



DELHI POLICE
HEAD CONSTABLE
MINISTERIAL

STAFF SELECTION COMMISSION

भाग - 4

अंग्रेजी



DELHI HEAD CONSTABLE

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English

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Direct – Indirect

Narration

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Direct Speech

Indirect Speech

- **Direct Speech** :- जब कोई श्रोता किसी वक्ता के कथन को उसी के शब्दों में व्यक्त करता है ।
जैसे – Sweta said, “I am busy.”
- **Indirect Speech** :- जब कोई श्रोता किसी वक्ता के कथन को अपने शब्दों या भाषा में व्यक्त करता है । जैसे- Sweta said that she was busy.

- **Direct speech** के दो भाग होते हैं :-

He said, “I am hungry.”

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(Reporting Verb) (Reported speech)

- यहाँ said reporting verb है ।

- **Kinds of Sentences** :-

1. Assertive Sentence :- ऐसे वाक्य जिनसे हाँ या ना का बोध होता है ।

Eg:- He is a student. (Yes sense)

I did not go there. (No sense)

2. Interrogative Sentence :- ऐसे वाक्य जिनमें प्रश्न पूछा जाता है ।

(a) Yes-No Question

Q: Are you tall?

A:- Yes, I am tall.

(b) **Wh- Question** :- Wh-word से शुरू होने वाले प्रश्नवाचक वाक्य ।

Eg:- What is your name ?

How are you?

(Wh- word:- what, why, how, where, when etc.)

3. Imperative Sentence :- ऐसे वाक्य जिनमें आज्ञा, सलाह, प्रार्थना आदि का बोध होता है ।

Eg:- Bring me a glass of water.

Help the poor.

4. Optative Sentence:- ऐसे वाक्य जिनमें ‘इच्छा’ का बोध होता है ।

Eg:- May you live long!

May god save the king!

ये वाक्य सामान्यतः ‘May’ से स्टार्ट होते हैं ।

5. Exclamatory Sentence :- ऐसे वाक्य जिसमें मानसिक भावनाओं जैसे - दुःख, सुख, आश्चर्य, शंका, घृणा, प्रशंसा आदि का बोध होता है।

Eg:- He said, "Alas! I am ruined."

He said, "What a nice film it is."

Direct speech से Indirect speech में बदलने के नियम :-

(1) Inverted commas व comma हटा दिये जाते हैं व conjunction 'That' का प्रयोग करते हैं।

(2) Reporting verb यदि Present या future tense में है तो Reported Speech के tense में कोई परिवर्तन नहीं करते, यदि Reporting verb 'past tense' में है तो आगे दिए नियम अनुसार परिवर्तन होंगे।

(3) Person में परिवर्तन :-

1st person – R.V. के subject के अनुसार

2nd person – R.V. के object के अनुसार

3rd person – No change

Person का number एवं case नहीं बदला जाता है। Pronoun का परिवर्तन निम्नानुसार होता है -

Persons	Nominative Case	Objective case	Possessive case	
			Possessive Adjective	Possessive Pronouns
First person	I	Me	My	Mine
	We	Us	Our	Ours
Second person	You	You	Your	Yours
Third Person	He	Him	His	His
	She	Her	Her	Hers
	It	It	Its	×
	They	Them	Their	Theirs

(4) Reporting Verb में निम्न परिवर्तन करें -

Direct Speech	Indirect Speech
Say, Says, will say, said,	Say, says, will say, said
Say, says, said + to	Tell, tells, told

(5) Change of tenses :-

- Universal truth, proverb, mathematical fact, historical fact, habitual fact, या morality आदि का भाव हो तो tense में परिवर्तन नहीं होगा ।

जैसे-

1. He said, "The sun sets in the west."
He said that the sun sets in the west.
2. He said, "Man is mortal."
He said that the man is mortal.
3. The teacher said, "India became Republic on 26 January 1950."
The teacher said that India became Republic on 26 January 1950.
4. She said to me, "Honesty is the best policy."
She told me that Honesty is the best policy.
5. He said, "London is the capital of U.K."
He said that London is the capital of U.K.
6. She said, "Two and two is four."
She said that two and two is four.
7. He said, "Mr. Narendra Modi is the P.M. of India."
He said that Mr. Narendra Modi is the P.M. of India.
8. He said, "Kashmir is in the north of India."
He said that Kashmir is in the north of India.
9. He said to me, "I go for a walk daily."
He told me that he goes for a walk daily. (Habit)
10. Ram said to me, "I get up early in the morning daily."
Ram told me that he gets up early in the morning daily. (Habit)
11. Radha said to her, "I go to office at 10 o'clock."
Radha told her, that she goes to office at 10 o'clock.

