

EX40-13

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EX40-14

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EX40-15

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EX40-16

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EX40-21

۴ شہنشاہی شہنشاہی
 ۴ شہنشاہی (میر) شہنشاہی
 ۴ شہنشاہی شہنشاہی
 ۴ (شہنشاہی) شہنشاہی / شہنشاہی
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EX40-22

۴ شہنشاہی شہنشاہی
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EX40-23

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EX40-24

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EX40-25

Handwritten cursive script on a blue-lined background.

Handwritten cursive script on a blue-lined background.

Handwritten cursive script on a blue-lined background.

Handwritten cursive script on a blue-lined background.

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EX40-26

Handwritten cursive script on a blue-lined background.

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EX41-1

Handwritten cursive script on a blue-lined background.

Handwritten cursive script on a blue-lined background.

Handwritten cursive script on a blue-lined background.

Handwritten cursive script on a blue-lined background.

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EX41-2

Handwritten cursive script on a blue-lined background.

Handwritten cursive script on a blue-lined background.

Handwritten cursive script on a blue-lined background.

Handwritten cursive script on a blue-lined background.

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EX41-15

۴ ص ب ل ا م ج ه
 ۴ ا ب ج د ه و ز ح ط
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 ۴ ح ط ز ح ط ز ح ط

EX41-16

۴ ا ب ج د ه و ز ح ط
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EX41-17

۴ ا ب ج د ه و ز ح ط
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EX41-18

۴ ا ب ج د ه و ز ح ط
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EX41-23

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 ۴ پ ت ن ا ن ا ن ا
 ۴ پ ت ن ا ن ا ن ا
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EX41-24

۴ ا ن ا ن ا ن ا ن ا
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EX42-1

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EX42-2

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EX42-3

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EX42-4

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EX42-5

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EX42-6

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EX42-7

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 ۴ م ن ب ج د ه و ز ح ط / ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
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EX42-8

۴ م ن ب ج د ه و ز ح ط / ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ م ن ب ج د ه و ز ح ط / ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
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EX42-9

۴ م ن ب ج د ه و ز ح ط / ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
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 ۴ م ن ب ج د ه و ز ح ط / ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴

EX42-10

۴ م ن ب ج د ه و ز ح ط / ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ م ن ب ج د ه و ز ح ط / ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ م ن ب ج د ه و ز ح ط / ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ م ن ب ج د ه و ز ح ط / ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ م ن ب ج د ه و ز ح ط / ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴
 ۴ م ن ب ج د ه و ز ح ط / ۴ ۳ ۲ ۱ ۰ ۱ ۲ ۳ ۴

EX42-15

۴ صفتها در جمله
 ۴ صفتها در جمله
 ۴ کلمات در جمله
 ۴ کلمات در جمله
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EX10-16

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EX42-17

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EX42-18

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EX42-19

Handwritten shorthand for 'The first' (The first)

Handwritten shorthand for 'The second' (The second)

Handwritten shorthand for 'The third' (The third)

Handwritten shorthand for 'The fourth' (The fourth)

Handwritten shorthand for 'The fifth' (The fifth)

Handwritten shorthand for 'The sixth' (The sixth)

EX42-20

Handwritten shorthand for 'The seventh' (The seventh)

Handwritten shorthand for 'The eighth' (The eighth)

Handwritten shorthand for 'The ninth' (The ninth)

Handwritten shorthand for 'The tenth' (The tenth)

Handwritten shorthand for 'The eleventh' (The eleventh)

Handwritten shorthand for 'The twelfth' (The twelfth)

EX42-21

Handwritten shorthand for 'The first' (The first)

Handwritten shorthand for 'The second' (The second)

Handwritten shorthand for 'The third' (The third)

Handwritten shorthand for 'The fourth' (The fourth)

Handwritten shorthand for 'The fifth' (The fifth)

Handwritten shorthand for 'The sixth' (The sixth)

EX42-22

Handwritten shorthand for 'The seventh' (The seventh)

Handwritten shorthand for 'The eighth' (The eighth)

Handwritten shorthand for 'The ninth' (The ninth)

Handwritten shorthand for 'The tenth' (The tenth)

Handwritten shorthand for 'The eleventh' (The eleventh)

Handwritten shorthand for 'The twelfth' (The twelfth)

EXERCISE 40(A)

1

1After working all morning, we spent the afternoon resting.

My uncle was a fighter pilot many years ago.

