

# Grammar

We can communicate well verbally but when it comes to answering grammar-based questions, we commit mistakes. Grammar is not a set of rules but in reality a mere description of the language used by all of us. Grammar forms an important part in the English section of any competitive examination. The typical kind of questions can be categorized as follows: (a) Fill in the blanks (b) Identifying errors in sentences and (c) Correcting the sentences. The questions can be handled easily and you can score well if your basics are clear.

## HOW THIS CHAPTER WILL HELP YOU

This chapter will help you to understand how language and components of language work. It is oriented towards making you more confident user of English by giving you an insight into correct usage. The material provided is user-friendly with adequate examples and 'practice exercises'.

If you make a concentrated effort, it will not only prepare you for the forthcoming competitive exams but also fine-tune your communication skills.

**READING:** To supplement your efforts, you should build up reading habits. This can be of any kind - magazines, newspapers or novels. But, one should consciously look at the usage. Good reading habits will definitely build up your understanding of grammatical usage and help you in being successful in competitive exams.

## NOUNS

**A Noun is a word used as a name of a person, place or thing.**

There are five kinds of Noun –

- |                     |                   |
|---------------------|-------------------|
| (a) Proper Noun     | (b) Common Noun   |
| (c) Collective Noun | (d) Abstract Noun |
| (e) Material Noun.  |                   |

### FOLLOWING ARE CERTAIN RULES OF GRAMMAR REGARDING NOUNS THAT WOULD BE USEFUL IN A COMPETITIVE EXAM:

- Proper nouns are sometimes used as common nouns.

*For example :*

- Amitabh is **Gandhiji** of our class. (Incorrect)
- Amitabh is the **Gandhiji** of our class, (Correct)

Here Gandhiji does not mean Mahatma Gandhi. The word here stands for the possessor of the qualities that Gandhiji is most known for - truth and non-violence. Thus Gandhiji is being used as a metaphorical common noun.

### FOLLOWING ARE RULES REGARDING THE NUMBER OF THE NOUN :

- Some nouns have the same form both in singular as well as in plural.

*For example :*

- A deer **was** caught.
- Deer **were** caught.

Here, the singular and plural form of the noun Deer is the same. Like Deer there are other nouns that have the same form **in singular as well as plural form**. *For example:* sheep, apparatus, species, series, hundred, dozen, hair etc. Preceding adjectives and articles decide whether the word is used in the singular form or plural form.

*For example :*

- He paid eight **hundred** rupees for this pair of shoes.
- India again won the **series**.

- Nouns denoting large numbers are used both in singular and plural form

*For example :*

- Three **hundred** people attended the function.
- Hundreds** of people attended the party.

In sentence (a), 'hundred' is preceded by number 'three'. So 'hundred' will take no plural form. Word 'three hundred' indicates plurality. But in sentence (b), 'hundred' is not preceded by any number. So to indicate plurality, we will write 'hundreds'. **So, rule is that when words like hundred, dozen, thousand, pair, score are not preceded by any word denoting number then they take the plural form, otherwise not.**

Consider some more *examples :*

- Coca-Cola paid **lakhs** of rupees to Aamir Khan for promoting their product.
- I brought two **dozen** bananas.

- Tell which sentence is correct:

- Since long no news **has** been heard.
- Since long no news **have** been heard.

Sentence a is correct. The reason is that **some nouns are always used as singular though they look like plural nouns**.

That's why we should never use the plural verb with these words. Other similar words are politics, mathematics, physics, gallows, means, billiards, ethics, summons, innings.

*For example :*

- Politics** is not my cup of tea.
- I received **summons**.
- Sachin once again played a superb **innings**

5. Tell which sentence is correct:  
 (a) The spectacles that you are wearing **are** really nice.  
 (b) The spectacles that you are wearing **is** really nice.  
 Sentence a) is correct. The reason being that **some noun words are always used in the plural form**.

*For example :* trousers, arms, drawers, assets, scales, alms, thanks, cards; ashes, riches, premises, scissors, credentials, proceeds.

6. Tell which sentence is correct:  
 (a) The cattle **was** grazing in the field.  
 (b) The cattle **were** grazing in the field.  
 Sentence (b) is correct. The reason being that **some nouns are always used as plurals though they look like singular**. Other nouns like this are public, people, folk, mankind, poultry, sheep, police, gentry, peasantry, bulk, majority, etc.

*For example :*

- (a) The majority **are** with the leader.  
 (b) Police, though late, **have** come.  
 (c) Public **wants** results.
7. Tell which sentence is correct.  
 (a) This project will lead to lots of **expenditures**  
 (b) This project will lead to lots of **expenditure**.  
 Sentence (b) is correct. The reason is that **some nouns are always used as singular. Preceding adjectives or the verb form indicates the singularity or plurality**. Other nouns are expenditure, furniture, information, machinery, issue, offspring, alphabet, scenery, poetry.

*For example :*

- (a) All the **furniture** was bought last year.  
 (b) All the **Information** was given to him.
8. Meaning of some nouns in plural form is very **different** from the meaning of nouns in singular form. Hence, that form should be used which will convey the right meaning.

*For example :*

- (a) I opened the letter and read its **contents**.  
 (b) Her mouth was fixed in a smile of pure **content**.  
 (c) The conflict between **good** and evil is age-old.  
 (d) We must produce **goods** at competitive prices.  
 (e) Delhiites breathe the most polluted **air** in the world.  
 (f) She was just putting on **airs** when she came to visit me.  
 (g) We should renounce the use of **force** to settle our dispute.  
 (h) Families of people who died as a result of services in the **forces** should not be ignored.  
 (i) I was very excited on my **return** to my home village.  
 (j) Early **returns** in the ballot indicate majority for opposition.

Other nouns having different meanings in the singular and plural form are:

Singular with meaning	Plural with meaning
Advice - counsel	Advises - information
Respect - regard	Respects - compliments
Compass - extent or range	Compasses - instrument

Custom - habit	Customs - duties levied on
Ground - Earth	Grounds - reasons
Iron - metal	Irons - fetters made of iron
Mean - average	Means - way or method
Respect - regard	Respects - polite greetings

Colour - hue	Colours - appearance
Physic - medicine	Physics - natural science

9. Please go through the following singulars and plurals as plural forms are commonly known but their **singular forms are not commonly known**.

Singular Form	Plural form
Agendum	Agenda
Alumnus	Alumni
Index	Indices
Phenomenon	Phenomena
Criterion	Criteria
Radius	Radii
Formula	Formulae
Memorandum	Memoranda

10. Some noun words have **two plurals with different meanings**. So, that plural form should be selected which will convey the right meaning.

*For example :*

- (a) I have one **brother** and one sister (meaning- children of the same parents).  
 (b) Why should only select **brethren** be allowed to attend the meeting? (meaning - members of the same society, organisation)  
 (c) I took off my shoes and **clothes** (meaning- things that people wear).  
 (d) Cotton, Nylon, Silk are different kinds of **cloths** (meaning- kinds or pieces of cloth).

Other nouns having two plurals with different meanings are:

Singular	Plural with different meaning
Die	Dies - stamps Dice - small cubes used in games
Genius	Geniuses - persons of great talent Genie - spirit
Quarter	Quarter - fourth part Quarter(s) - lodging
Manner	Manner - Method Manners - Correct behaviour
Pain	Pain - Suffering Pains - Careful efforts
Spectacle	Spectacle - sight Spectacles - eye-glasses
Penny	Pence - indicate amount of money Pennies - number of coins

#### FOLLOWING ARE RULES REGARDING GENDER OF THE NOUN:

11. Collective nouns, even when they denote living beings, are considered to be of the **neuter gender**.

*For example :*

- (a) Mr. Smith had a herd of cows. He kept a herdsman to look after **her**.

- (b) Mr. Smith had a herd of cows. He kept a herdsman to look after **it**.

Sentence b) is correct. Though herd consists of cows (females), herd is not a feminine noun as it is a collective noun.

12. Young children and the lower animals are also referred to as of the **neuter gender**.

*For example :*

- (a) The baby loves **his** toys. (Incorrect)  
 (b) The baby loves **its** toys. (correct)  
 (c) The mouse lost **his** tail when the cat pounced on him. (Incorrect)  
 (d) The mouse lost its tail when the cat pounced on it. (correct)

We are often uncertain regarding the gender of the animals. The mouse here may be a male or a female. So, English language prefers the easy way out: treat it as of the neuter gender.

13. When objects without life are personified they are considered of

- (i) The masculine gender if the object is remarkable for strength and violence. Ex. Sun, Summer, Winter, Time, Death etc.  
 (ii) The feminine gender if the object is remarkable for beauty, gentleness and gracefulness. Ex: Earth, Moon, Spring, Nature, Mercy etc.

*For example:*

- (a) The Sun came from behind the clouds and with **her** brilliance tore the veil of darkness. (Incorrect)  
 (b) The Sun came from behind the clouds and with **his** brilliance tore the veil of darkness. (Correct)

Convention does not see brilliance as a womanly quality, but a manly one.

- (a) Nature offers **his** lap to him that **seeks** it. (Incorrect)  
 (b) Nature offers **her** lap to him that **seeks** it. (Correct)

The offering of a lap is usually the mother's role. Hence, Nature here should be treated as a feminine noun.

Tell which sentence is correct.

- (a) The earth goes round the sun in 365 days. Can you **calculate her speed**?  
 (b) The earth goes round the sun in 365 days. Can you **calculate its speed**?

Sentence b is correct. The error being made here is that personification is being brought where it does not exist. In the above statement the earth is being treated as a body (a thing), not a person. The scientist here is not concerned with the womanly qualities of the planet. So, neuter gender should be applied.

#### **FOLLOWING ARE RULES REGARDING APOSTROPHE :**

14. Rules regarding apostrophe S ('s):

- (a) Singular noun: 's is added after the word.

- (b) Singular noun: Only an apostrophe is added when there are too many hissing sounds. *For example:* Moses' laws, for goodness' sake, For justice' sake.  
 (c) Plural nouns ending in s like boys, cows: only (') is added after the word  
 (d) Plural nouns not ending in s like men, children: ('s) is added after the word.  
 (e) 'S is added primarily after the living things and personified objects. *For example:* Governor's bodyguard, horse's head, Nature's law, Fortune's favourite.  
 (f) 'S is not used with inanimate or non-living things. *For example:* leg of the table, cover of the book.  
 (g) But in nouns that denote time, distance or weight, ('s) is used. *For example:* a stone's throw, in a year's time, the earth's surface.  
 (h) Some other common phrases where ('s) is used are to his heart's content, at his wit's end, out of harm's way.  
 (i) When a noun consists of several words, the possessive sign is attached only to the last word.

*For example:*

- (a) The Queen's **of England** reaction is important in the Diana episode. (Incorrect)  
 (b) The Queen **of England's** reaction is important in the Diana episode. (Correct)

Do not be mistaken that since it is the Queen's reaction, the ('s) should come after queen. You might think that putting it after England would make the reaction England's and not the Queen's. This is short-sightedness. Do not see Queen and England in isolation, Queen of England is one whole unit and the apostrophe should come at its end.

- (j) When two nouns are in apposition, the possessive sign is put to the latter only.

*For example :*

- (a) I am going to Stephen **Hawking's the scientist's country**. (Incorrect)  
 (b) I am going to Stephen **Hawking the scientist's country**. (Correct)

- (k) When two or more nouns show joint possession, the possessive sign is put to the latter only.

*For example:*

- (a) Amitabh and Ajitabh are Bachchanji's sons. So Bachchanji **is Amitabh's and Ajitabh's father**. (Incorrect)  
 (b) Amitabh and Ajitabh are Bachchanji's sons. So Bachchanji **is Amitabh and Ajitabh's father**. (Correct)

- (l) When two or more nouns show separate possession, the possessive sign is put with both.

