



RAJASTHAN

← →
JUNIOR ACCOUNTANT

प्रथम प्रश्न पत्र

राजस्थान कर्मचारी चयन बोर्ड, जयपुर

भाग – 4

अंग्रेजी

RAJASTHAN JR. ACCOUNTANT

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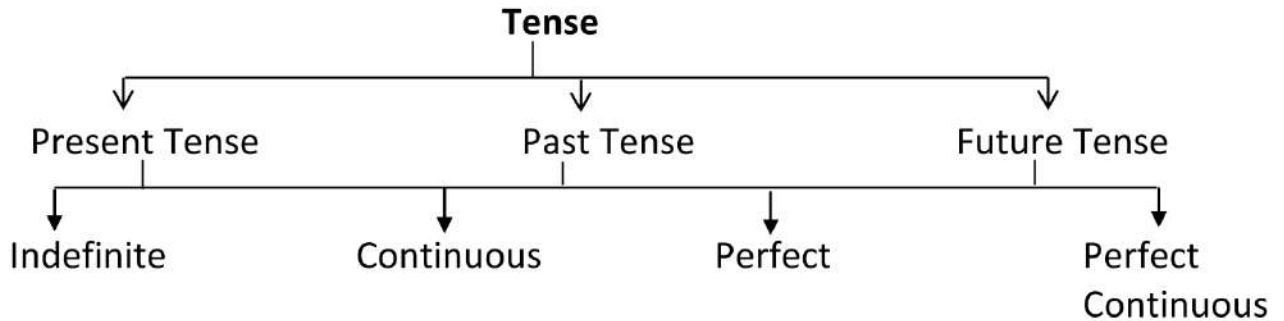
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Time and Tense

Tense (काल) :- Tense किसी कार्य के समय एवं अवस्था को व्यक्त करता है ।

- Tense किसी भी वाक्य को structure प्रदान करता है। जबकि time से उसी वाक्य का समय के आधारे पर उचित कार्य निकाला जाता है ।



➤ **Verb** को व्यक्त करने का चिह्न :-

V^1 = (Present Form) = Go

V^2 = (Past Form) = Went

V^3 = (Participle) = Gone

V^4 = (V^1 + ing) = Going

V^5 = (V^1 + s/es) = Goes

1. Present Tense :-

(1) Present Indefinite/Simple Present :- Sub + V^1/V^5 + Obj.

- **Use of present indefinite tense :-**

- Habitual or regular or repeated action को express करने में
Eg :- (1) I live at Jaipur.
(2) Sweta and Anshu are dancers.
- Universal truth तथा permanent activities में,
Eg :- (1) The sun rises in the east.
(2) Man is mortal.
- निकट समय में fixed program तथा Fixed plan के संदर्भ में-
Eg :- (1) The PM comes here tomorrow.
(2) The college reopens in October.
- आँखों देखा हाल का प्रसारण (मैच, आयोजन, कार्यक्रम, नाटक आदि) में-
Eg :- (1) Ganguli runs after the ball.
(2) Virat hits a four.
- Author के statement को express करने के लिए-
Eg :- Keats says, "A thing of beauty is a joy forever".
- History की घटना को जीवंत या ताजा बनाकर दिखाने में-
Eg :- At last, Ram kills Ravan.

(g) ऐसे वाक्य जिससे स्थायी कार्य (Permanent Activity) या स्वभाव (Nature) का बोध हो, तो चाहे वह किसी काल की बात करे, तो उसमें Present Indefinite का प्रयोग होता है।

Ex :- (1) We work with our hand.
 (2) We hear with our ears.

(2) Present Continuous :- Sub. + is/am/are + V⁴ + Object.

• **Uses :-**

(a) ऐसे कार्यों के लिए जो बोलने के वक्त जारी हो-

Eg :- (1) Mukesh is coming now.
 (2) They are playing.

(b) निकट भविष्य के Fixed program of plan तथा जो future tense का बोध करता हो-

Eg :- (1) He is going to Chennai tonight.
 (2) I am leaving for Patna next month.

(c) See, Hear, Smell, Notice, Recognize, Taste, Appear, Seem, Look, Love, Hate, Detest, Dislike, Hope, Doubt, Admit, Wish, Intend, Believe, Know, Have, Comprise, Include etc. के साथ Present Continuous नहीं बनता है।

Eg :- (1) She is knowing him very well. (x)
 She is knows him very well. (✓)
 (2) He is owning a scooter. (x)
 He is owns a scooter. (✓)

(3) Present Perfect :- Sub. + has/have + V³ + Object.

