

ASKING FOR AND GIVING ADVICES

Giving advice refers to when we tell other people what we think could help them.

The most common way to give advice is by using the modal verb '**should**'.

There are also other forms including, '**ought to**' and '**had better**' which are more formal.

You can also use *the second conditional* to give advice.

There are a number of formulas used when giving advice in English.

Here are some of the most common:

Advice Construction	
Formula	Verb Form
<i>I don't think you should work hard.</i>	Use ' <i>I don't think you should</i> ' the base form of the verb in a statement.
<i>You ought to work less.</i>	Use ' <i>You ought to</i> ' the base form of the verb in a statement.
<i>You ought not to work so hard.</i>	Use ' <i>You ought not to</i> ' the base form of the verb in a statement.
<i>If I were you/If I were in your position/If I were in your shoes, I wouldn't work so hard.</i>	Use ' <i>If I were</i> ' ' <i>you</i> ' OR ' <i>in your position</i> ' OR ' <i>your shoes</i> ' ' <i>I wouldn't</i> ' OR ' <i>I would</i> ' base form of the verb in a statement (A form of the conditional 2).
<i>You had better work less.</i>	Use ' <i>You had better</i> ' (you'd better) the base form of the verb in a statement.
<i>You shouldn't OR You should work less.</i>	Use ' <i>You should</i> ' OR ' <i>You shouldn't</i> ' the base form of the verb in a statement.
<i>Whatever you do, don't work so hard.</i>	Use ' <i>Whatever you do</i> ' the imperative.

Asking for advice:

I've got a bad toothache.

What do you suggest?

What do you advise me to do?

What should I do?

What ought I to do?

What's your advice?

If you were me what would you do?

Giving advice:

If I were you, I would go to the dentist.

Why don't you go to the dentist?

You'd better brush your teeth regularly.

You ought to/should avoid eating sweets.

If you take my advice, you'll go to the dentist.

It might be a good idea to brush your teeth on a regular basis.

I advise you to brush your teeth on a regular basis.

Have you thought about seeing a dentist?

Declining to give advice (Refuse)

I don't know what to advise, I'm afraid.

I wish I could suggest something, but I can't.

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

I wish I could help.

I'm afraid I can't really help you.

Things to remember about asking for and giving advice:

1. "**Advise**" is a verb.

Example:

"I advise you to learn English. You will undoubtedly need it in your higher studies"

2. "**Advice**" is a noun.

Example:

"My father gave me this piece of advice when I was young: never give up"

3. "**Ought to**" has nearly the same meaning as "**should**".

The only difference is that "**ought to**" refers to *a moral or external obligation* but **should** is more of an advice.

Example:

"You ought to stop smoking."

"You should stop smoking."

4. "**You'd better**" is the short form of "you had better"

Example

"You had better see the doctor"

Practice Questions

Choose the alternative that best answers each question

- _____ always look both ways before you cross a street.
A. You should to B. You are should C. You should D. should
- They _____ very much noise. The girl is asleep.
A. Shouldn't make B. Shouldn't making C. Should make D. Should to make
- Linda is working on her homework, but she finds some difficult questions. What will you suggest her?
A. I think you should stop studying.
B. maybe you can sleep now.
C. What if you drink to refresh yourself?
D. what about going to your friend's house to study together?
- A: I am so hungry.
B: _____
A. I think you should take a rest. C. Calm down! You should be more relaxed.
B. You ought to read it more carefully. D. What about going to a restaurant?
- A: I have got bad mark in English test.
B: _____
A. You should study hard C. you have to go home
B. you may ask to your teacher D. you should buy some English book
- Cheru is having cold. Doctor's advice below is correct, except...
A. You should take a bed rest
B. I suggest you to eat chicken soup
C. I advise you to eat ice cream more
D. My advice is to wear mask outside, to protect yourself and other people.
- I have toothache. What should I do? The suggestion is proper, except...
A. If I were you, I would go to the dentist.
B. Why don't you go to the dentist?
C. I would suggest to take pain killer pills. Maybe it will help?
D. I'm sorry I never had toothache.

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

8. What advice will you give if your friend failed the exam?
A. It doesn't matter
B. I advise you to learn harder and smarter. I can help you with that.
C. I advise you to just forget about it.
D. What exam?
9. I want to have a healthier lifestyle. What should I do?
A. Don't do it. C. I don't like eating vegetables.
B. You should sleep better, eat healthier and do workout. D. Just do it.
10. A: _____
B: It might be a good idea to take train.
A. I hate taking train. C. What transportation would you recommend?
B. Why should I do it? D. I think train is fine.
11. A: _____
B: I suggest you to go home earlier.
A. What should I do? C. I hate suggestions.
B. Tell me if what I do is wrong. D. I want to go home.
12. Doctor: _____ smoking if you don't want to get sick.
Patient: Yes sir, I will try.
A. what if you stop B. you should stop C. how about D. maybe you can stop

EXPRESSING PURPOSES

A purpose (might mean objective, intention, or goal) is anything a person intends to do or achieve in the future.

There are many ways people can express purpose in English.

Below, there three different ways to express purpose.

1) For

For is always followed by a **noun or a gerund** (verb + ing)

Examples:

- I stopped there for a chat.
- This mop is for cleaning the floor.
- I work hard for success
- I travel a lot for amusing myself.

2) To/so as to/in order to

To, so as to, and in order to are always followed by a verb (infinitive)

Examples:

- I went to the post office to/so as to/in order to buy some stamps.
- I'm going to Addis in to/so as to/in order to visit my family.
- She prepared well to/so as to/in order to get a good grade.
- He is looking for a part time job to/so as to/in order to save some pocket money.
- She wakes up early in to/so as to/in order to be on time to work.
- They visited him to/so as to/in order to offer their condolences for the death of his wife.
- Bob studies hard so as to/so as to/in order to get a good job.
- I practice sports every day to/so as to/in order to have a fit body.

3) So that/In order that

So that and in order that are always followed by a subject + modal + verb (infinitive)

Examples:

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

- He turned down the music so that he wouldn't disturb the neighbors.
- He got a visa so thathe can travel to the USA.
- He decided to stay in England for a while so thathe could practice his English.
- I am saving money so thatI can buy a new car.
- I read many short stories so thatI can learn many vocabularies.
- She spends a lot of money on herself in order that she can look beautiful.

In order not to/so as not to

You can use / **in order not to** and **so as not to**/ to express purpose in the negative form.

Examples:

- They woke up early in order not to be late.
- She exercises regularly so as not to get fat.
- He helped the new policewoman so as not to fail in her first mission.
- I am leaving now so as not to be late.
- They study hard so as not to fail.
- She practices sports so as not to be fat.
- I write every day in order not to be a bad writer.

More Examples of expressing purpose in English:

- She saves a lot of money so as to buy what she needs.
- They help my classmates understand lessons in order to learn
- I run 2 miles to reduce cholesterol in my blood.
- They educate their children so thatthey could get a good job.
- She studies languages for communication.
- Do these assignments in order thatyou learn the rules very fast.

Practice Questions

Choose the alternative that best answers each question

1. I exercised daily _____ gain more weight.
A. in order not to B. to not C. to D. so that
2. Netsanet switched on the TV _____ she can watch her favorite cartoon.
A. so as to B. for C. so that D. in order to
3. Kebede went to the school _____ a parents' meeting.
A. so as to B. for C. to D. in order to
4. Emma quitted Medicine University _____ becoming an artist.
A. in order to B. so that C. for D. to
5. John traveled to Italy _____ study Italian.
A. so that B. so as to C. so as not to D. for
6. Jambo cleaned the house _____ please his girlfriend.
A. to B. so as C. in order not to D. for
7. The police questioned the witnesses _____ unjustly judge the accused.
A. in order to B. so as to C. to D. in order not to
8. Azeb went to the beauty salon _____ getting a hair cut.
A. so as not to B. for C. so that D. to
9. Rebecca played tennis many years _____ to become a good tennis player.
A. so as to B. for C. so as not to D. to
10. Angela bought a turkey _____ prepare a Thanks giving Day meal.
A. so that B. to not C. to D. for

RELATIVE PRONOUNS & CLAUSES

<i>Relative Pronoun</i>	<i>Function</i>
<i>WHO</i>	• Relates to people (subject)
<i>WHOM</i>	• Relates to people (object)
<i>WHICH</i>	• Relates to animals and objects
<i>THAT</i>	• Relates to people, animals and things
<i>WHOSE</i>	• Relates to people (subject)
<i>WHERE</i>	• Refers to possession
<i>WHEN</i>	• Refers to times
<i>WHY</i>	• Refers to reason
<i>WHAT</i>	• Refers to things

RELATIVE CLAUSE

Relative clauses begin with relative pronouns such as *who, whom, which, that, whose, of which, where* etc.

They tell us more about people and things:

describe the preceding noun

add extra information

Example:

The book is about a **girl** *who falls in love with Tom.*

Ato Kebede, *who is 76,* has just retired.

