

GENERAL ENGLISH GRAMMAR PART – 1 ARTICLES

Use "a", "an", "The" in the following

1.	In Tenkasi, there is only one pet shop .Siva went to pet shop with his father last Sunday. His father said that he could buy pet. He looked at white
	mouse in cage Mouse did not stop running.
2.	She saw rabbit. She offered rabbit apple. Looking at different animals and playing with each one took hour. Finally, they saw furry animal near
	the entrance of shops. Can you guess what it was? It was cute furry dog. She decided to have dog as her pet.
3.	There is tiger in the jungle.
4.	I saw duck in the farm.
5.	Abi has gone out for hour
6.	Suresh has gone out for hour.
7.	Anne marie is European.

8.	There was forest near Kerala. There was rubber tree inforest Tree was 20 years old.
9.	Prem wants to eat orange.
10.	Would you like cup of tea?
11.	The boy wanted to buy red kite.
12.	Umbrella is useful thing to carry when it is raining.
13.	There is big tree in the garden.
14.	Wheat is main crop of Punjab.
15.	vacuum cleaner is useful for dusting room and furniture
16.	Cow is in shed Stars are twinkling bright.
17.	Stars are twinkling bright.
18.	Would you like to have egg for your breakfast
19.	Copper is useful metal.
20.	He is not honourable man.
21.	Able man has not always a distinguished look.
22.	Reindeer is a native of Norway.
23.	Honest men speak truth.
24.	Srilanka is Island.
25.	Let us discuss matter seriously

26. John got best present.
27. Man, thou art wonderful animal.
28. India is one of most industrial countries in Asia
29. He looks as stupid as owl
30. He is honour to this profession.
31. Rustum is young parsee.
32. Do you see blue sky?
33. Varanasi is holy city
34. Aladdin had wonderful lamp.
35. The world is happy place.
36. Who is girl sitting there?
37. Which is longest river in India?
38. Rama has come without umbrella
39. Mumbai is very costly place to live in.
40. She is untidy girl.
41. The children found egg in the nest.
42. I bought horse,ox and buffalo.
43. If you see him, give him message
44. English is language of people of England.

45. The guide knows way.
46. He reached after hour
47 School will shortly close for the pooja holidays.
48 Sun shines brightly.
49. I first met him year ago.
50. Yesterday European called at my office.
51. Sanskrit is difficult language
52 Ganga is sacred river.
53 Lion is king of beasts.
53 Lion is king of beasts. 54. You are fool to say that.
55. French is easy language.
1. Leela has Veena in her house.
a. the b. a c. an d. no word

2.		_ Umbrella is necessa		
	a. a	b. an	c. the	d. no word
3.	Gandhiji on one meal.	ce informed that one	-tenth of	_ Population of India live on
		b. a	c. an	d. no word
4.		Earth had been crea	ted to live.	
		b. an	c. the	d. no word
5.	Our Earth be	elongs to the family o	of	
	a. the	b. an	c. a	d. no word
6.	Where did y	ou buy	umbrella?	
	a. an	b. a	c. the	d. no word
7.		few good boys in m	v class submitted the	ir records
, .	a. a		c. the	d. no word
0	TD1 1 4			
8.		an indir	A STATE OF THE STA	
	a. a	b. an	c. the	d. no word
9.		Dog is faithful to his	s master.	
	a. a	b. an	c. the	d. no word
10	Danie manal	a fight :	nivetice	
10		e fighti	-	d ma vyoud
	a. a	b. an	c. the	d. no word
11	7D1 1	. 1 11 1	. 11	
11		union has called		1 1
	a. a	b. an	c. the	d. no word
12	. Ravi never g	goes to	office late.	
	a. a	b. an	c. the	d. no word
13	Ravi ic all	time abov	ze hoard	
13	a. a	b. an	c. the	d. no word
		_		
14		man of str	_	
	a. a	b. an	c. the	d. no word
15	. The priests	by preaching religior	n do than	nkless job.

