

Tenses [Present Tense]

1. Sarita ^{goes} go to office at 10 a.m daily.
2. She has been cooking meal from 7 a.m. ^{x since}
3. Nisha is ^{has been} playing tabla for 2 hours.
4. Ravi ^{has} have just come from college.
5. They have been residing here since ^{for} 4 years. (period of time)
6. They ^{go} goes to field at 5 a.m.
7. Ram ^{does} do his work in time.
8. He drinks coffee in the morning.

<u>Singular</u>	<u>Plural</u>
drinks	drink
goes	go
takes	take

9. Mr. Sharma teaches us English Grammar.
10. Sakshi catch ^{es} the train at 8 'clock.

[Past Tense]

1. Tejpal and his friends ^{had been} were playing chess for 2 hours.
2. Sita had been cooking ^{since} for 2 o'clock.
3. Rahim ^{went} gone to market.
4. The teacher was ^{teaching} taught us Hindi at that time.
5. Ramesh ^{taken} had took your phone.
6. The girl had been crying ^{for} since an hour.
7. We had been playing chess ^{for} since 2 hours.
8. The train ^{had} arrived before we reached there.
9. The patient ^{past perfect} had fainted ^{before} than the doctor ^{past tense} came.
10. My friends ^{were} was coming by bus.

[Future Tense]

1. They will ^{have} been playing cricket for 2 hours.
2. Let ^{me} I play tabla.

2. Let ^{me} I play tabla.
3. We should obeyed our elders.
4. She will be ^{going} gone to market at this time.
5. The patient will ^{have} died before the doctor reaches here.
6. I shall ^{have} been living in Alwar for 8 years by the year 2010.
7. He will ^{be} waiting for you.
8. Let the students played.
9. He must be coming by Rajdhani Express.
10. He ^{will have} should be ~~x~~ completed his work by next Monday.

Precis Writing

- Important points.
- Rough Draft
- Simple, Precise language

→ No abbreviations

btw ⊗

rofl ⊗

→ $\frac{1}{3}$ of the original passage. [Length]

→ easy to read

→ Summarise the ideas.

→ use an appropriate.

→ Must include details from the passage.

↳ keywords
terms

→ No opinions no criticism.

→ No questions should be asked.



→ 1 paragraph.

— (1)
— (2)

→ Pronouns

— (3)

✓ third person point of view.

↳ he, she, it, they

⊗ no first person pronouns to be used.

↳ I, me, we, us, mine, ours,
myself, ourselves.

→ Conjunctions

Omit conjunctions, use punctuations,

Commas
—
semicolons
—
colons
—