This is the house *which Bona built.*

Marie Curie is the woman *that discovered radium.*

Types of Relative Clause

There are two kinds of relative clauses

1. Defining Relative clause

This describes the preceding noun in such a way so as to distinguish it from other nouns of the same class.

A clause of this kind is essential to the clear understanding of the noun.

There is no comma between the noun and the defining relative clause.

“***That*** can be used with this clause.

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

It is used to make clear which person or thing we are talking about:

Examples

I meet someone who said he knew you

The girls who serve in this shop are the owner's daughters

The man who robbed you has been arrested (**subject, person**)

The man who/whom/that I saw told me to come back today (**Object, person**)

The woman whose son I helped was very happy (**possessive**)

This is the picture which/that causes impression (**subject, thing**)

Marie Curie is the woman who discovered radium .

This is the house which Birehanu built.

In this kind of relative clause, we can use **that** instead of **who or which**.

Examples

Marie Curie is the woman that discovered radium.

This is the house that Birehanu built.

We can leave out the pronoun if it is the object of the relative clause:

Examples

This is the house that Birehanu built. (**that** is the object of built)

Be careful!

The relative pronoun is the subject/object of the relative clause, so we do not repeat the subject/object:

Examples

Marie Curie is the woman who she discovered radium.
(*who* is the subject of discovered, so we don't need *she*)
This is the house that Jack built it.
(*that* is the object of built , so we don't need *it*)

2. Non-defining Relative Clause

These clauses are placed after nouns which are definite already.

They simply add extra information. i.e.

They are not essential in the sentence

They are separated by comma.

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

“that” cannot be used with this clause

Example

Kenenisa, who is Ethiopian athlete, won the marathon race.

I invited **Ali**, who is my neighbor.

These **books**, which you can get at any shop, are valuable.

Ato Kebede, who is 76, has just retired.

We had fish and chips, which I always enjoy.

I met Marta in town yesterday, which was a nice surprise.

Be careful!

In this kind of relative clause, we cannot use that:

Examples

Ato Kebede, who is 76, has just retired.

(NOT Ato Kebede, that is 76, has just retired.)

In this kind of relative clause, we cannot leave out the pronoun:

Examples

We had fish and chips, which I always enjoy.

(NOT We had fish and chips, I always enjoy.)

Whose and Whom

We use *whose* as the possessive form of *who*:

Examples

This is Adem, whose brother went to school with me .

We sometimes use *whom* as the object of a verb or preposition:

Examples

This is Adem, whom you met at our house last year. (Whom the object is of met)

This is Adem's brother, with whom I went to school. (Whom is the object of with)

Relative pronouns with prepositions

Who(m) or Which

When *who(m) or which* have a preposition, the preposition can come at the beginning or end of the clause:

Examples

I had an uncle in Germany, from who (m) I inherited a bit of money.

I had an uncle in Germany, who (m) I inherited a bit of money from.

We bought a chainsaw, with which we cut up all the wood.

We bought a chainsaw, which we cut all the wood up with.

But when **that** has a preposition, the preposition always comes at the end:

Examples

I didn't know the uncle that I inherited the money from.

We can't find the chainsaw that we cut all the wood up with.

when and where

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

We can use *when* with times and *where* with places to make it clear which time or place we are talking about:

Examples

England won the World Cup in 1966. It was the year when we got married.

I remember my twentieth birthday. It was the day when the tsunami happened.

Do you remember the place where we caught the train?

We can leave out when:

England won the World Cup in 1966. It was the year we got married.

I remember my twentieth birthday. It was the day the tsunami happened.

We often use quantifiers and numbers with relative pronouns:

all of which/whom

most of which/whom

many of which/whom

lots of which/whom

a few of which/whom

none of which/whom

one of which/whom

two of which/whom etc.

Examples

She has three brothers, two of whom are in the army.

I read three books last week, one of which I really enjoyed.

There were some good programmes on the radio, none of which I listened to.

Practice Questions

Choose the alternative that best answers each question

1. My brother, _____ lives in Boston, is an accountant.
A) whose B) Who C) that D) which
2. I work for a company _____ exports clothing.
A) that B) which C) who D) A and B
3. She went to a school _____ they studied all subjects in English.
A) where B) whose C) which D) that
4. The house he bought, _____ is in central London, is really beautiful.
A) that B) who C) which D) whom
5. I spoke to the guy _____ deals with complaints.
A) which B) who C) whose D) A and B
6. Anne, _____ sister is also a friend of mine, is going to join us for dinner.
A) Whom B) whose C) which D) that
7. We stayed in a hotel _____ had a swimming pool and a sauna.
A) where B) which C) whom D) A and B
8. My employers haven't given me my holiday pay yet, _____ really isn't fair.
A) which B) who C) Whom D) whose
9. I've got a friend _____ husband goes skydiving.
A) that B) who C) which D) whose
10. President Kennedy, _____ I really admire, was assassinated in 1963.
A) whose B) which C) that D) whom
11. Anyone _____ wants to drive a car must have his driving license.
A. who B. whom C. that D. A and C
12. My classmate knows a person _____ can paint beautiful pictures

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

- A. Who B. whom C. which D. whose
13. I have a cousin _____ can speak five languages.
A. Whose B. who C. that D. B and C
14. My friend, _____ grandfather's name is the same as mine, is here today.
A. Who B. whom C. whose D. which
15. _____ do you think will come tonight?
A. Whom B. who C. whomever D. that
16. Will the delegate from the parliament indicate _____ he wants to support?
A. Whom B. what C. that of D. which
17. Sara: I am going downtown
Helen: _____?
Sara: With my mother.
A. Whose with B. Who with C. Which with D. With who
18. These are the students from my village both of _____ study medicine.
A. Who B. that C. whom D. all

LANGUAGE OF MEETING (DISCUSSION)

Useful Phrases	
Introduction	
<i>Let's begin/start with ...</i>	<i>Let me start with...</i>
<i>Let's discuss...</i>	<i>Let's begin with....</i>
<i>We should discuss... ..</i>	<i>Let's discuss ... first.</i>
Asking for opinion	
What you think about somebody/something	Do you share my point of view?
Do you agree?	
Agreeing	
<i>I strongly agree with you.</i>	<i>You're right up to a point.</i>
<i>I couldn't agree more.</i>	<i>You could be right.</i>
<i>I share your point of view.</i>	<i>That's right.</i>
<i>I can see your point, but...</i>	<i>Exactly.</i>
<i>I agree with you.</i>	<i>I can understand ...</i>
<i>I believe ...</i>	<i>It's a fact that ...</i>
<i>I'm convinced that ...</i>	
Disagreeing	
<i>I don't agree with you.</i>	<i>I don't think so.</i>
<i>I'm of a different opinion.</i>	<i>That can't be right.</i>
<i>I'm sorry, but I have to disagree with you.</i>	<i>I don't agree at all.</i>
<i>I don't agree with you.</i>	<i>That's wrong.</i>
<i>I don't believe ...</i>	<i>It's hard to say.</i>
<i>I wouldn't say that ...</i>	
Expressing opinions	
<i>From my point of view...</i>	<i>I think...</i>
<i>To my mind...</i>	<i>I'm not sure if...</i>
<i>In fact...</i>	<i>It is said/believed/known that...</i>

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

<i>To the best of my knowledge...</i>	<i>It is obvious that...</i>
<i>The way I see it...</i>	<i>It seems (to me) that ...</i>
<i>If you ask me, ...</i>	
Asking for clarification	
<i>What do you think?</i>	<i>What do you mean?</i>
<i>What's your opinion?</i>	<i>What are your ideas?</i>
<i>Would you like to say something?</i>	<i>What are you trying to say?</i>
How to interrupt politely	
<i>I'm sorry, but ...</i>	<i>Sorry to interrupt, but ...</i>
<i>Can/May I add something?</i>	
Phrases to keep a discussion going	
<i>Let's get back to ...</i>	<i>Where were we?</i>
<i>As we just heard ...</i>	
Balancing arguments	
<i>On the one hand... and on the other hand...</i>	<i>It is said that.... However...</i>
<i>Some people say that..., others believe that...</i>	
Summing up	
<i>To sum up...</i>	<i>I can suggest the following order, ...</i>
<i>To conclude...</i>	<i>I believe the most (important) is ... and the least (significant) is ...</i>
<i>To summarize...</i>	<i>We (have) agreed on the following order...</i>
<i>Taking everything into consideration...</i>	<i>We (have) decided that number one is, number two is... and number three</i>

Practice Questions

Choose the alternative that best answers each question

- X : We'll have a long holiday next month. What are you going to do?
Y : _____
X : I hope you have a nice trip.
A. I am thinking of going to Bali C. It's not your business
B. Sorry, I can't tell you D. I don't know what to do
- A : What do you think about the film?
B : I think _____
A. I like it B. Thank you C. You forget it D. Let's go
- _____ he is polite.
A. I don't know B. I don't think C. What is your opinion? D. What do you feel?
- Ana: I think I have a headache and stomachache.
Tomy: _____
A. You must sing C. You should go playing.
B. You should see the doctor tonight. D. I must get some rest, too.
- Eric: I think our city is very hot at the moment.
Eve: I don't think so _____ our city is much cooler than other cities in this country.
A. I am thinking of B. He forget it C. In my opinion D. I know it
- Tilahum: We will have a long holiday the next semester, what are you going to do?
Beharu: _____;
Tilahun: I do hope you have a nice trip.

