

**Enhanced Edition
NEP 2020 Guidelines*

GRAMMAR **TWEAK**

Teacher's Manual



4



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CHAPTER - 1 : The Sentence

- A.** 1. (g) 2. (j) 3. (e) 4. (h) 5. (b) 6. (i) 7. (d) 8. (f) 9. (c) 10. (a)
B. 1. The Sun 2. February 3. December 4. Delhi 5. Camel 6. Jaipur
7. Tendulkar 8. Giraffe 9. A pentagon 10. Dr. Rajendra Prasad
C. 1. Why did you miss school yesterday? 2. The acrobat walked on a rope. 3. Rohit enjoys to play with his friends. 4. India is a land of many colours. 5. You should not waste paper. 6. Where are the girls hiding? 7. Books are our best friends. 8. I hope we win the match tomorrow. 9. Uneasy lies the head that wears the crown. 10. Necessity is the mother of invention.

CHAPTER - 2 : Kinds of Sentences

2. Optative 3. Exclamatory 4. Declarative 5. Interrogative
6. Exclamatory 7. Exclamatory 8. Imperative 9. Declarative
10. Declarative 11. Interrogative

CHAPTER - 3 The Noun: Kinds

- A. Common Nouns:** 1.friends 2.Bengali 7.day 8.captain **Proper Nouns:** 3.Vivek Gupta 4.Faizan Ansari, 5.Maharashtra 6.Shikhar Dhawan 8.Indian **B.** forest, grass, sheep, grass, wolf, sheep, village, boy, wolf, forest, help, villagers **C.** 1.pain 2.danger 3.kindness 4.carelessness 5.happiness 6.courage 7.darkness 8.failure **D.** 1. glass 2. copper 3. bricks 4. paper 5. cloth 6. clay 7. gold 8. wood **E.** 1. choir 2. litter 3. herd 4. bunch 5. bundle 6. flock 7. bunch 8. fleet 9. team 10. pride 11. flock 12. flock 13. swarm 14. army 15. library 16. cast 17. clutch 18. clutch

CHAPTER - 4 : Noun : Numbers

- A.** 1. bananas 2. volcanoes 3. halves 4. Jockeys 5. knives 6. buses 7. forests, zoos 8. zeros 9. loaves 10. leaves **B.** 1. match 2. goals 3. rays 4. onions 5. birds

CHAPTER - 5 : The Pronoun

- A.** 1. his 2. hers 3. mine 4. yours 5. mine **B.** 1. his 2. mine 3. hers 4. ours **C.** 1. herself 2. himself 3. yourself 4. yourselves 5. myself 6. himself 7. ourselves 8. themselves **D.** 1. Who is he? 2. Whose book is this? 3. Which is your pen? 4. What is your name? **E.** 1. This is a book. 2. That is a dog. 3. These are two mangoes. 4. Those are five

pens. **F.** 1. one another 2. each other 3. each other 4. each other 5. one another **G.** 1. each other's 2. one another's 3. one another's 4. each other's 5. one another's

CHAPTER - 6 : The Adjective

A. 1. **rough:-** The rugged bark of a tree can cut your skin. 2. **dirty:-** The maid cleaned the muddy floor . 3. **terrified:-** The dog chased the scared girl. 4. **brave:-** We need a fearless person to lead us. 5. **fat:-** The obese man could not walk up the stairs. 6. **colourful:-** The vibrant rainbow lasted for half an hour.

B. 1. A foul smell is coming from the drain. smell
 2. I had two apples for the breakfast. apples
 3. We must learn the basic rules of English grammar. rules
 4. Raj visits historical monuments wherever he goes. monuments
 5. People do not like quarrelsome neighbours. neighbours
 6. Aunt is old yet she is very energetic. aunt

C. 1. colourful 2. easy 3. humble 4. sweet 5. some 6. gold 7. pleasant 8. angry **D.** 1. white 2. Two 3. clean 4. dirty 5. beautiful 6. new 7. old 8. bad 9. five 10. afraid **E.** 1. my 2. their 3. your 4. its 5. her 6. his 7. their 8. his 9. our 10. his **F.** 1. our 2. his 3. Their 4. her 5. my 6. its **G.** Do it yourself.