*For example.*

- (a) The audience listened to Javed and Vajpayee's poems. (Incorrect)  
 (b) The audience listened to Javed's and Vajpayee's poems. (Correct)

## PRONOUNS

**A pronoun is a word used instead of a noun.**

**Now consider the following cases :**

1. Since a pronoun is used **instead of a Noun**, it must be of the same number, gender and person as the noun for which it stands. *For example:* Those **beggers** are idle. **They** refuse to work for their living.
2. Consider the following two sentences.
  - (a) After a few hearings the jury gave its verdict. (Pronoun 'its' is used in place of noun 'jury').
  - (b) The **jury** were divided in **their** opinions. (Pronoun 'their' is used in place of noun 'jury')

You must be wondering why different pronoun 'its' and 'their' is used in place of the same noun 'jury' The reason is when a pronoun stands for a **collective noun** it must be in the singular number and neutral gender. (Sentence a). But when collective noun conveys the idea of separate individuals comprising the whole, the pronoun standing for it must be of the plural number. In sentence b, it is clear that members of the jury are not behaving as whole.

*For example :*

  - (a) The **committee** is reconsidering its decision.
  - (b) The **committee** decided the matter without leaving their seats.

### PRONOUNS IN SENTENCES FOUND BY CONJUNCTION :

3. When two or more singular nouns are joined by '**and**', the pronoun used for them must be **plural**.  
*For example :* Rama and Hari work hard. **Their** teachers praise **them**.  
But when two Singular nouns joined by '**and**' refer to the same person or thing, the pronoun should be singular.  
*For example :* The Secretary and Treasurer is negligent of **his** duty.  
Here the same person is acting as Secretary and Treasurer. That's why singular pronoun is used.
4. When two singular nouns joined by '**and**' are preceded by 'each' or 'every', then the pronoun must be singular  
*For example :* Every soldier and every sailor was in **his** place.
5. When two or more singular nouns are joined by '**or**', '**either...or**', '**neither...nor**', the pronoun is generally singular.  
*For example :*
  - (a) Neither Abdul nor Rehman has done his lessons.
  - (b) Either Rama or Hari must help **his** friend.
6. When a plural and a singular noun are joined by '**or**' or '**nor**', the pronoun must be in the plural  
*For example :* Either the manager or his assistants failed in **their** duty.
7. When two things which have been **already mentioned** are referred to, 'this' refers to the thing last mentioned and 'that' to the thing first mentioned.  
*For example :* Alcohol and Tobacco are both injurious: **this** perhaps less than **that**.

### RULES REGARDING PERSONAL PRONOUNS :

8. Tell which sentence is correct-
  - (a) The presents are for you and **me**.
  - (b) The presents are for you and **I**.

Sentence a is correct. Pronoun has to agree with the case. Here it is the **objective case**. So, 'me' should be used instead of 'I'. *For example :* My uncle asked my brother and me to dinner.
9. Tell which sentence is correct
  - (a) He loves you more than **I**.
  - (b) He loves you more than **me**.

Sentence a is correct 'Than' is a conjunction joining clauses. And the case of the pronoun to be used may be found by writing the clauses in full. So, in sentence a.) two clauses joined by 'than' are 'He loves you more' and 'I love you'. Being a subjective case, 'I' should be used.  
*For example:*

  - (a) He is taller than **I** (am).
  - (b) He loves you more than (he loves) **me**.
10. When a pronoun refers to more than one noun or pronouns of different persons, it must be of the first person plural in preference to the second and of the second person plural in preference to the third.  
*For example :*
  - (a) You and I, husband and wife, have to look after **your** home. (Incorrect)
  - (b) You and I, husband and wife, have to look after **our** home. (Correct)

Now, common sense tells us that if we are a couple, wife and husband, the feeling of togetherness is expressed by our home, not your home. And so does grammar.

**Rule: 123.** I stands for first person, 2 for second person and 3 for third person. The order of precedence is: 1 before 2 and 2 before 3. In the given example, we have 2 and 1. So I will apply; that is, first person. The number, of course, will be plural.

Let us take another *example*.

  - (a) You and Hari have done **their** duty. (Incorrect)
  - (b) You and Hari have done **your** duty. (Correct)

Applying 123 rule. You = 2 and Hari = 3. So, 2. Second person plural gives 'your'.

Similarly, when all the three persons are taken into account, it has to be I; that is, first person plural.

  - (a) You, he and I have not forgotten your roots. (Incorrect)
  - (b) You, he and I have not forgotten **our** roots. (Correct)
11. **Each, either and neither** are always singular and are followed by the verb in the singular.  
*For example :*
  - (a) Neither of the accusations **is** true.
  - (b) Each boy took **his** turn.
  - (c) Each of the ladies performs **her** duty well.
12. (A) Please consider the following sentences.
  - (a) This is the boy. **He** works hard. (**He** subjective case)

- (b) This is the boy. **His** exercise is done well. (**His** is possessive case)
- (c) This is the boy. All praise **him**. (**Him** is objective case)
13. An apostrophe is never used in 'its', 'yours' and 'theirs'.
14. The complement of the verb **be**, when it is expressed by a pronoun, should be in the nominative form.  
*For example:*  
(a) It was **he** (not **him**),  
(b) It is **I** (not **me**) that gave the prizes away.  
(c) It might have been **he** (not **him**).
15. The case of a pronoun following **than** or **as** is determined by mentally supplying the verb.  
*For example:*  
(a) He is taller than **I** (**am**).  
(b) I like you better than **he** (**likes you**).  
(c) They gave him as much as (**they gave**) **me**.
16. A pronoun must agree with its Antecedent in **person, number and gender**.  
*For example:*  
(a) All passengers must show **their** (not **his**) tickets.  
(b) I am not one of those who believe everything **they** (not **I**) hear

## RULES REGARDING DEMONSTRATIVE PRONOUNS :

17. **That** is used-
- A. **After adjectives in the superlative degree.**  
*For example-*  
(a) This is the best **that** we can do.  
(b) He is the best speaker **that** we ever heard.
- B. **After the words all, same, any, none, nothing, only.**  
*For example:*  
(a) Man is the only animal **that** can talk.  
(b) He is the same man **that** he has been.
- C. **After two antecedents**, one denoting a person and the other denoting an animal or a thing.  
*For example:* The man and his pet **that** met with an accident yesterday died today.
18. **What** and **That** refer to persons as well as things.

## RULES REGARDING RELATIVE PRONOUNS :

19. On combining each of the above pairs into one sentence  
(a) This is the boy **who** works hard (Who in place of He)  
(b) This is the boy **whose** exercise is done well. (**whose** in place of His)  
(c) This is the boy **whom** all praise. (**Whom** in place of Him)

The above sentences show when to use who, whose and whom. Who is the subjective case, Whose the possessive case and Whom the objective case.

20. Who is used for persons only. It may refer to a singular or plural noun.  
*For example:*  
(a) He **who** hesitates is lost.  
(b) Blessed is he **who** has found his work.
21. Whose can be used for persons as well as things without life also.  
*For example:*  
(a) This is the hotel **whose** owner is a criminal.  
(b) This is the person **whose** will power is extraordinary.

22. Which is used for inanimate things and animals. 'Which' is used for both singular and plural nouns.

*For example:*

- (a) I have found the book **which** I had lost last week.  
(b) The horse, **which** won the race yesterday, is my favourite.
23. When 'which' is used for selection, it may refer to a person as well as things.  
*For example:*  
(a) Which of the packets is yours?  
(b) Which of the boys has not done his homework?
24. **Who, Which, Whom, That, Whose** should be placed as near to the antecedent as possible.  
*For example:*  
(a) I with my family reside in Delhi, which consists of my wife and parents.  
This sentence is wrong as **which** relates to 'my' family'. So 'which' should be placed as near to family' as possible. So, the correct sentence is  
(b) I with my family which, consists of my wife and parents, reside in Delhi.

25. **Who** is used In the **nominative** cases and **whom** in the **objective** cases.

*For example:*

- (a) There is Mr. Dutt, **who** (not **whom**) they say is the best painter in the town.  
(b) The Student, whom (not who) you thought so highly of, has failed to win the first prize.
26. When the **subject** of a verb is a **relative pronoun**, the verb should agree in number and person with the antecedent of the **relative**.  
*For example:*  
(a) This is **one** of the most interesting **novels that have** (not **has**) appeared this year. (Here, antecedent of **relative pronoun that** is **novels** and not **one**)  
(b) This is the only **one** of his **poems that is** (not **are**) worth reading. (Here the antecedent of **that** is **one** and not **poems**. Kindly note the difference between sentence **a** and **b**)

## OTHER USEFUL RULES :

27. None is used in the singular or plural as the sense may require.  
*For example:*  
(a) Each boy was accompanied by an adult but there were none, with the orphan (Incorrect)  
(b) Each boy was accompanied by an adult but there **was** none with the orphan. (Correct)  
(c) I am used to many guests everyday but there **was** none today. (Incorrect)  
(d) I am used to many guests everyday but there **were** none today. (Correct)
28. When 'one' is used as **pronoun**, its possessive form 'one's' should follow instead of his, her etc.  
*For example:* One must put **one's best** efforts if one wishes to succeed.
29. With **let** objective case of the pronoun is used.  
*For example:* let **you** and **me** do it.

30. If a pronoun has two antecedents, it should agree with the **nearer one**.  
*For example :*  
 (a) I hold in high esteem everything and **everybody who** reminds me of my failures.  
 (b) I hold in high esteem everybody and **everything, which** reminds me of my failures.
31. In referring to **anybody, everybody, anyone, each** etc., the pronoun of the masculine or the feminine gender is used according to the context.  
*For example.*  
 (a) I shall be glad to help **everyone** of my **boys** in **his** studies.  
 (b) I shall be glad to help **everyone** of my **girls** in **her** studies.
- (c) I shall be glad to help everyone of my **students** in **his** studies.  
 But when gender is not determined, the pronoun of the **masculine gender** is used as in sentence c.
32. (A) The pronoun **one** should be used throughout, if used at all.  
*For example:*  
 (a) **One** must use **one's** best efforts if one wishes to succeed.  
 (b) **One** should be careful about what one says.  
 (B) **Plural** is commonly used with **none**.  
*For example.*  
 (a) **None** of his poems are well known.  
 (b) **None** of these words are now current.
33. **Anyone** should be used when **more than two** persons or things are spoken of.  
*For example :* She was taller than **anyone** of her five sisters.

## TENSES

1. Tense is the form taken by a verb to indicate time and **continuance** or **completeness** of action. The continuance or completeness of action is denoted by four subcategories.  
**(a) Simple Tense :** It is used for habitual or routine actions in the Present Tense, action which is over in the Past Tense & action to happen in the Future Tense.  
**(b) Continuous Tense :** The action is incomplete or continuous or going on.  
**(c) Perfect Tense :** The action is complete, finished or perfect with respect to a certain point of time.  
**(d) Perfect Continuous Tense :** The action is going on continuously over a long period of time and is yet to be finished.
2. The different tenses and the verb forms used in each tense are given below :
- | Singular with meaning           | Plural with meaning                 |
|---------------------------------|-------------------------------------|
| Name of Tenses                  | Verb form used in Tenses            |
| Present simple / indefinite     | Verb / verb + s/es                  |
| Present continuous/Progressive  | Is/am/are + verb + ing              |
| Present perfect                 | Has / have + third form of verb     |
| Present perfect continuous      | Has/have + been + verb + ing        |
| Past simple / indefinite        | Second form of verb only            |
| Past continuous / Progressive   | Was/were + verb + ing               |
| Past perfect                    | Had + third form of verb            |
| Past perfect continuous         | Had been + verb + ing               |
| Future simple / indefinite      | Shall / will + verb                 |
| Future continuous / Progressive | Shall / will + be + verb + ing      |
| Future perfect                  | Shall/will + Have + past participle |
| Future perfect continuous       | Shall/will + have been + verb + ing |
3. The **simple Present tense** is used  
 A. To express a **habitual action**.  
*For example :* I **get** up every day at five o'clock.
- B. To express **general truths**.  
*For example :* Fortune **favours** the brave.
- C. In **vivid narrative**, as substitute for the simple past.  
*For example :* Immediately the Sultan **hurries** to his capital.
- D. To indicate a **future event that is part of a fixed programme or time table**.  
*For example :* The train **leaves** at 5:20 am.  
**Note:** We can also use **will leave** in place of **leaves**.
- E. It is used to introduce **quotations**.  
*For example :* Keats **says**, 'A thing of beauty is a joy forever'.
- F. In exclamatory sentences beginning with **here** and **there** to express what is actually taking place in the present.  
*For example :* Here comes the bus!
- G. When two actions of the **future** are being talked about, one dependent on the other, the former action is represented by present simple and the latter by future simple.  
*For example :* We shall go when the child comes back home.
4. The **present continuous tense** is used  
 (I) For an action **going on at the time of speaking**.  
*For example :* The boys are **playing** cricket in the ground.  
 (II) For a temporary action that may not be actually happening at the time of speaking but was happening in the recent past and is still happening in recent future.  
*For example :* I **am reading** Sidney Sheldon now a days.  
 (III) To express **changing or developing situations**.  
*For example :* India is **progressing** day by day.  
 (IV) For an action that is planned or arranged to take place in the **near future**.  
*For example :* I **am going** to cinema tonight.  
**Note:** But it is not good to use the present continuous for slightly distant future. So, don't say