a. the	b. a	c. an	d. no word
16. To win	election is a	a wild goose chase f	For him
a. the		c. an	
17. Raghu was arreste			
a. a	b. an	c. the	d. no word
18. Lokesh has	bee in l	nis bonnet.	
a. an	b. a		d. no word
10.71	70.	211	
19. Please give me			
a. no word	b. a	c. an	d. the
20. I want	onion pickle	.	
a. a	b. an		d. no word
21 Will you place n	0.00	rian to ma?	
21. Will you please pa	ass b. a	c. the	d. no word
a. an	0. a	c. the	d. no word
22. I want to take	day	off.	RL
a. the	b. a	c. an	d. no word
22.1	Div	Y	1
23. I cannot come to y		c. the	
a. a	b. an	c. the	d. no word
24. He is	Informal pers	son.	
a. the	b. a		d. no word
25. What kind of			
a. a	b. an	c. tne	d. no word
26. It was	proudest mo	ment of my life.	
a. no word		c. an	d. a
27. When will			1 1
a. the	b. a	c. an	d. no word
28. I have not seen R	ani since she v	vas chi	ild.
a. a	b. an	c. the	d. no word
29. What	_ beautiful scer	ne this is!	

	a. no word	b. the	c. an	d. a
30.]	I like to sleep in a. the	Den air.	c. some	d. no word
31.1	My friend has paid	debt of	nature.	
	a. no word		c. some	d. the
32.	I am within	narrow bounds	of my financial circu	ımstances.
	a. an	b. a	c. the	d. no word
33.	By and by he becar	ne direc	tor of our company.	
	a. no word		c. a	d. the
34.	Гime makes	worst enemies	friends.	
	a. no word	b. the	c. some	d. a
35.	moon	did not rise till after	midnight.	
	a. no word	b. a	c. the	d. any
		STUDY	c. the	

PREPOSITIONS

1.	Abraham Lincoln pleaded _		behalf of his friend.	
	a. with	b. in	c. on	d. to

2.	Do not crya. about	split milk. b. over	c. with	d. for	
3.	The river flows a. over	b. near the bridge.	c. under		d. above
4.	The boy runsa. from	b. in	c. to		d. across
5.	Lal has been working a. from	ng on this project b. for	c. by	year.	d. since
6.		b. from			d. off
7.	Mohan lacks confid a. to	ence do b. in	ing things ind c. at	epende	ntly. d. for
8.	I cannot give you ar a. to	b. for	employn c. of	ZE	d. at
9.	Some cars are manua. with b. on	factured to run	c. by		d. in
10.	Ravi came and stoo a. before	d me. b. against	c. besides		d. around
11.		allenge b. in	-		d. with
12.	Mani worked	his desk for o	ver five hours		
13.	a. atKamath has been ina. at	dulging	c. in malpractices.c. to		d. by
14.	Solving this proble a. at	m seems b. to	_ be a hard no c. may		
15.	You should never fa. of	ear bad treatment b. in	c. at	r teach	er's hands. d. for

16. Mohan is not popular his companions.				
a. with	b. among	_	d. to	
17 Deach your goal or	alvethan you can crov	v. i+		
17. Reach your goal, or a. to	b. at	c. about	d. over	
	o. u .	c. decat	a. 6 (b.	
18. Everybody present		•		
a. out	b. off	c. away	d. of	
19. I shall call	the name one b	v one		
a. out	b. on	-	d. by	
			•	
20 Why do not you col	سواد و	.i.a49		
20. Why do not you cal	b. up	c. on	d. to	
a. m	o. up	c. on	u. to	
21.I am only a call awa	ay you.			
a. to	b. for	c. by	d. from	
22 Dlagge and someon		3/		
22. Please send someor a. for	ne a doc b. to	c. by	d. from	
a. 101	0.10	c. by	d. Hom	
23. Do not lean	the wall.	JEN.		
a. on	b. at	c. against	d. over	
24. Ask Ravi to meet m	ne 4 O'o	clock.		
a. within	b. on	c. over	d. by	
25 Nobody oan distate	a to mo	any airaumatanaas	•	
25. Nobody can dictate a. on	b. in	c. under	d. at	
26. Very little profit ac				
a. from	b. for	c. with	d. to	
27. Meena and Mala de	eal texti	le designing.		
a. with	b. in	c. of	d. over	
28. I have nothing in co			_	
a. in	b. for	c. with	d. to	
29. Everything will turn	n un all right	the end.		
a. in	b. at	c. by	d. to	
		•		
30. His arguments amo	unt Not	hing.		

