کو yours اور your

Direct Speech He Said to me, "you can go home,"

Indirect Speech He told me that I could go home."

Direct Speech Naved Said to Nadeem, "you can not play well,"

Indirect Speech Naved told Nadeem that he could not play well,

Direct Speech I Said to you, "you should wait me,"

Indirect Speech I told you that you should wait me.

اصول نمبر 3 - Inverted Commas کے اندر کے عنصر غائب مثلاً He

She . it . They . Them . Their اور Nouns (اسماء) میں

کون تبدیلی پس ہونی ہے -

Direct Speech Ahmad Said, "He is a good player,"

Indirect speech Ahmad said that he was a good player.

Direct Speech I Said to him, "He will never fail,"

Indirect speech I told him that he would never fail.

Direct Speech Azhar Said, "Saeed Anwar is a good Batsman,"

Indirect Speech Azhar said that Saeed Anwar was a good bats man.

Tense (زمانہ) ASSESSIVE Sentence (جملہ بیانیہ)

میں تبدیلی اور ان کے اصول -

اصول نمبر 1 - Reporting verb (فعل روایت) اگر Present

یا Future Tenses میں ہو تو Indirect Speech بنائے وقت
Reported Speech (روایت) کے Tense میں کوئی تبدیلی نہیں کی جاتی ہے

Direct speech He says, "I am a good player."

Indirect speech He says that he is a good player.

Direct speech I shall say to him, "you are a lazy boy."

Indirect speech I shall tell him that you are a lazy boy.

اصول نمبر 2 - Reporting verb (فعل روایت) اگر past tense

میں ہو تو Indirect Speech بنائے وقت Reported Speech (روایت)
کے Tense میں درجہ ذیل تبدیلی کی جاتی ہے -

① Present Indefinite tense کو Past Indefinite tense

میں بدلا جائے گا -

Direct speech He said to me, "I go to school daily."

Indirect speech He told me that he went to school daily.

② Present Continuous tense کو Past Continuous tense

میں بدلا جائے گا -

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Direct Speech. He said to me, "Khalid is reciting The Holy Quran."

Indirect Speech. He told me that Khalid was reciting the Holy Quran.

Post perfect tense کو present perfect tense ③
- میں بلا جاتا ہے۔

Direct speech. He said to me, "I have taken my dinner."

Indirect speech. He told me that he had taken his dinner.

past perfect کو present perfect continuous tense ④

- میں بلا جاتا ہے۔ Continuous tense

Direct speech. He said to me, "I have been working since morning."

Indirect speech. He told me that he had been working since morning.

past perfect tense کو post indefinite tense ⑤
- میں بلا جاتا ہے۔

Direct speech. He said to me, "I went to Lucknow yesterday."

Indirect speech. He told me that he had gone to Lucknow the previous day.

past perfect continuous کو past continuous tense ⑥
- میں بلا جاتا ہے۔

Direct speech. He said to me, "I was going to market yesterday."

Indirect speech. He told me that he had been going to market

The previous day.

Post perfect continuous اور Post perfect tense ⑦ میں

کوئی تبدیلی نہیں کی جاتی ہے۔

Direct speech. He said to me: "I had already heard the news."

Indirect speech. He told me that he had already heard the news.

Direct speech. He said to me: "Khalid had been sleeping for two hours."

Indirect speech. He told me that Khalid had been sleeping for two hours.

= Exceptions استثناء =

کچھ حالتیں ایسی ہیں جن میں Post tense کے Reporting verb

میں ہونے ہوئے بھی Reported speech کے Tense میں کوئی تبدیلی نہیں ہوتی۔

Direct speech. Ahmad said: "During my stay in England I

went out for a walk daily."

Indirect speech Ahmad said that during my stay in England

I went out for a walk daily.

Reported Speech میں کسی تاریخی Historical Facts : ⑧

واقعہ کا ذکر ہو یا ایسے دو کاموں کا ذکر ہو جو ایک سائے واقعہ ہوتے ہوں۔

Direct speech. The teacher said: "The first battle of Panipat

was fought in 1526."

Indirect speech. The teacher said the first battle of Panipat

was fought in 1526.

② اگر Reported Speech (روایت) کوئی Universal truth

Proverb (دافانی حقیقت) Habitual Fact (فطری عادت) یا

Reported Speech (عزب المثل) ہو تو Indirect Speech بنائے وقت

روایت کے Tense میں کوئی تبدیلی نہیں کی جاتی ہے۔

Direct speech. my mother said, "Honesty is the best policy."

Indirect speech. my mother said that Honesty is the best policy.

~ Direct speech. my teacher told to me, "Health is wealth."

Indirect speech. my teacher told me that Health is wealth.

③ Reported Speech (روایت) میں اگر will . shall . may

اور Can کا استعمال کیا ہو تو Indirect Speech بنائے وقت

بالترتیب Would . Should . might اور could کا استعمال ان کی

جگہ پر کیا جاتا ہے البتہ must میں کوئی تبدیلی نہیں ہوتی ہے۔

Direct speech. He said to me, "Ahmad will go to Lucknow."

Indirect speech. He told me that Ahmad would go to Lucknow."

~ Direct speech. I said to him, "I shall come here."

Indirect speech. I told him that I should come here.

Direct speech. my father said, "it may rain today."

Indirect speech. my father said that it might rain that day.

Direct speech. The man said to us: "I can not help you."

Indirect speech. The man told us that he could not help us.

Direct speech. I said to my friend: "my father must be in his office."

Indirect speech. I told my friend that my father must be in his office.