CHAPTER - 7 : Comparison of Adjectives

A.	Positive	Comparative	Superlative
1.	Ugly	uglier	ugliest
2.	Honest	more honest	most honest
3.	Delicious	more delicious	most delicious
4.	Attractive	more attractive	most attractive
5.	Narrow	more narrow	most narrow
6.	Proud	more proud	most proud
7.	Fit	more fit	most fit
8.	Graceful	more graceful	most graceful
9.	Generous	more generous	most generous
10.	Funny	funnier	funniest

- B.** 1. older 2. taller, fatter 3. thinner, shorter 4. happier 5. sadder
 6. smarter, luckier **C.** 1. most dangerous 2. most helpful 3. longer
 4. prettiest 5. thicker 6. quietest 7. heavier **D.** 1. deep 2. longest
 3. older 4. cleaner 5. more courteous 6. fat 7. highest 8. brighter

CHAPTER - 8 : The Verb (Doing/Action Word)

- A.** 1. the patients 2. the shoes 3. the clothes 4. the students 5. the letters
B. 1. a song 2. a book 3. cricket 4. the flower 5. a letter
C. 1. happy 2. fruits 3. young 4. dark 5. old **D.** 1. drank (transitive verb), the milk (object) 2. rang (intransitive verb) 3. baked (transitive verb), a cake (object) 4. reads (transitive verb), a book (object) 5. is writing (intransitive verb)

CHAPTER - 9 : Forms of Verbs

-ing Form	Simple Past	Past Participle
fitting	fitted	fitted
marrying	married	married
telling	told	told
studying	studied	studied
treading	trod	tread
beating	bate	beaten
building	built	built
shining	shone	shone
holding	held	held
lighting	lit/lighted	lighted
lying	lied	lied
sticking	stuck	stuck
winning	won	won
sitting	sat	sat
digging	dug	dug
tying	tied	tied
allowing	allowed	allowed
bending	bent	bent
breaking	broke	broken
buying	bought	bought
copying	copied	copied
dreaming	dreamt	dreamt
drowning	drowned	drowned

CHAPTER - 10 : The Adverb

A. 1. loudly 2. happily 3. softly 4. swiftly 5. correctly **B.** 1. never 2. always 3. often 4. sometimes 5. seldom **C.** 1. Teena has always worked hard at school. 2. My parents sometimes travel abroad. 3. Do you usually watch television after dinner? 4. She never replies to my letters. 5. Are you still working at the shop?

CHAPTER - 11 : Comparison of Adverbs

A. High: higher, highest, **Carefully:** more carefully, most carefully, **Near:** nearer, nearest, **Quickly:** more quickly, most quickly, **Bad:** worse, worst, **Late:** later, latest. **B.** 1. gracefully, more gracefully, most gracefully 2. farther 3. least 4. harder, hardest 5. faster

CHAPTER - 12 : Tenses

A. 1. crows 2. walks 3. eat 4. lives 5. sets 6. squeaks 7. speaks 8. runs 9. swim 10. flies **B.** 1. played 2. sailed 3. opened 4. laughed 5. painted 6. switched 7. rained **C.** 1. am talking 2. are resting 3. is reading 4. is singing 5. is buying 6. is sweeping 7. are crawling **D.** 1. shall wake up 2. will blame 3. will begin 4. shall tour 5. will finish 6. shall stay 7. will study

CHAPTER - 13 : Prepositions

A. 2. On (time) 3. by (time) 4. near, to (place) 5. from (place) 6. beside (place) 7. on, across (place) 8. in (time) 9. at (time) **B.** on, at, for, for, at, After, for, At, from, to, before **C.** 1. of 2. near, in 3. down, for 4. from, in 5. for 6. off, on 7. with, to 8. about

CHAPTER - 14 : Conjunctions

A. 1. and 2. and 3. and 4. but 5. but 6. but 7. and 8. or **B.** 1. so 2. because 3. because 4. so 5. so 6. because 7. so 8. because 9. so 10. because **C.** 1. because 2. or, and 3. but 4. or 5. as, and 6. or 7. and 8. but

CHAPTER - 15 : Interjections

A. Alas! – Grief, **Hello!** – Greeting, **Ahem!** – Attention, **Shh!** – Silence, **Ha!** – Surprise, **Tut!** – Disapproval, **Ahoy!** – Greeting, **Hurrah!** – Joy, **Bravo!** – Approval, **Hey!** – Greeting, **Yuck!** – Disapproval, **What!** – Surprise,

Well done! – Approval, **Oh!** – Surprise. **B. Bravo!** You played well., **Hello!** How are you?, **Shh!** Try to sleep., **Aha!** I got it., **Alas!** I was not able to keep my promise made to my mother. **Oh!** How dreadful!, **What!** Mr Suresh was arrested on the charge of theft!

