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MODALS

MODALS को Modal Auxiliaries भी कहते हैं। इनका प्रयोग full verb के साथ Mode (कार्य-विधि) प्रकट करने के लिए होता है। अंग्रेजी भाषा में

Can
Could
Shall
Should
Will
Would
May
Might
Must
Ought to
Need
Dare

Modals का प्रयोग किया जाता है।

The Main uses of Modals – Modals का प्रयोग मुख्यतः हमारे निम्नलिखित तीन attitudes (व्यवहार) को प्रकट करने के लिए किया जाता है।

1- Attitude to information (सूचना)–

Example – Mr. Narayan must be the oldest person in the village.

2- Attitude to intentions (इरादा) -

I can't go without Pooja.

3- Attitude to people –

Will you open the door?

Specials features of Modals –

i- Modals के बाद verb की base form का प्रयोग किया जाता है।

कभी-कभी Modals के बाद में Primary auxiliary verb 'have' या be की base form आती है और उसके बाद participle आता है।

जैसे– I- People may be watching.

II- The play will be starting soon.

Modals + be + present participle का प्रयोग Present या future के बारे में बात कर रहे हैं बताता है।

Modals + have + Past participle का प्रयोग Past के बारे में बात कर रहे हैं बताता है।

जैसे– you must have heard of him.

USE OF MODALS

1- Can

USE	EXAMPLES
i- Ability to do something in the present (Substitute form : to be able to)	I can speak English.
ii- Permission to do something in the present (Substitute form : to be allowed to)	Can I go to the cinema?
iii- Request	Can you wait a moment, please?
iv- Offer	I can lend you my car till tomorrow.
v- Suggestion	Can we visit Grandma at the weekend?

2- Could

USE	EXAMPLES
Ability to do something in the past (Substitute form : to be able to)	I could speak English.
Permission to do something in the past (Substitute form : to be allowed to)	I could go to the cinema.
Polite question	Could I go to the cinema please?
Polite request	Could you wait a moment, please?
Polite offer	I could lend you my car till tomorrow.
Polite suggestion	Could we visit Grandma at the weekend?
Possibility	It could get very hot in Montana.

3- May

USE	EXAMPLES
Possibility	It may rain today.
Permission to do something in the present (Substitute form to be allowed to)	May I go to the cinema?
Polite Suggestion	May I help you?

4- Might

USE	EXAMPLES
Possibility (less possible than may)	It might rain today.
hesitant offer	Might I help you?

5- Must

USE	EXAMPLES
Force, necessity	I must go to super market today.
Possibility	You must be tired
advice, recommendation (अनुशंसा, सलाह, सौंपना)	You must see the new film with your brother.

6- Must not/may not

USE	EXAMPLES
Prohibition (निषेध)	You mustn't work on dad's computer

7- Need not

USE	EXAMPLES
Not necessary	I needn't go to the super market; We're going to the restaurant tonight.

8- Ought to

USE	EXAMPLES
Advice	You ought to drive carefully in bad weather
Obligation	You ought to switch off the light when you leave the room.

9- Shall

Instead of will in the 1st person

USE	EXAMPLES
Suggestion	Shall I carry your bag?

10- Should

USE	EXAMPLES
Advice	You should drive carefully in bad weather
Obligation	You should switch off the light when you leave the room.

11- Will

USE	EXAMPLES
Wish, request, demand, order (less polite than would)	Will you please shut the door?
Prediction, assumption (कल्पना, अनुमान)	I think it will rain on Friday
Spontaneous, decision (स्वैच्छिक, स्वाभाविक, सहज)	Can somebody drive me to the station I will.
habits	She's strange hours without talking
Promise	I will stop smoking.

12- Would

USE	EXAMPLES
Wish, request (more polite than will)	Would you shut the door, please?
habits in the past	Sometimes he would bring me some flowers.

