

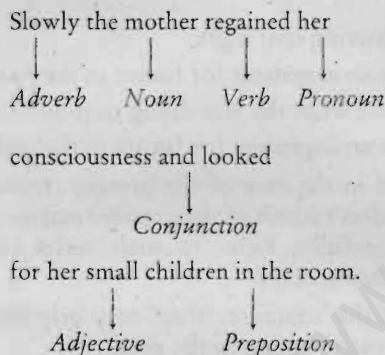
# GRAMMAR

This section includes parts of speech, tenses, voice, narration, synonyms, antonyms, phrasal verb and figure of speech. No direct question, is asked based on these topics but this section is helpful in answering questions based on passages and poems.

## Parts of Speech

Traditionally, English Grammar has eight parts of speech in which a word can be classified. Some word can belong to different parts of speech depending on its position in the sentence. A word used as noun can be used as verb or adverb or adjective in different sentences. First, let us discuss the different parts of speech.

Look at the sentence given below :



Let us now learn about the different parts of speech , starting with the noun :

1. Nouns are words that are used for a name, a place, thing or idea. Some examples of nouns are Taj Mahal, apple, Mohan, table, gold, milk, greece, honesty, intelligence etc.
2. Pronouns are words that are used in place of a noun. Some examples of pronouns are He, she, they, who, myself, herself, one another etc.
3. Adjectives are words that modify a noun or a pronoun. Examples of adjectives are Black horse, red apple, beautiful girl, intelligent boy, heavy box, which, this, those etc.

4. A verb is a word that tells or asserts something about a person or a thing. A verb may tell us what a person or thing does. Examples of verbs are Jump, weep, come, go, break, write, is, am, are, cry etc.
5. Adverbs are words that qualify a verb, adjective or another adverb. Some examples of adverbs are Quickly, very, quite, before, yesterday, seldom, slowly etc.
6. A preposition is word placed before a noun or a pronoun and shows the relationship of it with the other words in the sentence. Examples of preposition are In, into, on, upon, over, with, by, between and among.
7. Conjunction It is a word that joins together sentences, clauses or words. Some examples of common conjunctions are And, as, for, or, if, yet and so.
8. Interjections are words used to express emotions such as joy or sorrow, excitement, surprise. Examples of interjection are Hurray! alas! wow! etc.

## Uses of Different Tense

A tense is a form taken by verb to show the time of an action. Various forms of tenses and their usage is given below.

### The Present Simple Tense

- \* This tense is generally used to denote "habit, custom, practice, repeated action, permanent activity, general truth" etc.  
These ideas are expressed by the adverbs of frequency such as often, seldom, usually, never, occasionally, sometimes, normally, generally, always, frequently, rarely, daily. e.g.  
(i) The old lady goes for walk in the morning.  
(ii) Parul usually believes everybody.
- \* This tense is also used to make a statement in the present showing permanent nature and activity of the subject and eternal principles. e.g.  
(i) I know him well.  
(ii) He teaches in St. Xavier College.
- \* Historical present. e.g.  
(i) Now Netaji enters and addresses the Indian soldiers.  
(ii) Now Arjun shoots arrows at Bhishma.
- \* Future arrangement. e.g.  
(i) The Prime Minister arrives from New York tomorrow.  
(ii) He leaves his job next week.

