Key to
An Easy Approach to
GRAMMAR
and
COMPOSITION

PROGRESS PUBLISHERS
KRISHNA NAGAR, DELHI - 110051
FAX : 011-22091791; EMAIL : progress.india@vsnl.com
1. SOUNDS AND LETTERS

A. Complete each sentence:
1. The English alphabet has **twenty six** letters in all.
2. Vowels can **sound** on their own. They are **five** in all.
3. Non-vowels **cannot** sound on their own. They are **twenty one** in all.

B. Ring the vowels:

```plaintext
  c  b  i  l  a  n  z  o  r
  e  y  q  t  x  u  s  p  d
```

2. LONG SOUND OF A

A. Write six words ending in **ace**:
   ace       pace       face       mace       race       lace

B. Now write under each picture the right word for it:
lace       mace       race

C. Write six words ending in **age**:
cage       sage       page       wage       rage       stage

D. Now write under each picture the right word for it:
cage       sage       page

E. Write six words ending in **ane**:
   pane       mane       plane       cane       lane       sane

F. Now write under each picture the right word for it:
   pane       mane       plane

G. Write six words ending in **ate**:
date       late       gate       plate       slate       hate

H. Write six words ending in **ame**:
game       tame       shame       name       frame       came
3. LONG SOUND OF E

A. Write five words ending in e with its long vowel sound:
   he      she      we      thee      knee

B. Now write under each picture the right word for it:
   me      he
   we      she

4. LONG SOUND OF I

A. Write four words ending in ice:
   mice      rice      ice      thrice/twice

B. Now write under each picture the right word for it:
   mice      rice      ice

C. Write four words ending in ile:
   file      mile      tile      pile

D. Now write under each picture the right word for it:
   file      mile      pile

E. Write six words ending in ine:
   mine      shine      nine      line      dine      pine

F. Now write under each picture the right word for it:
   line      nine      dine

5. LONG SOUND OF O

A. Write under each picture the right word for it:
   dome      rope      hole
   phone      rose      sole

B. Use each of the above words in your own sentences:
   1. The dome has a flag on it.
   2. Tie the sticks with the rope.
   3. There is a hole in the wall.
4. I have a phone in my house.
5. I like rose flower.
6. My shoe has a sole.

C. Write two words ending in one and two ending in ote:
phone    bone    note    vote

D. Write two words ending in ole and two ending in ose:
pole    sole    rose    nose

E. Write two words ending in ome and two ending in ope:
home    dome    rope    hope

6. LONG SOUND OF U

A. Write under each picture the right word for it:
tube    flute    cube
jute    mule    ludo

B. Use each of the above words in your own sentences:
1. There is paste in the tube.
2. I like to play the flute.
3. A cube has six sides.
4. Jute is used for making gunny bags.
5. The mule carries loads.
6. I like to play ludo.

C. Write two words ending in ube and two ending in udo:
tube    cube    ludo    judo

D. Write two words ending in uel and two ending in ute:
fuel    duel    flute    jute

E. Write four other words with long sound of u:
duty    cute    beauty    cruel
7. LETTERS WITH TWO SOUNDS

A. How many sounds of c are there? [two]

B. Look at each picture. Write the word for it. Also write the sound of g, s, y and u.

<table>
<thead>
<tr>
<th>Word</th>
<th>Sound of g</th>
<th>Sound of s</th>
<th>Sound of y</th>
<th>Sound of u</th>
</tr>
</thead>
<tbody>
<tr>
<td>giraffe</td>
<td>as J</td>
<td>as Z</td>
<td>as I</td>
<td>as Y</td>
</tr>
<tr>
<td>goose</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>cry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>utensils</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. NAMING WORDS

A. Look at the following pictures and name them:

<table>
<thead>
<tr>
<th>Word</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>school</td>
<td>child</td>
<td>car</td>
<td>woman</td>
<td></td>
</tr>
<tr>
<td>lion</td>
<td>church</td>
<td>parrot</td>
<td>chair</td>
<td></td>
</tr>
</tbody>
</table>