EXAMPLES OF MODALS

Examples

Fill in the blanks with suitable modal:

- i- She can dance very well.
- ii- You must improve your spelling.
- iii- We must get up early.
- iv- If it should rain, they will not come.
- v- We ought to love our neighbors.
- vi- You can all read and write.
- vii- I can see you.
- viii- When he was young, he could swim across the river.
- ix- The news may be false.
- x- It may rain today.
- xi- They might be able to remember what she said.
- xii- They will see everything.
- xiii- I shall do what you suggested.
- xiv- He would see Iina the next day.
- xv- Would you like a drink?
- xvi- This article must have been written by a woman.
- xvii- I can hear people talking.
- xviii- He could be busy at this time.
- xix- You should give up smoking.
- xx- He might read here evening.

-THANK YOU-

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TENSE

Tense	पहचान	Rule	Example	Note
Present Indefinite	त हैं, त हैं, ते हैं	Subject + VI st (s,es)+ object	वह खाना खाता है। He eats food. मैं खाना खाती हूँ। I eat food.	I, We, they, you, Plural subject – V I st He, she, it, singular, subjects – V I st + s,es. Negative – Do not, Does not Interrogative – Do, Does
Past Indefinite	ता थे, ता थी, ता थे, आ, ई, ए, आ, ई, थे	Subject + VerbII nd + object	वह खाना खाता था। He took food.	सभी Subjects के साथ– V II nd + Negative – Did not Interrogative – Did Did के साथ– V I st
Future Indefinite	गा, गी, गे	Subject + Shall/will + VI st + object	वह खाना खायेगा He will take food. मैं खाना खाऊंगा। I shall take food.	I & we – shall with all other subject- will
Present Continues	रहा हैं, रही हैं, रहे हैं।	Subject + is/am/are + VI st + ing + object	वह खाना खा रहा है। He is taking food.	I – am, We, you, they, Plural subject – are He, she, it and Singular subjects – is
Past Continuous	रहा था, रही थी, रहे थे।	Subject + was/were + ing + object	वह खाना खा रहा था। He was taking food. वे खाना खा रहे थे। They were taking food.	I, He, She, it, singular, subjects was We, you, They Plural subjects were
Future Continuous	रहा होगा, रह होगी, रहे होंगे	Subject + shall/will + be+ ving + object	वह खाना खा रहा होगा He will be taking food. मैं खाना खा रहा हूँगा। I shall be taking food	I and We shall be All other subject will be

Present Perfect	चुका है, चुकी है, लिया है, दिया है, किया है, आ है, ई है, ए है।	Subject + had + VIII rd + object	वह खाना खा चुका था। He had taken food.	with all the subjects had.
Future Perfect	चुका होगा, चुकी होगी, लिया होगा, दिया होगा, किया होगा	Subject+ shall/will+ have + V + III rd + object	वह खाना खा चुका होगा। He will have taken food.	I and We shall have. All other subjects will have.
Present Perfect Continuous	रहा है, रही है, रहे हैं + समय	Subject + have/has+ been+ v + ing +object+ time	वह एक घंटे से खाना खा रहा है। He has been taking food for one hour.	I, We, You, They, and Plural subjects – have been He, She, it, Singular subjects – has been निश्चित समय – Since अनिश्चित समय – For
Past Perfect Continuous	रहा था, रही थी, रहे थे + समय	Subject + had + been+ V I st + v+ing+ object +time	वह एक घंटे से खाना खा रहा था। He had been taking food for one hours	With all the subjects – had been निश्चित समय – Since अनिश्चित समय – For
Future Perfect Continuous	रहा होगा, रही होगी, रहे होंगे, समय	Subject + will/Shall + have + been+ v+ing + object+ time	वह एक घंटे से खाना खा रहा होगा He will have been taking food for one hour.	I, We shall have been All other subjects will have been निश्चित समय – Since अनिश्चित समय– For

Present Indefinite Tense

Affirmative

मैं स्टेशन जाता हूँ।

I go to station.