• **Uses :-**

(a) ऐसे कार्यों के लिए जो तुरन्त समाप्त हुए हैं-

Eg :- (1) She has written a letter.
 (2) I have just bought a pen.

(b) जो कार्य Past में start हुए हो व अब भी जारी है।

Eg :- (1) I have lived in this house since 1999.
 (2) She has been ill since Friday.

(c) इस Tense में निम्नलिखित Adverbs/Adverbial phrases का प्रयोग होता है-
 Ever, Never, Always, Occasionally, Often, Several Times, Already, Yet, Just, Lately, Recently, So far, Up to now, Up to the present, Since, For etc.

- For → Period of time [for 4 days, for 3 months etc.]
- Since → Point of time [since Monday, since morning]

(4) Present Perfect Continuous :- Subject + has/have + been + V⁴ + obj. + For/since + time.

• **Uses :-**

(a) ऐसे कार्य जो Past में प्रारम्भ हुआ और अभी तक जारी हैं-

Eg :- (1) She has been reading a novel since morning.

(2) I have been teaching in the school for five years.

2. Past Tense

(1) Past Indefinite/Simple past :- Subject + V² + Object.

• **Uses :-**

(a) जो कार्य किसी निश्चित समय में घटित हुआ या समाप्त हुआ हो -

Eg :- (1) He went to Mumbai yesterday.

(2) The building was built in 1999.

- Time expressing words- yesterday, The day before yesterday, The other day, Ago, Last morning, Last day, Last week, In march 1942 etc. प्रयोग होते हैं ।

(b) Past habitual actions को दर्शाने के लिए- Seldom, Always, Used to, Daily, etc. शब्द आते हैं ।

Eg :- (a) He went on Sundays.

(2) In my childhood, I played cricket.

(3) Gandhiji used to spin in the afternoon.

(c) It is time, it is high time, It is about time etc. के बाद simple past का प्रयोग होता है ।

Eg :- (1) It is time you studied.

(2) It is high time she left for the bus stop.

(d) Suppositional sentences :- प्रायः If, as if, as though, if only, I wish, we wish, he wishes, she wishes, they wish आदि से स्टार्ट होने वाले वाक्यों में Simple past का प्रयोग किया जाता है ।

Eg :- (1) I wish I were the CM of Rajasthan.

(2) He talks as if he were my master.

(e) इस Tense से भूतकाल में कार्य करने की आदत का बोध होता है अर्थात् यह बोध होता है कि कोई कार्य बराबर होता था ।

Ex :- (1) He always helped me.

(2) He never touched wine.

(2) Past Continuous :- Subject + was/were + V⁴ (V¹ + ing) + Obj.

• **Uses :-**

(a) Past में जारी कार्य के लिए

Eg :- (1) They were reading a notice.

(2) I was writing this book yesterday morning.

(b) जब दो कार्य Past में एक ही समय पर हो रहे हो तो दोनों के लिए Past Continuous का प्रयोग होता है।

Eg :- (1) While my brother was singing, I was sleeping.

(2) While I was writing this chapter, my wife was watching TV.

(c) Get, become, grow –verb किसी कार्य में दिनोंदिन वृद्धि या कमी दर्शाये तो Past Continuous tense का प्रयोग किया जाता है।

Eg :- (1) He was becoming poorer and poorer.

(2) It was getting darker and darker.

(3) Past Perfect :- Sub. + had + V³ + Obj.

• **Uses :-**

(a) अगर दो कार्य Past में एक के बाद एक हो तो पहला कार्य past perfect में और दूसरा कार्य simple past में होगा-

Eg :- (1) The bell had rung before I reached the school.

(2) When she reached there, the dinner had started.

(b) I wish, we wish, he wishes, she wishes, they wish, as if, as though ... etc. के बाद काल्पनिक तथ्यों का वर्णन करने में-

Eg :- (1) She wishes she had been born in 1948.

(2) She talks to me as if she had come from the film industry.

(c) Before and After का प्रयोग-

1 st action	Before	2 nd action
Past perfect		Simple past

2 nd action	After	1 st action
Simple past		Past Perfect

Eg :- (1) I had seen him before he stopped his car.

(Past perfect) (Simple past)

(2) I met him after I had finished my work.