- (a) I am **going** to cinema next week.  
Rather, use the future simple. So, it is better if you say
- (b) I **will go** to cinema next week.
- (V) When the reference is to a particularly obstinate habit, the present continuous is used instead of present simple. An adverb like always, continually, constantly is also used.  
*For example* : It is no use scolding him; he always **does** what is forbidden. (Incorrect)  
**Note**: that his doing what is forbidden has become a die-hard habit. The habit persists in spite of advice or warning. So, we should use the present continuous.  
*For example* : It is no use scolding him; he **is always doing** what is forbidden. (Correct)
5. The **present perfect tense** is used
- (I) To indicate the completed activities in the **immediate past**.  
*For example* : He has just gone out.
- (II) Action completed in the immediate past or an action of the past whose effect lingers in the present.  
*For example* : **I wrote** three books. (Incorrect)  
The given sentence appears to be incomplete. The reader of the sentence immediately queries. 'When did you write three books?' It would be a different case if you said  
*For example* : **I wrote books**.  
Then the reader would infer that you wrote books in the past as a profession or hobby. But when you are being so specific as to say "three books", we immediately feel the need of a time frame. Since no time frame is mentioned, we assume it to be 'by now'. So, we have something to the effect.  
*For example* : I have **written** three books by now.  
This 'by now' is implied and need not be written. So,  
*For example* : I have **written** three books. (Correct)
- (III) The present perfect is never used with adverbs of the past time. In such cases the past simple should be used.  
*For example* : India **has** won the match last week (Incorrect)  
"Last week" is not immediate past. You may therefore be tempted to use the present perfect. But remember that the immediate past here does not go unindicated. Last week is being used as an adverb of past time. So,  
*For example* : India **won** the match last week. (Correct)
- (IV) To express past actions whose time is not given and not definite - actions with their effect continuing in the present.  
*For example* :  
a) I **have** never **known** him to be angry.  
b) **Have** you **read** 'Gulliver's Travels'?
- (V) To describe the past events when we think more of their effect in the present than of the action itself.  
*For example* : I **have** cut my finger.
- (VI) For long actions and situations which started in the near past and went on until very recently.  
*For example* : I **have read** three chapters since this morning.
6. The **present perfect continuous** tense is used for an action, which began at some time in the past and is still continuing. With the present perfect continuous tense an adverb or phrase that expresses time is used.  
*For example* :  
(a) I **have been reading** this book since morning.  
(b) They **have been building** the bridge for several months.
7. The **simple past tense** is used
- (I) To indicate an action **completed in the past**. Generally, adverbs or adverb phrases of past time are used in the past simple tense.  
*For example* :  
(a) The steamer **sailed** yesterday.  
(b) He **went** home some time back.
- (II) To express imaginary present situations or imaginary future events that may not happen.  
*For example* :  
(a) If I **had** longer holidays, I would be very happy.  
(b) If I **got** rich, I would travel all over the world.
- (III) When this tense is used without an adverb of time, then time may be either implied or indicated by the context.  
*For example* : I **didn't** sleep well. (i.e., last night)
- (IV) For past habits 'used to' is added to the verb.  
*For example* : She used to **carry** an umbrella.
8. The **past continuous** tense is used
- (I) To denote an action going on at some time in the past. The time of the action may or may not be indicated.  
*For example* :  
(a) It **was getting** darker.  
(b) We **were listening** to the radio all evening.
- (II) When a new action happened in the middle of a longer action. In this case Past simple and Past continuous are used together. Past simple is used for the new action.  
*For example* : The Light **went** out while I **was reading**.
- (III) For persistent habits in the past.  
*For example* : She **was always chewing** gum.
9. The **past perfect tense** is used when **two actions happened in the past**. In this case it is necessary to show which action happened earlier than the other. Here **past perfect is used for the action, which happened earlier**.  
*For example* :  
(a) When I reached the station the train **had started**.  
(b) I **had done** my exercise when Hari **came** to see me.
10. **Past perfect continuous** tense is used when an action that began before a certain point of time in the past & was continuing at the given point of time in the sentence. A time expression like **since last year**, **for the last few days** is generally put after perfect continuous tense.  
*For example* : At that time he **had been writing** a novel for **two months**.  
Here, **At that time** is the given point of time and **for two months** is the point of time in the past.
11. The **simple future** is used for an action that has **still to take place**.  
*For example* :  
(a) I **shall** see him tomorrow.  
(b) Tomorrow **will** be Sunday.

12. The **future continuous** tense
  - (I) Represents an action as going on at **sometime in the future**.  
*For example* : I **shall be reading** the paper then.
  - (II) Represents the future events that are planned.  
*For example* : He **will be meeting** us next week.
13. The **future perfect tense** is used to indicate the **completion of an event by a certain future time**.  
*For example* : I **shall have written** my exercise by that time.
14. The **future perfect continuous tense** indicates an action represented as being in progress over a period of time that will end in the future. Generally time period is mentioned along with it.  
*For example* : By next July we shall have been living here for four years.
15. Other rules to be followed : Events occurring at the same time must be given in the same tense.  
*For example* : When he fainted his brother was with him.
16. Will or Shall cannot be used twice in the same sentence even if both the actions refer to the future tense.  
*For example* :  
  - (a) I shall come if he will call me. (Wrong)
  - (b) I shall come if he calls me. (Right)
17. With the phrases as if and as though the past tense and plural form of the verb should be used.  
*For example* :  
  - (a) He behaves as if he is a king. (Wrong)
  - (b) He behaves as if he were a king. (Right)
18. With the word 'wish' four verbs are used namely were, had, could, would. 'Were' is used when the wish seems to be unrealisable.  
*For example* : I wish I were a king.  
 'Had' is used when our wish is a lament over the past happening. *For example* : I wish I had accepted that job.  
 'Would' is used when we refer to the future. *For example* : I wish I would get a ticket.  
 'Could' is used when we wish that something that has happened already should have happened otherwise.  
*For example* : He did not go because he was busy yesterday. I wish he could go with you.
19. 'For' is used for a period of time. *For example* : He has been working for two hours.  
 'Since' is used with a point of time. *For example* : He has been working since morning.
20. In case of conditional sentences 'had' and 'would have' are used.  
*For example* : If I had met him I would have invited him.

## ARTICLES

1. **A** or **an** does not refer to a particular person or thing. It leaves indefinite the person or thing spoken of.  
*For example* : I saw a doctor. (means I saw any doctor)
2. **An** is used before a word beginning with vowel sound (please note a word beginning with vowel sound and not necessarily a vowel itself).  
*For example* : an ass, an enemy, an inkstand, an orange, an umbrella, an hour.
3. **An** is placed before an abbreviation if the first letter of an abbreviation is F, H, L, M, N, R, S or X.  
*For example* :  
  - (a) An MBA was required for the post.
  - (b) An SAO is an officer of high rank
4. **A** is used before a word beginning with a consonant sound.  
*For example* : a boy, a woman, a horse, a one-rupee note, a university, a European (both university and European begin with a consonant sound of 'yu')
5. **A** and **an** are used with words 'few' and 'little' if they refer to a small number or a small amount. Words 'few' and 'little' without the articles means almost none.  
*For example* :  
  - (a) We have little time to spare. (means almost no time)
  - (b) We have a little time to spare. (means some time)
  - (c) Few persons were present at the meeting. (means almost no one was present)
  - (d) A few persons were present at the meeting. (means some were present)
6. **A** is used in the following senses :  
  - A) In its original numerical sense of one.  
*For example* :  
    - (a) Not a word was said.
    - (b) A word to the wise is sufficient.
  - B) In the vague sense of a **certain time**.
  - C) In the sense of any, to single out an individual as the representative of a class.  
*For example* : A pupil should obey his teacher.
  - D) To make a common noun of a proper noun.  
*For example* : A Daniel came to judgement. (A Daniel = A very wise man)
7. **The** points out a particular person or thing or someone or something already referred to.  
*For example* :  
  - (a) I saw the doctor. (means I saw some particular doctor)
  - (b) The book you want is out of print.
8. **The** is used with names of gulfs, rivers, seas, oceans, groups of islands and mountain ranges.  
*For example* :  
 The Persian Gulf, The Red Sea, The Indian Ocean, The British Isles, The Alps.
9. **The** is used before the name of certain books.  
*For example* : The Vedas, The Puranas, The Ramayana.  
 But we never say 'The Valmiki's Ramayana'. The is not used when the name of a book is mentioned along with the author's name. So, 'Valmiki's Ramayana' is correct.
10. **The** is used before the names of things unique of their kind.  
*For example* : the sun, the sky, the ocean, the sea.
11. **The** is used before a plural common noun if it refers to a particular group among the class and not the whole class.  
*For example* : Drive away the cows from the field.
12. **The** is used before a proper noun only when it is qualified by an adjective.  
*For example* : The great Rani of Jhansi, the immortal Kalidas.



13. **The** is used before superlatives.  
*For example :*  
(a) Sachin was the best batsman in the world.  
(b) The best person should win.
14. **The** noun if emphasis is laid on the use of such a noun. Here, noun can be proper or abstract noun  
(a) the time for doing it.  
(b) occasion to help the distressed.
15. **The** is used with ordinals.  
*For example :*  
(a) He was the first student to finish his homework.  
(b) The second chapter of the book is very interesting.
16. **The** is used before an adjective when the noun is understood.  
*For example :*  
(a) The poor are always with us. (Here poor means poor people which is understood.)  
(b) The weak and the strong. (Here weak means weak people and strong means strong people.)
17. No article is used before a common noun when it refers to all the members of the class.  
*For example :*  
(a) Man is mortal.  
(b) Fish has high protein content.  
(c) What kind of flower is it?
18. The is used before a common noun to give it the meaning of an abstract noun.  
*For example :* The devil in him begins its misdeeds now and then.
19. No article is used before the names of materials such as gold, stone, wine, iron, wheat, wood, cloth.  
*For example :*  
(a) Gold is a precious metal.  
(b) Wheat grows in Uttar Pradesh, Haryana and Madhya Pradesh.  
(c) Iron is a useful metal.  
Note: But it is correct to say  
*For example :* An iron is a useful gadget.  
Because here we are not talking about material iron, but the object which is used to make clothes smooth.
20. No article is used before proper nouns.  
*For example :*  
(a) Delhi is the capital of India.  
(b) Newton was a great philosopher.  
But consider the following examples where an article is used before a proper noun.  
(a) This man is a second Newton.  
(b) Bombay is the Manchester of India.  
Here Newton and Manchester are not used as proper nouns but as common nouns. The first sentence means that this man is as great as Newton and the second sentence means that Bombay is a great manufacturing city like Manchester.
21. No articles are used before a common noun used in its widest sense.  
*For example :*  
(a) The science has developed much in the past hundred years. (Incorrect)  
(b) Science has developed much in the past hundred years. (Correct).
22. No article is used before the noun following 'Kind of':  
*For example :*  
(a) What kind of a hobby is this? (Incorrect)  
(b) What kind of hobby is this? (Correct)
23. No article is used before abstract nouns.  
*For example :*  
(a) Wisdom is the gift of heaven.  
(b) Honesty is the best policy.  
But consider the following examples where an article is used before an abstract noun.  
(a) The wisdom of Solomon is famous.  
(b) I cannot forget the kindness with which he treated me.  
Here the article is used before the abstract noun as the abstract noun has been qualified by an adjective or adjectival clause.
24. No article is used before languages, subject of arts and science.  
*For example :*  
(a) We are studying English.  
(b) Geometry is the toughest subject I have ever studied.
25. No article is used before words such as school, college, church, bed, table, hospital, market, prison.  
*For example :*  
(a) I went to school till last year.  
(b) I have never been to hospital.  
But an article is used before these words when reference is made to a definite place.
26. No article is used before the name of relations like father, mother, aunt, uncle.  
*For example :* Mother would like to see you.  
But if someone else's mother is being talked about then **the** should be used.  
*For example :* The mother would like to see you.
27. Article should not be used before positions that are held at one time by one person only.  
*For example :*  
(a) S D Sharma was elected the president of the country. (Incorrect)  
(b) S D Sharma was elected president of the country. (Correct)
28. Please consider this sentence  
(a) I have a black and white cat.  
Here I mean that I have one cat that is partly black and partly white.  
Now, consider this sentence  
*For example :* I have a black and a white cat.  
Here I mean that I have two cats one is black and the other white. Hence the rule is that when two or more adjectives qualify the same noun, the article is used before the first adjective only. But when they qualify different nouns, the article is used before each adjective separately.  
Consider one more *example*.  
(a) The President and Chairman is absent.  
(b) The President and the Chairman are present.  
Sentence a means that only one person is acting as president as well as chairman. Sentence b means that two different persons are acting as the President and the Chairman and both the persons are present.