- A. I don't know C. I am busy.
B. I am thinking of going to Kiluan Beach. D. I don't think so
7. Idris: Look at the views. What do you think about the river?
Abdi: I think _____
A. I can do nothing. B. Yes. good C. Yes, of course D. It is amazing.
8. Meaza: I've got a problem with my mobile phone. What's your opinion?
Shito : _____
A. It sounds great C. I think you should buy a new one.
B. How a pity you are. D. That's not my business

DIRECT AND REPORTED SPEECH

A) Direct (quoted) speech

It is saying exactly what someone has said is called direct speech (sometimes called quoted speech).

Here what a person says appears within **quotation mark (" ")** and should be word for word.

Examples

She said, "Today's lesson is about Reported Speech." or
"Today's is about reported speech.", she said.

B) Indirect(reported) Speech

It is reporting what the speaker said without using the exact words, we call that reported speech.

It is a way of passing information from one person to a third person.

Changes in Indirect(reported) Speech

There are changes when you convert direct speeches to indirect:

Change of pronoun

Change of tense, and

Change of adverb

No quotation mark

No question word order

No question mark

Linking words, that, if or whether

Change of pronoun

The Pronouns of are changed as below:

$I \rightarrow \text{he/she or remains } I$

You → he/she or remains you

He/she → *remains he/she*

We → they

They → *remains they*

Examples:

D_s = He said, 'I am bored.'

Is = He said that **he** was bored.

D_s = Kunu said, 'We are going to the movies.'

Is = Kunu said that they were going to the movies.

D_s = Zami said, 'My friends gave me a treat.'

Is = Zami said that her friends gave her a treat.

D_s = He said to her, '*You* are beautiful.'

Is = He said to her that she was beautiful.

Ds = ' You must write neatly,' the teacher told her students.

Is = The teacher advised her pupils that they must write neatly.

Ds = I said, ' They have gone out.'

Is = I informed that they had gone out.

Ds = Lina said, ' These books are theirs.'

Is = Lina said that those books were theirs.

Change of Tense

While converting direct speech into indirect speech, the tense of the verb must change accordingly:

Simple present → Simple past

Simple past → Past perfect

Present continuous → Past continuous

Present perfect → Past perfect

Can → Could

Shall → Would

Will → Would

May → Might

Example:

Ds = He said, "I **eat** bread."

Is = He said that he **ate** bread.

Ds = He said, "I **am eating** bread."

Is = He said that he **was eating** bread.

Ds = He said, "I **ate** bread"

Is = He said that he **had eaten** bread.

Ds = He said, "I **have eaten** bread.

Is = He said that he **had eaten** bread.

Ds = He said, "I **will** come."

Is = He said that he **would** come.

In reporting habitual actions & general truth, there will not be change in tense.

Example:

Ds = He said, "My father smokes."

Is = He said that his father smokes.

Ds = Our chemistry teacher said, "Hydrogen & Oxygen give water"

Is = Our chemistry teacher said that Hydrogen & Oxygen give water.

1. The verb forms remain the same in the given examples:

1. If we use the past perfect tense.

Example:

Ds = Abel: "I had never seen him."

Rs = Abel claimed that she had never seen him.

2. If the reporting verb is in the present tense.

Example:

Ds = Fekede: "I am enjoying my holiday."

Rs = Fekede says he is enjoying his holiday.

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

When we report something that is still true.

Example:

D_S = Fatuma: "Asia is the largest continent."

R_S = Fatuma said Asia is the largest continent..

3. *When a sentence is made and reported at the same time and the fact is still true.*

Example:

D_S = Michael: "I am thirsty."

R_S = Michael said he is thirsty.

4. *With modal verbs would, might, could, should, ought to, used to. Example:*

D_S = Atsede: "I would try it."

R_S = Atsede said she would try it.

D_S = Mimi: "I might come."

R_S = Mimi said she might come.

D_S = Ayantu: "I could fail."

R_S = Ayantu said he could fail.

D_S = Liya: "He should/ought to stay in bed."

R_S = Liya said he should/ought to stay in bed.

D_S = Mel: "I used to have a car."

R_S = Mel said he used to have a car.

5. *After wish, would rather, had better, it is time. Example:*

D_S = Markos: "I wish they were in Greece."

R_S = Markos said she wished they were in Greece.

D_S = Mamo: "I would rather fly."

R_S = Mamo said he would rather fly.

D_S = Betty: "They had better go."

R_S = Betty said they had better go.

D_S = Paul: "It is time I got up."

R_S = Paul said it was time he got up.

6. *In time clauses. Example:*

D_S = Gemechu: " When I was staying in Jimma I met my best friend."

R_S = He said that when he was staying in Jimma he met his best friend.

7. *We do not change the past tense in spoken English if it is clear from the situation when the action happened. Example:*

D_S = "She did it on Sunday," I said.

R_S = I said she did it on Sunday.

We must change it, however, in the following sentence, otherwise it will not be clear whether we are talking about the present or past feelings.

Example:

D_S = "I hated her," he said.

R_S = He said he had hated her.

8. *We do not usually change the modal verbs must and needn't.*

But **must** can become **had to** or **would have to** and **needn't** can become **didn't have to** or **wouldn't have to** if we want to express an obligation.

Would/wouldn't have to are used to talk about future obligations.

Example:

D_S = "I must wash up."

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

Rs = He said he must wash up/he had to wash up.

Ds = "I needn't be at school today."

Rs = He said he needn't be/didn't have to be at school that day.

9. If the modal verb **must** does not express obligation, we do not change it. *Example:*

Ds = "We must relax for a while." (**suggestion**)

Rs = He said they must relax for a while.

Ds = "You must be tired after such a trip." (**certainty**)

Rs = He said we must be tired after such a trip.

Changes of Adverbs

Words indicating 'nearness' of time and place are changed to words indicating 'distance' of time and place:

Now → *then*

This → *that*

These → *those*

Here → *there*

Today → *that day*

Yesterday → *the day before*

The day before yesterday → *two days before*

Tomorrow → *the next day*

The day after tomorrow → *in two days' time*

Next week → *the following week*

Last week → *the previous week*

Reported Question

we can use other reporting words such as **want to know**, **wonder**, and **inquire** instead of **ask**.

a) Yes/No Questions

Questions that need yes/no answer take "whether or if"

Example:

Dq ► He asked, "Do you like banana?"

Rq ► He asked me *if (whether) I liked* banana.

Dq ► "Are you going to read the novel?"

Rq ► I asked him *if / whether* he was going to read the novel.

Dq ► "Do you want a chocolate?"

Rq ► They asked (me) *if I wanted* a chocolate .

Dq ► "Do you speak English ?"

Rq ► He asked (me) *if I speak* English.

b) WH-Questions

They take "asked/wanted to know + Wh + S + V"

Example:

Dq ► He asked, "why are you late?"

Rq ► He asked *why I was late*.

Dq ► "Where are you going to see the play?"

Rq ► I asked where he/she was going to see the play.

Dq ► "Where is my jacket ?"

Rq ► He asked where his jacket was .

Dq ► "Where is London ?"

- R_Q ► He asked where London is
- D_Q ► "What is making that noise ?"
- R_Q ► I asked what was making the noise.
- D_Q ► "What are you doing?"
- R_Q ► He asked what you were doing.
- D_Q ► "What is he saying?"
- R_Q ► I asked what he was saying.
- D_Q ► "Where does he come from ?"
- R_Q ► I asked him where he came from.

Reporting Imperatives

We can use reporting verbs such as: **tell, ask, order, persuade, instruct, and invite.**

We use "tell" for orders and use "ask" for polite requests.

affirmative commands → ask/tell + to + infinitive

negative commands → ask/tell + not + to + infinitive

A. Affirmative commands/Imperative

- D_C → "Stand-up" he ordered us.
- R_C → He ordered us to stand up.
- D_C → The teacher said, "Continue to work hard!"
- R_C → The teacher told the student that they should continue to work hard.
- D_C → Dad, "Do your homework."
- R_C → Dad told me to do my homework.
- D_C → "Be quiet."
- R_C → The teacher told the students to be quiet.
- D_C → "Sit down."
- R_C → My boss told me to sit down.
- D_C → "Wake up early."
- R_C → She told me to wake up early.