(Simple perfect) (Simple past)

(d) Verbs- hope, expect, think, mean, intend, suppose, want आदि past में किसी कार्य के होने की उम्मीद की गयी पर पूरा न हुआ के अर्थ में आते हैं-

Eg :- (1) I had hoped that he would come to see my daughter.
(2) He had wanted to see me but unfortunately he fell ill.

(4) Past perfect continuous :- Subject + had been + V⁴ + obj. + For/since + time.

• **Uses :-**

(a) Past में जारी चल रहे किसी कार्य के लिए-

Eg :- (1) I had been reading a novel since 2008.

(2) She had been singing a song.

3. Future Tense

(1) Future Indefinite/Simple future :- Subject + Shall/will + V¹ + Obj.

• **Uses :-**

(a) सामान्य रूप से भविष्य में होने वाले कार्यों के लिए-

Ex :- (1) He will help you.

(2) I Shall meet you.

(b) Future में होने वाले actions को express करने के लिए निम्नलिखित structure-

(i) Sub. + has/have + infinitive.

Eg :- (1) I have to pay the fees. (Future)

(2) He has to come in time. (Future)

(ii) Sub. + is/am/are + going + infinitive.

Eg :- (1) I am going to write several books.

(2) He is going to buy a motorcycle tomorrow.

(2) Future Continuous :- Subject + shall/will + be + V⁴ (V¹ + ing) + obj.

• **Uses :-**

(a) Future में जारी रहने वाले कार्यों के लिए-

Eg :- (1) He will be playing cricket tomorrow morning.

(2) She will be staying there.

(3) Future Perfect :- Subject + shall/will + have + V³ + Obj.

• **Uses :-**

(a) Future में किसी निर्धारित समय तक समाप्त होने वाले कार्यों के लिए-

Eg :- (1) He will have finished his work before Monday.

(2) By this time next year I shall have watched the film.

(b) संभावना (likelihood) और अनुमान (inference) को अभिव्यक्त करने के लिए-

Eg :- (1) You will have heard the name of Mother Teresa.

(2) You will have read the Gita.

(4) Future perfect continuous :- Sub. + Shall/will + Have been +V⁴ + Obj.

• **Uses :-**

(a) Future में किसी निश्चित समय तक जारी कार्यों के लिए-

Eg :- (1) Lata will have been singing from morning.

(2) By the end of this month I shall have been teaching have for five years.



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SUBJECT-VERB AGREEMENT

- किसी भी Sentence में Subject के Number तथा Person के अनुसार Verb का प्रयोग Subject-verb Agreement कहलाता है ।
- Verb एवं Noun के बीच अंतर:-
 Noun + s/es → Plural Noun
 Verb + s/es → Singular verb

Rules of Subject Verb Agreement

- दो subject को 'And' से जोड़ा जाए तो verb-Plural होती है ।
 E.g.:- Hari and Sohan are playing.
- यदि दो अलग-अलग Noun एक ही व्यक्ति/वस्तु को प्रदर्शित करें तो Singular verb होती है ।
 E.g.:- The poet and painter had died.
 The clerk and counselor was present in the meeting.
- कुछ वाक्य ऐसे होते हैं जिनमें Singular subject होते हुए भी Plural verb का प्रयोग किया जाता है, जब वाक्य में 'कल्पना' का भाव या प्रायः अशुभ शर्त का भाव प्रदर्शित होता है जैसे -
 - (a) I wish I were the Prime Minister (b) I wish I were a bird.
 - (c) Were he a king! (d) Were she an eagle, she would fly to me.
 - (e) She ordered as if she were (f) If I were you, I would kill him.
 my mother
- दो Noun, जो यद्यपि श्मानार्थक नहीं हैं, लेकिन एक Phrase की तरह प्रयुक्त होती हैं तो भी Verb-Singular लगती है । Actually ये दोनों Noun एक ही idea को व्यक्त करती हैं । जैसे -
 - (a) Bread and butter is a good breakfast.
 - (b) Slow and steady wins the race.
- जब दो या दो से अधिक Singular noun 'or; Either... or, Neither ...nor' से जोड़े गए हो तो Verb-Singular लगती है । जैसे -
 - (a) No man or woman was present there.
 - (b) Either Sita or Ram was present in the party.
 - (c) Neither he nor she is responsible for this loss.
- जब दो या दो से अधिक subjects; Either... or; Neither ...nor, Or से जोड़े गए हो तथा Different persons के हो तो verb अपने पास वाले Person के अनुसार ही लगती है । जैसे -
 - (a) Either you or I am to go there.
 - (b) Neither he nor you are to attend them.