## ADJECTIVES

**Adjectives are the words that describe the qualities of a noun or pronoun in a given sentence.**

### CONSIDER THE FOLLOWING :

1. Tell which sentence is correct
  - (a) Flowers are plucked freshly.
  - (b) Flowers are plucked fresh.
 Sentence b is correct as, adjective is correctly used with a verb when some quality of the subject rather than verb is to be expressed. Here, fresh describes the word Flowers (a noun) and not plucked (a verb).

### RULES REGARDING DEMONSTRATIVE ADJECTIVE :

2. **This** and **that** are used with the singular nouns and these and those are used with plural nouns  
*For example :*
  - (a) This mango is sour.
  - (b) These mangoes are sour.
  - (c) That boy is industrious
  - (d) Those boys are industrious.
3. **This** and **these** indicate something near to the speaker while that and those indicate something distant to the speaker.  
*For example :*
  - (a) This girl sings.
  - (b) These girls sing.
  - (c) That girl sings.
  - (d) Those girls sing.

### RULES REGARDING DISTRIBUTIVE ADJECTIVES:

4. **Each** is used when reference is made to the individuals forming any group. Each is also used when the number of the group is limited and definite.  
*For example :*
  - (a) I was in Shimla for five days and it rained each day.**Every** is used when reference is made to total group or when the number is indefinite.  
*For example :*
  - (a) Every seat was taken.
  - (b) I go for a movie every week.
  - (c) Leap year falls in every fourth year.
5. Each, either, neither and every are always followed by the singular noun.  
*For example :*
  - (a) Each boy must take his turn.
  - (b) Every word of it is false.
  - (c) Neither accusation is true.

### RULES REGARDING ADJECTIVES OF QUANTITY:

6. **Some** is used in affirmative sentences to express quantity or degree.  
*For example :* I shall buy some bananas.  
**Any** is used in the negative or interrogative sentences to express quantity or degree.  
*For example :*

(a) I shall not buy any bananas.

(b) Have you bought any bananas?

But some is an exception to the above rule. Some is used in interrogative sentences, which are commands or requests.  
*For example :* Will you please lend me some money?

7. **Few** is used for countable objects and **little** is used for non-countable objects.
8. Little means not much. So use of the word little has a negative meaning.

*For example :*

(a) There is little hope of his recovery.

(b) He has little appreciation of hard work.

A little means some though not much. So, use of a little has a positive meaning.

*For example :*

(a) There is a little hope of his recovery.

(b) He has a little appreciation of hard work.

The little means not much but all there is.

*For example :*

(a) The little information he had was quite reliable.

(b) The little knowledge of management he possessed was not sufficient to stand him in good stead.

9. Few means not many. So use of the word few has a negative meaning.

*For example :* Few men are free from faults.

A few means some. So use of 'a few' has a positive meaning.

*For example :* A few men are free from faults.

The few means not many, but all there are.

*For example :* The few remarks that he made were very good.

10. Only uncountable nouns follow much, little, some, enough, sufficient and whole.

*For example :*

(a) I ate some rice.

(b) There are not enough spoons.

### RULES REGARDING INTERROGATIVE ADJECTIVES :

11. **What** is used in the general sense and **which** is used in a selective sense.

*For example :*

(a) Which of you haven't brought your book?

(b) What sort of man is he?

### RULES REGARDING DEGREES OF COMPARISON OF ADJECTIVES :

12. The comparative form ending in 'er' is used when we are comparing one quality in two persons.

*For example :* Anjali is wiser than Rahul.

But if we wish to compare two qualities in the same person then the comparative form ending in 'er' is not used.

*For example :* Anjali is wise than brave.

13. When two objects are compared with each other, the latter term of comparison must exclude the former.

*For example :*

- (a) Delhi is bigger than any other city in India.

If we say

- (b) Delhi is bigger than any city in India.

Then we are saying Delhi is bigger than Delhi, as any city in India includes Delhi also. And this is obviously wrong.

14. In a comparison by means of a superlative the latter term should include the former.

*For example :*

- (a) Delhi is the biggest of all cities in India.

- (b) Of all men he is the strongest.

Kindly note the difference in this and the previous rule.

15. **Later** and **latest** refer to time.

*For example :*

- (a) He came later than I expected.

- (b) This is the latest news.

**Latter** and **last** refer to position.

*For example :*

- (a) The last player could not bat as he was injured.

- (b) The latter chapters are very interesting.

**Latter** is used when there are two only, last when there are more than two.

*For example :*

- (a) Of Manohar, Syam and Joshi, the latter is a driver. (Incorrect)

- (b) Of Manohar, Syam and Joshi, the last is a driver. (Correct)

16. **Elder** and **eldest** are used only of persons (usually members of the same family).

*For example :*

- (a) My elder sister is doing MBA from IIM, Ahmedabad.

- (b) My eldest brother is getting married today.

**Older** and **oldest** are used of both persons and things.

*For example :*

- (a) This is the oldest building in the city.

- (b) Anthony is the oldest boy in the class.

17. Further means more distant or advanced whereas farther is a variation of further and means at a distance – both the words can be used to indicate physical distance.

*For example :*

- (a) No one discussed the topic further.

- (b) Calcutta is farther from the equator than Colombo.

18. The comparative degree is generally followed by 'than', but comparative adjectives ending in 'is' or 'are' are followed by the preposition 'to'.

*For example :*

- (a) Raj is inferior to Aman in intelligence.

- (b) Aman is superior to Raj in intelligence.

- (c) He is junior to me.

- (d) Who was captain prior to Dhoni?

19. Adjectives such as square, round, perfect, eternal, universal, unique do not admit of different degrees. So they cannot be compared. Thus strictly speaking we cannot say that a thing is more square more round or more perfect. But sometimes we do make exceptions to this rule.

*For example :* This is the most perfect specimen I have seen.

20. When the comparative form is used to express selection from two of the same kind or class, it is followed by 'of' and preceded by 'the'.

*For example :*

- (a) Raj is stronger of the two boys.

21. When 'than' or 'as' is followed by the third person pronoun, the verb is to be repeated.

*For example :* Raj is not as clever as his brother is.

22. When 'than' or 'as' is followed by first or second person pronoun, the verb can be omitted.

*For example :* He is more intelligent than you.

23. In comparing two things or classes of things the comparative should be used.

*For example :*

- (a) Of two evils choose the lesser (not least).

- (b) Which is the better (not best) of the two?

24. A very common form of error is exemplified in the following sentence.

- (a) The population of London is greater than any town in India.

- (b) The population of London is greater than that of any town in India.

Sentence b is correct as the comparison is between the population of London and the population of any town in India.

25. Double comparatives and superlatives should be avoided.

*For example :*

- (a) Seldom had the little town seen a more costlier funeral. (Wrong)

- (b) Seldom had the little town seen a costlier funeral. (Right)

- (c) Seldom had the little town seen a more costly funeral. (Right)

26. Preferable has the force of comparative and is followed by to. Phrase 'more preferable' should not be used.

*For example :*

- (a) Coffee is more preferable to tea. (Wrong)

- (b) Coffee is preferable to tea. (Right)

27. Less refers to quantity whereas fewer refers to number.

*For example :*

- (a) No fewer than fifty miners were killed in the explosion.

- (b) We do not sell less than ten kg of tea.

28. Certain adjectives do not really admit of comparison because their meaning is already superlative. Such words are unique, ideal, perfect, complete, universal, entire, extreme, chief, full, square, round. Therefore phrases like most unique, more round, fullest etc. are wrong.

29. If there is a gradual increase it is generally expressed with two comparatives and not with positives.

*For example :*

- (a) It grew hot and hot. (Incorrect)

- (b) It grew hotter and hotter. (Correct)

## OTHER COMMON RULES :

30. 'Verbal' means 'of or pertaining to words' whereas 'oral' means 'delivered by word of mouth or not written'. Hence the opposite of written is oral, not verbal.

*For example :*

- (a) His written statement differs in several important respects from his oral (not verbal) statement.

- (b) The boy was sent with a verbal message to the doctor.

31. 'Common' means shared by all concerned. If a fact is a common Knowledge, it means the knowledge of the fact is shared by all. Everyone knows about it. 'Mutual' means in relation to each other. If you and I are mutual admirers, it means I admire you and you admire me. We might also have a common admirer who admires both of us.

- (a) We stopped smoking on the advice of a mutual friend. (Incorrect)  
 (b) We stopped smoking on the advice of a common friend (Correct)

It is apparent that there are two or more than two of us. Apart from us, there is a person (friend). Since he is a friend to all of us, this friend is being shared by all of us. So, he is a common friend. Now, look at this sentence.

*For example :* We stopped smoking on mutual advice.  
 It means I advised you not to smoke and you advised me not to smoke.

#### OTHER COMMON ERRORS:

32. Other common errors.
- (a) These kind of questions is often asked in the examinations. (Incorrect)  
 (b) This kind of question is often asked in the examinations. (Correct)  
 (c) He is as good if not better than his brother. (Incorrect)  
 (d) He is as good as if not better than his brother. (Correct)  
 (e) The future do not hold much for you. (Incorrect)  
 (f) The future does not hold much for you. (Correct)

## VERBS

1. Two or more singular subjects connected by 'and' usually take a verb in the plural.

*For example :* Hari and Rama are there.

2. If two singular nouns refer to the same person or thing, the verb must be singular.

*For example :* My friend and benefactor has come.

3. If two subjects together express one idea, the verb may be in the singular.

*For example :* The horse and carriage is at the door.

4. Two or more singular subjects connected by 'or', 'nor', either... or, neither...nor take a verb in the singular.

*For example :* Neither he nor I was there.

But when subjects joined by 'or', 'nor' are of different numbers, the verb must be plural, and the plural subject must be placed next to the verb.

*For example :* Rama and his brothers have done this.

When the subjects joined by 'or', 'nor' are of different persons, the verb agrees in person with the nearest one.

*For example :*

- (a) Either he or I am mistaken.  
 (b) Neither you nor he is to blame.
5. When words are joined to a singular subject by 'with', 'together with', 'in addition to', 'as well as', then also number of the verb remains singular.

*For example :* The Chief with all his men, was massacred.

