

Improve Your English

ALPHABET

Alphabet: A set of letters or symbols in a fixed order to represent the speech sounds of a language. There are 26 letters in an English language.

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 symbol that represents one or more of the sounds used in speech.

Word: A meaningful combination of different letters, as in letters A, R and M forms a word => ARM

TYPES OF LETTERS

There are three types of Letters 1. Vowel 2. Consonant 3. Semi Vowel

- ⇒ **Vowel:** A speech sound that is produced by comparatively open configuration of vocal tract and which is capable of forming a syllable. A, E, I, O
- ⇒ **Consonant:** A speech sound in which the breath is at least partly obstructed and which needs a vowel to form a syllable. B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, X, Z
- ⇒ **Semi vowel:** A speech sound that performs the functions of both vowel and consonant. U, W, Y

VOICED AND UNVOICED LETTERS

Voiced Letter: A letter that creates a vibration in vocal cords while speaking.

Unvoiced Letter: A letter that doesn't create any vibration in vocal cords while speaking.

Voiced Letters	Unvoiced/ Voiceless Letters
All the vowels	C
B	F
D	H
G	K
J (<u>Y</u> es, <u>Y</u> ellow)	P
L	Q
M	S
N	T
R	X (ks)
U	Θ (<u>T</u> hank)
V	ʃ (<u>S</u> he, <u>F</u> ish)
W	tʃ (<u>C</u> hair, <u>T</u> eacher)
Y	

- The **letter 'P'** is silent in the combination of 'ps' at the start of a word.

As in: Psalm (مناجات، ترانہ), Psychology, Psychiatry (دماغی امراض کا علاج), Psychē

- The **letter 'R'** is usually not pronounced when it comes after a consonant.

As in: Park, Pearl, Arc (قوس), Arcade (محراب دار راستہ)

The **letter 'R'** is also not pronounced if it is in a form of a phonetic sound ʒ:(r)*

As in: Teacher, Father, Mother, Doctor etc.

- **Silent Vowels:**

ACADEMIC (درسی، تعلیمی), ACCURATE, AVERAGE, BASICALLY, BAVERAGE (مشروب),
BUSINESS, CATHOLIC, CHOCOLATE, DIAMOND, DIAPER, DIFFERENT, EVENENING, EVEREY,
FAMILY, HERE, INTEREST, INTERESTING, LITERATURE, OPERA (موسیقی کے ساتھ اداکاری),
PRACTICALLY, PRIVATE, SEVERAL, TEMPERATURE, UNFORTUNATEELY, VEGETETABLE,
WEDNESDAY

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.I. Adjective Phrase: When a prepositional phrase defines a noun in the sentence, it is called Adjective Phrase, as in

- .1. The book with the red sleeve fell to the ground. (Defines 'the book')
- .2. Something in the corner of the desk was moving. (Defines 'something')

.II. Adverbial Phrase: When a prepositional phrase defines a verb, an adjective or an adverb in the sentence, it is called Adjective Phrase. It answers the questions: How, when, where, how much, as in

- .1. The customer came with many questions. (**How** did he come?)
- .2. The guests arrived late at night. (**When** did they arrive?)
- .3. She lost her wallet at the mall. (**Where** did she lose?)
- .4. He watches TV too much. (**How much** does he watch?)

.2. Appositives: It is noun or pronoun that renames another noun or pronoun. It is placed directly after the noun or pronoun they identify, as in

- .1. John, a self-absorbed whiner, is always late. ('A self-absorbed whiner' renames the noun 'John')
- .2. Lisa, a self-possessed lady, entered the room right after me.

.3. Verbal Phrase: It is a verb form used as another part of speech. It is in three types, participle, gerund, and infinitive. Each type has a different function,

- ⇒ Participles function as adjectives
- ⇒ Gerunds function as nouns
- ⇒ Infinitives function as noun, adjectives and adverbs

.a. Participle: a participle is a form of verb used as an adjective to modify nouns and pronouns. It has two types.