(6) Change in other part of speech :-

	Direct Narration	Indirect Narration
1.	This	That
2.	These	Those
3.	Here	There
4.	Hence	Thence
5.	Hither	Thither
6.	Now	Then

7.	Ago	Before
8.	Thus	So
9.	Today	That day
10.	Tomorrow	The next day/ the following day
11.	Yesterday	The previous day
12.	Last week/month/year	The previous week/month/year
13.	The last fort night	The previous fort night
14.	The day before yesterday	The day before the previous day

Interrogative वाक्यों को बदलना :-

(1) Inverted comma के स्थान पर

Yes-no वाले वाक्यों में – if/whether का प्रयोग करें ।

Wh-word वाले वाक्यों में – wh-word का ही प्रयोग करें ।

(2) Say, says, said के स्थान पर ask, asks, asked का प्रयोग करें । कभी-कभी inquired, questioned, interrogated का भी प्रयोग करते हैं ।

(3) प्रश्नवाचक वाक्य को Assertive वाक्य में बदल दे तथा question mark (?) के स्थान पर Full stop (.) का प्रयोग करें ।

(4) Pronoun एवं Tense में पूर्व में बताये ऋणुशाऱ नियम परिवर्तन करें ।

जैसे-

He said to me, "Are you a student?" (Direct)

He asked me if/whether I was a student. (Indirect)

He enquired of me if/whether I was a student. (Indirect)

She said to Raman, "Have you a mobile set?" (Direct)

She asked Raman if/whether he had a mobile set. (Indirect)

She enquired of Raman if/whether he had a mobile set. (Indirect)

He said, "Were you absent there?" (Direct)

He asked if/whether he had been absent. (Indirect)

He enquired if/whether he had been absent there. (Indirect)

He said to us, "Are you going away today?" (Direct)

He asked us if/whether we were going away that day. (Indirect)

He enquired of us if/whether we were going away that day. (Indirect)

The teacher said to me, "How old are you?" (Direct)

The teacher asked me how old I was. (Indirect)

He said to Binay, "Why were you absent yesterday?" (Direct)

He asked Binay why he had been absent the previous day. (Indirect)

He said to me, "what is your name?" (Direct)

He asked me what my name was. (Indirect)

I said to her, "Which class do you read in?" (Direct)

I asked her which class she read in. (Indirect)

The inspector said to the headmaster, "How many teachers are there in your school?" (Direct)

The inspector asked the headmaster how many teachers there were in his school. (Indirect)

Some important rules of Interrogative sentences :-

(1) Yes-no वाले वाक्यों में यदि उत्तर भी उन्ही प्रश्न के साथ जुड़ा हुआ हो तब

Yes में → Affirmative

No में → Negative

जैसे -

She said to me, "can you solve this question?" "No", I said. (Direct)

She asked me if I could solve that question, I replied in negative. (Indirect)

He said to me, "Do you know me?" I said, "Yes" (Direct)

He asked me if I knew him, I replied in Affirmative (Indirect)

(2) Shall I/Shall we से शुरू होने वाले प्रश्न :-

(a) इस तरह के प्रश्नों से जब कोई सूचना (information) हो या कोई speculation हो ।

जैसे -

"Shall I ever see her again?", he said. (Direct)

He wondered if he would ever see her again. (Indirect)

"When shall I know the result of the election?", Ram asked. (Direct)

Ram asked when he would know the result of the election. (Indirect)

इस तरह के वाक्यों में shall को would में परिवर्तित किया जाता है ।

(b) जब कोई सलाह या प्रार्थना की गई हो ।

जैसे-

He said to the customer "shall we dispatch these letters?" (Direct)

He asked the customer if they should dispatch those letters. (Indirect)

"What shall I say father?" he said. (Direct)

He asked his father what he should say. (Indirect)

(c) जब **Shall** का प्रयोग वाक्य में 'offer' (प्रस्ताव) के संदर्भ में किया गया हो ।

जैसे -

“Shall I bring you something to eat?” she said. (Direct)

She offered to bring me something to eat. (Indirect)

(d) जब **Shall** का प्रयोग एक सुझाव के अर्थ में हो ।

जैसे-

“Shall we meet again tomorrow?” he said. (Direct)

He suggested to meet again the next day. (Indirect)

इस तरह के वाक्यों में **Suggested** का प्रयोग करके **indirect speech** में परिवर्तित किया जाता है ।