a. to	b. for	c. with	d. Upon	
31. I am staying _	Mylapore			
32. The mother w	as proud her	son's achieveme	ent	
33. Throw the bal	l me			
34. A billion peop	ole live C	hina		
35. There is a brid	lge the 1	river		
36. He has been il	1five days			
37. He was born _	the year 198	0		
38. He ran away _	the college			
39. Don't mock _	him			
40. Switch	_ the light and go to	bed		
41. They got	a bus	~1		
42. He is a man _	money		L	
43. He ran	the thief	CENT	RE	
44. What are you	waiting?	CEN		
45. My friend is p	roud his n	ew scooter		
46. The essay was	s written my	friend		
47. He recovered	illness a	after a long time		
48. The teacher to	ld us gandh	niji		
49. He never agge	es me			
50. I saw clouds _	the hill			
	QUES	TION TAGS		
Directions: In the for appropriate question	0 1	U		t the most
a. are these?	b. aren't these d. weren't the	?		
2. The Minister w	ill arrive tomorrow _	?		
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	a. won't he c. willn't he	
3.	I am the boss	
		amn't I?
	c. are I?	
4.	We could scarce	y finish our work?
	a. could we?	b. couldn't we?
	c. didn't we?	d. can we?
5.		cute?
	a. don't it?	b. doesn't it? c. does it? d. are it?
6.		icycle,?
	a. hasn't he	hadn't he? c. has he? d. had he?
7.	You are eighteen	years young?
	a. Isn't it? b	Won't you? c. Aren't you? d. Will you?
8.	Cow eats grass _	27 B B B B B B B B B B B B B B B B B B B
	a. Won't it? b	Poesn't it? c. Shall not it? d. Isn't it? this stop?
9.	All buses halt at	
	a. Don't they? b	
	c. Do they?	d. Will not they?
10.		dha yesterday?
	a. Have you?	b. Weren't you?
	c. Did you?	d. Haven't you?
11.		drinking lately?
	a. Did he?	b. Hadn't he
	c. Doesn't he?	d. Hasn't he?
12.		m the parents soon?
		b. Should we?
	c. Shall not we?	d. Should not we?
13.	You are from M	
	a. Are you?	b. Is it not?
	c. Is it?	d. Aren't you?

14	I want to take this per					
	a. Will I?	b. May I				
	c. Should I	d. Won't I?				
15. Diwali is round the corner?						
	a. Isn't it?	b. Aren't it?				
	c. Can't it?	d. Shouldn't it?				
	c. cuir t it.	a. Shoulan tit.				
16	Try this recipe today	?				
	a. Aren't you? b. Can	i't you?				
	c. Won't you? d. Hav	ven't you?				
17	Let us go out for a wh	nile ?				
1/.	a. Could we?	b. Do we?				
	c. Shall we not?	d. Shall we?				
	c. Shan we not:	d. Shan we:				
18	He is not a man of wo	ords?				
	a. Weren't he? b. Is h	e?				
	c. Isn't he?	d. Was he?				
			-3/			
19	You will do what I sa	y?	11 - 5	3 E		
	a. Will you?	b. Won't you?	ENT			
	c. Shall you?	d. Would you?	CENTI			
•		TOY.				
20.	He comes here every					
	a. Don't he?	b. Does he?				
	c. Doesn't he? d. Wo	uld he?				
21	Ravi cannot reach fas	t ?				
	a. Can he?		an't he?	d. Will he?		
	W. C	0. 25 220.	VIII V 110 V			
22.	Do not scold the child	1?				
	a. Don't you?	b. Shall you?				
	c. Do you?	d. Will you?				
23	Madhavi is beautiful	9				
25	a. Does she?	b. Isn't she?				
	c. Do she?	d. Is she?				
	Do one.	G. ID DIIC.				
24.	You have to take this	test?				
	a. Must you?	b. Have you?	c. Do you?	d. Haven't you?		

25. I am bold enough to go a. Aren't I? b		? c. Am I	?	d. Amn	't I?
26. He is a good artist a. Doesn't he? b. Isn't l		c. Won	't he	d. Is he	?
27. You are intelligent b		(e. Isn't it?	d	l. Do you?
28. They were cooking mea a. Weren't they? b they?		(c. Did they?	d	l. Didn't
29. The nurse did not give a a. Did she? b			she?	d. Had s	she?
30. You will not go to Mad a. Isn't it? b. Will y			? d. Woi	n't you?	
31. This road is covered wing a. Is it? b. Does		-	? d. Has:	n't it?	
32. Hari has long lain unde a. Hasn't he? b	r suspicion . Was he?	? c. Has l		d. Hadn	't he?
33. You were foolish to rejua. Haven't you?			c. Isn't you?	d	l. Weren't
34. Kavitha is accomplishe a. Isn't she? b Won't she?		?	c. Didn't she	?	d.
35. He told us that he would a. Wasn't he? b. Didn't he?				ie?	d.
36. They know you b		c. Are t	hey? d. Did	they?	
37. Stop that noise b. Shall		? (d. Won't you'	?	