B. Write five nouns naming persons:

<table>
<thead>
<tr>
<th>Word</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>boy</td>
<td>girl</td>
<td>man</td>
<td>woman</td>
<td></td>
</tr>
<tr>
<td>baby</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Write five nouns naming animals:

<table>
<thead>
<tr>
<th>Word</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>lion</td>
<td>fish</td>
<td>deer</td>
<td>camel</td>
<td></td>
</tr>
<tr>
<td>parrot</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. Write five nouns naming places:

<table>
<thead>
<tr>
<th>Word</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>house</td>
<td>school</td>
<td>park</td>
<td>classroom</td>
<td></td>
</tr>
<tr>
<td>office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. Write five nouns naming things:

<table>
<thead>
<tr>
<th>Word</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>chair</td>
<td>table</td>
<td>watch</td>
<td>fan</td>
<td>television</td>
</tr>
</tbody>
</table>

F. What are nouns?
The names of persons, animals, places, or things are called nouns.

10. MY, OUR, YOUR

A. Choose the correct word and write it in the blank:

- It is my big balloon.
- This is your reader book.
- These are my shoes.
- Those are our bats.
- He is my father.
- This is your black pencil.
11. HIS, HER, ITS, THEIR

A. Choose the correct word and write it in the blank :

Its fur is very soft.
It is her white dog.
His cap is red.
Those are their caps.
She is her friend.
He is their father.

12. DOING WORDS

A. Write the correct doing word in each blank :

1. We eat with spoons.
2. We walk with our legs.
3. We smell with our nose.
4. We see with our eyes.
5. We hear with our ears.
6. I write with my pen.
7. Fish swim in the sea.
8. We run on our feet.
9. The horses run very fast.
10. We play in the park.

B. Sort out the doing word. Write it in the blank :

1. Teachers like her. like
2. Rivers flow. flow
3. Stars twinkle. twinkle
4. Babies cry. cry
5. Birds fly. fly
6. Fish swim. swim
7. Pencils draw. draw
8. Dogs bark. bark
9. Teachers teach. teach
10. Trees grow. grow
13. DESCRIBING WORDS

A. Choose the *describing word* and write it in the blank:

<table>
<thead>
<tr>
<th>fat</th>
<th>long</th>
<th>blue</th>
<th>old</th>
</tr>
</thead>
<tbody>
<tr>
<td>new</td>
<td>tall</td>
<td>poor</td>
<td></td>
</tr>
</tbody>
</table>

14. COUNTABLES

A. Fill up each blank:

<table>
<thead>
<tr>
<th>Singular</th>
<th>Plural</th>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>sister</td>
<td>sisters</td>
<td>foot</td>
<td>feet</td>
</tr>
<tr>
<td>hand</td>
<td>hands</td>
<td>teacher</td>
<td>teachers</td>
</tr>
<tr>
<td>pupil</td>
<td>pupils</td>
<td>woman</td>
<td>women</td>
</tr>
<tr>
<td>friend</td>
<td>friends</td>
<td>pencil</td>
<td>pencils</td>
</tr>
<tr>
<td>man</td>
<td>men</td>
<td>box</td>
<td>boxes</td>
</tr>
<tr>
<td>baby</td>
<td>babies</td>
<td>mouse</td>
<td>mice</td>
</tr>
<tr>
<td>orange</td>
<td>oranges</td>
<td>day</td>
<td>days</td>
</tr>
<tr>
<td>tooth</td>
<td>teeth</td>
<td>fly</td>
<td>flies</td>
</tr>
<tr>
<td>child</td>
<td>children</td>
<td>shelf</td>
<td>shelves</td>
</tr>
<tr>
<td>watch</td>
<td>watches</td>
<td>kite</td>
<td>kites</td>
</tr>
<tr>
<td>glass</td>
<td>glasses</td>
<td>goose</td>
<td>geese</td>
</tr>
<tr>
<td>leaf</td>
<td>leaves</td>
<td>balloon</td>
<td>balloons</td>
</tr>
</tbody>
</table>