6. Following examples exemplify the common mistakes committed:

- (a) His diet was abstemious, his prayers long and fervent. (Wrong as subjects are not in the same number.)  
 (b) His diet was abstemious, his prayers were long and fervent. (Right)  
 (c) He never has and never will take such strong measures. (Wrong)  
 (d) He never has taken, and never will take such strong measures. (Right)  
 (e) Ten new members have been enrolled and seven resigned (Wrong)  
 (f) Ten new members have been enrolled and seven have resigned. (Right)

- (g) Being a very hot day, I remained in my tent. (Wrong as participle being is referring to none)

- (h) It being a very hot day, I remained in my tent. (Right)

- (i) Sitting on the gate, a scorpion stung him. (Wrong as participle sitting is not referring to any word)

- (j) While he was sitting on the gate, a scorpion stung him (Right)

7. The verb lay (lay, laid, laid) is transitive and is always followed by an object. The verb lie (lie, lay, lain) is intransitive and cannot have an object.

*For example :*

- (a) Lay the child to sleep.  
 (b) Let me lie here.  
 (c) I laid the book on the table.

#### AGREEMENT OF THE SUBJECT WITH THE VERB:

1. A verb must agree with its subject in number and person. Often due to "Error of Proximity" the verb is made to agree in number with a noun near it instead of with its proper subject.

*For example :*

- (a) The quality of the mangoes were not good. (Wrong since subject is quality, a singular and not mangoes.)  
 (b) The quality of the mangoes was not good (Right).  
 (c) His knowledge of Indian vernaculars are far beyond the common. (Wrong)  
 (d) His knowledge of Indian vernaculars is far beyond the common. (Right)

2. Verb should be singular even when some words are joined to a singular subject by 'with', 'as well as' etc,

*For example :*

- (a) The chairman, with the directors, is to be present.  
 (b) Silver, as well as cotton, has fallen in prices.

3. Two or more singular subjects connected by 'or', 'nor' require singular verb.

*For example :*

- (a) No nook or corner was left unexplored.  
 (b) Our happiness or our sorrow is largely due to our own actions.

4. If two singular nouns express one idea, the verb is in the singular.

*For example :*

- (a) Bread and Butter are essential for one's life. (Incorrect)  
 (b) Bread and Butter is essential for one's life. (Correct)
5. **Either, neither, each, everyone, many a** must be followed by a singular verb.

*For example :*

- (a) Neither of the two men was very strong.  
 (b) Every one of the prisons is full.  
 (c) Many a man has done so.  
 (d) He asked whether either of the applicants was suitable.
6. When the subjects joined by 'or', 'nor' are of different numbers, the verb *must* be plural, and the plural must be placed next to the verb.

*For example :*

- (a) Neither Rekha nor her friends was present at the party. (Incorrect)  
 (b) Neither Rekha nor her friends were present at the party. (Correct)
7. When a plural noun denotes some specific quantity or amount considered as a whole, the verb is generally singular.
- For example :*
- (a) Five hours are too short a time to judge one's character. (Incorrect)

- (b) Five hours is too short a time to judge one's character. (Correct)

This is so because five hours is considered as one chunk.

8. **Two nouns** qualified by each or every, even though connected by 'and' require a singular verb.

*For example :* **Every boy and every girl was given a packet of sweets.**

9. 'None' though singular commonly takes a plural verb.  
*For example :* None are so deaf as those who will not hear.
10. Tell which sentence is correct.  
 (a) Put in to bat first, a huge total was expected from India.  
 (b) Put in to bat first, India was expected to pile up a huge total.

Now: who has been put in to bat first? A huge total of India? Common sense tells us it must be India. But the sentence a, as it stands, appears otherwise. So, sentence b is correct.

- (a) Being a rainy day, I decided to take my umbrella.  
 (b) It being a rainy day, I decided to take my umbrella.  
 The sentence a, as it stands, gives us the impression that being a rainy day qualifies I. This is simply not true. I am not a rainy day. So sentence b is correct.

11. **When** a plural noun denotes some specific quantity or amount considered as a whole, the verb is generally singular.

*For example :*

- (a) One hundred paise is equal to one rupee.  
 (b) Six miles is a long distance.  
 (c) Fifty thousand rupees is a large sum.

## ADVERBS

A word that modifies the meaning of a verb is called an Adverb.

### SOME IMPORTANT RULES :

1. Adverbs of manner such as well, fast, quickly, carefully, calmly etc. are placed after the verb if there is no object and after the object if there is one.

*For example :*

- (a) It is raining heavily.  
 (b) She speaks English well.
2. Adverbs of time such as always, often, sometimes, never, generally, ever, merely, seldom etc. are placed before the verb they qualify.

*For example :*

- (a) I seldom meet him. (Right)  
 (b) I meet him seldom. (Wrong)

Adverbs of degree refer to words which show "how much", "in what degree" or "to what extent" does the action takes place.

### CONSIDER THE FOLLOWING :

3. Meaning of too is more than enough. Too denotes some kind of excess.

*For example :*

- (a) He is too weak to walk.  
 (b) It is never too late.  
 Hence, use of very in place of too is wrong.

*For example :* Instead of saying that

- (a) Cow's milk is too nutritious

We should say that

- (b) Cow's milk is very nutritious.

4. Enough is placed after the word it qualifies.

*For example :* Everyone should be strong enough to support one's family.

It will be wrong if we write 'Everyone should be enough strong to support one's family'.

5. Much is used with past participles.

*For example :*

- (a) He was much disgusted with his life.  
 (b) The news was much surprising.

Very is used with present participles.

*For example :*

- (a) He is very disgusted with his life.  
 (b) The news is very surprising.

6. Very and much are also used to emphasise superlative form of adjectives/adverbs-

*For example :*

- (a) Rishi is the very best boy in his class.  
 (b) Rishi is much the best boy in his class.

Adverbs of Affirmation or Negation refer to words that assert the action emphatically.

Consider these *examples* :

- (a) He certainly was a winner among them.
- (b) Luckily he survived the crash.

### CONSIDER THE FOLLOWING :

7. No sooner should always be followed by than.

*For example :*

- (a) No sooner I saw him I trembled with fear. (Wrong)
- (b) No sooner did I see him than I trembled with fear. (Right)

8. 'Not' should not be used with the words which have negative meaning if we want the sentence to be negative.

*For example :*

- (a) I received no letter neither from him nor from her. (Wrong)
- (b) I received letter neither from him nor from her. (Right)

9. 'Of course' is used to denote a natural consequence. It should not be used in place of certainly, undoubtedly.

*For example :*

- (a) Of course he is the best player. (Wrong)
- (b) He is certainly the best player. (Right)

### FOLLOWING ARE COMMON RULES OF ADVERBS IN GENERAL:

10. Only is used before the word it qualifies.

*For example :*

- (a) Only I spoke to him.
- (b) I only spoke to him.
- (c) I spoke to him only.

11. Else is followed by but and not by than.

*For example :* It is nothing else but hypocrisy.

12. 'As' is often used in a sentence though there is no need for it. *For example :*

- (a) He is elected as the President. (Wrong)
- (b) He is elected President. (Right)

13. 'Perhaps' means possibly whereas 'probably' means most likely. *For example :*

- (a) Where is Govinda? Perhaps he is not here. (Wrong)
- (b) Where is Govinda? Probably he is not here. (Right)

## PREPOSITIONS

1. **In** is used with the names of countries and large towns; **at** is used when speaking of small towns and villages.

*For example :*

- (a) I live in Delhi.
- (b) I live at Rohini in Delhi.

2. **In** and **at** are used in speaking of things at rest; **to** and **into** are used in speaking of things in motion.

*For example :*

- (a) He is in bed.
- (b) He is at the top of the class.
- (c) He ran to school
- (d) He jumped into the river.
- (e) The snake crawled into its hole.

3. **On** is often used in speaking of things at rest; and **upon** for the things in motion. *For example :*

- (a) He sat on a chair.
- (b) The cat sprang upon the table.

4. **Till** is used for time and **to** is used for place.

*For example :*

- (a) He slept till eight o'clock.
- (b) He walked to the end of the street.

5. **With** often denotes the instrument and **by** the agent.

*For example :*

- (a) He killed two birds with one shot.
- (b) He was stabbed by a lunatic with a dagger.

6. **Since** is used before a noun or phrase denoting some point of time and is preceded by a verb in the perfect tense.

*For example :*

- (a) I have eaten nothing since yesterday.
- (b) He has been ill since Monday last.

From is also used before a noun or phrase denoting some point of time but is used with non-perfect tense.

*For example :*

- (a) I commenced work from 1<sup>st</sup> January.
- (b) He will join school from tomorrow.

For is used with a period of time.

*For example :*

- (a) He has been ill for five days.
- (b) He lived in Bombay for five years.

7. Use of **in** before a period of time means at the end of period, but use of **within** before a period of time means before the end of the period.

*For example :*

- (a) I shall return in an hour. (means I shall return at the end of an hour).
- (b) I shall return within an hour. (means I shall return before the end of an hour).

8. **Scarcely** should be followed by **when** and not by **but**.

*For example :* Scarcely had he gone, when (**not** than) a policeman knocked at the door.

9. The phrase 'seldom or ever' is wrong 'Seldom or never' is right.

*For example :* Such goods are made for export, and are **seldom or never** used in this country.

10. Examine the following sentence

- (a) This is as good, if not better than that. (Wrong)
- (b) This is as good as, if not better than, that. (Right)
- (c) This is as good as that, if not better. (Right)

11. **Beside** means at the side of while **besides** means in addition to. *For example :*

- (a) Beside the ungathered rice he lay.
- (b) Besides being fined, he was sentenced to a term of imprisonment.

12. **Above** and **Below** merely denote position While **over** and **under** also carry a sense of covering or movement.

- (a) The bird flew above the lake. (Wrong)
- (b) The bird flew over the lake. (Correct)

Here over is used to denote upward position and movement also.

13. **During** is used when reference is made to the time within which something happens. **For** is used when we are talking about how long something lasts.
- (a) There are few incidents of irregularity **for** the emergency years. (Wrong)
- (b) There are few incidents of irregularity **during** the emergency years. (Correct)
14. **Compare** is followed by **to** when it shows that two things are alike. It is followed by **with** when we look at the ways in which two things are like and unlike each other. *For example :*
- (a) Sanath Jayasuria's batting may be compared to the sales of a useful book, they score right from the beginning. (Right)
- (b) Sanath Jayasuria's batting may be compared with the sales of a useful book; they score right from the beginning. (Wrong)
- (c) If we compare Delhi University with the regional ones, we find the former to be much more efficient. (Right)
- (d) If we compare Delhi University to the regional ones, we find the former to be much more efficient. (Wrong)

## CONJUNCTIONS

- Since** as conjunction means
 

(A) From and after the time when.  
*For example :*

(a) Many things have happened since I left the school.

(b) I have never seen him since that unfortunate event happened.

(B) Seeing that,  
*For example :*

(a) Since you wish it, it shall be done.

(b) Since that is the case, I shall excuse you.
- Or** is used
 

(A) To introduce an alternative.  
*For example :*

(a) You must work or starve.

(b) You may take this book or that one.

(c) He may study law **or** medicine **or** engineering **or** he may enter into trade.

(B) To introduce an alternative name or synonym.  
*For example :* The violin **or** fiddle has become the leading instrument of the modern orchestra.

(C) To mean otherwise.  
*For example :* We must hasten or night will overtake us.
- If is used to mean
 

(A) On the condition or supposition that.  
*For example :*

(a) If he is here, I shall see him.

(b) If that is so, I am content.

(B) Admitting that.  
*For example :* If I am blunt, I am at least honest.

(C) Whether  
*For example :* I asked him if he would help me.

(D) Whenever.  
*For example :* If I feel any doubt I enquire.
- That** is used
 

(A) To express a reason or cause.  
*For example :*

(a) Not that I loved Caesar less but that I loved Rome more.

(b) He was annoyed that he was contradicted.

(B) To express a purpose and is equivalent to in order that.  
*For example :* He kept quiet that the dispute might cease.

(C) To express a consequence, result or effect.  
*For example :* He bled so profusely that he died.
- Lest** is used to express a negative purpose and is equivalent to 'in order that... not', 'for fear that'.  
*For example :*

(a) He lied lest he should be killed.