•	by Mr. Mohan Didn't he? c. Isn't it?	_? d. Isn't he?
39. It was very hot ye	sterday?	
a. Hadn't it?	b. Hasn't it?	
c. Weren't it?	d. Wasn't it?	
40. I should be at hon	ne now?	
a. Am I?	b. Shalln't I?	
c. Shouldn't I?	d. Must I?	
41. Please get me a to	wel to wipe my face	?
a. Don't you?	b. Won't you?	
c. Shall you?	d. Would you?	

TENSES

Present Tense: It is used to denote (a) Habits (b) Universal Truth (c) Thing that happens regularly.

- 1. I go to walk every morning.
- 2. Ahimsa **is** the best policy.
- 3. We always **speak** truth.
- 4. She goes to school **regularly**.
- 5. The sun **rises** in the east.

Present Continuous Tense: It denotes things that are happening at the moment, a state or situation, to emphasise how often a thing happens and also to denote a future action that is definite.

- 1. We are playing cricket.
- 2. He **is eating** his breakfast.
- 3. She **is** always **crying**.
- 4. I am **going** to the market.
- 5. We are **watching** the T.V.

Present Perfect Tense: It refers to a recent past action that affects the present, a general experience and to indicate an activity in a time period.

1. I **have passed** the exam.

- 2. He **has returned** from office.
- 3. They **have played** in the ground.
- 4. She **has cooked** for her children.
- 5. We **have presented** a watch to her.

Present Perfect Continuous Tense: It indicates a continuing or a recently finished action which is over a period of time.

- 1. Ranjan **has been playing** the whole day.
- 2. I am tired. I have been working throughout the day.
- 3. She has been singing all night.
- 4. They **have been chatting** the whole day.
- 5. We have been listening the class.

The Past Tense: It is used to refer to an activity that took place in the past or a situation that existed in the past. It also refers to regular or habitual activities in the past.

- 1. We went to Madurai last year.
- 2. He **played** chess during his school days.
- 3. We **ate** bread yesterday.
- 4. We **bought** a fan last month.
- 5. They **fought** with one another last week.

The Past Continuous Tense: It is used to express an activity going on at a point of time in the past. It is also used to refer to two contrasted activities going on at the same time in the past.

- 1. Last Morning I was attending a seminar.
- 2. They **were singing** throughout the concert.
- 3. She **was playing** veena yesterday.
- 4. We were eating cake last evening.
- 5. It **was raining** in Madurai while the Sun was shining in Mellur.

Past Perfect Tense: It is used to express an action which had taken place before another action was began.

- 1. When I **reached** the railway station the train **had left**.
- 2. They **marched** to Delhi to attend a N.C.C. Parade. But the parade **had finished** before they reached.
- 3. When she **reached** the school the bell **had rung**.
- 4. I **called** my friend for cinema but he **had gone** to circus.
- 5. My uncle **asked** me to come to Delhi. But I **had already gone** to Mumbai.

Past Perfect Continuous Tense: It is used to indicate a temporary activity which was in progress up to a specific time in the past.

- 1. We **had been living** in this house for the past ten years.
- 2. They **had been working** in this office for the past 5 years.
- 3. I had been suffering from pressure for the past 2 years.

Simple Future Tense: It is used to refer an action that will take place or is likely to happen in the future. It may refer to a plan that is already decided.

- 1. I will go to Chennai next week.
- 2. He **will come** tomorrow.
- 3. They **will play** in their vacation.
- 4. We **shall visit** Agra next month.
- 5. He **will accept** your proposal.

Future Continuous Tense: It expresses an action or a state that will be in progress in the future or extending over a period of time. It also refers to an idea that has already been planned or is a part of a regular schedule.

- 1. I **shall be eating** dosai tomorrow morning.
- 2. They **will not be coming** for the party next week.
- 3. The school **will be closing** for summer holidays.
- 4. The guest **will not be coming** tomorrow.
- 5. The college **will not be functioning** in the weekends.

Future Perfect Tense: It is used to denote an action that has taken place already.

- 1. By this time tomorrow I will have gone to Madurai.
- 2. She **will have slept** by now.
- 3. She **will have left** before you come.
- 4. They **will have came** by now.
- 5. We will have moved from this village before they come.