He sent a card to his father for Father's Day.

Yesterday the fitter came to service the boiler.

The sparrows flutter down to eat up all the seed.

They sent out leaflets to all the voters in the town.

2

The kids were excited about the chocolate Easter eggs.

She had one sister at home and a second sister at college.

If you drop this vase it will shatter into tiny pieces.

We find that this way of writing is much shorter and faster.

I have sent in an order for three pairs of shoes.

At the station I looked for a porter to fetch the bags.

3

She is working as a sorter in the main post office.

The train crossed the border at about noon.

We are finding it harder to get these any cheaper.

The father told his son not to fritter his money away.

We are very pleased how the matter turned out.

The man became madder by the minute with the delays.

4

The kids began to mutter something about being ignored.

My mother is buying a birthday card for her mother.

I bought a new motor car at the Motor Show last week.

A meter is an apparatus that measures how much is used.

A metre is a length of about thirty-nine inches.

We are using this fabric for smothering the weeds.

5

This coffee is much smoother than the other brand.

To natter is to talk idly at length, to chat or chatter.

John's writing is much neater than Jane's writing.

Jim had a holiday job as a kneader in a bakery.

The young children could neither read nor write.

We learned that nitre is used to make explosives.

6

We have asked the vet to neuter the cat next week.

A nation that is neutral takes no sides during a war.

When you enter the building, go straight to the reception desk.

Our head office is located in the centre of the city.

The sender of this parcel forgot to put their name on it.

There is another person waiting for their interview.

7

The army officer had his fighters ready to take orders.

All the mothers and fathers were waiting outside the school.

They have been talking to the voters about the results.

I told them that I have three sisters and two brothers.

They will discuss all these important matters at the meeting.

We wish to thank all our supporters for their help.

8

The leaves began fluttering down as the wind started.

The force of the gales was shattering the windows.

We shall be ordering some wine with our meal.

I think that some of his mutterings were bordering on insults.

We enjoy motoring along the roads of the south coast.

The machine was metering the amount of water used.

EXERCISE 40(B)

9

We had to find the hidden eggs and the finder received a prize.

Our fund has grown, thanks to our two chief funders.

I changed my mind about getting a minder for the house.

Two guests remained here and the remainder went outside.

I had just thinned the fence paint but then I heard thunder.

This engine is our shunter, we use it to shunt carriages.

10

I offered a big reward to the finder of my diamond ring.

The finder of the lost dog will receive a cash reward.

We have some child minders for when we go out.

We had thunder and lightning storms all day yesterday.

Every time it thunders, the dog runs under the table.

The shunters were going up and down the tracks all day.

EXERCISE 40(C)

11

I have received a letter from my mother about the house.

It is my job to open the letters every morning.

I have a brother and a sister, the latter being the youngest.

I prefer the lighter evenings that we have in summer.

We found that the firefighters had become wet in the storm.

The boys would loiter by the sweet shop after school.

12

The wind had blown all the litter into the doorway.

Our dog has had two litters this year.

I will have to alter all the wording on my monthly report.

They were accused of altering the names on the papers.

We had to climb the ladder to change the light bulb.

The leader of the group has asked to see the manager.

13

The home supporters at the football match shouted louder.

Jack is older than Jill, and she is older than Mary.

The elders of the church had a meeting with the minister.

Leather is a very strong fabric made of animal hide.

The bread turned out very hard and leathery.

Rubbing clothes in soapy water makes a lather.

EXERCISE 40(D)

14

He has finally found a lender, so he can buy the house.

He said it is very difficult to find lenders nowadays.

To slander is to speak maliciously or falsely about a person.

A cylinder is a long straight form with circular ends.

I have put the date of the meeting on my monthly calendar.

She poured the pan of peas into the colander to drain them.

15

The holder of the passport must send in the correct form.

All the householders received a notice about the repairs.

The islanders lived in small houses near the cliffs.

A Highlander lives in the Highlands of Scotland.

This person was the leaseholder of the property.

A halter is a headgear for a horse so it can be led.

16

A Psalter is a small book of the Psalms of the Bible.

They had to slaughter all the cows that had the disease.

I used a slitter to remove all the seam stitches.

We heard the snake slither through the grass.

They pushed the slider along until the door opened.

To solder is to join pieces of metal with a fusible alloy.

17

I have found a builder who can do this work for me.

They are much bolder now they know they are in the right.