वह एक पत्र लिखता है।

He writes a letter.

हम प्रतिदिन ईश्वर की प्रार्थना करते हैं।

We pray to god daily.

सूर्य पश्चिम में अस्त होता है।

The sun sets in the west.

पक्षी उड़ा करते हैं।

Birds fly.

Negative Sentence

मैं आज अपना पाठ याद नहीं करता हूँ।

I do not learn my lesson today.

वह स्टेशन नहीं जाता है।

He does not go to station.

तुम कक्षा में शोर नहीं मचाते हो

You do not make a noise in the class.

Interrogative Sentence

क्या वह स्टेशन जाता है?

Does he go to station.

वह क्यों गीत नहीं गाती है।

Why does she not sing song.

वे भोजन कब करते हैं।

When do they eat.

क्या वह उपन्यास पढ़ता है।

Does he read a noval.

Past Indefinite Tense

Affirmative

1- मैंने कल तुम्हें पढ़ाया था।

I taught you yesterday

2- हमने कल मैच जीता था।

We won the match yesterday.

3- इस लड़की ने आज एक गीत गाया।

This girl sang a song today.

Negative Sentences

1- मोहन ने पत्र नहीं लिखा।

Mohan did not write a letter.

2- सीता ने अपनी बहिन को नहीं बुलाया।

Sita did not call her sister.

Interrogative Sentences

- 1- क्या तुम्हारे बड़े भाई यहाँ आये थे?
Did your elder brother come here?
- 2- क्या तुमने आज उपन्यास नहीं पढ़ा था?
Did you not read a novel today?
- 3- वह यहाँ से कब चला गया था?
When did he go from here?

Future Indefinite Tense

Affirmative

- 1- मैं आज गाजियाबाद जाऊँगा।
I shall go to Ghazibad today.
- 2- रुचि कल अस्पताल जायेगी।
Ruchi will go to hospital tomorrow.
- 3- हम यह काम अवश्य करेंगे।
We will do this work.

Negative

- 1- मैं कल क्रिकेट नहीं खेलूँगा।
I shall not play cricket tomorrow.
- 2- मानव आज स्कूल नहीं जायेगा।
Manav will not go to school today.
- 3- वे कानपुर अब कभी नहीं जायेंगे।
They will never go to Kanpur now.
- 4- तुम मेरी सहायता नहीं करोगे।
You will not help me.

Interrogative Sentences

- 1- क्या हम यह पत्र लिखेंगे?
Shall we write this letter?
- 2- तुम कल क्या खाओगे?
What will you eat tomorrow?
- 3- यहाँ आज कौन सोयेगा?
Who will sleep here today?
- 4- तुम्हें अब कौन नहीं पढ़ायेगा?
Who will not teach you now?

Present Continuous Tense

Affirmative

- 1- मैं समाचार पत्र पढ़ रहा हूँ।
I am reading a newspaper.
- 2- तुम कठिन परिश्रम कर रहे हो।
You are working hard.
- 3- ये लड़के पार्क में खेल रहे हैं।
These boys are playing in the park.

Negative

- 1- सीता पत्र नहीं लिख रही है।
Sita is not writing a letter.
- 2- हम आज अपना काम नहीं कर रहे हैं।
We are not doing our work today.
- 3- मैं आज निबन्ध नहीं लिख रहा हूँ।
I am not writing an essay today.

Interrogative Sentence

- 1- क्या तुम उपन्यास पढ़ रहे हो?
Are you reading a novel?
- 2- क्या रमेश धूम्रपान कर रहा है।
Is Ramesh Smoking?

Past Continuous

Affirmative

- 1- मैं कानपुर जा रहा था।
I was going to Kanpur.
- 2- तुम शतरंज खेल रहे थे।
You were playing chess.
- 3- पिताजी सिन्नी को पढ़ा रहे थे।
Father was teaching Sinni.