Future Perfect Continuous Tense:

- 1. I **shall have been working** in this office for five years by the end of this month.
- 2. We **shall have been learning** Hindi before we get a job in one year.

EXERCISE: -

1.	Shea. Brushed	her teeth daily b. Brush	c. Brushes	d. will brush
2.	Ia book o	n English gramma	r	
	a. had not writtenc. have writing	b. have wr d. has writ		

3.	The problemmore	complicate	ed		
	a. are getting b. we're getting				
	c. Is getting d.	got			
4.	Wehard for the ex	camination:	for 3 months		
				g	
	b. has not been working		d. has been working	7	
5.	Theya shopping co	omplex			
	a. have built b. have b	•			
	c. had built d. has bu	-			
6.	I for the train				
	a. would wait b.	will be wa	iting		
		shall be wa			
7.	Hefor the movie next	year			
	a. would gone b.	will be goi	ing		
		shall be go			
			NTRE		
8.	Ajaythe party				
	a. will have attended		l has attended		
	b. will has attend	d. Will	have attend		
9.	Heas an accountant				
	a. is being working		has been working		
	b. have been working d.		was working		
10	. my father me with	h a watch la	ast week		
	a. Presents	b. is presenting			
	c. presented	d. has	presenting		
11	. The sunin the east	t			
	a. rise b. rising		c. is rises	d. rises	
12	12. He told me that hethe truth.				
	a. has talked b. have t	alked	c. had talked	d. talked	
13	. Tomorrow by now, she	on the st	age		
	a. will perform		b. has been perform	•	
	c. is performing		d. will have been pe	erforming	

14.	Here	Ceasar			
	a. come	b. comes	c. will come	d. coming	
15.	a. had found	a solution t b. will t d. woul			
			omplete the following eak) Hindi fluently.	sentences:	
2	2. My father _	(read	l) the Hindu every mor	ning.	
3	3. Muthu neve	er (tell)	lies.		
۷	4. My neighbo	our (wea	ar) expensive.		
4	5. Usually Dr.	Santhosh	(go) to his climb in	his car.	
(6. The sun	(rise) in	the east.	II	
		(play) tennis		DE	
8	3. Usually the	milkman	(come) here at	6 a.m.	
Ģ	9. These farme	ers (v	work) in the field.		
	10. Gopi	(practice) r	egularly for the match.		
1.		_	resent / past / future cance) in the auditorium.	ontinuous tense:	
2.	The farmer (work) in the field when lighten struck him.				
3.	They (trek) when they saw a tiger.				
4.	We (write) the English test by this time tomorrow.				
5.	By 4 p.m. tomorrow we (watch) a cricket match.				
5.	Don't make noise someone (come) near.				
7.	While Paul (bat) it began to rain.				
3.	At present (wr	rite) a short stor	y.		
9.	The tourists (re	eturn) home by	this time next Friday.		
10.	The power sup	oply went off w	hen they (paint) the hal	l.	
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Join the pair of sentences using suitable conjunctions — use Past Perfect Continuous Tense:

- 1. a. The ONGC men were drilling for several months.
 - b. Finally they struck oil.

The ONGC struck oil after they had been drilling for several months.

- 2. a. The British were ruling us for more than a hundred years.
 - b. Then we got freedom.

The British had been ruling us for more than a hundred years before we got freedom.

- 3. a. Mr. Abdul Kalam was working as a space scientist for several years.
 - b. Then he was elected as the President of India.

Mr. Abdul Kalam **had been working** as a space scientist for several years **before** he **was elected** as the President of India.

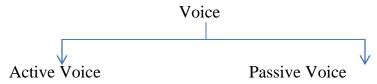
- 4. a. The Negroes in America were suffering as slaves for many decades.
 - b. They were made free during Abraham Lincoln's Presidency.

The Negroes in America had been **suffering** as slaves for many decades **when** they **were made** free during Abraham Lincoln's Presidency.

VOICES

❖ Voice in English expresses the relationship of the subject to the action.

Types:



Change the following sentences from active to passive voice: Simple Present:

1. I like you.

Ans: You are liked by me.

2. He sees the picture.

Ans: The picture is seen by him.

3. We play cricket.

Ans; Cricket is played by us.

4. John eats many cakes.

Ans: Many cakes are eaten by John.

5. He sings songs.

Ans: Songs are sung by him.