B. Negative commands/Imperative

- D_C → Teacher, "Do n't talk to your friend."
- R_C → The teacher told me not to talk to my friend.
- D_C → Dad, "Do your homework."
- R_C → Dad told me to do my homework.
- D_C → "Don't do that."
- R_C → She told me not to do that.
- D_C → "Do not talk."
- R_C → She told us not to talk.
- D_C → "Don't be noisy."
- R_C → I told her not to be noisy.
- D_C → "Don't shout" mother warned.
- R_C → Mother warned us not to shout.

Reported Request

- D_R → "Please stop it."
- R_R → He asked her to please stop it.
- D_R → "Bring it, please."
- R_R → He asked her to bring it, please
- D_R → "Please do not be late."

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

R_R → She asked me not to be late.

Reported Suggestions

D_s → Father, "Let's watch a film."

R_s → Father suggested watching a film.

→ Father suggested that they should watch a film

In reported speech, the word/words or the sound used by the speaker to express an emotion are also omitted.

Example:

D_s = '*Wow!* What a handsome man he is!' the girls said.

R_s = The girls exclaimed what a handsome man he was.

D_s = '*Hello!* my friend said to me. 'How are you?'

R_s = My friend greeted me and asked how I was.

Reporting Verbs

They are reporting words "that" connects the reporting phrases and the reported statement (clause).

<i>Accused</i>	<i>admitted</i>	<i>advised</i>	<i>alleged</i>
<i>agreed</i>			
<i>Explained</i>	<i>implied</i>	<i>invited</i>	<i>offered</i>
<i>begged</i>			
<i>Replied</i>	<i>suggested</i>	<i>thought</i>	<i>ordered</i>
<i>apologized</i>			
<i>Promised</i>	<i>denied</i>		

Example:

- He **asked** me to come to the party. This means:-

He **invited** me to the party.

He **begged** to come to the party.

He **ordered** me to come to the party.

He **advised** me to come to the party.

He **suggested** I should come to the party.

Practice Questions

Choose the alternative that best answers each question

- Mother asked me _____.
 A. Why I have spent all the money
 B. That I had spent all the money.
 C. If I had spent all the money.
 D. When I spend all the money.
- He said, "I am very busy today."
 He said _____.
 A. He had been very busy that day
 B. He is very busy today
 C. He was very busy that day
 D. I had been very busy that day
- Lensa, "where have you been yesterday?"
 Lensa asked _____.
 A. Where she had been the day before
 B. Where she had been yesterday
 C. Where she was the day before
 D. Where she could be the day before
- "Don't play in the street!"
 A. My mother told me don't play in the street
 B. My mother said to play in the street
 C. My mother told me not to play in the street
 D. My mother said I should play in the street

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

5. She told him that she _____ to see him the following day.
A. will come B. came C. come D. would come
6. Marta said, "I may leave tomorrow."
A. Marta said that she might leave the next day. C. Marta asked if she should leave the next day.
B. Marta said that she might leave tomorrow. D. Marta informed me to leave tomorrow.
7. Kemer said, "Rita is busy right now."
A. Kemer said Rita was busy. C. Kemer said Rita had been busy.
B. Kemer informed that Rita was busy then. D. Kemer informed that Rita is busy.
8. The teacher said, "You are suspended!"
A. The teacher exclaimed that I am suspended. C. The teacher informed me that I was suspended.
B. The teacher exclaimed to me to suspend. D. The teacher exclaimed that I was suspended.
9. He said, "I have been a great mentor."
A. He said that he had been a great mentor. C. He exclaimed that he was a great mentor.
B. He said that he was a great mentor. D. He said that he has been a great mentor.
10. Megersa said, "We went for a summer trip."
A. Megersa said that they went for a summer trip.
B. Megersa said that they were on a summer trip.
C. Megersa said that they had gone for a summer trip.
D. Megersa said they went for a summer trip.
11. Michael said, "I will manage here after."
A. Michael said that he would manage here after.
B. Michael said that he will manage there after.
C. Michael said that he would manage there after.
D. Michael said that he will manage here after.
12. "I am going out tonight." Mimi said.
A. Mimi said that she was going out tonight. C. Mimi said she was going out that night.
B. Mimi said that she was going out that night. D. Mimi said that she will be going out that night.
13. The guard asked, "Who are you?"
A. The guard asked who he was. C. The guard asks me who he was.
B. The guard asked me who he was. D. The guard asked who I was.
14. Rahel said, "The concert ended yesterday."
A. Rahel said that the concert had ended yesterday.
B. Rahel said that the concert ended the day before.
C. Rahel said that the concert had ended the previous day.
D. Rahel said that the concert ended already.
15. She said, "Bring a glass of water, please."
A. She commands me to bring a glass of water. C. She asked me to brought a glass of water.
B. She requested me to bring a glass of water. D. She ordered me to bring her a glass of water.
16. He said, "Let us have dinner here."
A. He proposed that we had dinner there. C. He said that we should have dinner there.
B. He asked if we wished to have dinner there. D. He said that we had dinner there.
17. The salesman said, "Are you interested in the scheme?"
A. The salesman said that if I was interested in the scheme.
B. The salesman said that if I were interested in the scheme.
C. The salesman asks if I am interested in the scheme.

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

- D. The salesman asked me if I was interested in the scheme.
18. She said, "Shut the door!"
 A. She asked me whether I would shut the door. C. She said that I should shut the door.
 B. She ordered me to shut the door. D. She shouted and said to shut the door.
19. She said, "They will be leaving soon."
 A. She said that they would leave soon. C. She said that they would be leaving soon.
 B. She said that they are leaving. D. She said that they will leave soon.
20. "Alas! It can't be this bad." He said.
 A. He exclaimed with sorrow that that couldn't be that bad.
 B. He grieved that it couldn't be that bad.
 C. He said that it was really that bad.
 D. He said with sorrow that that was bad.

VAGUE PRONOUN REFERENCE

PRONOUN

It is a word used to take the place of a noun

It should refer to one unmistakable noun preceding it.

It must refer to a single noun, which acts as its antecedent.

Antecedent(noun)

It is the noun which a pronoun substitutes for or refers to.

Personal pronouns

<i>Personal pronouns</i>					
pronouns	Subject	Object	P. Adjective	P. pronoun	Reflexive
First person singular	I	me	my	Mine	myself
Second person singular	You	You	Your	yours	yourself
Third person singular	He/she /it	Him/her/it	his/her/its	His/hers/its	Himself/herself/itself
First person plural	We	Us	Our	ours	ourselves
Second person plural	You	you	your	yours	yourself
Third person plural	They	them	their	theirs	themselves

PRONOUN

It is a word used to take the place of a noun

It should refer to one unmistakable noun preceding it.

It must refer to a single noun, which acts as its antecedent.

Antecedent(noun)

It is the noun which a pronoun substitutes for or refers to.

Personal pronouns

<i>Personal pronouns</i>					
pronouns	Subject	Object	P. Adjective	P. pronoun	Reflexive
First person singular	I	me	my	Mine	myself
Second person singular	You	You	Your	yours	yourself
Third person singular	He/she /it	Him/her/it	his/her/its	His/hers/its	Himself/herself/itself
First person plural	We	Us	Our	ours	ourselves
Second person plural	You	you	your	yours	yourself
Third person plural	They	them	their	theirs	themselves

Vague Pronoun Reference

It A pronoun without a specific antecedent.

It is using a pronoun without a clear antecedent.

It is a pronoun with multiple, possible antecedents.

It when a pronoun doesn't agree with a number.

It when a pronoun doesn't clearly refer to a specific person or thing in the sentence.

EXAMPLES:

– After putting the **disk** in the **cabinet**, John sold **it**.”

(The pronoun “it” has two antecedents)

– **Matt's brother** likes to tell a story about the time **he** broke mom's vase.”

(The pronoun “he” has two antecedents.)

– The **girls** didn't get to see the bands because **their bus** broke down.”

(The pronoun “their” has two antecedents.)

The common vague pronoun and how to fix them

1. Combining First/Second/Third Person

Incorrect: **I** never ride roller coasters because they make **you** sick.”

Correct: I never ride roller coasters because they make **me** sick.”

2. Too many antecedents

A pronoun should have only one antecedent (noun) that is clear and specific.

Incorrect. **Edwin** told **Kenny** that **Dr. Wilson** suspected that **he** had cheated on the chemistry exam.”

Correct. Edwin told Kenny that Dr. Wilson suspected that **Kenny** had cheated on the chemistry exam.

3. Hidden antecedents

It is when the pronoun's antecedent functions as an adjective rather than as a noun.

The true antecedent is “hidden” from the reader because it has been subordinated to another noun.

Incorrect. The candy **dish** was empty, but we were tired of eating **it** anyway.

(substitute a noun for the pronoun “it.”)

Correct. The candy dish was empty, but we were tired of eating candy anyway."

4. No antecedent at all

It is when a writer uses a pronoun without supplying the antecedent.

Incorrect: The witness called the television station, but they didn't answer.

(the pronoun "they" has no antecedent to which it can refer.

Correct: The witness called the television station, but not a single reporter answered the phone. (The writer could change the pronoun "they" to a noun.)