- जब दो या दो से अधिक nouns क्रम-क्रम Number के हो (अर्थात् कोई Plural हो, कोई Singular हो) तो Plural number वाला Noun ही verb के साथ लगाना चाहिए एवं Verb भी Plural ही लगती है।
जैसे -
 (a) Neither the Principal nor the teachers were present in the function.
 (b) Either Ramesh or his friends have stolen the watch.
- जब एक Collective noun जैसे - Committee, Army, Crowd, Mob, Society, Assembly Parliament, Council, Crew, Staff, Jury, Fleet, Majority इस तरह से प्रयुक्त होती है, जैसे एक Unit (इकाई) में हो तो verb singular लगती है।
जैसे -
 (a) The Parliament has passed the bill.
 (b) Army was deployed at the border.
 (c) The fleet has reached the port.
 नोट - लेकिन यदि Collective noun, divided प्रतीत होती है या विलोम शब्दों में एकमत नहीं हो तो Plural verb लगाई जाती है।
 (a) The committee are divided over the proposal.
 (b) The jury are divided in opinion.
- यदि noun जो देखने में Plural लगते हैं लेकिन अर्थ में Singular होते हैं, ऐसे Noun के साथ Verb Singular लगती है। ऐसे Nouns निम्नलिखित हैं -
 Physics, Mathematics, Economics, News, Gallows, Billiards, Innings, Wages, Alms etc.
 (a) No news is good news. (b) Physics/Economics/Math is a good subject.
 (c) Billiards is a game. (d) First innings was spoiled due to rain.
- यदि noun जो देखने में Singular लगते हैं लेकिन अर्थ में Plural होते हैं उनके साथ Verb भी Plural ही लगती है। ऐसे Nouns निम्नलिखित हैं -
 Dozen, Hundred, Million, Cattle, People, Score, Thousand, Gentry, Peasantry, Company, Alphabet, Progeny, Offspring, Clergy, Infantry etc.
E.g.
 (a) The cattle are grazing in the field.
 (b) Not less than a dozen were injured.
 (c) The people were fully satisfied.
- जब दो Subject, Not only ... but also के साथ जुड़े हो तो Verb अपने पास वाले Subject के अनुसार लगाई जाती है।
जैसे -
 (a) Not only the principal but also the teachers were playing the match.
 (b) Not only the students but also the class teacher was also involved in the discussion.

- जब एक Subject के साथ beside, as well as, and not, in addition to, like, with, together with जैसे जोड़ने वाले Conjunctions से अन्य Subject या कोई शब्द जुड़े हुए हो तो Verb वाक्य में पहले आने वाले Subject के अनुसार लगाई जाती है।

जैसे -

- (a) Ram and not his friends was present there.
- (b) The house with all its belongings was sold.
- (c) The President as well as the members has come.

- जब किसी वाक्य में Other & Another के बाद कोई Noun आए तो ध्यान रखे other के बाद Plural Noun एवं Plural Verb लगती है तथा Another के बाद Singular Noun एवं Singular verb का प्रयोग किया जाता है।

जैसे -

- (a) There are so many other hotels better than this.
- (b) There is another hotel near the Railway station.

- The Poor, The rich, The disabled, The young, The old, The English, The French इत्यादि शब्द पूरी class को व्यक्त करते हैं। इनके साथ Plural verb का प्रयोग किया जाता है।

जैसे -

- (a) The poor are trustworthy.
- (b) The rich are generally unkind to the poor.

- सामान्यतः All एवं Some के साथ यदि Countable noun आता है तो वह Noun भी Plural होगा एवं verb भी Plural लगाई जाएगी लेकिन यदि All के साथ कोई Uncountable noun आता है तो verb - Singular लगती है।

जैसे -

- (a) All the tigers are wild animals.
- (b) All the money was taken away by the thief.
- (c) Some animals are faithful.
- (d) Some milk is needed.

- Most of + Countable noun(plural) के साथ verb (plural) प्रयोग होता है।
Most of + Uncountable noun के साथ verb (singular) प्रयोग होता है।

जैसे -

- (a) Most of the persons are dishonest.
- (b) Most of apples are rotten.
- (c) Most of the milk was impure
- (d) Most of the sugar was wet with water.