## The Present Continuous Tense

- This tense is normally used for an action in progress that is temporary in nature (not for a permanent activity) in the present at the time of speaking. e.g.
  - (i) She is not working. She is swimming in the river.
  - (ii) It is raining outside.
- It also expresses future action or a definite arrangement in the near future. e.g.
  - (i) I am going to the cinema tomorrow.
  - (ii) She is coming next week.
- Continuous tense with 'always' may express an idea which is not to the liking of the speaker. e.g.
  - (i) She is always teaching her children.
  - (ii) He is always praising his friends.
- There are some of the verbs which sometime don't admit of progressive action. Such verbs are called + non- progressive (Stative verbs). e.g.
  - (i) **Verbs of Perception** See, taste, smell, hear, prefer please.
  - (ii) **Verbs of Thinking Process** Think, know, mean, mind.
  - (iii) **Verbs Showing Possessing Own**, have, belong, comprise, possess, contain.
  - (iv) **Verbs Expressing Feelings or State of Mind** Believe, like, love, want, wish, desire, hate.
  - (v) **Verbs in General** Look, seem, appear, affect, resemble, cost, require, stand, face, become.
  - (vi) 'While still, at the moment' presently (at present) and 'now' may help students to express progressive present.

## The Present Perfect Tense

- This tense is a mixture of present and past. At the time of speaking, the action is already complete in the past. It always implies a strong connection with the present though action took place in the past.
- Generally, the following adverbs and conjunctions are used to express the preceding action. "Ever, just, recently, already, yet, till (time), so far, of 'late, lately, before, by the time, after" etc. e.g.
  - (i) I have just seen that film.
  - (ii) I have already had my breakfast.
- Present Perfect + Point of Time = Simple Past  
It should be noted that point of time in the past indicates that action took place at a point in the past. The point of time in the past is expressed by 'since, ever since'.

## The Past Indefinite Tense

- This tense is used for a past habit, indicated generally by "often, seldom, usually, normally, generally, occasionally, sometimes, never, always, frequently, rarely, daily, used to, would" etc. e.g.
  - (i) They never drank wine.
  - (ii) He always carried an umbrella.
- This tense is also used for a single act completed in the past definite point of time is denoted by "since, ever since, earlier, ago, back, before, last, yesterday, the other day" (Any point of time in the past) etc. e.g.
  - (i) I met your brother yesterday.
  - (ii) She bought a car two years ago.

## The Past Continuous Tense

- This tense is chiefly used for past action in progress. e.g.
  - (i) It was still raining when I reached there.  
(Past action in progress)
  - (ii) He was busy in packing last evening.  
(Past action in progress)
- It is also used for a definite arrangement for future in the past. e.g.
  - (i) He was leaving that night.  
(Definite arrangement for future in the past)
  - (ii) I asked her what she was doing next Sunday.  
(Definite arrangement for future in the past)
- As mentioned in the case of the present continuous tense, certain verbs don't admit of progressive action. Please study such verbs carefully. Refer to such verbs under present continuous tense section.
- While, still, at that moment, 'then' may help the students to express progressive action in the past.

## The Past Perfect Tense

- This tense is used when out of two actions it is necessary to emphasise that the preceding action was completely finished before the succeeding action started. e.g.
  - (i) I had gone to Delhi last week before my father came.  
(Correct)
  - (ii) I had gone to Delhi last week.  
(Incorrect, because preceding action is not implied here)
- Sometimes preceding action is implied and is indicated by the use of ever, just, recently, already, yet, so far, till time. by the time, before, after etc. e.g.
  - (i) I had already taken breakfast.
  - (ii) I had finished the book before he came.



- This tense is also used as time expression with “since, for, how long, whole, all, throughout all along” etc. e.g.

(i) She had known him for two years.

(ii) He had owned this plaza for five years.

- Past perfect tense used with verbs such as want, hope, expect, think, suppose, mean, intend indicate that the action mentioned did not take place. e.g.

(i) I had wanted to help my brother.

*(But could not help)*

(ii) I had expected to pass.

*(But did not pass)*

(iii) My sister had hoped that I would send her money.

*(Unfulfilled hope)*

## The Future Indefinite Tense

- This tense expresses an action that is to take place in future. e.g. “soon, shortly, in a few moments tomorrow, presently (soon), next year/month/week” etc indicate future action. e.g.

(i) They will come here shortly.

(ii) Ritu will take examination next month.

- It should be noted that there are several ways to express future action in English as given below:

(i) Future action is expressed in the present continuous tense But it is more definite action than the action expressed in the future indefinite. e.g.