B. Strike off the wrong word in bold type:

1. I have a *sister*.
2. Each of us has two *feet*.
3. Our class has twenty *pupils*.
4. Shut all the *doors* and *windows*.
5. How many *brothers* have you ?
6. This *box* is very heavy.
7. There are five *men* in the room.
8. These *knives* are not sharp.
15. UNCOUNTABLES

A. Here are pictures showing six things. Three of them are countable and three are uncountable. Write each name in its column:

<table>
<thead>
<tr>
<th>Countable</th>
<th>Uncountable</th>
</tr>
</thead>
<tbody>
<tr>
<td>pen</td>
<td>jam</td>
</tr>
<tr>
<td>water</td>
<td>book</td>
</tr>
</tbody>
</table>

B. Find out the uncountable in each sentence and write it in the blank:

1. There is some sugar in the sugar-pot. sugar
2. The milkman brings us milk daily. milk
3. I eat bread with butter for breakfast. butter
4. Rice is boiled before it is eaten. rice
5. How often do you take tea every day? tea
6. Cows and goats feed on green grass. grass
7. Children often make much noise. noise
8. We breathe air in and out all the time. air
9. Apply oil to your hair. It is dry. oil

16. MALES AND FEMALES

A. Write Male or Female under each picture:

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>female</td>
<td>male</td>
</tr>
<tr>
<td>male</td>
<td>female</td>
</tr>
</tbody>
</table>

B. Write the correct word in each blank:

<table>
<thead>
<tr>
<th>Husband</th>
<th>Wife</th>
<th>Uncle</th>
<th>Aunt</th>
</tr>
</thead>
<tbody>
<tr>
<td>boy</td>
<td>girl</td>
<td>dad</td>
<td>mummy</td>
</tr>
<tr>
<td>uncle</td>
<td>aunt</td>
<td>son</td>
<td>daughter</td>
</tr>
<tr>
<td>son</td>
<td>daughter</td>
<td>husband</td>
<td>wife</td>
</tr>
<tr>
<td>ram</td>
<td>ewe</td>
<td>she-buffalo</td>
<td>she-buffalo</td>
</tr>
<tr>
<td>he-buffalo</td>
<td>he-buffalo</td>
<td>he-buffalo</td>
<td>he-buffalo</td>
</tr>
<tr>
<td>cock</td>
<td>hen</td>
<td>servant</td>
<td>maid</td>
</tr>
<tr>
<td>horse</td>
<td>mare</td>
<td>drake</td>
<td>duck</td>
</tr>
</tbody>
</table>
17. HABITS

A. Choose the correct word to complete each sentence:

I am a boy.
I *rise* early in the morning.
You are a girl.
You *rise* late in the morning.

Sangeeta is my sister.
She *sings* very sweetly.
She also *dances* very well.
We all *like* her very much.

We are players.
We *play* in the ground daily.
They are old men.
They *walk* in the park every day.

The baby is in bed.
It *cries* when it is hungry.
Mother *loves* the baby.

18. FACTS

A. Look at each picture and write the correct verb in each blank:

Here *is* a plant.
Plants *grow* from seeds.
They *need* soil to grow.
They also *need* water to grow.

Here *is* a cock.
It *lives* in a coop.
It *crows* early in the morning.
The farmer *likes* it very much.

Here *is* a frog.
It *lives* in water.
It *has* a long tongue.
It *eats* small insects.

He *is* a postman.
He *is* a useful person.
He *works* in a post-office.
He *delivers* us our letters.

Here *is* a lion.
It *is* the king of animals.
It *lives* in a den.
It *roars* loudly.

Here *is* a bee.
It *sucks* honey from flowers.
It *brings* honey to its hive.
We *get* honey from the hive.
19. AT WHAT PLACE?

A. Choose the right word to complete each sentence:

She wants to go outside the house.
The tiger is inside the cage.
Here is my kite.
Look up at the sky.
Water is flowing down the slope.
The aeroplane is flying above the clouds.
Here comes a train.
Seeing me, the pup ran away.