Negative

- 1- मैं उपन्यास नहीं पढ़ रहा था।
I was not reading a novel.
- 2- ये लड़के कक्षा में शोर नहीं मचा रहे थे।
These boys were not making a noise.

Interrogative

- 1- क्या तुम उपन्यास पढ़ रहे थे?
Were you reading a novel.
- 2- तुम कल अपना कार्य क्यों नहीं कर रहे थे?
Why were you not doing your work yesterday?

Future Continuous

Positive

- 1- वह स्कूल जा रहा होगा।
He will be going to school.
- 2- खिलाड़ी खेल रहे होंगे।
Players will be playing.
- 3- रीना इस समय सो रही होगी।
Reena will be sleeping at this time.

Negative

- 1- वह एक पत्र नहीं लिख रहा होगा।
He will not be writing a letter.
- 2- यह लड़का मैच नहीं देख रहा होगा।
This boy will not be seeing the match.
- 3- नीतू कल इस समय खाना नहीं बना रही होगी।
Neetu will not be cooking food at this time tomorrow.

Interrogative Sentences

- 1- क्या लोमड़ी बाग में धूम रही होगी।
Will the fox be wandering in the garden.
- 2- कल इस समय पर आप क्या कर रहे होंगे?
What will you be doing at this time tomorrow.
- 3- हम तुमसे क्यों झगड़ रहे होंगे।
Why shall we be quarreling with you?

Present Perfect Tense

Positive

- 1- अब उसने अपना काम समाप्त कर लिया है।
He has finished his work now.
- 2- राधा एक गीत गा चुकी है।
Radha has sing a song.
- 3- पिताजी बाजार से लौट आये हैं।
Father has returned from the market.
- 4- माताजी ने स्नान कर लिया है।
Mother has bathed.

Negative

- मदन स्टेशन नहीं गया है।
Madan has not gone to the station.
- मैंने तुम्हारी घड़ी नहीं चुराई है।
I have not stolen your watch.
- उसने मुझे नहीं बुलाया है।
He has not called me.
- इस घोड़े ने घास नहीं खाई है।

This horse has not eaten the grass.

Interrogative Sentence

क्या रमेश यहाँ से चला गया है?

Has Ramesh gone from here?

इस किसान ने आज अपना खेत क्यों नहीं जोता है?

Why has this farmer not ploughed his field?

Past Perfect Tense

इस काल के वाक्यों में प्रायः दो कार्यों का वर्णन होता है। और एक कार्य दूसरे कार्य से पहले समाप्त हो जाता है किन्तु दोनों कार्य भूतकाल में ही समाप्त होते हैं।

पहले समाप्त होने वाला वाक्यों, Past Perfect में वह बाद में समाप्त होने वाला वाक्यों Past Indefinite में बनाया जाता है। पहले पश्चात् बाद या कि आदि की अंग्रेजी लगाते हैं।

पूर्व पहले before कि that बाद after तक till.

तुम्हारे आने से पहले वह अपने घर जा चुका था।

He had gone to his house before you came.

तुम्हारे सोने से पहले मैं दो पत्र लिख चुका था।

I had written two letter before you slept.

पत्र लिखने के बाद वह सो गयी।

She slept after she had written a letter.

हमीद ने मुझे बताया कि वह पास हो गया है।

Hamid told that he had passed.

जब वह कॉलेज पहुँचा तब मास्टर साहब आ गये थे।

When he reached the college, the teacher had come.

यह समाचार हम पहले ही सुन चुके थे।

We had already heard this news.

Negative

हमारे स्टेशन पहुँचने से पूर्व गाड़ी नहीं आयी थी।

The train had not come before we reached the station.

महेश को आज तक रुपये नहीं मिले थे।

Mahesh had not received money till today.

हमने ऐसी सुन्दर इमारत पहले कभी नहीं देखी थी।

We had never seen such a beautiful building before.