• They are coming tomorrow. *(Certain to come)*

• She is marrying soon. *(Certain to marry)*

(ii) Future action is also expressed in the future continuous. e.g.

• Sushant will be arriving soon. *(He will arrive)*

• I shall be going tomorrow. *(I shall go)*

(iii) Future action is also expressed in the present indefinite tense. e.g.

• She arrives from the USA next month.

*(Will arrive)*

• The Prime Minister leaves for Lucknow

tomorrow.

*(Will leave)*

## The Future Continuous Tense

- This tense is used to express an action that will be in progress with a point of time in future. e.g.

(i) She will be waiting for me when I reach her home.

- This tense is also used to express the future indefinite tense or definite future arrangement. e.g.

(i) He will be going to Pune by car today.

- As mentioned in the case of the present continuous tense certain verbs do not admit of progressive action. Refer to such verbs under present continuous tense section.

## The Future Perfect Tense

- This tense is used when out of two actions it is necessary to emphasis that the preceding action will be completely finished before the succeeding action starts in future. Sometimes preceding action is implied and indicated by the use of “ever, just, already, recently yet, so far, till time, before, by the time after.” e.g.

(i) She will have already prepared food when I reach home.

(ii) He will have rung up his wife before he arrives.

- This tense is also used to express time expression. “since, for, how long, whole, all, throughout, all long” denote that action started sometime in the past and is continuing into the present. e.g.

(i) He will have known her for two years next month.

(ii) He will have suffered a lot by now since his birth.

## Perfect Continuous

### Present, Past, Future (Time Expression)

- Perfect continuous tense (Present, Past and Future) denotes an action continuing from the past into the present. It implies the duration of an action. *(Past to Present)*

The time expression is normally indicated by “since, for, how long, whole, all, throughout, all along.”

‘For’ is used for a period of time from the past to present, ‘Since’ is used for a particular point of time or some event in the past to present.

- Time expression can be used with both continuous and indefinite tenses as follows

(i) Continuous + Time Expression = Perfect Continuous  
*(Present, Past, Future)*

*(Action is not yet complete)*

(ii) Indefinite + Time Expression = Perfect Indefinite  
*(Present, Past and Future)*

*(Action is completed)*

## Active and Passive Voice

In a sentence, voice indicates what a person or thing does. It is Active Voice. Here, the verb is said to be an action on the part of a subject. e.g.

(i) The mother cooked the food. *(Active voice)*

(ii) He writes a letter. *(Active voice)*

Here, the verb cook or write are transitive verbs.

When an active sentence is converted into passive sentence, the subject of the active sentence becomes the object of the passive sentence. e.g.

(i) The food was cooked by the mother. *(Passive voice)*

(ii) A letter is written by him. *(Passive voice)*

**Note** We can change a sentence into passive voice only if it has a transitive verb.

Transitive verbs are action verbs expressing an action. e.g. She saw a film.

In transitive verb, action passes over from the doer or subject to an object.

Intransitive verb denotes an action which does not pass over to a direct object. e.g.

- (i) The baby sleeps. (ii) The bubble burst.

We cannot change a sentence containing an intransitive verb into a passive sentence, except if the sentence is imperative.

Tense denotes time and action.

or

Tense is that form of verb which states the time and action of an event.