20. AT WHAT TIME?

A. Choose the right word to complete each sentence.

It was Sunday yesterday.
It is Monday today.
It will be Tuesday tomorrow.
We shall go to see the movie tonight.
We will go shopping on Sunday.
Mummy wakes me up early.
Mohan never goes to bed late.
We were playing with a ball then.

21. IN WHAT WAY?

A. Look at each picture and write the correct word in each blank:

We do our homework silently.
Lion roars loudly.
The child is sleeping soundly.
The children sing sweetly.
The carpenter works very hard.
The car runs very fast.
Stars shine brightly.
The elephant walks slowly.
22. **IN, ON, UNDER, OVER...**

**A. Look at each picture and fill up each blank:**

Here is a road.
A car is *on* the road.
The driver is *in* the car.
A cycle is *behind* the car.

There is a table.
An ink-pot is *on* the table.
There is a pen *in* the ink-pot.

Here is a girl.
She is coming *from* school.
The sun is *over* her head.

Ajay has an apple *in* his hand.
He has a knife too *in* his hand.
He is cutting the apple *with* the knife.

Here is a boy.
He has a book *in* his hand.
He is going *to* school.

John is standing at a dairy.
He has a bottle *in* his hand.
He is getting milk *from* the dairy.

Mary is a sweet girl.
She has two brothers.
She is standing *with* them.

Here is a cage.
It has two parrots *in* it.
We are looking *at* the parrots.
23. PRESENT — PAST

A. Write the past form of:

<table>
<thead>
<tr>
<th>Verb</th>
<th>Past Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>bring</td>
<td>brought</td>
</tr>
<tr>
<td>drink</td>
<td>drank</td>
</tr>
<tr>
<td>eat</td>
<td>ate</td>
</tr>
<tr>
<td>run</td>
<td>ran</td>
</tr>
<tr>
<td>sit</td>
<td>sat</td>
</tr>
<tr>
<td>do</td>
<td>did</td>
</tr>
<tr>
<td>sing</td>
<td>sang</td>
</tr>
<tr>
<td>sell</td>
<td>sold</td>
</tr>
<tr>
<td>stand</td>
<td>stood</td>
</tr>
<tr>
<td>draw</td>
<td>drew</td>
</tr>
</tbody>
</table>

B. Write the present form of:

<table>
<thead>
<tr>
<th>Verb</th>
<th>Present Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>taught</td>
<td>teach</td>
</tr>
<tr>
<td>laid</td>
<td>lay</td>
</tr>
<tr>
<td>wrote</td>
<td>write</td>
</tr>
<tr>
<td>slept</td>
<td>sleep</td>
</tr>
<tr>
<td>bought</td>
<td>buy</td>
</tr>
<tr>
<td>thought</td>
<td>think</td>
</tr>
<tr>
<td>wrote</td>
<td>write</td>
</tr>
<tr>
<td>began</td>
<td>begin</td>
</tr>
<tr>
<td>went</td>
<td>go</td>
</tr>
<tr>
<td>shut</td>
<td>shut</td>
</tr>
</tbody>
</table>

C. Change each sentence into simple past tense:

1. Sunita sang a song.
2. The peon rang the bell.
3. We played in the park.
4. The maid swept the floor.
5. The cock crowed at 4.00 a.m.
6. I read a fine story.
7. You did your homework.
8. They looked at the blackboard.
9. The baby slept soundly.
10. The dog barked loudly.

26. ESSAY WRITING

1. THE ELEPHANT

A. Fill up each blank to complete the sentence:

1. The elephant is a big animal.
2. It lives in dense forest.
3. It is the **largest** land animal.
4. It has a thick **skin** brown in colour.
5. It has a long **trunk**. It catches things with it.
6. It has four strong **legs**. They look like pillars.
7. It has two big **ears**. They look like fans.
8. It has two **tusks**. They are white and pointed.
9. The elephant is a plant-eating animal. It loves to eat **leaves**.
10. It is used for rides and for carrying heavy **loads**.
11. Kings and **Queens** used to ride elephants.
12. Elephants were also used in **war** by soldiers.
13. The elephant is a very **useful** animal indeed.