Interrogative Sentences: (جملہ استفساریہ) میں تبدیلی اور ان کے اصول -

یاد رہے کہ سوالیہ جملے دو قسم کے ہوتے ہیں اور Indirect speech بنانے وقت دونوں میں تبدیلی اور ان کے اصول مختلف ہیں -

① پہلی قسم First type یا Yes or No Answer type Question

② دوسری قسم Second type یا Wh-Type Question Word question

مشترک اصول -

Common Rules

کچھ اصول دونوں قسم کے سوالیہ جملوں میں یکساں طور پر نافذ ہوتے ہیں -

اصول نمبر ۱ - Reporting verb (فعل روایت) said کو Indirect

speech بنانے وقت Asked of Demanded-Enquired یا اسی

طرح کے کسی فعل سے بدل دیا جاتا ہے اور Told کا استعمال نہیں کیا جاتا ہے -

اصول نمبر 2 - Indirect speech بنانے وقت conjunction That (حرف عطف) کا استعمال پس کیا جاتا ہے۔

اصول نمبر 3 - Indirect speech کے آخر میں سوالیہ نشان پس لگا دیا جاتا ہے۔

اصول نمبر 4 - Pronouns (ضمائر) Tense (زمانہ) میں تبدیلی کے لئے Assertive Sentences سے متعلق اصولوں کی یہ رعایت کی جاتی ہے۔

اصول نمبر 5 - سوالیہ جملوں کی Indirect speech بنانے وقت انکو Assertive Sentences (جملہ خبریہ) میں بدل دیا جاتا ہے۔

پہلی قسم کا خاص اصول

First Type

Interrogative Affirmative yes / No

پہلی قسم کے سوالیہ جملوں کی Indirect speech بنانے وقت

Reported speech (روایت) سے پہلے if یا whether conjunctions

(حروف عطف) میں سے کسی ایک حرف کا استعمال ہوتا ہے

Direct Speech. Nadeem said to me: "Are you going to school?"

Indirect speech. Nadeem asked me whether I was going to school.

Direct speech. My friend said to me: "Can you lend me this book?"

Indirect speech. My friend demanded of me if I could lend him that book.

دوسری قسم کا خاص اصول

Second Type

Interrogative Affirmative Wh Question

Reported Indirect speech کی سوالیہ جملوں کی Indirect speech بتائے وقت

Speech (روایت) سے پہلے if یا whether کا استعمال نہیں کیا جاتا ہے

بلکہ مذکورہ لفظ جو جملے میں سوالیہ لفظ (Question Word) موجود

ہوتا ہے وہ استعمال ہوتا ہے اور Indirect speech بن جاتا ہے۔

Direct Speech. I said to him: "Where are you going?"

Indirect speech. I asked him where he was going?.

Direct speech. Ahmad said to Khalid: "Why did you not perform Namaz?"

Indirect speech. Ahmad asked Khalid why he had not performed Namaz?.

Imperative Sentences: (جملہ النشائیہ) امر و نئی عزم

بجوز وغیرہ میں تبدیلی اور انکے اصول

امول نمبر 1- Reporting verb (فعل روایت) Said to کی جگہ پر

مزورت کے مطابق Indirect speech بنائے وقت ordered

Forbade. Suggested. Advised. Commanded

Begged. Requested وغیرہ کا استعمال کیا جاتا ہے۔

امول نمبر 2- Reported Speech (روایت) کے فعل سے پہلے to لگا جاتا ہے۔

امول نمبر 3- That conjunction کا استعمال نہیں کیا جاتا ہے۔

Direct Speech. I Said to the Servant: "Don't open the door."

Indirect speech. I ordered the Servant not to open the door.

Direct Speech. The doctor Said to me: "Take the medicine before meals."

Indirect speech. The doctor Advised me to Take the medicine before meals.

USE of Let in Imperative Sentences:

Let کا استعمال تجویز، عرض اور خواہش کے لئے ہوتا ہے۔

① معنی کے مطابق indirect speech بنانے وقت Reporting verb کو Proposed, suggested, Requested اور Wished وغیرہ سے بدلا جاتا ہے۔

② Conjunction (حرف عطف) That کا استعمال کیا جاتا ہے۔

③ Reported speech (روایت) کے Verb (فعل) سے پہلے Let کی جگہ بر should کا استعمال کیا جاتا ہے۔

Direct speech. He said: "Let us wait for Ahmad."

Indirect speech. He suggested/proposed that they/we should wait for Ahmad.

Direct speech. The librarian said: "Let us keep silent in the library."

Indirect speech. The librarian requested that they/we should keep silent in the library.

Exclamatory Sentence :: جملہ فحاشہ میں تبدیلی کے اصول

① Reporting verb (فعل روایت) said کو Exclaimed سے بدل دیئے ہیں اور ضرورت کے وقت اس کے آگے joy, with sorrow, with surprise, یا with delight, with. جیسے الفاظ کا اضافہ کر دیا جاتا ہے۔

② sign of Exclamation علامت فحاشہ (!) کو ہٹا کر sign of full stop (ختمہ کا نشان) لگا دیا جاتا ہے۔

Direct speech. He said, "Hurrah! India has won the match."

Indirect speech. He exclaimed with delight that India had won the ~~match~~ match.

Direct speech. The boys said, "Alas! We have lost the match."

Indirect speech. The boys exclaimed with sorrow that they had lost the match.

③ Inverted commas کو ہٹا کر That لگا کر فحاشہ جملے کو جملہ بیانیہ میں تبدیل کر دیتے ہیں۔