5. Pronoun used to stand for a group of words

It is when "this" and "which" refer to an idea expressed in an entire sentence or statement /Not specific noun).

Incorrect: I did not attend my best friend's birthday party, which was really unsupportive of me." (The word "which" has no single, clear antecedent.)

We can fix this in two ways:

a). Replace the pronoun with a noun)

– "I did not attend my best friend's birthday party, My actions was really unsupportive of me."

b) Rephrase to eliminate the pronoun

– "By not attending my best friend's birthday party, I was really unsupportive of her."

6. Pronoun number

Pronouns must agree in number with their antecedents.

Plural antecedents require plural pronouns, and singular antecedents require singular pronouns.

Incorrect: "Each person should follow their dreams."

("their" is a plural pronoun and "person" is a singular noun.

Correct: "Each person should follow his or her dream." OR "All people should follow their dreams."

Practice Questions

For the following questions Select the vague pronoun

1. A virus is an infective agent that typically consists of a nucleic acid molecule in a protein coat. They can proscribe antibiotics to help fight the virus.

A. virus B. agent C. They D. a

2. When Melissa and Ali finally graduated, she celebrated with a big party!

A. she B. party C. Ali D. Melissa

3. They say that the delivery time is always under 30 minutes.

A. time B. always C. say D. They

4. When Adley and her sister flew to Chicago, the airline lost her luggage.

A. her B. sister C. Adley D. airline

5. The coach had to choose between kicking the extra point and going for the two-point conversion. It was clearly the better option.

A. option B. coach C. choose D. It

6. In the championship game, the Eagles took on the Bobcats. In the end, we won!

A. we B. Eagles C. championship D. Bobcats

7. The girl and her mother both knew she was in big trouble.

A. she B. mother C. girl D. trouble

8. Take the chair out of the room and clean it.

A. it B. room C. clean D. chair

8. Last week, I had a presentation, two tests, and a big project due. It was much better this week.

A. project B. presentation C. it D. tests

10. When Larry spoke to his uncle, he was very polite.

A. uncle B. Larry C. he D. his

PUNCTUATION MARKS

Punctuation is a set of markings or symbols that we need to clearly explain the meaning of our sentences and to maintain the text flowing smoothly.

It indicates when we should take a break, divides concepts, indicates when a phrase is quoting someone else's words and performs one of several important tasks.

Period (.)

a) At the end of declarative (a statement):

Summer vacation begins in June.

The book is on the desk.

b) At the end of Imperative (a command):

Go to the grocery store and buy milk.

c) In abbreviations (An abbreviation is followed by a full stop.)

Dr., Mr., Dec.

d) Inside quotation marks:

The determined scientist thought to himself, 'I must find a solution.'

e) At the end of indirect questions

She wants to know what the assignment is.

Bona asked me if I knew the way to Post office.

• Question mark (?):

a question mark ends an interrogative sentence.

a) At the end of a direct question.

Do you know that the assignment is?

Do you know the way to Post office?

b) With quotation marks:

Inside the quotation marks only when the question marks is part of the quoted text:

I asked, 'May I borrow a pencil?'

He asked, 'Do you know what the assignment is?'

It should be placed outside the quotation.

Did you say, 'Meet me at eight o'clock'?

Did he ask, 'Are you coming tonight?'?

• Comma (,)

Commas are used to insert a pause into a sentence.

The purpose of the pause can be for different reasons, such as to separate ideas, phrases, or even alter the structure of a sentence.

It is the most frequently used mark of punctuation.

a) Between main clauses with a coordinating conjunction (for, and, nor, but, or, yet, so):

The first two acts were slow moving, but the third act was full of action.

You go ahead and I will follow.

The movie was terrible, and the audience was making fun of it.

b) Between individual items in a series or list:

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

Remember to buy milk, butter, eggs, bread, and juice.

My mother has formerly worked as an ambassador in the following countries:
Moscow, Vienna, Madrid, and Berlin.

There were toys for children, tools for fathers, and books for mothers.

c) After names in a direct address:

Joe, will you please pass the butter?

Samuel, please come here.

d) After introductory expressions:

Use a comma after introductory elements like: well, yes, oh, no, why, yeah etc.

Unfortunately, I only had a 2.5 GPA last semester.

e) After an introductory dependent clause:

After she had worked at the company for six years, she decided she hated her job.

f) Before such as when it is followed by an example or a list:

Read a good book, such as *The Perks of Being a Wallflower*.

g) Around a thrown-in interrupting expression (However, I think, After all, etc):

Bill Clinton is, in my opinion, a terrible role model.

h) Around non-limiting (non-restrictive, non-essential) clauses, phrases, or information:

Addis Ababa, which the capital of Ethiopia, has over 3 million populations.

My little brother, playing in the street, is genius.

Mulberries, which happen to be my least favorite Betty, are expensive this year.

i) With quotations:

Sigmund Freud asked, "What do women want?"

j) Between elements in locations, dates, or addresses:

My father was born on December 31, 1953, in the morning.

Their baby was born on Monday, May 1, in 1999, in Baltimore, Maryland.

k) After introductory verbal or verbal phrases:

Behaving like a child, he disappointed. (phrase)

If I were you, I would help the poor. (clause)

Sleeping soundly, Linda did not wake up when the earthquake hit.

l) Before and after an element that contrasts with a previous element:

Now that I have a good job, I get paid a better salary, not minimum wage.

• Quotation Marks ("")

a) Quotation marks are used to denote text, speech, or words spoken by someone else.

It is also used to indicate dialogue. Around the exact words of a speaker:

The teacher said, "We will have an exam next Tuesday."

b) Around titles of songs, short articles or essays, stories, poems:

Nancy quoted from the article "Lost Heroes" in her research paper.

c) When using quotation marks within a quotation, use single quotation marks:

Tony asked Nancy, "Can I read 'Lost heroes' when you are finished using it?"

• Apostrophe (')

It can also be used to pluralize lowercase letters.

a) In possessives, between the end of the word and s when the word does not end in *s*, but after the s in words ending in *s*:

That is Andy's jar of picks.

That is the Taylors' house.

b) In contractions, to signify where letters have been omitted:

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

The bad guys in movies sometimes aren't very smart. (The o in not has been left out.)

c) Before the s in plurals of letters, numbers, and words.

Dr. Yenser gave six A's, three B's, nine C's, and two D's in his literature class.

• Semicolon (;)

It can be used to connect two independent clauses which are related somehow.

I'm looking for my book; where do you suppose I put it?

I'm not hungry; he wants to eat a big lunch.

The car is old; however, it works well.

It can also be used to separate short clauses in a list after a colon has been used especially if the list potentially causes a confusion.

Please do the following assignments for homework: read page 15-17 in you Math test; finish the outline for your essay; finish reading the book 'The Giver'

Colon (:) :

a) Use a colon to introduce list of items

My mother has worked as an ambassador in the following countries: Berlin, Vienna, Madrid, and Moscow.

To lose weight, you should do the following: exercise regularly, eat healthy foods, and drink less alcohol.

b) It can be used to separate two independent clauses in such a way that the second clause is important & should be emphasized.

It has been snowing for three days straight: the roads around here aren't very safe for driving.

Faith is like love: It cannot be forced.

c) It is also used to introduce quotes and dialogues in a play.

Bob Proctor: You can start from nowhere and nothing but out of nothing & nowhere a way can be made.

Remember the words of the great Yogi Berra: "It isn't over until it's over."

d) In a salutation of a formal letter:

To Whom It May Concern: (Salutations in less formal letters tend to have commas.)

e) Between hours and minutes and between minutes and seconds of time:

The space shuttle lifted off at exactly 11:40:29 this morning.

f) In proportions:

The ratio of students to teachers was 30:2.

Exclamations (!)

It is used in exclamatory sentences, and sometime in imperatives.

What a beautiful dress!

What a goal!

How expensive!

You are kidding!

Right on!

What a good Advice!

Aren't they handsome!

What a spectacular scene!

Girls are walking on the moon!

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

Many exclamations begin either with a '*What a ... or How ...*' as in the examples.
An interjection at the beginning of a sentence is usually followed by a comma.

Examples

Ah, there you have me!

O Alas! I have lost the idea.

Hurrah! We have won the cricket match.

Ouch! That stings!

An imperative sentence may be followed by either a period or an exclamation point, depending on the force intended.

Examples

Please reply by return mail.

Block that kick!

Practice Questions

Choose the alternative sentence that is correct in punctuation

1.

- A) Spain is a beautiful country; the beache's are warm, sandy and spotlessly clean.
- B) Spain is a beautiful country: the beaches are warm, sandy and spotlessly clean.
- C) Spain is a beautiful country, the beaches are warm, sandy and spotlessly clean.
- D) Spain is a beautiful country; the beaches are warm, sandy and spotlessly clean.

2.