The weather was much wilder than had been forecast.

We began to swelter in our thick clothes.

It was a sweltering and very humid day at the beach.

Tomorrow the weather will be much milder and wetter.

18

The river bed was full of large boulders after the flood.

I keep all my letters in a large folder on the shelf.

The police managed to catch the ringleader of the gang.

Please buy a stepladder long enough for the top windows.

Walking all that way is just a waste of shoe-leather.

I rinsed the wash-leather and left it out to dry.

EXERCISE 40(E)

19

We have a mail order business in Central America.

We need to be centrally located and near to the station.

We can save costs if we centralise all these activities.

An eccentric character cannot hide his eccentricity.

The package was very heavy and cylindrical in shape.

The federal officer has asked for the names of the persons.

20

We have now been told the exact nature of the problem.

It is perfectly natural that they wish to send a greeting.

A signatory is the one who writes their signature.

We are going to feature this story in our next issue.

This film features a famous person as the main character.

They have started an exciting new business venture.

21

I shall not be venturing outside until after the snow storm.

The kids thought a tent in the woods was a big adventure.

The children watched a film about adventures in the jungle.

Betty and Lizzie are very adventurous in the way they dress.

They made a wire armature on which to build the model.

The market vendors have to pay a charge for their pitches.

EXERCISE 40(F)

22

He has given us further essential information on this issue.

Josh ran much farther than George in the race.

An evader is a person who escapes by cleverness.

An avoider is a person who keeps away from something.

The invaders rushed into the village and attacked the people.

It is up to the inviter to spell everyone's names correctly.

23

Tom is an Englishman who is visiting our nation.

Danny is a Netherlander who came to England as a student.

"Therefore" is another way to say "for that reason".

A scientist once said, I think therefore I am.

You are the householder, therefore you pay the bills.

He is an employee and he is therefore liable to pay tax.

24

My main interest is in model railways and engineering.

I find this subject very interesting to read about and learn.

My friend is interested in sports, particularly football.

James is keen to get into the entertainment business.

He would like to be an entertainer on the television.

He has entertained us many times at the kids' parties.

25

I have now received your letter asking for the information.

Thank you for your letter enquiring about job vacancies.

We answered all the letters and posted them yesterday.

This letter is to inform you that your invoice is now overdue.

When I arrived at the venue, I found everything in order.

I have sent you a book, in order that you can study.

26

In class we have learned how to write proper business letters.

Talking to a business man is different from your family.

I left the house at six in order to get to the station on time.

You will have to practise regularly in order to write that fast.

I have bought a bike in order to get to the office on time.

Please let me have further information on this scheme.

EXERCISE 41(A)

1

My bike wheels spatter mud all over my boots.

The water splatters noisily out of the hot fat.

I heard him splutter as he choked on the hot coffee.

A sceptre is a special rod as a sign of royal power.

I found a small spider making a web on the window.

The officer said all speeders on the road will be fined.

2

She used a spreader to spread the glue on the paper.

This route to the town is straighter than that one.

They scatter the seed on the ploughed field.

We watched the skater as she skated round the ice rink.

The boy asked for a scooter for his birthday.

This sector of our business is set to increase its profits.

3

My hand was not in pain so I started to paint.

I bought a paint box and became a painter.

I know that painters work hard to sell their paintings.

Because of the sprain to my ankle, I could not sprint or run.

I was a sprinter in the races that were held every year.

I train hard to keep up with all the other sprinters.

4

I often sit and ponder when I go to the forest.

The kids began to plunder the toy box for things to make.

I have bought a new printer so I can print my notes.

I found a splinter in my hand from stacking the logs.

The splendour of the queen's robes was quite amazing.

I need to get a binder for all my college notes.

5

With my blender I can make lots of fruit smoothies.

My foot was still tender from the football injury.

Dander is the fluff and particles from animal fur.

He spent his early years as a chanter in the temple.

The baby was chuntering and making all sorts of noises.

Every applicant must write their full name and gender.

6

The building firm has renewed the render on my house.

This house is for renters and that one is for buyers.

The soldiers refused to surrender in the face of the enemy.

It would be kinder to tell them the news at the end of the day.

He put all the items I asked for on the shop counter.

The counters on this device are not working at all.

7

He built a mansion in a much grander style.

In the story the magician was a granter of wishes.

I do wonder what he will make of this new method.

It is nearly winter and I shall get some winter pansies.

