

CHAPTER - 2

(Active / Passive, Direct / Indirect)

Part 1: Active/ Passive

(Tense does not change)

S. No.	Active	Passive
1.	SVO	OVS
2.	-	By is used
3.	Continuous (ing)	Being
4.	Perfect (Verb 3 rd form)	Been
5.	Subjective form	Objective form
6.	Universal truths	NO CHANGE
For Interrogative		
7.	Do, does or did	Is, was, were, are
8.	Has, have, had; will, shall; can, may	NO CHANGE at the BEGINNING
9.	When, why, where, how or what (Question words)	NO CHANGE at the BEGINNING
10.	Who	Whom
11.	Whom	By who
For Imperative		
12.	Depending on the tone	You are requested/ advised/ suggested/ commanded etc
13.	For general	Start with 'Let'
14.	Suggestions	Add 'should'
15.	Can, could, should, ought to etc (Modals)	NO CHANGE

Part 2: Direct / Indirect

S. No.	Direct	Indirect
1.	-	'That' is used
If reporting speech is past		
2.	Simple present	Simple past
3.	Present continuous	Past continuous
4.	Present perfect continuous	Past perfect continuous
5.	Simple past	Past perfect
6.	Past perfect	Past perfect
7.	Past continuous	Past perfect continuous
8.	Future	Present conditional
9.	Future continuous	Conditional continuous
10.	Universal truth	NO CHANGE
11.	If reporting speech is present	NO CHANGE
12.	Can, may, must	Could, might, had to
For Imperative		
13.	Imperative sentence	Start with 'order', 'request' etc
14.		
15.	Don't, do not (-ve)	Not to
16.	Let, said etc.	Suggested to, proposed to
For Interrogative		
17.	Said to	Asked, demanded or enquired
18.	Begins with: Am, is, are, was, were, do, does	Reported speech will be followed by 'if' or 'whether'
19.	Begins with: Why, whom, where, how or what (Question words)	NO CHANGE
20.	?	.
21.	!	.

Tense Rules				
Subj +				Obj...
	Simple Forms	Progressive Forms	Perfect Forms	Perfect Progressive Forms
Present	Ist form + s / es	am/is/are + Ist form + ing	have/has + IIIrd form	have/has been + Ist form + ing
Past	IIInd form	was/were + Ist form + ing	had + IIIrd form	had been + Ist form + ing
Future	will/shall + Ist form	will be + Ist form + ing	will have + IIIrd form	will have been + Ist form + ing

CHAPTER - 3

Connotation:

Positive: Eg. Fragrance

Negative: Eg. Stink, Stench

Neutral: Eg. Smell

Idioms:

1. Cold/ icy : -ve
2. Warm: +ve
3. White: peace
4. Blue: sad
5. Black: -ve



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CHAPTER - 4

(15 mins only)

3 categories of questions:

- Direct
- Semi direct
- Inferential



CHAPTER - 5

Points to Remember:

- Stick to the format.
- Indentation very important.
- Write keywords.
- Give a suitable title.
- Summary should be only 25% of the passage.



CHAPTER - 7

Points to Remember:

- Precise should be 33.33% of the original passage.
- We cannot change the sequence/ order in the precise.
- It can have exact words of the author or can be in own words.

CHAPTER - 8

Points to Remember:

- The starting and ending should be impactful (use joker's list)
- Write in paragraph
- Neat handwriting is mandatory
- Format heading in the centre writer's name at the right-hand side.

CHAPTER - 9**Points to Remember:**

- The starting and ending should be impactful (use joker's list)
- Write in paragraph
- Neat handwriting is mandatory
- Format

- **Newspaper:**

Heading, writer's name, place, date.

- **Magazine**

Heading, writer's name



- **Formal:**

To, from, date, subject, summary, body (intro, main part, conclusion)

CHAPTER – 10

Points to Remember:

- The starting and ending should be learnt.
- Write in paragraph
- Neat handwriting is mandatory
- Format
 1. Sender's address
 2. Date
 3. Designation
 4. Receiver's address
 5. Subject
 6. Salutation
 7. Body
 8. Complementary closure



CHAPTER - 11

Points to Remember:

- The starting and ending should be learnt.
- Write in paragraph
- Neat handwriting is mandatory
- Format
 1. From
 2. To
 3. Cc/Bcc
 4. Subject
 5. Salutation
 6. Body
 7. Complementary closure



CHAPTER - 12

Points to Remember:

- Cover letter same as letter
- Resume formats:
- **Chronological**
 1. Name, address, phone number, email (in the centre)
 2. Objective: To be learnt from book as it is
 3. Academic Qualification: (table)
 - a. Sno.
 - b. Qualification/ Degree
 - c. Board/ University
 - d. Year of passing
 - e. Marks (optional)
 4. Work experience: (table)
 - a. Sno.
 - b. Organisation
 - c. Position held
 - d. Years
 5. Skills
 6. Personal details
 7. Declaration
 8. Place
 9. Date
 10. Signature & name (to the right)



- **Combinational**

1. Name, address, phone number, email (in the centre)
2. Objective: To be learnt from book as it is
3. Skill set
4. Academic Qualification: (table)
 - a. Sno.
 - b. Qualification/ Degree
 - c. Board/ University
 - d. Year of passing
 - e. Marks (optional)
5. Work experience: (table)
 - a. Sno.
 - b. Organisation
 - c. Position held
 - d. Years
6. Personal details
7. References
8. Declaration
9. Place
10. Date
11. Signature & name (to the right)



- **Functional**

1. Name, address, phone number, email (in the centre)
2. Objective: To be learnt from book as it is
3. Skill set
4. Academic Qualification: (table)
 - a. S no.
 - b. Qualification/ Degree
 - c. Board/ University
 - d. Year of passing
 - e. Marks (optional)
5. Projects undertaken
6. References
7. Declaration
8. Place
9. Date
10. Signature & name (to the right)