- A) The children's books were all left in the following places: Mrs Smith's room, Mr Powell's office and the caretaker's cupboard.
- A) The children's books were all left in the following places; Mrs Smith's room, Mr Powell's office and the caretaker's cupboard.
- C) The childrens books were all left in the following places: Mrs Smiths room, Mr Powells office and the caretakers cupboard.
- D) The children's books were all left in the following places, Mrs Smith's room, Mr Powell's office and the caretaker's cupboard.

3.

- A) She always enjoyed sweets, chocolate, marshmallows and toffee apples.
- B) She always enjoyed: sweets, chocolate, marshmallows and toffee apples.
- C) She always enjoyed sweets chocolate marshmallows and toffee apples.
- D) She always enjoyed sweet's, chocolate, marshmallow's and toffee apple's.

4

- A) Sarah's uncle's car was found without its wheels in that old derelict warehouse.
- B) Sarah's uncle's car was found without its wheels in that old, derelict warehouse.
- C) Sarahs uncles car was found without its wheels in that old, derelict warehouse.
- D) Sarah's uncle's car was found without it's wheels in that old, derelict warehouse.

5

- A) I can't see Tim's car, there must have been an accident.
- B) I cant see Tim's car; there must have been an accident.
- C) I can't see Tim's car there must have been an accident.
- D) I can't see Tim's car; there must have been an accident.

6

- A) Paul's neighbors were terrible; so his brother's friends went round to have a word.
- B) Paul's neighbors were terrible: so his brother's friends went round to have a word.
- C) Paul's neighbors were terrible, so his brother's friends went round to have a word.
- D) Paul's neighbors were terrible so his brother's friends went round to have a word.

7

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

- A) Tims gran, a formidable woman, always bought him chocolate, cakes, sweets and a nice fresh apple.
B) Tim's gran a formidable woman always bought him chocolate, cakes, sweets and a nice fresh apple.
C) Tim's gran, a formidable woman, always bought him chocolate cakes sweets and a nice fresh apple.
D) Tim's gran, a formidable woman, always bought him chocolate, cakes, sweets and a nice fresh apple.
8.
A) After stealing Tims car, the thief lost his way and ended up in the chief constable's garage.
B) After stealing Tim's car the thief lost his way and ended up in the chief constable's garage.
C) After stealing Tim's car, the thief lost his way and ended up in the chief constable's garage.
D) After stealing Tim's car, the thief lost his' way and ended up in the chief constable's garage.
- 9
A) We decided to visit: Spain, Greece, Portugal and Italy's mountains.
B) We decided to visit Spain, Greece, Portugal and Italys mountains.
C) We decided to visit Spain, Greece, Portugal and Italy's mountains.
D) We decided to visit Spain Greece Portugal and Italy's mountains.
- 10
A) That tall man, Paul's grandad, is this month's winner.
B) That tall man Paul's grandad is this month's winner.
C) That tall man, Paul's grandad, is this months winner.
D) That tall man, Pauls grandad, is this month's winner.

COMMON CONFUSING WORDS

The follows is a list of most commonly confused words.

Accept/Except

Accept /verb/ = "agree or receive favorably."

Do you know if the gift shop will accept a cheque for payment? (accept, except)

Except /preposition/ = "excluding, leaving out, but."

Almaz remembered to pack everything for the trip except for her cultural dress.

lose/loose

lose = verb, to misplace or not win

Whatever you do, don't lose your ticket, because it's your only way to get back into the park.

loose = /adjective/= to not be tight

Danny tried on his dad's old leather jacket, but it was a bit loose on him.

a part/apart

A PART= to be joined with

Kalil loves to act and sing, so he hopes to get a part in the school musical this summer.

APART= to be separated

Selam and her twin sister Lemlem have never been apart for more than a weekend.

Affect/Effect

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

Effect /noun/ = *influence*.

Getting enough fresh air and exercise can have a positive effect on your mood and your health.

Affect /verb/ = *to influence or have an effect on.*"

We can't always predict how our decisions will affect others around us.

Capital/capitol

capital= seat of government.

Bahrdar, Amhara region, is one of the most beautiful capital cities in the Ethiopia.

Capitol= the actual building in which the legislative body meets

The region officials meet in their capitol building to discuss and create laws.

site/sight

Site = position or place

Every year on their anniversary, my grandparents visit the site where they first met.

sight = vision

Arya wistfully watched the car drive away until it was out of sight.

Complement/Compliment

Complement /noun/ = "to make something whole or complete."

Aunt Cindy thought that the blue curtains would perfectly complement the dark hardwood floors.

Compliment /noun or verb/ = "praise."

My favorite writing teacher, Mr. Ortega, always finds something to compliment in his students' work.

Passed/past

passed= verb, past tense of "to pass," to have moved

We gazed up in wonder as the tiny glimmer of the International Space Station passed over us.

past= belonging to a former time or place

Many of our modern sports look quite different from the versions played in the Past.

Proceed/precede

proceed= to go forward

Audience members must take their seats before the show can proceed as scheduled.

precede= to come before

Many people believe that peculiar animal behaviors can precede an earthquake.

Adapt/Adopt

adapt = to "make fit or adjust."

The current production process needs to be adapted to the new technological requirements.

Adopt = "accept as one's own or choose."

The parliament voted unanimously to adopt new changes to the constitution.

Already/All ready

Already= "by or before a certain time", "by now", or "by then."

We have already completed our project.

All ready= "being prepared."

The students were all ready for their final exam.

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

Emigrate/Immigrate

Emigrate = "going from a country" to settle somewhere else.

She emigrated from a country in Africa in search of a better life in another land.

Immigrate = to "come to a country" to settle.

Many skilled professionals with advanced degrees have immigrated into this country in the last few years.

Farther/Further

Farther is used to compare distances only.

We are going to run two miles farther today than we did yesterday.

Further = "additional" or "more."

This assignment needs further clarification.

Ingenious/Ingenuous

Ingenious = "clever, inventive."

Ingenious inventions of such tools as a radio, or a telephone, or a steam engine have solved many mysteries and improved people's lives.

Ingenuous = "noble, frank."

A less open and less ingenuous person would have taken advantage of this unfortunate situation, but not he.

Lay/Lie

Lay = to "place something down."

When students were finished with the exam, they laid their pencils down and handed in their scantron sheets.

Lie = to "recline."

I couldn't sleep and just lay wide awake all night in bed.

Raise/Rise

Rise = to "go up."

Because of recent rains, the water level in the river has been steadily rising.

Raise = to "cause something to move up."

The candidate promised not to raise taxes when elected.

council/counsel

council = a group that consults or advises

The men and women on the council voted in favor of an outdoor concert in their town.

counsel = to advise

The parole officer counseled the convict before he was released.

elicit/illicit

elicit = to draw or bring out

The teacher elicited the correct response from the student.

illicit = illegal

The Columbian drug lord was arrested for his illicit activities.

eminent/imminent

eminent = famous, respected

The eminent podiatrist won the Physician of the Year award.

imminent - ready to take place

A fight between my sister and me is imminent from the moment I enter my house.

stationary/stationery

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

stationary= standing still

The accident was my fault because I ran into a **stationary** object.

stationery= writing paper

My mother bought me **stationery** that was on recycled paper

Practice Questions

Choose the alternative that best answers each question

1. She was confident that he would _____ to her request. A. exceed B. accede
2. I invited everyone _____ Tom to the picnic. A. except B. accept
3. The _____ of Washington is Olympia. A. capital B. capitol
4. The new décor _____ the company's new direction.
A. complimented B. complemented
5. The athlete was _____ on the shoulders of the crowd after the game.
A. born B. borne
6. I was _____ to go by the time he got home. A. already B. all ready
7. Some wealthy people live on the interest of their money without ever touching the
_____.
A. principle B. principal
8. My sister was a good _____ model. A. role B. roll
9. The presence of a crowd never _____ the confident public speaker
A. effected B. affected
10. I would _____ you to say nothing. A. advice B. advise
11. Continued labor trouble contributes to poor _____. A. morale B. moral
12. A store that sells paper is known as a _____ store. A. stationary B. stationery
13. After seeing his fiancée eat spaghetti, Brandon was _____ to take her to an
expensive restaurant. A. loath B. loathe
14. A web _____ must generally be current to be effective
A. cite B. site C. sight
15. The Human Resources Department must be involved in all _____ decisions.
A. personal B. personnel
16. After the car rolled down the embankment, she _____ the passengers to safety.
A. led B. lead

ACTIVE AND PASSIVE VOICE

A) Difference between the Active Voice and the Passive Voice

Active Voice	Passive Voice
It denotes that the subject is performing the action.	It denotes that the subject is acted upon by the verb or action in the sentence.
It does not require a linking verb to make sense.	It uses a linking verb followed by the past participle of the main verb.
It focuses on the doer of the action.	It comes in handy when the doer of the action is undetermined.
It has a direct, clear and strong tone.	It has an indirect, weak and subtle tone

B) The Form (Structure) of active and passive voice

Tense	Active voice	Passive voice
Present simple	The mechanic repairs the car.	The car is repaired.
Present continuous	The mechanic is repairing the car.	The car is being repaired.