## Examples of Active and Passive Voice

- (i) There is a lot of work to complete. (Active voice)
- (ii) There is a lot of work to be completed. (Passive voice)
- (iii) People speak Hindi only in northern parts of India. (Active voice)
- (iv) Hindi is spoken by people only in northern parts of India. (Passive voice)
- (v) The peon opened the gate. (Active voice)
- (vi) The gate was opened by the peon. (Passive voice)
- (vii) The mason is building the wall. (Active voice)
- (viii) The wall is being built by the mason. (Passive voice)
- (ix) Some boys played hockey the whole day. (Active voice)
- (x) Hockey was played by some boys the whole day. (Passive voice)
- (xi) The people were helping the accident victims. (Active voice)
- (xii) The accident victims were helped by the people. (Passive voice)
- (xiii) I have eaten a mango. (Active voice)
- (xiv) A mango has been eaten by me. (Passive voice)
- (xv) Circumstances will oblige me to go. (Active voice)
- (xvi) I will be obliged to go. (Passive voice)
- (xviii) Work hard. (Active voice)
- (xviii) You are advised to work hard. (Passive voice)
- (xix) Open the door. (Active voice)
- (xx) Let the door be opened. (Passive voice)

## Vocabulary

Vocabulary refers to the words that one needs to communicate effectively. It can be either synonyms or antonyms or phrasal verbs or idioms.

Here, we will have a look at Synonym, Antonym, Phrasal Verbs and One Word Substitution that constitute English vocabulary.

### Synonym

A synonym is a word or phrase that means exactly or nearly the same as another word or phrase in the same language. Here is a list of some words along with their synonyms :

Words	Synonyms
Admire	praise, esteem, adorn
Awkward	clumsy, rough, ponderous
Aversion	dislike, hatred, indifferent
Brittle	frail, delicate, breakable
Blame	censure, reproach, reprove
Contrary	conflicting, opposite, contradictory
Contradict	confront, oppose, deny
Consequence	outcome, repercussion, result
Comparison	sympathy, kindness, clemency
Disdain	detest, despise, scorn
Deliberate	intentional, meditate, ponder
Deceit	deception, treachery, duplicity
Evident	obvious, apparent, conspicuous
Eradicate	destroy, abolish, remove
Frivolous	worthless, capricious, volatile
Fantasy	imagination, vision, visualise
Hideous	frightful, shocking, monstrous
Hazard	peril, risk, danger
Invincible	unbeatable, unsubdued, impregnable
Intrigue	scheme, conspiracy, manipulation
Listless	lazy, inattentive, spiritless
Languid	pensive, lethargic, exhausted
Morose	sulky, sullen, depressed
Paramount	foremost, eminent, supreme
Sway	influence, control, command



## Antonyms

Antonyms are words that are opposite in meaning to the given word. Here is a list of words along with their antonyms :

Words	Antonyms
Apathy	concern, care, eagerness
Adversity	prosperity, fortune, assistance
Accomplish	deter, disappoint, collapse
Bleak	bright, pleasant, cheerful
Baffle	cooperate, composure, facilitate
Convenient	unsuitable, unpractical, fatiguing
Consolidate	separate, weak, scattering
Despicable	honourable, respectable, decent
Defile	Purify, cleanse, disinfect
Decay	flourish, progress, growth
Evade	confront, verify, confirm
Endurance	break down, despair, agitating
Formidable	harmless, insignificant, weak
Fallacy	veracity, truth, honesty
Gracious	rude, unforgiving, discourteous
Inspid	delicious, luscious, pungent
Justify	accuse, incriminate, impute
Liable	unaccountable, exempt, irresponsible
Morose	buoyant, sprightly, blithe
Modest	pompous, arrogant, audacious
Novice	Ingenious, mentor, experienced
Overwhelm	falter, restore, impotent
Panic	calm, confidence, tranquility
Remonstrate	laud, endorse, commend
Spurious	genuine, positive, original

## Phrasal Verbs

English language abounds in the use of verb with prepositions or adverbs to obtain a variety of meanings. The verbs used with preposition, adverbs or both are defined as phrasal verbs.