CHAPTER - 16 : Articles (A, An, The)

A. 1. a, the 2. a, the 3. an 4. The, a, the 5. a, the, The, the, the 6. the, the, a, the 7. a, the, a, The, the, the, a, the, the **B.** 1. an 2. the 3. The, a 4. The, a 5. the, the 6. the 7. a, The 8. the, the 9. the, the 10. The **C.** 1. **X** 2. the 3. the 4. a 5. An, a 6. **X**, the 7. a, the, the 8. **X**, the 9. the 10. **X**, the 11. a 12. **X**, a 13. The, the 14. A 15. the

CHAPTER - 17 : Punctuation and

the Use of Capital Letters

A. 1. (?) 2. (.) 3. (?) 4. (?) 5. (.) 6. (?) 7. (?) 8. (.) 9. (.) 10. (?)
B. 1. Pelicans have long legs. Ducks have short legs. 2. Priya wants to be a teacher. Her mother is a lawyer. 3. There are many Chinese and Mughlai restaurants in Connaught Place. There are also western restaurants. 4. Dr. Manav works at the Apollo Hospital. He goes to work at 7 a.m. 5. In India winter starts in November and ends in February. In Australia the season is opposite to India. **C.** 1. My brother has a bike, a helmet, a football, a video game and a smart phone. 2. Mum gave me a biscuit, a toffee and a chocolate. 3. Sparrows, starlings, kingfishers and woodpeckers all have short wings. 4. Do you enjoy bird watching? 5. The huge albatross has long, sleek, graceful wings. 6. "This bird has a broken wing", said the old lady. **D.** 1. There are elephants in Kaziranga Sanctuary. 2. Have you ever been to Shillong. 3. Ouch! That was hot. 4. The hot, swirling, molten lava engulfed the houses.

CHAPTER - 18 : Comprehension

Passage-(1): 1. Mr. Jack was in a jungle. 2. He tried to over run the gorilla. 3. His legs refused to move quickly. 4. He was exhausted and fell to the ground. 5. All forest animals are friendly to man. They only harm the people when they attack them. Gorilla thought that Mr. Jack wanted to hurt him. So he behaved violently.

Passage-(2): A. 1. In the spring the banks looked beautiful with white daisies. 2. The jumping into ditches caused injury so it was a dangerous game. 3. Walking on stilt and jumping, the ditches were the games disliked by the parents. 4. The villagers favourite pastime was swimming in the canal males led. The way followed by females and the children. 5. The children went to the canal for swimming.

6. The children started learning how to swim from a very early age.

B. The village life is very hard as villagers work entire day in fields. Villagers do hard work in the field. Basic facilities in villages are very few. Villagers are healthy. The life in a city is easy. All the facilities are available. Cities are full of good schools, hospitals etc. The people of city enjoy more luxuries than the villagers.

C. City: The cities have neat and clean roads. In cities the population is high. The houses are big and tall. There are good schools and cinema halls.

Village: The villages are small. In most of the villages, the roads are muddy. In a village the population of the people is very less. The houses in village are made of mud with thatched roofs. The villages lack good schools, hospitals and cinema hall etc.

D. (a) Florence Nightingale was born in 1820 at Florence, Italy. (b) Her parents called her after the name of the city where she was born. (c) She wished to become a nurse. So she spent most of her life in one hospital to another. Day and night she looked after the patients. (d) She worked day and night. In the night, she carried a lamp to attend the patients moving from one bed to another. That is why she was called 'The Lady with the Lamp'.