Interrogative

क्या मैच आरम्भ होने से पहले ऐलन फील्ड में पहुँच चुका था।

Had Alan reached the field before the match started?

क्या तुम्हारे आने के बाद हमने खाना खाया?

Did we eat the food after you had come?

मेरे आने से पहले महेश ने दवाई क्यों नहीं खायी थी?

Why had Mahesh not taken the medicine before I came?

क्या यह सूचना तुम पहले ही सुन चुके थे?

Had you already heard this news?

रीना ने सोने से पहले खाना कब खाया था?

When had Reena eaten the food before she slept?

Future Perfect Tense

हरी दोपहर तक उपन्यास पढ़ चुकेगा।

Hari will have read the novel by noon.

मैं सात बजे तक स्टेशन पहुँच चुकूँगा।

I shall have reached the station by 7 O' clock.

तुम्हारे जागने से पहले वह अपने घर जा चुकेगा।

He will have gone home before you wake up.

नोट— पहले समाप्त होने वाला कार्य Future Perfect Tense तथा बाद में समाप्त होने वाला कार्य Present Indefinite Tense का प्रयोग होगा।

Negative

वह शाम तक स्टेशन नहीं पहुँच चुकेगी।

She will not have reached the station by the evening.

वे सोमवार से पहले अपना कार्य समाप्त नहीं कर चुकेंगे।

They will not have finished their work before Monday.

Interrogative

क्या मदन तीन बजे तक खाना नहीं खा चकेगा।

Will Madan not have eaten the food by 3 O'clock.

मेरे जाने से पहले कौन यह उपन्यास पढ़ चुकेगा।

Who will have read this novel before I go?

तुम्हारे जागने से पहले सीता क्यों निबन्ध नहीं लिख चुकेगी।

Why will Sita not have written the essay before you wake up.

Present Perfect Continuous Tense

दो घण्टे से बारिश हो रही है।

It has been raining for two hours.

राम सुबह से इस कमरे में पढ़ रहा है।

Ram has been reading in this room since morning.

Negative Sentences

मैं तीन घण्टे से नहीं पढ़ रहा हूँ।

I have not been studying for three hours.

ये लड़के दोपहर से क्रिकेट नहीं खेल रहे हैं।

These boys not been playing cricket since noon.

Interrogative

क्या उमेश इस मकान में 1999 ई0 से रह रहा है?

Has Ramesh been living in this house since 1999

क्या चपरासी सुबह से ऑफिस साफ कर रहा है।

Has the peon been sweeping office since morning.

Past Perfect Continuous Tense

Positive

हम सुबह से उपन्यास पढ़ रहे थे।

We had been reading novels since morning.

वह एक सप्ताह से कठिन परिश्रम कर रही है।

She had been working hard for a week.

Negative

वह तीन दिन से स्कूल नहीं जा रहा था।

He had not been going to school for three days.

सचिन दो दिन से क्रिकेट नहीं खेल रहा था।

Sachin had not been playing cricket for two days.

Interrogative

क्या रमेश दो दिन से फैक्ट्री जा रहा था?

Had Ramesh been going to the factory for two days?

तुम मंगलवार से क्या खा रहे थे?

What had been eating since Tuesday?

Future Perfect Continuous Tense

Positive

बच्चे दो घण्टे से पढ़ रहे होंगे।

The children will have been reading for two hours.

वे सुबह तक पढ़ते रहेंगे।

They will have been reading till morning.

Negative

मधु अपना कार्य शनिवार तक नहीं कर रही होगी।

Madhu will not have been doing her work till Saturday.

मैं तुम्हारी प्रतीक्षा सोमवार तक नहीं करता रहूँगा।

I shall not have been waiting for you till Monday.

Interrogative

वह आधी रात तक क्यों पढ़ता रहेगा?

Why will he have been reading till midnight?

क्या हम दो घण्टे से निबन्ध पढ़ते रहेंगे।

Shall we have been reading essays for two hours?