He was a deer hunter and hunted them in the forest.

Over yonder is an old way to say over there.

8

The drafter of this plan has got all the facts wrong.

The lad is just a drifter and never keeps a job.

A crofter is a person who rents a small farm in Scotland.

She is a proper grafter and knows how to work hard.

We had to have the rafters renewed for the new roof.

A wafter is a device that causes a draught in a room.

9

It is important that the crane operator is well trained.

Yesterday I read chapter one and today will be chapter two.

A repeater is a device that boosts a signal.

I know they have many creditors asking for payment.

I used to drive a tractor when I was at the farm.

The director of the business will be at the meeting.

10

She would like a career as an educator in an academy.

They were determined to be the instigators of change.

He escaped his captors by leaping from the window.

It is better to be a persuader than just giving orders.

Some of his friends were encouragers and others dissuaders.

She had to powder her face before the photo was taken.

11

James could not be prouder of having finished the course.

We think he is an illegal ticket touter at the races.

She is not a doubter anymore and is a more positive person.

At the restaurant we had clam chowder and bread sticks.

I have some large old cups made of pewter.

The disputer of the will is a member of his family.

12

My tutor at the college always sets lots of essays for us.

The Tudor manor house remained in the family for centuries.

The chemist had lots of bottles of different powders.

These people are all doubters and they do not agree with us.

All the tutors at the college were busy marking papers.

The Tudors ruled England for over a hundred years.

EXERCISE 41(B)

13

There was a patter of paws as the dogs came in.

The plotter was caught by the police yesterday.

This horse is an old plodder but he is very strong.

I like fruit much better when it is fresh off the tree.

We have had a lot of bother with them over the years.

The weather will be much brighter tomorrow morning.

EXERCISE 41(B) (cont)

14

This new report has given us a broader view of our business.

I have an older brother and two younger brothers.

The cart began to totter as it was loaded very high.

She worked as a trader in the market for many years.

The debtors have now paid off all their debts from past years.

We have sent our accounts report to the auditors.

15

The children always chatter to each other in class.

I write all my notes in pencil on a small jotter.

This shop is able to cater for all types of customer.

The bomb made a huge crater in the field.

The room was full of clutter and junk.

I went out to gather flowers for the living room.

16

I used a router to make grooves in the wood.

We are looking for a reader for the short-hand test.

I filled my water bottle from the water filter jug.

The road is much wider as it passes these buildings.

The weather will be hot and sunny today.

We had to switch on all the heaters when the snow started.

17

Bob said he would pop in to see us on Wednesday.

His toy bear was very tatty and needed mending.

My daddy was a judge up in the law courts.

I made a big cake and about thirty cookies.

The band is playing a gig at the village hall.

This bird is very rare in this part of the country.

EXERCISE 41(C)

18

Pippin is the name of a type of eating apple.

I began to ponder on what I had seen that day.

In the box I found a bobbin and a binder of notes.

He sounded like a baboon with his loud banter.

The thick walls are necessary to deaden the sounds.

I had to vacuum the room because of the cat's dander.

19

I found a little butterfly cocoon under the leaf.

In the mountains there was a huge condor in the sky.

There was uproar when the team scored a goal.

The operator of this crane is not available today.

I found some knitting yarn in the local shop.

I live in a cottage over yonder behind the trees.

20

The heron is a very large bird that eats fish.

The lion is a very efficient hunter of its prey.

My step-brother will be coming to visit us today.

They told me that this person is an awful backbiter.

To foregather means to gather together or assemble.

To ingather means to gather in a harvest or similar.

EXERCISE 41(D)

21

I will not be pandering to her whims anymore.

I was pondering the difficulty when the phone rang.

The mob were plundering the shops they had smashed.

The wood was splintering and breaking into pieces.

This firm has been tendering for the work for years.

The horses were all cantering around the big field.

22

The people will not be surrendering to the invading soldiers.

All this additional work is hindering me from writing the report.

The child was wondering what to buy in the sweet shop.

The ladies were powdering their faces ready for the party.

This person will be tutoring our students all this term.

I have been embroidering flowers onto the dress.

EXERCISE 41(E)

23

I took a picture of the strange structure in the field.

He was a structural engineer in the building industry.

The factory is structurally sound and needs no repairs.

The doctor found a fracture in his arm bone.

A captor is a person who captures another.

I bought an old typewriter and learned how to type.

24

He spends a lot of time doing typewriting practice every day.