(3) Will you/would you/could you से शुरू होने वाले प्रश्नों को indirect speech में परिवर्तित करते समय, वाक्य का भाव देखकर Reporting verb में परिवर्तित किया जाता है ।

जैसे -

He said, “Will you be there on Monday?” (Direct)

He asked if he would be there on Monday. (Indirect)

He shouted, “Will you keep silence?” (Direct)

He shouted at me to keep silence. (Indirect)

Or

He ordered me to keep silence. (Indirect)

(4) यदि Reported speech में Assertive sentence + (,) + question tag का प्रयोग हो, तो उसे Indirect speech में बदलते समय question tag को छोड़ देना चाहिए तथा Inverted commas को हटा कर if/whether का प्रयोग करना चाहिए तथा general rules को follow करना चाहिए ।

जैसे -

She said to me, “You know me, don’t you?”

She asked me if I knew her.

Prabha said to me, “You will help me, won’t you?”

Prabha asked to me if I would help her.

Mukesh said to me, “You like sweets, don’t you?”

Mukesh asked me if I liked sweets.

Ashok said to Sanjay, “You didn’t see her last night, did you ?”

Ashok asked Sanjay if he had not seen her the previous night.

Imperative वाक्यों को बदलना

- (1) Reporting verb के वाक्य को भाव के अनुसार order, command, advise, suggest, request, warn, urged, persuade आदि में बदले ।
- (2) 'That' की जगह 'to' का प्रयोग करें तथा Negative वाक्यों में 'Not to' का प्रयोग करें।
- (3) Please, kindly, sir, Madam आदि शब्दों को हटा दे ।
- (4) क्रम्य changes पहले की तरह ही करें ।
जैसे -

He said to Pankaj, "Sit down."	Direct
He told Pankaj to sit down.	Indirect
The teacher said to the students, "Keep quiet".	Direct
The teacher asked the students to keep quiet.	Indirect
The inspector said to him, "Call the witness."	Direct
The inspector ordered him to call the witness.	Indirect
He said to me, "Please help me."	Direct
He requested me to help him.	Indirect
The doctor said, "Walk in the morning."	Direct
The doctor advised me to walk in the morning.	Indirect
My father said, "Binay, do as I say."	Direct
My father asked Binay to do as he said.	Indirect
He said to me, "Have a cup of coffee."	Direct
He told me to have a cup of coffee.	Indirect
The principal said to the peon, "Go away at once."	Direct
The principal ordered the peon to go away at once.	Indirect
The student said to the Director, "Sir, Please grant me leave for five days."	Direct
The student requested the director respectfully to grant him leave for five days.	Indirect

कुछ श्रुत्य महत्वपूर्ण नियम :-

(1) यदि 'Do' का प्रयोग Main verb के पहले 3श पर दबाव (emphasis) डालने के लिए हो तो Indirect speech में 'Do' हटा देते हैं ।

जैसे-

He said to me, "Do read the Gita."

He asked me to read the Gita.

(2) 'Let' शुरू होने वाले वाक्य :-

(a) यदि 'Let' से स्टार्ट होने वाले Imperative sentence से प्रस्ताव (Proposal) या सुझाव (Suggestion) का बोध हो तो निम्न परिवर्तन करें -

- Reporting verbs : say, says, said को क्रमशः propose/proposes/proposed; suggest/suggests/suggested में बदल कर लिखें ।
- Inverted commas को हटाकर that का प्रयोग करें ।
- Let को हटा दें ।
- Objective case के Pronouns 'us' को sentence के अर्थ/भाव के मुताबिक Nominative case के Pronouns we/they में बदल दें ।
- we/they के बाद should + V₁ का प्रयोग करें ।

जैसे-

Mohan said to his friends, "Let us go to the cinema.	Direct
Mohan proposed/suggested to his friends that we/they should go to the cinema.	Indirect
I said to the villagers, "Let us help the poor."	Direct
I proposed/suggested to the villagers that we/they should help the poor.	Indirect
The children said, "Let us play together."	Direct
The children proposed/suggested that we/they should play together.	Indirect
He said, "Let us work for the Nation."	Direct
He proposed/suggested that we/they should work to the Nation.	Indirect

(b) यदि Let से स्टार्ट होने वाले imperative sentence से wish/desire (इच्छा) का बोध हो, तो निम्न परिवर्तन करें -

- Reporting verb को wish/wishes/wished में बदल दें ।
- Other changes are as mentioned above.