Present Continuous Tense:

1. I am writing a letter.

Ans : A letter is being written by me.

2. Geetha is singing a song.

Ans: A song is being sung by Geetha.

3. They are writing a letter.

Ans : A letter is being written by them.

4. He is writing letters.

Ans: Letters are being written by him.

5. Susie is cooking a dish.

Ans: A dish is being cooked by Susie.

Present Perfect Tense:

1. I have written a letter.

Ans: A letter has been written by me.

2. We / They have written letters.

Ans: Letters have been **written by us/them.**

3. He has done the job.

Ans: The job has been done by **him**.

4. They have seen the exhibition.

Ans: The exhibition has been **seen by them.**

5. He has written many letters.

Ans: Many letters have been written by him.

Simple Past Tense:

1. I sang a song.

Ans: A song was sung by me.

2. He finished the job.

Ans: The job was finished by **him.** ---

3. They sang songs.

Ans: Songs were sung by **them.**

4. They ate many mangoes.

Ans: Many mangoes were **eaten by them.**

5. Ram painted the new picture.

Ans: The new picture was painted by Ram.

Past Continuous Tense:

1. They were playing football.

Ans: Football was being played by them.

2. He was wasting the money.

Ans: The money was being wasted by him.

3. He was working out exercises.

Ans: Exercises were being worked out by him.

4. Ram was painting the new picture.

Ans: The new picture was being painted by Ram.

5. The tailor was stitching my shirt.

Ans: My shirt was being stitched by the tailor.

Past Perfect Tense:

1. They had done the job.

Ans: The job had been done by them.

2. People had seen the accident.

Ans: The accident had been seen by the people.

3. I had read the story.

Ans: The story had been read by me.

4. The child had broken my pen.

Ans: My pen had been broken by the child.

5. The washerman had killed the crocodile.

Ans: The crocodile had been killed by the washer man.

Simple Future Tense:

1. I will help the poor boy.

Ans: The poor boy will be helped by me.

2. He will draw the picture.

Ans: The picture will be drawn by him.

3. She shall sing a song.

Ans: A song shall be sung by her.

4. The whole class will laugh at him.

Ans: He will be laughed at by the whole class.

5. The captain will address the team.

Ans: The team will be addressed by the captain.

Future Perfect Tense:

1. I shall have written my homework by that time.

Ans: The homework will have been written by me at that time.

2. They will have finished the work by then.

Ans: The work will have been finished by them by then.

3. People would have taken her to the hospital.

Ans: She would have been taken to the hospital by the people.

4. The police shall have arrested the thief.

Ans: The thief will have been arrested by the police.

5. Tom will have white washed the wall.

Ans: The wall will have been white washed by Tom.

More Exercises:

1. Do you love the baby?

Ans: Is the baby loved by you?

2. None likes him.

Ans: He is not liked by anyone.

3. What are you thinking?

Ans: What is being thought of by you?

4. Is the State not helping the poor?

Ans: Are the poor not being helped by the State?

5. What have people done about it?

Ans: What has been done about it by the people?

6. Players have elected him captain of the team.

Ans: He has been elected captain of the team by the players.

7. Where did you find my pen?

Ans: Where was my pen found?

8. Nobody made a noise?

Ans: A noise was not made by anybody.

9. When did you call me?

Ans: When was I called by you?

10. Was the fireman putting out the fire?

Ans: Was the fire being put out?

11. The gardener was not planting new trees.

Ans: New trees were not being planted by the gardener.

12. Nobody had damaged the crop at all.

Ans: The crop had not been damaged at all.

13. Who will bell the cat?

Ans: By whom will the cat be belled?

14. Close the door at once.

Ans: Let the door be closed at once.

15. Call him in.

Ans: Let him be called in.

16. I expected you to do it.

Ans: It was expected to be done by you.

17. Work hard.

Ans: You are advised to work hard.

18. We know him.

Ans: He is known to us.

19. Somebody has picked my pocket.

Ans: My pocket has been picked.

20. One must do one's duty.

Ans: Duty must be done.

21. The government awarded him a prize.

Ans: He was awarded a prize by the government.

12. The school (They) issued certificates to the students.

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Ans: The certificates were issued to the students.

23. The manager did not give them a bonus.

Ans: They were not given bonus by the manager.

24. The old man completed his work.

Ans: The old man's work was completed by him.

25 They must arrest the culprits.

Ans: The culprits must be arrested.

26. We should help the poor.

Ans: The poor should be helped,