E. The Lady with the Lamp Poem: A. 1. The mother says to her son to do the things according to his grand mother. 2. In the second stanza the child and grand mother go to see the movie in her car. 3. Grand mother likes to eat malt and tart with jam. 4. The mother is asking the child to do all that he was bidden to do. 5. The child is aware of the reactions of others towards his behavior and actions. So in order to please his mother and grand mother he replies 'yes' to everything that is asked to him. 6. Yes, the child really enjoys the company of his grandmother. **B.** Wheat, Grain, Maize, Barley.

CHAPTER - 19 : Letter Writing

1. 52/1 Sarojani Nagar
Delhi

15th September, 20XX

Dear Ayush

I am very sad to know that you are unable to attend school. I heard that you met with an accident and your left arm got fractured. My advice to you would be to take the doctor's treatment and advice seriously. Take care of yourself recover soon you will and we will have lots of fun together at school.

Wishing you a quick recovery.

Yours lovingly

Amit

2. 161/3
Raj Nagar
Ghaziabad

15th September, 20XX

Dear Grandparents

I miss you a lot. I have not met you for a long time and wish you to come here and stay with us. Mummy and papa also miss you very much. I love you from the core of my heart and always long to live under your kind blessings.

Awaiting your kind visit.

Yours lovingly

Seema

3. 545/9
Subhash Nagar
New Delhi

5th February, 20XX

Dear Jemima

It is so sweet of you to be my friend. I wish to share my happiness

and the enjoyment that I had on the eve of my birthday. I had my birthday on 27th January. I celebrated it with my friends here in a Moderate Hotel. I had lot of enjoyment. I missed you on this event.

Thanking you

Yours lovingly

XYZ

4. The Class Teacher
Class - IV
Bharat National Public School
Delhi - 26

27th August, 20XX

Dear Madam

This is for your information that I have been suffering from fever for the last three days. This is the reason why I have not been able to attend the school for the past three days.

Therefore, I request you to kindly sanction me seven days leave from date 24/08/20×× to 26/08/20××.

Thanking you

Yours obediently

Sachin

Class - IV

5. The Maths Teacher
Mrs Ragini Gupta
Bharat National Public School
Lawrence Road
New Delhi

17th October, 20XX

Respected Madam

I am very sorry to inform you that I did not prepare well for the Maths test. But I obtained full marks. It was possible because of

cheating. I realised that it was an act of betraying an honored teacher. I, therefore apologise to you. Please forgive me.

Thanking you

Yours obediently

Yash

Class - IV

6. Examination Hall
New Delhi

6th January, 20XX

Dear Father

I am very sorry to inform you that I could not do well in the mid term examination. It was all because of not planning properly which led to undue burden of work. Now, I have planned to manage the time properly for the study of each subject. I am therefore, sure to prepare and do well in the final examination.

Yours lovingly

Sonam

CHAPTER - 20 : Paragraph And Essay Writing

Paragraphs

1. The Game I Like Most

Games have great importance in our life. They keep us healthy and fit. So, we should play games. The choice to play a particular game is also according to the taste of an individual. Some like hockey, some like football and some like other games. Football is the most popular game in the world. But I like cricket the most. In India cricket is immensely popular now a days. I like one day and T20 cricket game. It draws the excitement of both youngsters and old people as well. End of each match is very exciting. It keeps the spectators spell bound when the situation arrives at a point when winning or losing the match becomes crucial for both the teams. I have been a witness of many such exciting and pleasant moments of the game.

2. My Pet

I keep a pet dog. Its name is Rocky. I am very much worried about Rocky staying healthy and fit. I give it bath every day. I provide it a clean space to live and sleep. Rocky, my pet dog is very sensitive. It expresses its feelings of love to every member of my family. It likes to go for a walk with me. I love it very much. It takes care of the entire house. Rocky is like my best friend. It helps me in many ways. It enjoys my company.

3. Useful Plants

Plants are very useful in our life. They are used in many ways. Plants are grown in a park to create a healthy environment. The leaves of a plant are used to prepare food and add taste to food. The leaves of some plants are used to prepare medicines. Some plants are worshipped and are considered holy. The Tulsi is a plant which is not only worshipped in Hindu families but its leaves are also used to prepare tea. The Tulsi leaves tea is most effective for a patient suffering from cold and flu. Tea and coffee are the gifts of plant leaves. The small plants and saplings are grown in the lawn of a house or in pots. These pots are kept in different places of the house. They not only add to the beauty of the house but also make the environment healthy. So we can say that plants play a very significant role in the life of human beings.