I have some typewritten papers describing the machinery.

We had the most wonderful time at the hotel last night.

This house is wonderfully warm with the new windows.

I would rather be at the beach than in the office.

He was a very fast writer of shorthand in the law courts.

EXERCISE 42(A)

1

We sat by the embers of the fire and talked.

I have an amber necklace in shades of yellow and brown.

To simper means to smile in a silly and childish way.

He was simpering at the lady like a young child.

There was a very sombre mood in the room that evening.

We bought a stamper to make stamping the designs easy.

2

We are holding a pamper evening at Mandy's home.

The apples on the tree are much plumper this year.

We had a bumper crop of tomatoes on our veg patch.

The kids were about to tamper with the shop locks.

She had a very short temper and was often upset.

The temperature of the sea rises at the end of summer.

EXERCISE 42(A) (cont)

3

We bought a load of timber at Joe's Timber Yard.

The weather is getting damper now that winter is coming.

We had a tour of the inner chambers of the old house.

I have bought some thick jumpers for the winter.

We shall visit our friends at the beginning of December.

Jim started his new job the first week of September.

4

He was simpering and making silly jokes all day.

They are always pampering them with sweets and gifts.

We saw the gang tampering with the old timbering.

An ampere is a basic unit of electrical current.

The advertising banner impairs the umpire's view of the game.

We took the impure water and removed all the impurities.

5

We noticed all the campers waiting at the site gate.

The road has a camber to allow the rain to run off.

We purchased a load of logs at the lumber yard.

This rain will hamper the runners in the race.

I made the child a little blue romper suit.

The dog began to whimper and paw at the door.

EXERCISE 42(B)

6

His face showed great anger at their excuses.

The ship dropped anchor in the deep harbour.

The sailing vessels found anchorage behind the harbour wall.

Our dog Spot is a right stinker when he plays in the mud.

We wanted to stay at the disco longer and dance all night.

We saw the girls linger outside the fashion shop.

7

To malingering is to pretend to be ill to avoid work.

The book is a very high ranker in the official list.

Rancour is another word for malicious spite.

We always hanker after the cakes in the shop window.

The sheep in the fields suffered hunger during the storm.

We just had to hunker down and stay out of the wind.

8

He has worked as a banker in the city for many years.

A tanker is a big ship that holds crude oil.

We gathered conkers from under the tree in the park.

We had to conquer our fear of the conger eel.

They will be conquering the mountain on their next trip.

She wore rings on the fingers of both hands.

9

The man was fingering his valuable gold watch.

He is a deep thinker and spends much time pondering.

Those boys are singers in a music band.

A wringer is an apparatus for pressing water out of clothes.

He played as a winger in the football team.

He is a flinger of insults when he is annoyed.

EXERCISE 42(C)

10

There was a covering of powdery snow on the roads.

The notice says there is no entry to the building.

We lived in an old rectory next to the church.

The signatory of a document is the person who signed it.

The plant had soft feathery flowers and long leaves.

They tried flattery but it did not work on her at all.

11

His words were rancorous and full of malicious spite.

I painted a wintry scene of snow and ice on the hills.

The hotel is offering a free laundry service this year.

On the boundary fence was a large notice about the bull.

The staff will be taking an inventory of all the office supplies.

I shall be doing some embroidery on the winter evenings.

EXERCISE 42(D)

12

The state of the road is the main factor in our decision.

Wages and housing are both important factors in our plans.

The navigator on the ship plotted the course on the map.

I am going to have to monitor progress very carefully.

We have several nominators for this person to stand for office.

We called in the exterminator to remove the rats.

EXERCISE 42(E)

13

Our street featured recently in a well-known television series.

The blast of the lightning shattered all the windows.

The nurse said it mattered that the water was filtered.

The police altered their route and entered the building.

The teacher ordered the class to start writing their answers.

As she spoke I pictured the scene in my mind.

14

We sat by the river and pondered on the events of the day.

This firm has tendered for the job with a low price.

He countered all their arguments with his own information.

The sky thundered as the storm increased in strength.

The children ventured further into the forest.

The ship foundered on the hidden rocks just off the coast.

15

The flood water has rendered all the machinery useless.

The gang of thieves surrendered to the police officers.

We wondered whether you would be interested in this post.

The bad weather has hindered the ploughing of the fields.

We bought some powdered milk for our camping trip.

My friend has tutored the children in language and history.