- Half of + countable noun (plural) हो तो verb (plural) होगी ।
Half of + uncountable noun हो तो verb (singular) होगी ।
जैसे -
 - (a) About half of the students were present there.
 - (b) He said that half of the hostlers were absent.
 - (c) Half of the milk was spoiled.
 - (d) Half of the land was cultivated and half was uncultivable.
- कुछ nouns जैसे Furniture, Luggage, Information, advice, work, knowledge, equipment, behavior, scenery, traffic, fruit, electricity, music, progress, weather, nonsense, sense इत्यादि । Uncountable noun हैं । इनके साथ हमेशा Singular verb का प्रयोग होता है । जैसे -
 - (a) Work is worship.
 - (b) Knowledge is power.
 - (c) His behavior was not proper.
 - (d) His advice in the matter is trustworthy.
 - (e) The scenery of Kashmir is indeed beautiful.
- The following एवं The undersigned का प्रयोग यदि Singular subject के लिए हुआ हो तो Verb-Singular होगी, अन्यथा Verb-Plural का प्रयोग होगा ।
जैसे -
 - (a) The following are the new prices of the items.
 - (b) Undersigned has taken a decision. S.K. Jain
 - (c) We, The undersigned request the pleasure of your company, S.K. Jain and P.K. Jain
 - (d) The following is the summary of the discussions held in the meeting.
- कई वाक्यों में Singular noun का Repetition, preposition के बाद होता है, ऐसे वाक्यों में Singular Verb लगती है ।
जैसे -
 - (a) Man after man was coming there.
 - (b) Ship after ship is arriving regularly.
- कुछ nouns जो दिखने में भी Plural लगती हैं तथा दो भागों में बनी होती हैं । जैसे - Scissors, pants, trousers, binoculars, tongs, spectacles, shorts, breeches, shoes, scales, glasses, goggles इत्यादि । इनके साथ Plural verb का प्रयोग होता है ।
जैसे -
 - (a) My shoes are new.
 - (b) Her spectacles are beautiful.
 - (c) The scissors are blunt.

- More than one + noun हो तो verb (singular) का प्रयोग होता है ।
जैसे -
 - (a) More than one worker was absent.
 - (b) More than one student was killed.
- **Structure** - noun + preposition + noun ऐसे वाक्यों में verb, preposition से पहले जाने वाले noun के अनुसार लगती है ।
जैसे -
 - (a) The quality of these goods is well known.
 - (b) Financial help from all the countries was received.
 - (c) The colour of this shirt is liked by all.
 - (d) The details of the accident were not received by us so far.
- जब वाक्य में निम्न phrases का प्रयोग होता है । जैसे - a number of, lots of, a lot of, plenty of, a quarter, parts of, percent of, proportion, none of, remainder of, two-third, most of, some of, majority of, much of, many of, a good deal of, a great deal of, heaps of इत्यादि हो तो verb, of के बाद जाने वाले noun के अनुसार लगाई जाती है । यदि of के बाद जाने वाला noun plural है तो verb भी plural लगेगी ।
जैसे -
 - (a) Plenty of sugar is required.
 - (b) Plenty of chairs have been purchased.
 - (c) A lot of books were destroyed in fire.
 - (d) A lot of milk was sent there.
- The number of + singular verb [The number का अर्थ होता है 'बहुत' (many)] तथा A number of + plural verb का प्रयोग होता है ।
जैसे -
 - (a) The number of students opted English in Administrative Services is generally small.
 - (b) The number of candidate appeared in SSC this year was very large.
 - (c) A number of English books are available in library.
 - (d) There were a number of students waiting for their turn.
- यदि किसी वाक्य का Subject, कोई Relative pronoun जैसे - who, which, that हो, तो verb, इस Relative Pronoun के Antecedent के अनुसार लगती है । (Antecedent का अर्थ पहले जाने वाला होता है ।)
जैसे -
 - (a) It is I who have telephoned you.
 - (b) It is he who is responsible for this loss.
 - (c) The book that is here is mine.
 - (d) The books that are here are mine.

- यदि दो Singular nouns के पहले 'No' का प्रयोग हो तो Singular verb का प्रयोग किया जाता है। जैसे -
 - (a) No boy and no girl was present in the party.
 - (b) No man and no woman was swimming at that time.
- जब श्रृंखलागणितिय figures, and से जोड़े जाते हैं, तो Singular verb भी हो सकती है और plural verb भी हो सकती है।
जैसे -
 - (a) Four and four is eight.
 - (b) Four and four are eight.
- Everyone, Everybody, Nobody, Somebody, No one, Each one, Someone के साथ singular verb लगेगी
जैसे -
 - (a) Everyone was happy to get this news.
 - (b) Somebody is coming here.
 - (c) Each one was given a gift.
- Each of, Either of, Neither of + Noun (plural) हो तो verb (singular) आएगी।
जैसे -
 - (a) Each of the students was given a gift.
 - (b) Either of the magazines is useful.
 - (c) Neither of the books is cheap.