जैसे -

Vivek said, "Let me go out."	Direct
Vivek wished that he should go out.	Indirect
Veena said, "Let him be my husband."	Direct
Veena wished that he should be her husband.	Indirect
She said, "Let me live with him."	Direct
She wished that she should live with him.	Indirect
You said, "Let me do what I like."	Direct
You wished that you should do what you liked.	indirect

(3) यदि Let से स्टार्ट होने वाले imperative sentence से Allow/Permit (अनुमति) का बोध हो, तो उसे Indirect speech में इस प्रकार बदला जाता है -

- Reporting verb को say/says/said को sentence के अर्थ/भाव के मुताबिक order/orders/ordered; request/requests/requested; ask/asks/asked आदि में बदल कर लिखते हैं।
- Inverted commas को हटाकर 'Let' का प्रयोग करते हैं।
- इसके बाद to allow का प्रयोग करें।
- प्रयुक्त verb को Infinitive form अर्थात् to + V₁ के रूप में लिख देते हैं।

जैसे-

Biany said to his master, "Let me go home."	Direct
Biany requested his master to allow him to go home.	Indirect
The principal said to the peon, "Let the man come in."	Direct
The principal ordered the peon to allow the man to come in.	indirect

(4) यदि imperative sentence – Let + there be/it be से स्टार्ट हो तो इससे supposition (कल्पना) का बोध होता है। इसे Indirect speech में इस प्रकार बदला जाता है-

- Reporting verb को suppose में बदल दें।
- It be की जगह to be का प्रयोग करें।
- Other changes as we did in previous.

जैसे-

He said, "Let it be a square."	Direct
He supposed that to be a square.	Indirect
He said, "Let it be a rectangle."	Direct
He supposed that to be a rectangle.	indirect

(5) Let के बाद it का प्रयोग हो तथा इससे joy, sorrow, approval या indifference के भाव का बोध हो, तो इसे indirect speech में अर्थ के मुताबिक इस प्रकार बदलना चाहिए। जैसे-

He said, "Let it rain, I must go."	Direct
He said that he did not care for rain.	Indirect
He said, "Let it rain."	Direct
He wished that it should rain.	Indirect

• **Optative** वाक्यों को बदलने के नियम :-

- (1) Reporting verb say/said to भाव के अनुसार wished/prayed/cursed/blessed आदि में बदले।
- (2) Inverted comma को हटाकर Conjunction 'That' का use करें।
- (3) वाक्य को Assertive sentence में लिखें।
- (4) अन्य नियम पहले की तरह ही हैं।
- (5)

<u>Direct</u>	<u>Indirect</u>
Good morning/evening/day	Wished
Farewell, good bye words etc.	Bade

जैसे-

He said, "May God bless you!"	Direct
He Prayed that God might bless him.	Indirect
Mother said to me, "May you live long!"	Direct
Mother blessed me that I might live long.	Indirect
They said to him, "May you die!"	Direct
They cursed him that he might die.	Indirect
Manisha said to me, "May you get success!"	Direct
Manisha wished me that I might get success.	Indirect
The saint said, "May God help you!"	Direct
The saint prayed that God might help me.	Indirect
She said to me, "Good bye!"	Direct
She bade me good bye.	Indirect
The leader said, "Farewell my friends!"	Direct

The leader bade his friend's farewell.	Indirect
He said to the teacher, "Good morning!"	Direct
He wished the teacher good morning.	Indirect
She said, "Good morning, sir!"	Direct
She wished the sir good morning.	Indirect
I said, "Good afternoon, father!"	Direct
I wished my father good afternoon.	Indirect

• **Exclamatory वाक्यों को बदलने के नियम :-**

- (1) Reporting verb – Say/says/said को वाक्य के भाव अनुसार बदलते हैं-
 - Said + Alas! → exclaimed with sorrow.
 - Said + Hurray! → exclaimed with joy.
 - Said + Fil/ugh! → exclaimed with despise/disgust
 - Said + wow! → exclaimed with joy.
 - Said + oh! → exclaimed with surprise/regret.
- (2) Inverted commas को हटाकर 'That' का प्रयोग करते हैं ।
- (3) Alas, Bravo, Oh, Hurrah इत्यादि शब्दों को हटा दे ।
- (4) Exclamatory वाक्य को Assertive वाक्य में लिखें ।
- (5) Exclamation marks (!) को हटाकर Full stop (.) का प्रयोग करते हैं । Exclamatory sentence को Assertive sentence में इस प्रकार बदला जाता है ।
 - (a) What + Noun = Adjective + Noun
 - What a fool! = A big/great fool.
 - What a news! = A strange news.
 - What a place! = A lovely/strange place.
 - (b) What + Adj. + Noun = very + Adjective + Noun.
 - What a fine place! = A very fine place.
 - What a beautiful sight! = A very beautiful sight.
 - What a good student! = A very good student.
 - (c) How + Adjective/Adverb = very + Adj./Adv.
 - How sweet he sings! = He sings very sweet.
 - How beautiful she is! = she is very beautiful.