4. My Home

I am a resident of Roorkee city. My house is situated two kilometers away from the city. It lies on the road leading from Roorkee to Haridwar. My house consists of four rooms including attached bath rooms. There is a fine drawing room in the centre of the bed rooms. The drawing room includes a beautiful sofa set and other modern furniture. It is also decorated with paintings and various wonderful show pieces which add to its beauty. The bedrooms are also equipped with ultra modern beds and furniture. They include various wall paintings and show pieces. There is a lawn in front of the main building. The lawn is full of various kinds of flowers and green plants. There are some small trees including mango, guava

and pomegranate. They keep the environment free from pollution and flower plants in lawn add to the beauty of my house. In total, my house is an ideal house. I love and like it.

5. My Friend

A man is a social animal. Everyone has one or more than one friend in his life. We are able to talk and share our views with them. A friend in need is a friend indeed. I study at Dehradun and live in the school's boarding house. I have a friend, named Nitish. He belongs to a rich family. Nitish is a boy of excellent nature. He is my classmate. He is a very brilliant and hard-working boy. He manages his study time well. He is very soft-spoken and courteous. He has progressive thinking and positive attitude towards life. I like him very much. He is indeed a very good friend of mine. His company gives me a great pleasure and enlightenment.

6. Pollution

Now a days the pollution is a devastating problem. The pollution has grown at a great extent in most of the cities. Our capital city Delhi has earned a bad name in the world. It is the fifth most polluted city of the world. The smoke, emitting from the vehicles and factories has turned the city into a gas chamber. It affects the eyes and give rise to many respiratory diseases. The contaminated water, discharged from various industries, causes water pollution. People use loud speakers and D.J. for various purposes i.e, the kirtan, jagarata, bhajans etc. which harm people's ears. The refuse from houses and hospitals is dumped in the open spaces in the cities. These are major causes of pollution. Our government and some social organisations are taking steps to solve the problem. Even then, a lot more needs to be done in this direction.

7. Poverty

India is an over-populated country. We are a nation of over 125 crores of people. The population explosion is a major reason of poverty. The over population hampers all development and planning. Another reason for poverty is illiteracy. More than 40% of India's population is illiterate. Our Government has taken some

stern steps for the upliftment of the poor. But no adequate help is sought to provide relief from poverty. It is all because of insufficient aid and corrupt officials. The poor man is suffering because of inadequate approach to get the aid for his upliftment. Poverty is a curse. I dream of my country to be free from poverty. This can only be possible when our political power will make some selfless efforts in the direction to remove poverty from the country.

8. My Country

I am an Indian. It is a matter of great shame that our nation remained a slave for about 400 years. More than half of the world's illiterates, religious blinds and lepers live in India. I dream of a modern India, free from poverty. I dream of a India which is free from diseases and unhealthiness. I want my countrymen to live in peace and make them free from superstitions. I want my country to be a leading nuclear power in the world. I dream of my country's economy to compete with the economy of most advanced countries of the world. I love my country, its people, climate and culture. I am proud of my country.

Essays

1. Republic Day

The Republic Day is celebrated on 26th January each year. On this day, our constitution came into effect and the country became a Sovereign Socialist Democratic Republic. It is the day when we achieved, our complete independence, it is, therefore, a remarkable day in the Indian history. The day is celebrated with great joy. Our national flag is hoisted in every school and institution. All government and private organisations observe a holiday. In Delhi, the capital of India, our President takes the salute from the soldiers. They carry out march past before the President of India and other foreign guests, V. I. P.'s and on lookers. It is really very exciting day for all Indians.

2. My Computer

Computer is a wonderful gift of Science. It works very fast. I can do many things with the help of it. I can listen music on computer. I can

watch movies. I can solve sums and get the latest news. I can play games and send messages. Computer has many parts. I learnt computer operation from my uncle. It consists of various parts, such as the monitor which looks like a T.V. screen. The other parts are key board, CPU, mouse etc. The keyboard has many buttons and works like a typewriter. The CPU is the brain of computer which stores data and solves problems. Computer is used everywhere- in schools, banks, for entertainment and in the hospitals. It is also used in railways and for airline reservation.