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

<i>Present perfect</i>	The mechanic has just repaired the car.	The car has just been repaired.
<i>Past simple</i>	The mechanic repaired the car.	The car was repaired.
<i>Past continuous</i>	The mechanic was repairing the car.	The car was being repaired.
<i>Past perfect</i>	The mechanic had repaired the car.	The car had been repaired.
<i>Future simple</i>	The mechanic will repair the car.	The car will be repaired.
<i>Present conditional</i>	The mechanic would repair the car.	The car would be repaired.
<i>Perfect conditional</i>	The mechanic would have repaired the car.	The car would have been repaired.

C) The difference in meaning between the passive of simple and continuous tenses.

Example

1. A new house is built in our street.
(The house is finished.)
2. A new house is being built in our street.
(They are building it these days, it is not finished.)
3. I was being introduced to Mrs. Jones when her husband arrived.
(Her husband arrived in the middle of the introduction.)
4. When her husband arrived I was introduced to Mrs. Jones.
(Her husband arrived first and then she introduced me.)

Other verb forms of active and passive voice

<i>Verb forms</i>	<i>Active voice</i>	<i>Passive voice</i>
<i>Infinitive</i>	I don't want anyone to disturb me.	I don't want to be disturbed.
<i>perfect infinitive</i>	They seem to have taken it.	It seems to have been taken.
<i>Participle</i>	I saw the cat eating it.	I saw it being eaten by the cat.
<i>perfect participle</i>	Having finished my work, I went home.	My work having been finished, I went home.
<i>Gerund</i>	I insisted on them paying me.	I insisted on being paid.
<i>going to</i>	Is he going to sing Thriller at the party?	Is Thriller going to be sung at the party?
<i>used to</i>	Ram used to take care of everything.	Everything used to be taken care of by Ram.
<i>Can</i>	They can question him for six hours.	He can be questioned for six hours.
<i>Could</i>	It could have badly hurt you.	You could have been badly hurt.
<i>May</i>	The papers say they may release him.	The papers say he may be released
<i>Might</i>	Somebody might buy it.	It might be bought.
<i>Must</i>	Passengers must wear seat belts.	Seat belts must be worn.
<i>Should</i>	You should have told me.	I should have been told.
<i>ought to</i>	They ought to forgive him.	He ought to be forgiven.

We can use the indirect object as the subject of a passive verb:

<i>Active Voice</i>	<i>Passive Voice</i>
I gave him a book for his birthday.	He was given a book for his birthday.
Someone sent her a cheque for a thousand birr.	She was sent a cheque for a thousand euros.
Kebede gave Marta a gift.	Marta was given a gift by Kebede.

We can use phrasal verbs in the passive:

<i>Active Voice</i>	<i>Passive Voice</i>
They called off the meeting.	The meeting was called off.
His grandmother looked after him.	He was looked after by his grandmother.
They will send him away to school.	He will be sent away to school.

Some verbs which are very frequently used in the passive are followed by the to - infinitive:

Active Voice	Passive Voice
We have asked John to make a speech at the meeting.	John has been asked to make a speech at the meeting.
We suppose you to wear a uniform.	You are supposed to wear a uniform.
We schedule the meeting to start at seven	The meeting is scheduled to start at seven.

2. The Use of Passive Voice

There are four writing situations in which the passive voice is more appropriate:

i) When the subject is unimportant.

Examples

Joe Biden was elected by the American people in November, 2020.
(The focus is about Biden.)

ii) When the subject is unknown.

Examples

An Ethiopian woman was murdered late last night. Police say there are no suspects.
He was offered a job. (Someone offered him the job)
A new house is being built in our street.
The window was smashed with a stone.

iii) When you want to downplay the importance of the subject.

If the action is more important than the agent.

This strategy is much loved by politicians because it allows them to admit mistakes without naming those responsible).

Examples

Inaccurate information about the presence of Weapons of Mass Destruction was relayed.
The plaintiff was shot in the face while hunting
(not Alex shot the plaintiff in the face while hunting!)
They are supposed to be good students. (some teachers suppose that)
Flowers were planted in the garden. (We do not know who did it).

iv) When there are two verbs with the same subject, make the second verb passive.

Examples

Alex shot someone in the face, and was awarded a slap on the wrist.

Practice Questions

Choose the alternative that best answers each question

- This problem _____ by your brother yesterday.
A. Was solved B. Is solved C. Will be solved D. Solves
- My father wrote this book. This book _____ by my father.
A. Will be wrote B. Was written C. Was write D. Will be written
- This clock _____ in 1750 .
A. Is made B. Was made C. Is making D. Will be made
- Bronson scored a goal. Yes, a goal _____ by Bronson.
A. Is scored B. Will be scored C. Scored D. Was scored
- This job _____ by my friend next week .
A. Is done B. Did C. Will be done D. Was done
- This house was _____ my grandfather .
A. Build for B. Build by C. Builded for D. Built by
- This exercise will _____ at home.
A. Be doing B. Have done C. Do D. Be done

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

8. Was the window pane _____ the children?
A. Broke B. Broken by C. Broke for D. Broken for
9. All the beds were _____ my grandmother.
A. Made by B. Made her C. Make by D. Make for
10. Many writers were _____ Shakespeare.
A. Influence by B. Influenced by C. Influence for D. Influenced for
11. The money _____ stolen by the thieves if you leave it there.
A. Was B. Will be C. Has been D. Is
12. Mr. Johnson _____ the book .
A. Is translated B. Translated by C. Translated D. Was translated
13. The policeman _____ that man.
A. Was arrested by B. Arrested for C. Arrested D. Will be arrested
14. We will _____ by that teacher.
A. Be teached B. Have taught C. Be taught D. Been taught
15. Many things _____ in this house.
A. Is said B. Are said C. They say D. They are said
16. This mansion _____ in 1750.
A. Is built B. Was built C. Will be built D. Builded
17. They will _____ this car soon .
A. Be bought B. Buying C. Be buying D. Is bought
18. This car will _____ soon.
A. Be bought B. Be buying C. Buy D. Is bought
19. The jar _____ by the maid.
A. Was broken B. Broke C. Broken D. Breaks
20. The center forward _____ agoal.
A. Was scored B. Scoring C. Is scored D. Has scored

VERB AND PREPOSITION

<i>Verb</i>	<i>Preposition</i>	<i>Example sentence</i>
adapt	To	When you move to another country, you should adapt to its culture.
agree	On	They finally agreed on that solution.
apologize	For	We apologize for any inconvenience
apply	For	Have you applied for the job yet?"
approve	Of	We do not approve of your behavior
ask	For	I'm sure you can have it. You just need to ask for it.
Base	On	The film is based on a true story.
believe	In	Do you believe in God
belong	To	The car belongs to my friend.
boast	About	He boasted about his new job.
borrow	From	He's always borrowing money from me.
care	For	She cares for her brother.
Concentrate	On	Please, concentrate on your work.
depend	On	It all depends on the weather.

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

Verb	Preposition	Example sentence
die	of	If you don't drink, you die of thirst.
differ	from	The two products only differ from each other in the price.
introduce	to	May I introduce you to my assistant?
listen	to	I never listen to the radio.
pay	for	My boss paid for everything.
prepare	for	She's preparing for the meeting.
Protect	from	A helmet protects you from falling objects.
provide	with	The tour guide provides us with the necessary equipment.
recover	from	He has almost recovered from a flu.
refer	to	The essay has many footnotes that refer to the same author.
respond	to	He hasn't responded to any of my emails
save	from	All the passengers could be saved from drowning.
specialize	in	This company specializes in e-bikes.
succeed	in	If you work hard, you will succeed in business."
suffer	from	She's been suffering from a cold.
wait	for	We were waiting for the train.
worry	about	Don't worry about that!
yearn	for	After that long hike the two adventurers yearn for a steak.

Practice Questions

Choose the alternative that best answers each question

- Women account _____ half of the population
A. About B. For C. On D. with
- They accused me _____ stealing their food.
A. Because B. For C. Of D. at
- They were admired _____ their courage.
A. On B. For C. About D. on
- They adapted _____ all the circumstances.
A. To B. For C. at D. about
- We agreed _____ doing that.
A. Not B. On C. For D. with
- She apologized _____ not saying good-bye.
A. Of B. Because C. For D. on
- May I ask you _____ some water? – Of course, I'll get you some.
A. for B. on C. about D. to
- You've got a cool smartphone. – Yes, but it belongs _____ my brother.
A. for B. on C. about D. to
- I really need to prepare _____ the test tomorrow.
A. for B. on C. about D. to
- Don't try to concentrate on too many things at the same time.
A. for B. on C. about D. to
- I'm a bit worried _____ my friend. He's gone climbing.