(b) I was alarmed lest we should be wrecked.
- While** is used to mean
 

(A) During that time, as long as.  
*For example :* while there is life there is hope.

(B) At the same time that.  
*For example :* While he found fault, he also praised.
- Only** means except that, but, were it not that.  
*For example :*

(a) A very pretty woman, only she squints a little.

(b) The day is pleasant, only rather cold.
- The conjunctions **after, before, as soon as, until** are not followed by clause in the future tense. Present simple or present perfect tense is used to express a future event.  
*For example :*

(a) I will phone you after I arrive here.

(b) I will phone you after I have arrived here.
- As if** used in the sense of as it would be is generally followed by a subject + were + complement.  
*For example :*

(a) He loves you as if you were his own child.

(b) Sometimes she weeps and sometimes she laughs as if she were mad.
- The clause that begins with **as if** should be put into the simple past tense, if the preceding clause expresses a past action. But if it expresses a past action it should be followed by the past perfect tense.  
*For example :*

(a) He behaves as if he were a lord.

(b) He behaved as if he had been a lord

11. While **as long as** is used to express time in sense of how long, **Until** is used to express time in sense of before.  
*For example :*  
(a) Until you work hard you will improve. (Wrong)  
(b) As long as you work hard you will improve. (Right)  
(c) He learnt little as long as he was 15 years old. (Wrong)  
(d) He learnt little until he was 15 years old. (Right)
12. **No sooner** should be followed by verb + subject and than should begin another clause.  
*For example :*  
(a) No sooner had I reached the station than the train left.  
(b) No sooner did the bell ring than all the students rushed in.
13. When **as well as** is used, finite verb should agree in number and person with the first subject.  
*For example :* He as well as us is innocent.
14. **As well as** should never be used in place of **and** if the first subject is preceded by the word 'both'.  
*For example :*  
(a) Both Rani as well as Kajol came. (Wrong)  
(b) Both Rani and Kajol came. (Right)
15. **Because** is generally used when the reason is the most important part of a sentence.  
*For example :* Some people like him because he is honest and hard working.  
**Since** is used when the reason is already known or is less important than the chief statement.  
*For example :* Since you refuse to cooperate, I shall have to take legal steps.  
**For** is used when reason is given is an afterthought.  
*For example :* The servant must have opened the box, for no one else had the key. For never comes at the beginning of the sentence and for is always preceded by a comma.
16. **Scarcely** should be followed by when and not by than.  
(a) Scarcely had he arrived than he had to leave again. (Wrong)  
(b) Scarcely had he arrived when he had to leave again. (Right)
17. Conjunctions such as either..or, neither..nor, not only..but also, both..and, whether, or etc. always join two words or phrases belonging to the same parts of speech.  
*For example :*  
(a) Either he will ask me or you. (Wrong)  
(b) He will ask either me or you. (Right)  
(c) Neither he reads nor write English (Wrong)  
(d) He neither reads nor writes English. (Right)  
(e) Either you shall have to go home or stay here. (Wrong)  
(f) You shall have either to go home or stay here. (Right)
18. Conjunctions like neither...nor, either..or, should be followed by the same part of speech.  
*For example :*  
(a) He neither agreed to my proposal nor to his. (Wrong)  
(b) He agreed neither to my proposal nor to his. (Right)
19. Conjunction is not used before an interrogative adverb or interrogative pronoun in the indirect narration.  
*For example :*  
(a) He asked me that where I stayed. (Wrong)  
(b) He asked me where I stayed. (right)
20. **Although** goes with yet or a comma in the other clause.  
*For example :*  
(a) Although Manohar is hardworking but he does not get a job. (Wrong)  
(b) Although Manohar is hard working, yet he does not get a job. (Right)
21. **Nothing else** should be followed by 'but' not by 'than',  
*For example :*  
(a) Mr. Bureaucrat! This is nothing else than red-tapism. (Wrong)  
(b) Mr. Bureaucrat! This is nothing else but red-tapism. (Right)
22. The correlative conjunctions **indeed... but** are used to emphasise the contrast between the first and the second parts of the statement.  
*For example :*  
(a) I am indeed happy with my school but it produces famous men. (Wrong)  
(b) I am indeed happy with my school but it does not produce famous men. (Right)  
(c) I am indeed happy with my school that it produces famous men. (Right)
23. In a "**not only ... but also...**" sentence, the verb should agree with the noun or pronoun mentioned second, that is; the one after 'but also', because this is the part being emphasised.  
*For example :*  
(a) Not only the students but also the teacher were responsible for what happened in the class. (Wrong)  
(b) Not only the students but also the teacher was responsible for what happened in the class. (Right)
24. **Such ... as** is used to denote a category whereas **such ...that** emphasises the degree of something by mentioning its consequence.  
*For example :*  
(a) Each member of the alliance agrees to take such action that it deems necessary. (Wrong)  
(b) Each member of the alliance agrees to take such action as it deems necessary. (Right)  
Here "it seems necessary" is not a consequence of "such action". The sentence wants to imply that the action belongs to the category "as it deems necessary" In other words, what kind of action? Such action as it deems necessary.  
(a) She looked at him in such distress as he had to look away. (Wrong)  
(b) She looked at him in such distress that he had to look away. (Right)  
Here, "he had to look away" is a consequence of "she looked at him in such distress." In other words, the degree of the distress of looking at him was such that (not as) he had to look away.



## PHRASAL VERBS

Phrasal Verbs are a particular kind of expression, wherein the verb is made of two or more components. Mostly the combining components are verbs and prepositions. When divided these components will have a meaning of their own but would not suggest anything about the meaning of the phrasal verb. Consider the following sentences.

- (a) This sword has been **handed down** from father to son in the family for many generations.
- (b) I have been **looking forward** to meeting you since long now.
- (c) The patient **came out** of the delirium only when given tranquilizers.
- (d) We had almost decided to **give up** on the search when we made the discovery.

Phrasal verbs are idiomatic expressions and have a particular meaning different from that of the combining verbs and prepositions. Following are some phrasal verbs with their meanings.

- (a) sit in – to attend or take part as a visitor
- (b) sit out – to stay till the end of
- (c) come round – to accept circumstances and adjust yourself to them
- (d) get on – to manage one's life
- (e) turn out – to have a particular result
- (f) turn up – to arrive unexpectedly
- (g) show off – to brag or boast
- (h) sort out – to successfully deal with a problem
- (i) hand in – to give something to someone in authority
- (j) sit down – to take a seat
- (k) sit up – to rise from a supine position
- (l) give in – to yield to some pressure

- (m) come forth – to find something
- (o) switch on – to start something
- (p) turn down – to refuse or reject an offer
- (q) turn in – to expose
- (r) look into – probe, or investigate a matter
- (s) look after – take care of
- (t) take off – to remove something
- (u) put out – to extinguish
- (v) try on – to wear some clothes for first time
- (w) turn down – lower the volume
- (x) turn on – to start a machine
- (y) put in – to invest something (matter or abstract)
- (z) look out – be careful of some danger

### Following are some sentences using Phrasal Verbs

- Don't **throw away** your opportunity to enter this University.
- Many people **believe in** astrology and tarot cards now-a-days.
- Quickly **get in** the car, we're getting late.
- You can **put forward** your point in today's meeting.
- To **sit through** his speech was very difficult.
- I don't understand why you **put up** with his insolent behaviour.
- I could **see through** his intentions the first time I met, but kept quiet to give him a chance to reform.
- Please, **fill in** all the necessary information in this form.
- I am sure you will not **let me down**; I've full faith in your capacities.
- Why are you **taking it out** on me? I'm not the one responsible for the mishap.

## QUESTION TAGS

### Consider the following examples

- (1) You wanted that, didn't you?
- (2) He is coming tonight, isn't he?
- (3) You wouldn't report me, would you?

Now, look at the last part of all the above sentences preceded by the comma. These are very small questions added to the sentence and are called question Tags. Remember only the question tag is a question and not the entire sentence. So, one can say that a Question Tag is an added brief question to a statement. Usually a question tag consists of two words- an auxiliary verb in the positive or negative form and a pronoun.

### How to form question tags?

Three things are to be kept in mind while making a question tag :

- (a) The right auxiliary Verb to be used in the question.
- (b) The right pronouns to be used in the tag.  
Both (a) and (b) should be in agreement with the verb and noun in the main statement.
- (c) Whether the verb in the question tag should be positive or negative.

### Rules to form Question Tags

- I. If the main statement is positive, the auxiliary verb will be negative and vice versa e.g.
  - He saw that, didn't he?
  - But he isn't going to England, is he?

- II. If there is a single subject/noun/pronoun in the main sentence, the corresponding pronoun/the same pronoun will be used in the question tag. e.g.,
- **You** are coming with us, aren't **you**?
  - **Reena** is leaving tonight, isn't **she**?
- III. If there is more than one noun/pronoun in the main sentence then the corresponding pronoun to the active subject will be used in the Question tag. e.g.
- After all this time **you'd** think he'd have forgotten, wouldn't **you**?
  - **You** wouldn't refuse me, would **you**?
- IV. If the verb in the main sentence is an active verb without any auxiliary verb, then the verb used in the Question tag will be the form of verb 'do' that corresponds with the tense in the main sentence.
- He knows it's true, **doesn't** he?
  - You wanted to come with me, **didn't** you?
  - I told you so, didn't I?
  - She never informed us, did she?
  - If the main sentence has an auxiliary then it is used in the question tag, but with opposite affirmation, i.e., a positive auxiliary in the main sentence transforms to a negative auxiliary in the question tag and vice versa e.g.
  - He **will** be coming, **won't** he?
  - You **were** there at the party, **weren't** you?
  - You would appear for this exam, **wouldn't** you?
  - He **didn't** call us, **did** he?
  - She **doesn't** live here anymore, **does** she?

## MODALS

The verbs like can, could, may, might, would, shall, should and ought are called modal verbs or modals. They are used with ordinary verbs to express meanings such as possibility, permission, certainly, etc.

- (1) **Can** usually expresses ability or capacity  
I can swim across the river.  
Can you lift this table?
- (2) **Can** is also used to express permission  
You can go now.
- (3) **May** is a more formal modal used to express permission  
You may come in.  
May I leave the room now?
- (4) **May** is also used to suggest possibility in an affirmative sentence.  
He may be at home  
It may rain tomorrow.
- (5) **Can** is used to suggest possibility in negative/interrogative sentence.  
Can this be true?  
It cannot be so.
- (6) **May** when used in a negative sentence suggests an improbability whereas can suggests impossibility.  
He may not come today.  
She cannot sing.
- (7) **Could** and **might** are used as past tense forms of can and 'may'.  
I could swim across the river when I was young.  
I thought he might be at home.
- (8) **Might** suggests less possibility or probability than may.  
I might go to Bangalore next week suggests the probability of going is less than a sentence with 'may' will suggest.
- (9) **Could** is used as a polite form of seeking permission or making a request.  
Could you pass me the plate?  
Could I please talk to Mr. Grover?
- (10) **Shall** is used with first person and will in all the persons to denote future action.  
I shall need the money tomorrow.  
When will you come next?
- (11) **Shall** is used with the second and third person to express command, promise or threat.  
You shall never come near my child.  
You shall be punished for this.  
We shall go for a picnic this Sunday.
- (12) Will You? indicates an invitation or request.  
Will you dine with us tonight?  
Will you lend me your car for a week?
- (13) **Should** and **would** are used as past forms of shall and will.  
I expected that I would get a first class.  
She would sit for hours listening to the radio.
- (14) **Should** is used to express duty or obligation.  
We should obey the laws.  
You should keep your promise.
- (15) **Should** is used to express a supposition  
If it should rain, they will not come.
- (16) **Should** can also be used to express probability.  
He should be in the library.
- (17) **Must** is used to express necessity.  
You must improve your spelling.
- (18) **Must** is also need to express obligation, and is a stronger word than should.  
We must follow the law.
- (19) **Must** is also used to express logical certainty.  
Living alone in such a big city must be difficult.
- (20) **Ought** is used to express moral obligation and is stronger than both should and must.  
We ought to love our parents.
- (21) **Ought** is also used to express probability sometimes when the probability is very strong.  
The book ought to be very useful.

