

Language Function

❖ 1. Condition in past : [શરત]

❖ Connector: if, unless, and, or, otherwise & past perfect sentence.

❖ If you had worked more, you would have earned more.

➤ Had the doctor come in time, he might have saved the patient.

❖ 2. Comparing :

❖ Veryfew batsmen in the world are so great as Sachin.[p.d.]

✓ Sachin is greater than mostother batsmen in the world. [c.d.]

✓ Sachin is one of the greatest batsmen in the world. [s.d.]

❖ 3. Contrasing :

❖ connector : though, although , as, however, but, in spite of.

➤ Though he is poor , he is honest.

➤ However poor he is , he is honest.

➤ Poor as he is , he is honest.

❖ 4. Offering suggestion : [સૂચન]

❖ connector : should, ought to, had better.

➤ you should work hard.

➤ you ought to take rest.

➤ He had better to exercise regularly

❖ 5. Reporting : Direct-Indirect

❖ 6. Choice : would rather ... than

- you would rather work hard.
- He would rather go by car than by bus .

7. expressing choice : either...or / neither... nor

- Either Ram or I am happy.
- She can take neither tea nor coffee.
- He will go either by car or by bus .

8. Habitual past : ...used to...

- ✓ I used to play cricket at school.
- ✓ When Amitabh was a child, he used to watch movie.

9. Purpose.. કેટલું so that /in order that / With a view to / in order to

- ✓ I call him in order that I can meet him.
- ✓ Ravi came early so that he could manage everything.
- ✓ I went to Dubai with view to earning money.
- ✓ He went to Dubai in order to earn money.

❖ 10. ...So...that... [resulting]

- The tree is so high that I can not climb on it.
- Priya was so clever that she could pass the exam.
- The stars are so many that one can not count them.

Email [format]

From : sender E-mail ID

To : receiver E-mail ID

Subject : Title of E-mail

Date : August 25,2017

Greeting [**Salutation**] : Dear sir / Hi Amit / Hello Ritu

Main content [**main body**] of E-mail:

.....

Closing : looking forward / waiting for your reply / Thanking you

Signature : [name]

Email

From : nddesai@gmail.com [sender E-mail ID]

To : gstb@yahoo.com [receiver E-mail ID]

Subject : Cancellation of order

Date : August 25,2017

Dear sir,

I would like to bring your notice regarding.....

.....
.....
.....
.....

waiting for your reply

Thanking you,

Yours truly,

Speech

**Honorable chief guest, Respected principal , Dignities
on the stage and all my dear brothers and sisters.**

Or

Hello friends!

Good morning to every one! My name is

**Its my pleasure to be here to share my thoughts
with you. I will talk to you about**

.....

.....

I would come to whenever I need your guidance

in any area of my life.

**To sum up my speech, I am lucky to get a chance to
share my views in front of you. That's all. Thank you all.**

Bharat Mata Ki Jay.