जैसे -

Priyanka said, "Alas! I am ruined."	Direct
Priyanka exclaimed with sorrow that she was ruined.	Indirect
Binay said, "What a beautiful girl she is!"	Direct
Binay exclaimed with joy that she was a very beautiful girl.	Indirect
He said, "Ah! My dog is dead."	Direct
He exclaimed sorrow that his dog was dead.	Indirect
Ajit said, "What a beautiful sight!"	Direct
Ajit exclaimed with joy/surprise that it was a very beautiful sight.	Indirect
The player said, "Ah! I have lost the game."	Direct
The player exclaimed with sorrow that he had lost the game.	Indirect
He said. "Nonsense!"	Direct
He exclaimed that it was nonsense.	Indirect
He said, "what a place!"	Direct
He exclaimed with joy that it was very fine place.	Indirect
They said, "Bravo! We have won the match"	Direct
They exclaimed with joy that they had won the match.	Indirect
He said, "Oh! Enough!"	Direct
He exclaimed with disgust that it was enough.	Indirect
She said, "How happy I am!"	Direct
She exclaimed with joy that she was very happy.	Indirect
He said, "Oh, what an opportunity!"	Direct
He exclaimed with joy that she was very happy.	Indirect
He said, "Hello! Where are you going?"	Direct
He greeted me and asked where I was going.	Indirect
She said, "Thank you!"	Direct
She thanked me.	Indirect
He said to us, "Welcome!"	Direct
He welcomed us.	Indirect
Guriya said to me, "Fool!"	Direct
Guriya called me a fool.	Indirect
She said, "Happy holi!"	Direct
She wished me a happy holi.	Indirect

Mr. Mishra said, "How happy I am!"	Direct
Mr. Mishra exclaimed with joy that he was very happy.	Indirect
She said, "Congratulations!"	Direct
She congratulated me.	Indirect

• कुछ अन्य महत्वपूर्ण नियम :-

1. यदि Reported Speech में Need not, used to, would rather, would better, had rather, had better शब्द आते हैं तो में कोई परिवर्तन नहीं होता है ।

जैसे-

He said, "I used to go to school by bus." (Direct)

He said that he used to go to school by bus. (Indirect)

2. अगर R.S. में Past continuous का प्रयोग time clause में हो तो tense में कोई परिवर्तन नहीं होता है ।

जैसे-

He said to me, "While I was studying, you were playing." (Direct)

He told me that while he was studying, I was playing. (Indirect)

3. अगर Past indefinite tense का प्रयोग time clause में हो तो tense में कोई परिवर्तन नहीं होता है ।

जैसे-

He said, "when I met him, he was playing." (Direct)

He said that when he met him, he was playing. (Indirect)

4. जब Past indefinite का प्रयोग दो Simultaneous actions में हो तो tense में कोई परिवर्तन नहीं होता है ।

जैसे-

She said, "I prepared the tea and he fried the chips." (Direct)

She said that she prepared the tea and he fried the chips. (Indirect)

5. जब Past indefinite का प्रयोग historical (ऐतिहासिक) घटना के लिए हो तो tense में कोई परिवर्तन नहीं होता है ।

जैसे-

He said, "Gandhi ji started the Quit India Movement." (Direct)

He said that Gandhi ji started the Quit India movement. (Indirect)

6. Will/shall का परिवर्तन would/should में होता है लेकिन will/shall का परिवर्तन 'should' में होगा अगर वाक्य श्लाह से संबंधित हो तो ।

जैसे-

He said, "I shall come tomorrow." (Direct)

He said that he would come the next day.(Indirect)

She said to me, "What shall I do after the exam?" (Direct)

She asked me what she should do after the exam.(Indirect)

7. वाक्य के अर्थ को देखते हुए कई बार **Modals** में परिवर्तन किए जाते हैं ।

जैसे-

She said, "If I get selected, I need not take any exam further." (Direct)

She said that if she got selected, she would not have to take any exam further.(Indirect)

He said, "Need I send an e-mail?" (Direct)

He asked me if he had to send an e-mail.(Indirect)

He said, "When I was a kid, I could not go out alone," (Direct)

He said that when he was a kid, he was not allowed to go out alone. (Indirect)

She said, "Rohit, you must be prudent." (Direct)

She ordered Rohit to be prudent. (Indirect)