## POINTS TO REMEMBER

1. **Abstract Noun** : Abstract noun refers to quality, action or state of a thing that can only be felt by us.  
*For example* : Laughter, greatness, faith, poverty, courage, kindness, fear, bravery, childhood etc. Abstract noun is always uncountable and has no plural form.
2. **Accusative Case** : See Objective case.
3. **Active Voice** : A verb is in the active voice when its form shows that the person or thing denoted by the subject does something or, in other words, is doer of the action.
4. **Adjectives** : Adjective is a word used with a noun to add something to its meaning. Adjective is used with the noun to describe or point out the person, animal, place or thing the noun names, or to tell the number or quantity.
5. **Adverbs** : Adverb is a word that modifies the meaning of a verb, an adjective or another adverb.  
*For example* :  
(a) P T Usha runs fast.  
(b) Govinda reads quite clearly.
6. **Antecedent** : Antecedent is a noun or noun-equivalent to which a relative pronoun refers.  
*For example* : 'Cloud' is antecedent in the sentence. The cloud that thunders does not rain.
7. **Apposition** : When one noun follows another to describe it, the noun which follows is said to be in apposition to the noun which comes before it. Both the nouns are in the same case.  
*For example* : In the sentence, Stephen Hawking, the scientist, has written A Brief History of Time. The noun scientist is in apposition to the noun Stephen Hawking.
8. **Case** : The use of different forms of a noun or pronoun to show its relation to the remaining sentence is called case. Three different types of cases are Nominative case, Objective or Accusative case and Possessive or Genitive case.
9. **Collective Noun** : Collective noun refers to a group of similar persons or things. Though collective noun refers to more than one thing, it is always singular in form.  
*For example* : Army, Family, Herd, and Committee.
10. **Common Noun** : Common noun is a name that can be applied to all the members of a class. In other words it refers to all the persons and things of the same kind. Like proper noun it does not refer to a particular person or thing.  
*For example* : man, woman, elephant, village, crowd, army, family, nation.
11. **Complement** : Complement of the verb is the word or words which are used to make the sense of, the sentence complete.  
*For example* :  
(a) They made him.  
(b) They made him king.  
Sentence a carries no complete sense or meaning. But when the word king is added to it, the sentence carries full sense. So, here king is the complement.
12. **Concrete Noun** : Concrete noun is the opposite of abstract noun. Concrete noun refers to a thing that can be identified or sensed by our senses.  
*For example* : House, Brick, Telephone, Rose.
13. **Countable Noun** : As the name suggests, a countable noun is one that can be counted.  
*For example* : ten Girls, 25 rupees. Depending upon how the plural form of a countable noun is obtained, countable noun can be categorised as Regular countable noun and Irregular countable noun.
14. **First Person** : First person denotes the person or persons speaking.  
**First Person (Masculine or Feminine)**  

Case	Singular	Plural
Nominative	I	We
Possessive	My, mine	Our, ours
Objective	Me	Us
15. **Intransitive Verb** : When a verb is so used in a sentence that its effect is limited to its subject or the doer of the action only, it is called intransitive.  
*For example* : Compare these two sentences.  
a) This boy is eating.  
b) This boy is eating mango.  
In sentence a), effect of eating mango is limited to subject, (boy) only. But in sentence b), the effect of eating mango passes from subject (boy) to an object (mango). It is intransitive verb if we get answer to; 'who eats it?' Hence, sentence a uses intransitive verb but sentence b is not using intransitive verb. It is called transitive verb.
16. **Irregular Countable Noun** : Plural form of these countable nouns is not obtained by adding 's', 'es' or 'ies' after the word.  
*For example* : plural of person is people, tooth is teeth.
17. **Nominative Case** : Here noun or pronoun is used as the subject of a verb. To find the nominative put "who or what" before the verb.
18. **Noun** : A noun is a word used as the name of a person, place, thing or idea. A noun can be a Common noun or a Proper noun, an Abstract noun or a concrete noun, a countable noun or non-countable noun and a collective noun.
19. **Object** : Also called Predicate. The part which tells something about the subject is called object.
20. **Objective Case** : Also called Accusative Case. Here noun or pronoun is used as the object of the verb. To find the objective case put 'whom' or 'what' before the verb and its **subject**.
21. **Passive Voice** : A verb is in the passive form when its form shows that something is done to the person or thing denoted by the subject.
22. **Personal Pronoun** : Personal pronoun refers to an individual or Individuals. Personal pronouns are of three different types - First person, Second person and Third person.
23. **Possessive Case** : In this form of the noun, ownership or possession is shown. Possessive case is also used to denote authorship, origin, kind etc. The possessive case answers the question 'whose.'
24. **Predicate** : Please see Object.

25. **Preposition** : A preposition is a word placed before a noun or pronoun to show in what relation the person or thing denoted by it stands in regard to something else.
26. **Pronoun** : A pronoun is a word used instead of a noun. Pronouns are classified as personal, relative, reflexive, demonstrative, indefinite, interrogative, reciprocal pronoun.
27. **Proper Noun** : Unlike common noun, proper noun refers to a particular member of a class. Proper noun is the name of some particular person or thing. Proper nouns are always written with a capital letter at the beginning. *For example* : names of all people, places.
28. **Regular Countable Noun** : Plural form of these words is obtained by adding 's', 'es' or converting 'y' to 'ies' after the word. *For example* : plural form of Book is books, city is cities.
29. **Relative Pronoun** : Relative pronoun refers or relates two clauses. Relative pronoun refers to some noun which is called its antecedent.  
*For example* : I met Hari who has just returned.
30. **Second Person** : Second person denotes the person or persons spoken to.
- | <b>Second Person (Masculine or Feminine)</b> |             |             |
|--|-------------|-------------|
| Case   | Singular    | Plural      |
| Nominative                                   | You         | You         |
| Possessive                                   | Your, yours | Your, yours |
| Objective                                    | You         | You         |
31. **Sentence** : Sentence is a group of words which makes completes sense. In a sentence we name some person or thing and say something about that person or thing.
32. **Subject** : The part which names the person or thing we are speaking about is called subject of the sentence.

33. **Third Person** : Third person denotes the person or persons spoken of,

<b>Third Person</b>				
<b>Singular/ Plural</b>				
Case	Masculine	Feminine	Neuter	All Genders
Nominative	He	She	It	They
Possessive	His	Her, hers	Its	They, their
Objective	Him	Her	It	Them

34. **Transitive Verb** : When an action/word or verb is so used in a sentence that its effect is not limited to its subject only but passes to another person or thing, it is called Transitive verb.  
*For example* : A boy is eating a mango. For details kindly see definition of Intransitive Verb.
35. **Uncountable Noun** : Unlike countable nouns it cannot be counted. *For example* : Water, Milk, Sand, News, information. But if an uncountable thing is placed in a thing that can be counted, then the uncountable noun can be counted.  
*For example* : one bottle of milk. Uncountable nouns can never be plural, though some uncountable nouns may appear to be plurals. *For example* : News.
36. **Voice** : Voice is that form of a verb which shows whether what is denoted by the subject does something or has something done to it. *For example* :  
(a) Rama helps Hari.  
(b) Hari is helped by Rama.  
In sentence a, the form of the verb denotes that the person denoted by the subject, Rama, does something. In sentence b, the form of the verb shows that something is done to the person denoted by the subject, Hari.

# EXERCISE

**Directions (Qs. 1-61):** Read each sentence to find out whether there is any error in it. The error, if any, will be in one part of the sentence. The letter of that part is the answer. If there is no error, the answer is (e). (Ignore errors of punctuation, if any).

1. (a) The driver of that car / (b) is sounding horn for / (c) the last ten minutes / (d) but nobody tells him to stop. / (e) No error
2. (a) If you go on letting / (b) your dog chase cars / (c) he will end by being / (d) run down one day. / (e) No error
3. (a) He heard the guard / (b) blowing the whistle and knew / (c) it is time for him / (d) to enter the train. / (e) No error
4. (a) He telephoned from a public call-box / (b) so that the call / (c) would not be traced / (d) to his own address. / (e) No error
5. (a) It has been better / (b) to put your money in a bank / (c) than to keep it under / (d) your bed in a suitcase. / (e) No error
6. (a) If you would have read / (b) the instructions carefully / (c) you would not have / (d) answered the questions wrongly. / (e) No error
7. (a) I can see through / (b) her sudden friendliness; / (c) she wants me to look over / (d) her dog while she is away. / (e) No error
8. You may not know it (a)/ but this engine is (b)/ claimed to have twice (c)/ as powerful as the previous one. (d)/ No error (e)
9. Nothing ever becomes real (a)/ till it is experienced. (b)/ Even a proverb is no proverb to you (c)/ till your life has illustrated with it. (d)/ No error (e).
10. I remember my childhood days (a)/ when I was used to go (b) to the farm with my father (c) and help him in his work. (d)/ No error (e).
11. I missed the last train (a)/ which I usually catch (b)/ and have to stay at the station (c)/ on my way back home yesterday. (d)/ No error (e).
12. Sureshbabu, who has been living (a)/ in this town since 1955, (b)/ is a well-known scholar of history (c)/ and a distinguished musician. (d)/ No error (e).
13. If you had read (a)/ the relevant literature carefully (b)/ You would have answered (c)/ most of the questions correctly. (d) No error (e).
14. The house where the dead man was found (a)/ is being guarded by police (b)/ to prevent it from being entered (c)/ and the evidence interfered with (d)/ No error (e).
15. We were happy that (a)/ the audience responded well (b)/ and gave all the speakers (c)/ a patiently listening. (d)/ No error (e).
16. He received timely support (a)/ from his elder brother (b)/ who is working abroad (c)/ for the last six years. (d)/ No error (e).
17. The notorious gang opened (a)/ the door quietly and (b)/ escaped in the dark with (c)/ whatever they would collect. (d)/ No error (e).
18. One of the security men (a)/ rushed forward and asked (b)/ me whether (c)/ had anything objectionable. (d)/ No error (e).
19. We could not (a)/ believe that one (b)/ of us was (c)/ responsible with the act. (d)/ No error (e).
20. We are now (a)/ reliably learnt that (b)/ he was involved (c)/ in the bank robbery. (d) No error (e).
21. I do not know (a)/ what most people feel (b)/ depressed and dejected (c)/ even with the slightest provocation. (d)/ No error (e).
22. She had such pretty (a)/ that she thinks (b)/ she can afford to be (c)/ careless about her clothes. (d)/ No error (e).
23. After carefully examining (a)/ all the medicine bottles (b)/ he submitted a detailed report (c) to the higher authorities. (d)/ No error (e).
24. All of you have the liberty (a)/ to come home (b)/ as per the convenient (c)/ and discuss the problems. (d)/ No error (e).
25. He was persuaded (a)/ by his friends (b)/ to end his fast (c)/ because of his condition deteriorated. (d) No error (e).
26. I know who (a)/ this job should be (b)/ entrusted to (c)/ for smooth handling. (d)/ No error (e).
27. They have the nasty habit of (a)/ looking down upon people (b)/ and criticised them (c)/ for no reason. (d)/ No error (e).
28. Nowadays, the cost of living (a)/ is so high that (b)/ people find it difficult (c)/ to make both ends meeting. (d)/ No error (e).
29. Karnavati is (a)/ one of the leading (b)/ business centres (c)/ in our state. (d)/ No error (e).
30. As I reached the hospital (a)/ I had found, a great rush of visitors (b)/ whose relatives had been admitted there (c)/ for one or the other ailment. (d)/ No error (e)
31. One should study the history (a)/ of his country because it alone can satisfy (b)/ one's natural curiosity to know (c)/ what happened in the past. (d)/ No error (e)
32. It is interesting to note (a)/ that the greatest lines in poetry are simple (b)/ and yet there is with them some quality (c)/ which makes them outstandingly great. (d)/ No error (e)
33. In order to make human life happy, (a)/ man should live (b)/ as far as possible (c)/ in perfect harmony with nature. (d)/ No error (e)
34. You have heard (a)/ of Socrates, I suppose. (b)/ Undoubtedly he was one (c)/ of the greatest man of the world. (d)/ No error (e)
35. My daughter never (a)/ would write to me (b)/ so I never know (c)/ what she is doing. (d)/ No error (e).
36. Whenever we have a puncture (a)/ she just sits in the car (b)/ and reads a book (c)/ while I changed the wheel. (d)/ No error (e).
37. He walked to the market (a)/ with both his servants (b)/ on either side of his (c)/ to help him buy things. (d)/ No error (e).
38. Ganesh, who has been (a) driving all day (b)/ was extremely tired (c)/ and wanted to stop. (d)/ No error (e).
39. Everyone was reading quietly (a)/ when suddenly the door (b)/ burst open and a (c)/ complete stranger rushed in. (d)/ No error (e).