-THANK YOU-

Active and Passive Voice

Active and Passive Voice

अंग्रेजी भाषा में voice दो प्रकार की होती है।

1. Active voice कर्तृ वाच्य
2. Passive voice कर्म वाच्य

Active voice (S+V+O)

Definition – A verb, when its form shows that the person or thing denoted by the subject does something is in the Active voice.

Active voice वह voice है जिसमें क्रिया (verb) द्वारा कर्ता Subject को प्रधानता दी जाती है।

Passive Voice (O+V+S)

Definition – A verb, when its form shows that something is done by the person or thing denoted by the subject is in the Passive voice.

Passive voice वह voice है जिसमें क्रिया (verb) द्वारा कर्म Object को प्रधानता दी जाती है।

Active voice में 12 Tenses होते हैं परन्तु Passive voice केवल 8 Tense वाक्यों की बनाई जा सकती है।

Passive Voice नहीं बनती है—

Present Perfect Continuous

Past Perfect Continuous

Future Perfect Continuous

Future Continuous Tense

Rule 1 – Active से Passive बनाते समय object को subject और subject को object के स्थान पर ले आते हैं तथा object के पहले प्रायः by लगा देते हैं।

Rule 2 – दिये हुए verb को Third form में बदल कर उसके उसी Tense का verb 'to be' (am, is, are, was, were, be, been, being) का रूप लगा दिया जाता है जैसा कि निम्न तालिका में दिया गया है।

Verb to be के रूप Passive voice बनाने के लिए

Tense	Indefinite	Continuous	Perfect	Perfect Continuous
Present	am/is/are	am being is being are being	has been have been	-
Past	was/were	was being were being	had been	-
Future	will be shall be	- -	will have been shall have been	- -

Subject Change into

Active	Passive
I	me
We	us
You	you
He	him
She	her
It	it
They	them

Present Indefinite

O + is/am/are + V₃ + by + S

Past Indefinite

O + was/were + V₃ + by + S

Future Indefinite

O + will be/shall be + V₃ + by + S

Present Continuous

O + is/am/are + being + V₃ + by + S

Past Continuous

O + was/were + being + V₃ + by + S

Present Perfect

O + has/have + been + V₃ + by + S

Past Perfect

O + had been + V₃ + by + S

Future Perfect

O + will have been/shall have been + V₃ + by + S

Present Indefinite

O + is/am/are + V₃ + by + S

- Active- Gopal buys a book.
Passive- A book is bought by Gopal.
Active- Rama beats me.
Passive- I am beaten by Rama.
Active- He does not write a letter.
Passive- A letter is not written by him.
Active- Do you sing a song?
Passive- Is a song sung by you?

Past Indefinite

- Active- The boy killed a rat.
Passive- A rat is killed by the boy.
Active- You did not call me.
Passive- I was not called by you.
Active- Did you buy a book?
Passive- Was a book bought by you.

Future Indefinite

- Active- She will sing a song.
Passive- A song will be sung by her.
Active- I shall buy a pen.
Passive- A pen will be bought by me.
Active- Will the teacher not teach you Hindi today.
Passive- Will you not taught Hindi today by the teacher.

Present Continuous

- Active- Anil is reading a book.
Passive- A book is being read by Anil.
Active- I am not calling him.
Passive- He is not being called by me.
Active- Why are you washing your shirt?
Passive- Why is your shirt being washed by you?

Past Continuous

O + was/were + being + V₃ + by + S

- Active- Sheela was reading a letter.
Passive- A letter was being read by Sheela.
Active- I was not beating him.
Passive- He was not being beaten by me.
Active- Was he playing football?
Passive- Was football being played by him.

Present Perfect

O + has/have + been + V₃ + by + S

Active-	I have done the work.
Passive-	The work has been done by me.
Active-	Have you called me.
Passive-	Have been called by you.
Active-	Why has he bought these mangoes.
Passive-	Why have these mangoes been bought by him.