1. Present Participle: All present participles end in -ing: as in

- .1. The laughing child .2. The boiling water .3. The falling temperature

2. Past Participle: All past participle are third form of the verbs: as in

- .1. Boiled egg .2. Tired man .3. hidden charges

.b. Gerund: Gerund is a verb ends in -ing and has a function of a noun, as in

- .1. **Swimming** is a good exercise. .2. I like **painting**. .3. Her hobby is **teaching**.

.c. Infinitive: Infinitive is the first form of a verb that usually follows 'to', as in

- .1. She likes **to drink** milk at night. .2. I don't want **to go** outside in the sun.

Note: After a modal verb 'to' of infinitive is omitted, as in

- .1. I **will go** to London next week. .2. You **should work** hard day and night.

Clause: A group of words consisting of a subject and a finite verb, as in David plays football. It has two types.

.1. Independent/ Main/ Principal Clause: A clause that makes a good sense and stands by itself is called Independent Clause, as in We live in England.

Noun: The name of a person, place, thing or an abstract idea is called Noun, as in boy, chair, street, happiness, John. It has five types.

1. **Common noun:** The name of a common person, place or thing is called Common Noun as in boy, chair, street, city etc. It has two types.
 - (i) **Countable Noun:** A noun that we can count is called Countable Noun as in, chairs, fans, houses etc.
 - (ii) **Uncountable Noun:** A noun that we cannot is called Uncountable Noun as in Air, Fire, Water, Stars, Sand etc.
2. **Proper Noun:** The name of a specific/ particular person, place or thing is called Proper Noun as in John, Julia, London, Afridi's bat.
3. **Collective Noun:** A collection of things or group of persons is called Collective Noun as in Army, Furniture, Herd, Flock etc.
4. **Concrete/ Material Noun:** A name of a substance from which other things are made is called Material Noun as in wheat, milk, iron, gold etc.
5. **Abstract Noun:** The name of a quality, action, state or feeling is called Abstract Noun, as in honesty, bravery, love, hate, youth etc.

Pronoun: A word that is used in place of a noun to avoid repetition is called Pronoun, as in I, we, you, they, he, she, it.

Antecedent: The noun in whose place pronoun is used is called Antecedent. As in The boy said that he was tired. In this sentence the noun 'boy' is antecedent and 'he' is pronoun.

Types of pronouns:

1. Personal Pronouns: The pronouns which refer to a specific person or thing are called Personal Pronouns. They can be divided into two classes.

A. Subjective/ Nominative Personal Pronouns: These pronouns act as the subjects of a sentence. (I, we, you, he, she, it, they) as in

1. I went to market on bicycle. 2. He likes apples.

B. Objective Personal Pronouns: These pronouns act as the objects of the sentence. (me, us, you, him, her, it, them) as in

1. My mother gave me ten dollars. 2. I wrote him a letter.

The person speaking is called first person. The first person pronouns are I and We.

The person spoken to is called second person. The second person pronoun is You.

The person spoken about is called third person. The third person pronouns are He, She, It and They.

2. Possessive Pronouns: These pronouns are used to show the ownership or possession of things. (My, our, your, his, her, its, their) as in

1. This is my pen/ This pen is mine. 2. Your pen has stolen.

12. Causative Verb: A verb that causes people or other things to do something or help someone to do something is called Causative Verb, as in

Get, Make, Have, Let, Help

I got my hair cut.	I made him polish my shoes. (Forced)
He had me open the door. (Request/ asked)	He helped me to write the essay. (aided)
My dad let me go outside at night. (Gave permission)	

13. Regular Verb: A verb that has 'd' or 'ed' in its past and past participle form is called Regular Verb, as in

Present	Past	Past Participle	Present	Past	Past Participle
Abuse	Abused	Abused	Advise	Advised	Advised
Discover	Discovered	Discovered	Earn	Earned	Earned

14. Irregular Verb: A verb that does not have 'd' or 'ed' in its past and past participle form is called Irregular Verb, as in

Present	Past	Past Participle	Present	Past	Past Participle
Run	Ran	Run	Cast	Cast	Cast
Dig	Dug	Dug	Sing	Sang	Sung

Adverb: A word that describes a verb, an adjective or another adverb is called Adverb, as in

He runs fast. (describing verb) He runs very fast. (describing adverb)

He has got a very beautiful car. (describing adjective)

Types of Adverb: There are three types of adverbs,

.1. Simple Adverbs: There are seven types of simple adverbs.