Here is a list of some common phrasal verbs:

Phrasal Verbs	Meanings
Ask for	request for
Back out	withdraw from promise
Break through	major achievement
Call out	ask to come for help

Phrasal Verbs	Meanings
Carry on	continue
Catch up with	make up for deficiency
Do away with	eradicate
Drop in	to pay a short visit
Fall off	decrease in number, get separated
Get away with	without being punished
Give way	collapse under pressure
Go through	read hurriedly, endure
Hold out	resist
Keep off	keep at a distance
Lay off	to discontinue work
Look down upon	to hate, despise
Look out	watch out, be careful
Make up for	compensate for
Pass through	go through, endure
Put down	keep down, crush
Run into	come across, meet by chance
Set aside	allocate, strike down
Stand up for	defend
Take over	take up responsibility
Turn on	switch on, start
Turn over	change, upset
Wipe away	remove, cleanse
Wipe out	destroy completely
Work upon	influence
Wind up	bring to an end

## One Word Substitution

One word substitution is a process of using one word for a phrase, it helps in making sentence structure more clear.

Here is a list of some one word substitution :

Words	Meanings
Abdicate	renounce a high office or throne
Acrobat	one who performs gymnastic feats
Anecdote	a short amusing story
Amnesty	general pardon
Biennial	happening once every two years
Bookworm	a person who is too fond of reading
Boulevard	a broad street having trees on each side
Cerebral	connected with brain

Words	Meanings
Clean sweep	a complete victory
Debacle	a sudden complete failure
Dividend	money which is divided among shareholders
Embargo	an official order forbidding trade with another country
Epic	a long narrative poem
Enigmatic	mysterious and hard to understand
Extrovert	a person who likes to spend time with others
Farce	a light humourous play full of silly things happening.
Gastronomy	the art and science of cooking and eating good food
Heirloom	a valuable object passed on for generations
Hypochondriac	a person who is over conscious about his health
Impregnable	that cannot be entered by force
Insolvent	a person who is not able to pay his debts
Recluse	one who lives in seclusion
Swashbuckler	a boastful fellow
Veteran	one who has a long experience of any occupation
Blasphemy	an act of speaking against religion
Facsimile	an exact copy of hand writing, printing
Plagiarism	literary theft
Referendum	general vote of the public to decide a question
Souvenir	a memento kept in memory of an event
Verbatim	repetition of a speech word by word

## Figures of Speech

A figure of speech is a departure from the ordinary form of expression to produce a better effect. It can be a special repetition, arrangement or omission of words with literal meaning or a phrase with specialised meaning.

Main figures of speech are given below:

- 1. Simile** It is a figure of speech comparing two unlike things, often introduced with the word 'like' or 'as'. e.g.  
(i) He fights like a lion.  
(ii) She swims as fast as a fish.
- 2. Metaphor** It is a figure of speech where we directly compare seemingly unrelated subjects. e.g.  
(i) All the world's stage.  
(ii) All the man and women merely players.  
(iii) They have their exits and their entrances.
- 3. Alliteration** It is the repetition of initial sounds in neighbouring words. Alliteration draws attention to the phrase and is often used for emphasis. e.g.  
(i) Sweet smell of success.  
(ii) Bigger and better.
- 4. Hyperbole** This device is the use of exaggeration as a rhetorical device. It may be used to evoke strong feelings or to create strong impression, but is not meant to be taken literally. e.g.  
(i) I could sleep for a year; I was so tired.  
(ii) She is older than the hills.
- 5. Oxymoron** This figure of speech combines incongruous or contradictory terms. e.g.  
(i) Dark light. (ii) Living dead.
- 6. Personification** In this figure of speech human characteristics are attributed to an abstract quality, animal or inanimate object. e.g.  
(i) The wind howled in the night.  
(ii) My alarm clock yells at me every morning.
- 7. Onomatopoeia** It is a word that actually looks like a sound it makes and we can almost hear those sounds as we read. e.g.  
(i) Water plops into pond.  
(ii) Splish splash down hill.
- 8. Irony** It is a mode of speech in which the real meaning is exactly the opposite of that which is literally conveyed. e.g. Here, under leave of Brutus and the rest (for Brutus is an honourable man) but Brutus says he was ambitious and Brutus is an honourable man.