Past Perfect

O + had been + V₃ + by + S

Active-	He had done the work.
Passive-	The work had been done by him.
Active-	Had they called you yesterday?
Passive-	Had you been called yesterday by them?
Active-	We had not beaten him.
Passive-	He had not been beaten by us.

Future Perfect Tense

O + will/shall + have been + V₃ + by + S

Active-	He will have done it.
Passive-	It will have done by him.
Active-	The boy will not have ring the bell.
Passive-	The bell will not have been ring by the boy.
Active-	Will you have helped Hari before the teacher comes?
Passive-	Will Hari have been helped by you before the teacher comes?

कुछ special प्रकार के वाक्यों की voice में परिवर्तन

Rule 1 यदि Active voice के वाक्यों में verb का object एक शब्द या Pharase न होकर एक clause होता है तो passive voice में verb के subject के लिये it का प्रयोग होता है जैसे-

Active- They say that the king is coming.

Passive- It is said that the king was coming.

Rule 2 कुछ वाक्यों की बनावट Active voice में is/am/are/was/were + to + verb क्रम में होती है। ऐसे वाक्यों में is, am, are, was, were के बाद to be व verb की third form आती है जैसे

Active- He is to help me.

Passive- I am to be helped by him.

Rule3 – जिन वाक्यों की Active voice में रचना can/could/may/might/will/shall/must/should/would क्रिया के क्रम में होती है उनका Passive निम्न प्रकार होता है जैसे—

Active- He should help her.

Passive- She should be helped by him.

Active- I can help him.

Passive- He can be helped by me.

Imperative Sentences (आदेशात्मक)

Rule – Let + O + be + V₃

1- Post this letter.

Let this letter be posted.

2- Tell him to wait.

Let him be told to wait.

3- Open the door.

Let the door be opened.

जब Imperative Sentences Negative हो तो Do सहायक क्रिया को हटा दिया जाता है।

Active- Do not kill the bird.

Passive- Let the bird not be killed.

अगर Imperative वाक्यों में Please आये तो Passive बनाते समय You are requested का प्रयोग होता है, यदि वाक्य से सलाह या सुझाव का बोध हो तो Passive voice में You are advised to का प्रयोग करते हैं जैसे—

Active- Please go to school.

Passive- You are requested to go to school.

Active- Obey the rules of the road.

Passive- You are advised to obey the rules of the road.

-THANK YOU-

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Letters Writing

Letter writing is a at which is essential for day to day communication purposes.

Letter are divided into two main categories-

- 1- Informal letters
- 2- Formal letters

Informal letters- Letters to friends, relatives, parents etc. fall in this category. These are also known as personal letters.

Formal letters- Official letters, applications, business letters letter making requests or accepting or rejecting offers etc are in this category.

A letter must be written with clarity. It must be to the point and the language should be easy and clear.

Business letters must clearly specify terms and mode of payment etc.

Main Parts of Letters

Heading – The sender's address and date are mentioned in the heading. These appear on the top- left corner of the letter.

Salutation or Greeting – We leave a line space after the date to write the greeting. The letter receiver is usually addressed with a greeting. (Example: Hi Indra).

We often write Dear and then the person's name. We then leave a line space after this.

Body of the letter – Then we write the message we wish to convey. This is called the body of the letter. We divide the body into neat paragraphs.

Subscription or Closing – We close the letter with a few words to say goodbye. This is known as closing. Examples: Best of Luck, Best wishes, love yours.

Signatures – In the end we sign the letter – this is called signatures. (Examples: Vimal)

Format of an informal letter

Heading –	R-14/208, Hari Enclave Pithoragarh February 10, 2017
Salutation –	Dear Mohit, Hi Arun
Body of the letter –	How are you these days?
Subscription –	Yours, Love, With regards
Signatures –	Vimal, Sushila

With lots of wishes

-THANK YOU-