- A. for B. on C. about D. to
12. Excuse me, are you also waiting _____ a taxi?
A. for B. on C. about D. to
13. I'd like to introduce you _____ my new colleague.
A. for B. on C. about D. to
14. You know, I really want to apply _____ a new job soon.
A. for B. on C. about D. to
15. Have you agreed _____ the color for your new apartment?
A. for B. on C. about D. to
16. Oliver has been listening _____ the radio for hours.
A. for B. on C. about D. to

PATTERNS OF THE VERB WITH WISH

Wish can be used in different tenses depending on what we desire or desired to be different. (Present or past)

1. Wish + Simple Past

We use "wish" + simple past to express that we want a situation in the present (or future) to be different.

Example

"I wish I lived in Ethiopia"

(Right now the speaker does not live in Ethiopia but would like to live in Ethiopia at the present.)

2. Wish + Past Continuous

We use "wish" + past continuous to express that we want to be doing a different activity in the present (or the future).

Example

"I wish I was eating Spanish food in Barcelona"

(Right now this person is in the office, they would like to be in Spain, eating tapas, in the present.)

I wish I were lying on a beach now. (I'm sitting in the office)

I wish it weren't raining. (It is raining)

I wish you weren't leaving tomorrow. (You are leaving tomorrow)

3. Wish + Past Perfect

We use "wish" + past perfect to express that we want to be doing a different activity in the present (or the future).

Examples:

"I wish I hadn't eaten so much chocolate"

(This person ate too much chocolate, feels sick and would like to go back to the past and change it.)

4. Wish + Would

We use "wish" + would + infinitive to express dissatisfaction with the present situation.

Examples:

"I wish you would stop making so much noise"

(The person wants the other to stop making noise.)

'Wish' or 'if only'

We use **wish** and **if only** to talk about things that we would like to be different in either

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

the present or the past.

If only is usually a bit stronger than wish.

Example:

I wish I lived so far away from you.

If only we knew what to do.

He wishes he could afford a tour.

Practice Questions

Choose the alternative that best answers each question

1. Mrs. Hill wishes her daughter _____ to university. That's why she sends her to private school.
A. will go B. would go C. had gone D. going
2. I wish I _____ under the sun for a long time. Now I have a terrible sunburn.
A. would stay B. wouldn't stay C. had stayed D. hadn't stayed
3. Joseph wishes he _____ a rich man so that he could buy the red sports car in his dreams.
A. were B. weren't C. will be D. won't be
4. My father wishes he _____ that car because it usually breaks down and costs him a lot of money.
A. bought B. didn't buy C. had bought D. hadn't bought
5. Michael and Meg wish they _____ on holiday in Miami instead of having to work all day in this boring office.
A. were B. would be C. had been D. will be
6. I wish we _____ to a bigger house. I don't have my own room.
A. will move B. moved C. moving D. won't move
7. I wish you _____ so selfish.
A. will be B. won't be C. weren't D. were
8. Pam wishes she _____ Sue's phone number. She would telephone her and invite to the birthday party.
A. knew B. would know C. had known D. will know
9. Mr. Reed wishes his wife _____ her yellow dress to the wedding ceremony next Tuesday. He really likes it.
A. would wear B. will wear C. wore D. had worn
10. Phillip and John wish they _____ their homework. The teacher got very angry.
A. did B. would do C. had done D. will do
11. I wish I _____ Henry of stealing my wallet. I found it under my bed yesterday.
A. hadn't accused B. didn't accuse C. wouldn't accuse D. won't accuse
12. Sophie wishes her boss _____ her a promotion as she has been working diligently for a long time and she is very successful.
A. will give B. would give C. had given D. is giving
13. I wish I _____ harder for the Science exam. I got a very bad mark and my parents got quite upset.
A. will study B. studied C. would study D. had studied
14. Thomas wishes he _____ so ill. He wants to go out and play with his friends, but he can't.
A. weren't B. won't be C. hadn't been D. wouldn't be

SUBJECT-VERB AGREEMENT

It means choosing the correct singular or plural verb after the subject.

It is also known as "concord"

In a sentence, the verb must agree in number with the subject.

If the subject is singular, the verb must be singular.

If the subject is plural, the verb must be plural.

Rules for Subject–Verb Agreement

Subjects and verbs must agree in number.

1. If the subject is singular, the verb must be singular too.

Example:

She **writes** every day.

Exception: When using the singular "they," use plural verb forms.

Example:

The participant expressed satisfaction with their job. **They** **are** currently in a managerial role at the organization.

2. If the subject is plural, the verb must also be plural.

Example:

They **write** every day.

Sometimes, however, it seems a bit more complicated than this.

3. When the subject of the sentence is composed of two or more nouns or pronouns connected by and, use a plural verb.

Example:

The doctoral student and the committee members **write** every day.

The percentage of employees who called in sick and the number of employees who left their jobs within 2 years **are** reflective of the level of job satisfaction.

4. When there is one subject and more than one verb, the verbs throughout the sentence must agree with the subject.

Example:

Interviews **are** one way to collect data and **allow** researchers to gain an in-depth understanding of participants.

An assumption **is** something that is generally accepted as true and **is** an important consideration when conducting a doctoral study.

5. When a phrase comes between the subject and the verb, remember that the verb still agrees with the subject, not the noun or pronoun in the phrase following the subject of the sentence.

Example:

The student, as well as the committee members, **is** excited.

The student with all the master's degrees **is** very motivated.

Strategies that the teacher uses to encourage classroom participation **include** using small groups and clarifying expectations.

The focus of the interviews **was** nine purposively selected participants.

6. When two or more singular nouns or pronouns are connected by "or" or "nor," use a singular verb.

Example:

The chairperson or the CEO **approves** the proposal before proceeding.

7. When a compound subject contains both a singular and a plural noun or pronoun joined by "*or*" or "*nor*," the verb should agree with the part of the subject that is closest

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

to the verb.

This is also called the rule of *proximity*.

Example:

The student or the committee members **write** every day.

The committee members or the student **writes** every day.

8. The words and phrases "*each*," "*each one*," "*either*," "*neither*," "*everyone*," "*everybody*," "*anyone*," "*anybody*," "*nobody*," "*somebody*," "*someone*," and "*no one*" are singular and require a singular verb.

Example:

Each of the participants **was** willing to be recorded.

Neither alternative hypothesis **was** accepted.

I will offer a \$5 gift card to **everybody** who **participates** in the study.

No one **was** available to meet with me at the preferred times.

9. Non-count nouns take a singular verb.

Example:

Education **is** the key to success.

Diabetes **affects** many people around the world.

The information obtained from the business owners **was** relevant to include in the study.

The research I found on the topic **was** limited.

10. Some countable nouns in English such as *earnings*, *goods*, *odds*, *surroundings*, *proceeds*, *contents*, and *valuables* only have a plural form and take a plural verb.

Example:

The earnings for this quarter **exceed** expectations.

The proceeds from the sale **go** to support the homeless population in the city.

Locally produced goods **have** the advantage of shorter supply chains.

11. In sentences beginning with "*there is*" or "*there are*," the subject follows the verb. Since "*there*" is not the subject, the verb agrees with what follows the verb.

Example:

There **is** **little administrative support**.

There **are** many **factors** affecting teacher retention.

12. Collective nouns are words that imply more than one person but are considered singular and take a singular verb. Some examples are "*group*," "*team*," "*committee*," "*family*," and "*class*."

Example:

The group **meets** every week.

The committee **agrees** on the quality of the writing.

However, the plural verb is used if the focus is on the individuals in the group.

This is much less common.

Example:

The committee **participate** in various volunteer activities in their private lives.

Practice Questions

Choose the alternative that best answers each question

1. The teacher _____ completed this chapter.

A. have B. has C. is D. are

2. Ram and Shyam _____ business partners.

GRADE 12 ENGLISH SHORT NOTE AND PRACTICE QUESTIONS (by Alemayehu M.)

- A. have B. has C. are D. had
3. Neither you nor your sister should _____ to them.
A. talk B. talks C. talked D. talking
4. Twenty years _____ the minimum age to fill this form.
A. are B. is C. has D. have
5. A pair of socks _____ been missing from my wardrobe.
A. have B. has C. were D. is
6. Much _____ been said in the news reports.
A. were B. have C. has D. was
7. The information provided to you _____ wrong.
A. were B. was C. are D. have been
8. Either of the two dresses shall _____ good .
A. looking B. look C. looks D. looked
9. Each and every member _____ to vote .
A. has B. have C. having D. are
10. A large number of soldiers _____ died for the country.
A. has B. is C. are D. have
11. Half of the class _____ empty.
A. were B. was C. has D. have
12. My mother, along with others, _____ worried.
A. were B. are C. have D. was
13. None of the candidates _____ responded.
A. were B. have C. has D. is
14. The book 'Management Principles' _____ quite insightful.
A. are B. is C. have D. has
15. Two dollars _____ a small amount.
A. are B. has C. have D. is
16. A lot of startups _____ started in the past few years.
A. is B. are C. have D. has
17. There _____ plenty of space for guests at the venue.
A. was B. were C. are D. have been
18. A lot of students _____ to clear this exam.
A. failing B. fails C. fail D. has failed