Translation

सभी प्रकार के वाक्यों से कुछ न कुछ अभिव्यक्त होता है। अभिव्यक्ति तीन प्रकार की हो सकती है :

1. सकारात्मक (Affirmative)
2. नकारात्मक (Negative)
3. प्रश्नवाचक (Interrogative)

Affirmative Sentences

हिन्दी वाक्य	अंग्रेजी अनुवाद
यह एक कलम है।	This is a pen.
राम मेश मित्र है।	Ram is my friend.
तुम मेरे भाई हो।	You are my brother.
मैं एक छोटा लडका हूँ।	I am a small boy.
ये कलमें हैं।	These are pens.
मैं राम हूँ।	I am Ram.
हम लोग विद्यार्थी हैं।	We are students.
हम लोग धनी हैं।	We are rich.
तुम श्याम हो।	You are Shyam.
वे विद्यार्थी हैं।	They are students.
तुम मीना व ज्योति हो।	You are Meena and Jyoti.

प्रातः काल का समय है।	It is Morning.
तुम गायक हो।	You are a singer.
आप कवि हैं।	You are a poet.
आप मोटे हैं।	You are fat.
वह ईमानदार है।	He is honest.
वे लोग गायक हैं।	They are singers.

Use of is, am, are

Rules for Translation

1. इस प्रकार के वाक्यों में 'है, हूँ, हैं, हों' का अनुवाद **is, am, are** करो।
2. **He, She, It, This, That** तथा एकवचन की संज्ञाओं जैसे : **Rajesh, Alka, Manoj, Sunil** आदि के साथ **is** लगाओ।
3. **We, You, They** तथा बहुवचन की संज्ञाओं जैसे : **boys, teachers, dogs, cats** आदि के साथ **are** लगाओ।
4. **I** के साथ हमेशा **am** लगाओ।

Note: हमेशा ध्यान रखें कि अंग्रेजी वाक्यों में सबसे पहले कर्ता (subject) इसके बाद क्रिया (Verb) तथा फिर कर्म (Object) आता है।

- Negative Sentences:** ढकारात्मक वाक्यों का ङनुवाद करने के साथ-साथ हमें नकारात्मक एवं प्रश्नवाचक वाक्यों का ङनुवाद भी सीखना है । ङब हम कुछ नकारात्मक वाक्यों का ङनुवाद करना सीखेंगे । ऐसे वाक्यों का ङनुवाद बहुत ही आसान है । केवल am/is/are के बाद not लगा देने से नकारात्मक वाक्यों का ङनुवाद हो जाता है, जैसे -

हिन्दी वाक्य	ङ्ग्रेजी ङनुवाद
वे लोग शिक्षक नहीं हैं।	They are not teachers.
हम लोग नेता नहीं हैं।	We are not leaders.
वह आलसी नहीं है।	He is not lazy.
लडके खिलाडी नहीं हैं।	The boys are not players.
यह एक कलम नहीं है।	This is not a pen.
राम धनी नहीं है।	Ram is not rich.
हम लोग धनी नहीं हैं।	We are not rich.
तुम चालाक नहीं हो ।	You are not clever.
मैं स्वस्थ नहीं हूँ ।	I am not healthy.
राम मेरा मित्र नहीं है।	Ram is not my friend.
मैं एक विद्यार्थी नहीं हूँ।	I am not a student.
तुम मेरे भाई नहीं हो ।	You are not my Brother.
मोहन एक ङध्यापक नहीं है।	Mohan is not a teacher.
वे विद्यार्थी नहीं हैं।	They are not students.
मैं एक छोटा लडका नहीं हूँ ।	I am not a small boy.
वह विद्यार्थी नहीं है।	He is not student.
तुम प्यासे नहीं हो ।	You are not thirsty.
वह ङध्यापक नहीं है।	He is not a teacher.
ये बीमार नहीं है।	He is not ill.
गीता धनी नहीं है।	Geeta is not rich.
तुम कमरे में नहीं हो ।	You are not in the room.
आम मीठे नहीं हैं।	Mangoes are not sweet.
रानी यहाँ नहीं है।	Rani is not here.
यह मकान ङच्छा नहीं है।	This house is not good.