.i. Adverbs of Place: These adverbs are used to tell about the place where an action is being done. These adverbs answer the question 'Where'. (Here, there, upstairs, downstairs, outside, inside, near, far etc.) as in

.1. it is raining heavily outside. .2. I am going upstairs.

.ii. Adverbs of Time: These adverbs are used to tell about the time of an action. These adverbs answer the question 'When'. (Ago, before, now, then, already, since, for, daily, today, yesterday etc.) as in

.1. I never come late in the school. .2. She gets up early in the morning.

.iii. Adverbs of Manner: These adverbs are used to tell about the way or manner in which an action is done. These adverbs answer the question 'How', as in

.1. He runs fast. .2. The batsman performed well. .3. I speak English fluently.

.iv. Adverbs of Degree: These adverbs tell us how much, to what extent, or in what degree an action is done. These adverbs answer the question 'How much'. (very, too, much, quite, hardly, enough, so, partly, fully, scarcely etc.) as in

.1. He runs very fast. .2. It is cold enough today. .3. He hardly won the match.

PARTS OF BODY (EXTERNAL)

Ankle	ٹخنہ	Eyelid	پیوٹا	Nipple	پستان کا سرا
Anus	مقعد	Face	چہرہ	Nose	ناک
Arm	بازو	Finger	انگلی	Nostril	نتھنا
Armpit	بغل	Fist	مٹھی	Palm	ہتھیلی
Back	پیٹھ	Forehead	پیشانی	Penis	عضو تناسل
Back Shoulder	عقبی کندھے	Foot	پائوں	Pore	مسام
Beard	داڑھی	Hair	بال	Pupil	آنکھ کی پتلی
Bladder	مٹانہ	Hand	ہاتھ	Ring Finger	چھوٹی انگلی کے ساتھ کی انگلی
Belly	پیٹ	Head	سر	Skin	جلد
Bellybutton	ناف	Heel	ایڑھی	Sole	تلوہ
Breast	زنانہ چھاتی/ پستان	Hip	کولہا	Shoulder	کندھے
Calf	پنڈلی	Index Finger	شہادت کی انگلی	Temple	کنپٹی
Cheek	رخسار	Knee	گھٹنا	Testicle	خصیہ
Chest	مردانہ چھاتی/ سینہ	Leg	پاؤں	Thigh	ران
Chin	ٹھوڑی	Little Finger	چوٹی کی انگلی	Throat	گلا
Ear	کان	Mole	تل	Thumb	انگوٹھا
Ear lobe	کان کی لو	Mouth	منہ	Toe	پنچہ
Elbow	کہنی	Moustaches	مونچھیں	Upper Shoulder	بالائی کندھے
Eye	آنکھ	Middle Finger	درمیانی انگلی	Vagina	فرج
Eyeball	آنکھ کا ڈھیلا	Nail	ناخن	Waist	کمر
Eyebrow	بھنویں	Neck	گردن	Wrinkles	جھریاں
Eyelash	پلکیں			Wrist	کلائی

PARTS OF BODY (INTERNAL)

Back Bone	ریڑھ کی ہڈی	Joint	جوڑ	Rib	پسلی
Bile	پتہ	Kidney	گردہ	Shin	پنڈلی کی نلی
Blood	خون	Knee-Pan	گھٹنی کی چینی	Skull	کھوپڑی
Bone	ہڈی	Liver	جگر	Spleen	نلی
Brain	دماغ	Lungs	پھیپھڑے	Stomach	معدہ
Clavicle	ہنسل کی ہڈی	Molar Teeth	داڑھ	Teeth	دانت
Femur	ران کی ہڈی	Muscle	پٹھے	Tongue	زبان
Gums	مسوڑے	Nerves	اعصاب	Vein	رگ
Heart	دل	Ovary/ womb	بیضہ	Vertebra	مہرے
Intestine	آنت	Palate	تالو	Wind-pipe	نرخرہ