**2. ROVER, MY DOG**

**B. Fill up each blank to complete the sentence :**

1. I have a small dog as my **pet**.
2. I call it **Rover** out of love.
3. It has a thick white **fur** all over its body.
4. It has a bushy **tale** that is curved.
5. It eats **bread** and drinks **milk**. It loves to eat **meat** also.
6. I take it for a **walk** in the morning and in the evening.
7. I got it from my friend when it was just a little **pup**.
8. It is two years **old**. It is a full-grown dog **today**.
9. Rover is my best **friend**. I play with it and it gives me **cheer**.
10. It keeps good watch of our house at **night**.
11. Rover is very faithful. It keeps **thieves** away.
12. I love Rover very much and it also **loves** me.
13. We keep it chained so that it may not bite **others**.
14. It barks at **strangers** if they come near our house.
15. Rover is my best friend and **I love him very much**.

**A. Write five sentences on Mahatma Gandhi :**

1. Mahatma Gandhi is the Father of the Nation.
2. He was born on 2nd October 1869.
3. Under his leadership India got freedom.
4. He had a deep faith in God.
5. He had a simple living.

B. Write ten sentences on Your School:

1. A school is a temple of learning.
2. Our school has a beautiful garden.
3. Our school building is very big.
4. Our school has a large playground.
5. We have many classrooms.
6. Our class rooms are very neat and clean.
7. We have a good computer lab.
8. Our teachers are very loving.
9. School arranges different activities like games and functions.
10. I like my school very much.

27. STORY WRITING

1. THE LION AND THE MOUSE

A. Fill up each blank to complete the sentence.

1. Once there was a lion. He was sleeping under a tree.
2. Suddenly a mouse came there. It saw the sleeping lion.
3. The mouse thought of a fun. It jumped on the lion's body.
4. The lion woke up and felt very angry.
5. It caught the mouse in its paw and got ready to eat it.
6. The mouse trembled out of fear and prayed for mercy.
7. The mouse said, "Free me, sir. I may help you some day."
8. The lion smiled and let the tiny mouse free.
9. The mouse ran away as fast as it could.
10. After some days, the lion was caught in a net.
11. It tried hard to get out but it could not succeed.
12. The lion roared loudly in anger. The mouse heard his voice.
13. The mouse came out of its hole and saw the lion.
14. It nibbled the cords of the net and set the lion free.
15. The lion was very happy. He thanked the mouse.

B. Rewrite these sentences to make the story.

Once there was a lion. He was sleeping under a tree. Suddenly a mouse came there. It saw the sleeping lion. The mouse thought of a fun. It jumped on the lion's body. The lion woke up and felt very angry. It caught the mouse in its paw and got ready to eat it. The mouse trembled out of fear and prayed for mercy. The mouse said, "Free me, sir. I may help you some day." The lion smiled and let the tiny mouse free. The mouse ran away as fast as it could. After some days, the lion was caught in a net. It tried hard to get out but it could not succeed. The lion roared loudly in anger. The mouse heard his voice. The mouse came out of its hole and saw the lion. It nibbled the cords of the net and set the lion free. The lion was very happy. He thanked the mouse.

2. THE FOX AND THE CROW

A. Write the above sentences in the right order to make the story:

Once a crow was very hungry. It came to a butcher's shop and stole a piece of meat. It flew out of the town for a lonely place and sat on a tree. Suddenly a fox came there. He saw the meat in the crow's beak.

The fox said to the crow, "Good morning, Mr. Crow. I know you sing very well. Sing me a song."

The crow was a fool. It opened its beak to sing a song. The piece of meat fell down. The fox gulped it at once. The crow felt very sad for its folly.
29. COMPREHENSION

A. Read the passage and tick the correct answer:

1. What was the name of the girl?
   - Mary

2. Where did the girl live?
   - in a hut

3. What was there near the hut?
   - a garden

4. Which plants were there in the garden?
   - carrots and cabbages

5. What did the rabbit do?
   - ate up carrots and cabbages

6. How did Mary feel?
   - very sad