3. My Mother

My mother's name is Mrs. Sushma. She is 45 years old. She is a house wife. She is a graduate woman. She is a very kind-hearted woman. She is very beautiful. She owns a pleasant personality. She always wears colour- coordinated dress. She is very strict and keeps her physique well maintained. She gets up early in the morning. She cleans the house nicely. She prepares food for me. She washes clothes and make them ready to wear next day. She also helps me in completing my home work. She is the most caring and loving person for me. She speaks softly and behaves courteously. I love my mother. She is my ideal. She sometimes feels bored out of loneliness. She keeps herself busy in watching T.V. or reading magazines. My sister and myself come back home from school at 2 pm. My father comes back from office at 6 pm. We have our evening tea together at 6pm. We take our dinner at 8pm. Mother cooks the dinner and arranges the dishes on the dinning table. After that, we sit in the drawing room and enjoy watching T.V. programmes. We talk about school and friends. She loves us very much.

4. Children's Day

Children's day is celebrated on 14th November. It is the birthday of our beloved leader Pandit Jawaharlal Nehru. He was the first Prime Minister of India. He was a great man. He loved children very much. The nation's future depends on the children. They are the nation builders. Children called him Chacha Nehru. We celebrate Children's Day in memory of Pt. Jawaharlal Nehru. On this day,

children in schools take part in various events, such as debates and speeches on the life of Jawaharlal Nehru. Many types of sports events are organised in schools in which children take part. The prizes are given to the sports winners. The toffees and sweets are also distributed among the children. Indeed it is a glorious day for children.

5. My Birthday

I am nine years old. My birthday falls on 15th January. I celebrate my birthday every year. On my birthday my mother and my father wish me a happy birthday early in the morning. On my birthday, I carry sweet, toffees and biscuits to my school. I distribute them among all my classmates and my friends. The class teacher wishes me a happy birthday. All my classmates also wish me lovingly. I feel it is a moment of great pleasure and happiness. In the evening, my house and my room are decorated with balloons and the decorative materials. I put on a fine new dress. A birthday cake is kept on the table in our drawing hall. All neighbours, aunts and uncles and their children are invited to participate on the eve of the day. I cut the cake with great pleasure. My family members and others who are invited wish me a happy birthday and bless me. I feed a piece of cake to my mom and father. The cake is also distributed among all who are present there.

6. My Teacher

The name of my teacher is Mrs. Anjali Sharma. She teaches me English. She is my class teacher also. She is 40 years old. She is very tall and owns an impressive personality. She is smart and active. She is very wise and excels in teaching. She draws the attention of the students while teaching her subject. She never likes to punish a student. She pays full attention to every student's progress. Though I like all the teachers but the teacher I like the most is Mrs. Anjali Sharma. She speaks very softly. She behaves nicely and courteously. She believes in simple living and high thinking. She is good natured. She is my ideal. I honor and respect her very much.

7. My Best Friend

Everyone needs a friend. A friend plays an important role in one's life. A true friend is one who stands with you in sorrows and happiness. I like all the children who are in my class. I also exchange and share my views with them. But one of the students among them draws my special attraction. He bears an extra ordinary character. I call him to be my best friend. His name is Rohan Singh. He gets good marks in the examination. He manages his time properly to study and play games. He is a brilliant student and is liked by all the teachers. He also takes part in cultural activities. Apart from all this, he is fond of cricket. He is a good batsman. He is the captain of the school cricket team. Our school's cricket team has won many school level championship trophies under his captaincy. He is a boy of helping nature. He is very helpful to me. He always hears patiently about my difficulties and helps me to overcome them. He shares all his views with me. He always encourages me. He always leads me to a right and progressive path. I follow his advice. I like him very much. I am proud of him.

8. My Family

There was a time in India when families used to be very large. Each family was headed by the eldest member of the family. The family with the largest number of members was thought to be the strongest family. The trend has changed now. People live in cities now. There are small houses. They don't have enough space to accommodate large number of members of the family, so the families have shortened. There are only four members in my family. My mother and father, my sister and myself. Our house is also well enough to accommodate my family. There is complete peace in the family. We all love and help each other. We all take care of each other. We also share household duties. My sister and I help my parents. My mother lives alone when we leave for school and my father goes to his office. My family is an ideal family.