40. My secretary is so (a)/careful of her work that (b)/none has so far found (c)/any error in her work. (d)/ No error (e)
41. Our conclusion is that (a)/ between Vinayak and (b)/ Lobo, Vinayak is (c)/ the most honest. (d)/ No error (e)
42. The new project group (a)/ would first look into the tender conditions (b)/ of both basic and value-added (c)/ services before submit its bid. (d)/ No error (e)
43. I would have committed (a)/the same mistake of signing (b)/ the sale deed if my agent (c)/ would not have forewarned me. (d)/ No error (e)
44. The team leaders encourages (a)/ the participants who have (b)/ difficulty in performing (c)/ the assigned task. (d)/ No error (e)
45. We are happy that (a)/ our prime minister (b)/ with the members (c)/ of his cabinet are to be present at the function. (d)/No error (e)
46. Neither the size nor the colour (a)/ of clothes which (b)/ I purchased for him (c)/ yesterday were right. (d)/ No error (e)
47. I heard to my surprise (a)/ that the present (b)/ I send him was not (c)/ to his taste. (d)/ No error (e)
48. Let us refer (a)/ this matter to the principal. (b)/ We shall abide (c)/ with his decision. (d)/ No error (e)
49. If I would have come (a)/ a little earlier, I would have (b)/got a glimpse (c)/ of my beloved leader. (d)I No error (e)
50. Whey you buy something (a)/ on the instalment system (b)/ you are not required to pay (c)/ the whole price at once. (d)/No error (e)
51. I am waiting for you (a)/ for the last two hours (b)/ but you did not bother (c)/ to turn up in time (d)/ No error (e)
52. He is certainly a man (a) / whom I know very well (b) / is trustworthy beyond doubt (c) / and meticulous in his habits. (d) / No error (e) /
53. No sooner did (a) / we reach the station (b) / than the train had (c) / started moving out of the station. (d) / No error (e) /.
54. I am sure about it, (a)/ nobody has lived (b) / in that house (c) / for a hundred years. (d) / No error (e) /
55. There were no less (a) / than forty boys (b) / in the class (c) / when this happened. (d) / No error (e) /
56. I am glad to hear (a) / that you narrowly escaped (b) / being run over by (c) / a speeding car yesterday. (d) / No error (e) /
57. This laboratory of physics is (a)/ not only equipped with (b)/ all state-of-the-art instruments (c)/ but also with outstanding physicists. (d)/ No error (e)
58. No method of making (a)/ other people agree to (b)/ your view-point is (c)/ as effective as this method. (d)/ No error (e)
59. I was pretty sure that (a)/ he would support my views (b)/ for changing the age-old (c)/ and static structure of our organisation. (d)/No error (e)
60. I did not like his (a)/ comments on my paper (b)/ but I had no alternative (c)/ as I had agreed to keep quiet. (d)/No error (e)
61. The report is candid in admitting (a)/ that the investment by the government (b)/ in health and family planning (c)/ have been eroded considerably. (d)/ No error (e)

**Directions (Qs.62 -68):** Read each sentence(s) to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The letter of that part is the answer. If there is no error, the answer is (e), i.e., No error'. (Ignore the errors of punctuation, if any).

62. (a) The judge asked the man  
(b) if the bag he had lost  
(c) contain five thousands rupees.  
(d) The man replied that it did  
(e) No error
63. (a) I trust you will  
(b) show forbearance to me  
(c) a few minutes more  
(d) so that I can finish this work.  
(e) No error
64. (a) The ground outside the village  
(b) abounding with frogs and snakes  
(c) the enemies of mankind  
(d) is soft and marshy.  
(e) No error
65. (a) We are all short-sighted  
(b) and very often see but one side of the matter  
(c) our views are not extended  
(d) to all that has a connection with it.  
(e) No error
66. (a) Just laws are no restraint on  
(b) the freedom of the good,  
(c) for the good man desires nothing  
(d) which a just law interfere with.  
(e) No error
67. (a) Had he done  
(b) his home work well  
(c) he would not have  
(d) suffered this embarrassment.  
(e) No error
68. (a) He was angry with me  
(b) because he thought my  
(c) remark was  
(d) aimed before him.  
(e) No error

**Directions (Qs.69-178):** Which of the phrases (a), (b), (c) or (d) given below should replace the phrase given in bold in the following sentence to make the sentence meaningful and grammatically correct? If the sentence is correct as it is and no correction is required mark (e) as the answer.

69. He admitted admiringly that he had never come across a painting which **did not please him more**.  
(a) pleased him more  
(b) would have pleased him  
(c) had not pleased him more  
(d) had been pleased him any more  
(e) No correction required
70. It **has always been** better to use preventive measures than to cure illness  
(a) had always been  
(b) is always  
(c) was always  
(d) would have always been  
(e) No correction required
71. He had deliberately kept the matter pending so that people **should be bribed** him.  
(a) could be bribed  
(b) should bribe  
(c) could be bribing  
(d) should have bribed  
(e) No correction required

72. Because of a shortage the government had appealed to the people **to be extravagant** with water.  
 (a) for being extravagant  
 (b) to be saving  
 (c) to be economical  
 (d) to be economic  
 (e) No correction required
73. He **was found absorbing** in his studies when I reached there.  
 (a) was to find absorbed  
 (b) was found absorbed  
 (c) had been found absorbing  
 (d) had to be found absorbing  
 (e) No correction required
74. The guide warned us that we **had better be prepared** for a long, hard day.  
 (a) had been better prepared  
 (b) should better be prepared  
 (c) should be prepared with  
 (d) had been better preparing  
 (e) No correction required
75. Income tax rates are usually **associated to one's** annual income.  
 (a) related to one's  
 (b) dependent to one's  
 (c) depended on one's  
 (d) associated with one's  
 (e) No correction required
76. All that I have described **have been taken** place in the last four decades.  
 (a) have taken  
 (b) has been taken  
 (c) has taken  
 (d) was taken  
 (e) No correction required
77. The fees charged by the architect for the plans of the new building **were unreasonable high**.  
 (a) were unreasonably high  
 (b) were unreasonably higher  
 (c) had been unreasonably higher  
 (d) had been unreasonable high  
 (e) No correction required
78. There are many **new emerging** fields in information technology and electronics.  
 (a) newly emerging  
 (b) new emergent  
 (c) new emergency  
 (d) newly emergent  
 (e) No correction required
79. People in underdeveloped countries **are distressing because of** the antagonistic attitude of developed countries.  
 (a) have been distressing with  
 (b) are distressed because  
 (c) are distressed at  
 (d) were distressing by  
 (e) No correction required
80. He **had been behaved** impolitely and suffered owing to that.  
 (a) was behaved  
 (b) had behaved  
 (c) have been behaved  
 (d) would have behaved  
 (e) No correction required
81. It has become a **commonly practise to talk about** women's liberation.  
 (a) commonly practised talk about  
 (b) common practice to talk about  
 (c) common practice of talking with  
 (d) commonly practising to talk about  
 (e) No correction required
82. He is so brisk himself that he cannot **tolerate any efficiency**.  
 (a) tolerate hardly any inefficiency  
 (b) hardly tolerates lethargy  
 (c) tolerate any haste  
 (d) tolerate any delay  
 (e) No correction required
83. No person with a **reasonably self-esteem** would ever like to succumb to any pressure.  
 (a) reasonable self-esteem  
 (b) reasonable self-esteemed  
 (c) reasonably self-esteemed  
 (d) reasonably a self-esteem  
 (e) No correction required
84. It is the temple where religious rites are celebrated **as they were for** centuries.  
 (a) as they have been for  
 (b) so were they for  
 (c) as they are for  
 (d) as they were before  
 (e) No correction required
85. By the time he had won his commission, the senior officer **had to start seeking** employment elsewhere.  
 (a) had started seeking  
 (b) were started seeking  
 (c) had been started to seek  
 (d) were to have started seeking  
 (e) No correction required
86. The congestion on the streets must **be seen to believe**.  
 (a) have been to believe  
 (b) have been seen for believing  
 (c) have seen for belief  
 (d) be seen to be believed  
 (e) No correction required
87. He had begun to develop the qualities that he **was going to need** in later years.  
 (a) was going to be needed  
 (b) had gone to need  
 (c) was later to need  
 (d) had been gone to need  
 (e) No correction required
88. All **round is emptiness and silence**, the silence, it seems, of a land that man has not yet set foot upon.  
 (a) around is emptiness and silence  
 (b) round is empty and silent  
 (c) round are emptiness and silence  
 (d) around are empty and silence  
 (e) No correction required

89. He was quite sure that none of them **were aware of** the truth.  
 (a) were aware from  
 (b) was aware of  
 (c) were beware of  
 (d) had aware of  
 (e) No correction required
90. I was **too overwhelmed to** make any decision.  
 (a) too much overwhelm to  
 (b) so overwhelmed to  
 (c) extremely overwhelmed about  
 (d) quite overwhelming to  
 (e) No correction required
91. **Shocked of finding** an unknown person, the army officer briskly caught hold of him.  
 (a) Shockingly found  
 (b) Shocked at finding  
 (c) Shocked by finding  
 (d) Finding as a shock  
 (e) No correction required
92. No sooner did he reach the station than the train **had started moving**.  
 (a) had started movement  
 (b) had been moving  
 (c) had been started movement  
 (d) started moving  
 (e) No correction required
93. He **has even venturing into** areas which he had shunned.  
 (a) had even venturing into  
 (b) even is being venture into  
 (c) has even been venturing into  
 (d) has even been ventured in  
 (e) No correction required
94. **When the boy regain** consciousness he wanted to eat something.  
 (a) If the boy regain  
 (b) When the boy regained  
 (c) Despite the boy regain  
 (d) On the boy regaining  
 (e) No correction required
95. The social worker wanted **to bring about** little changes in the lives of the people of that village.  
 (a) to bring back  
 (b) to bring up  
 (c) to bring forth  
 (d) bringing about  
 (e) No correction required
96. Raghunath proposes to **lay claim for** the insurance company as soon as he recovers from the accident.  
 (a) lay claim to  
 (b) lay claim on  
 (c) laying claim towards  
 (d) lay claim against  
 (e) No correction required
97. The new concession announced by the Government will have only a **marginalised effect on** the lives of the people.  
 (a) marginal effect off  
 (b) margin of effect on  
 (c) marginal effect on  
 (d) marginalising effect in  
 (e) No correction required
98. The Charitable Hospital works **under the auspices from** the Welfare Trust of an Industry.  
 (a) under the auspices by  
 (b) by the auspices from  
 (c) through the auspices from  
 (d) under the auspices of  
 (e) No correction required
99. Government **should not stop to spending** money on arms and ammunition in the wake of the present strained relations.  
 (a) should not stop spending  
 (b) shall not be stopped to spend  
 (c) will not stop to spend  
 (d) should not be stopping to spend  
 (e) No Correction Required
100. The one-act play was so humorous that it **was hardly impossible** to keep a straight face.  
 (a) is hardly impossible  
 (b) was almost impossible  
 (c) is hardly possible  
 (d) was barely impossible  
 (e) No Correction Required
101. One of the politicians **have open admittance** that he had resorted to corrupt practices.  
 (a) have opened admittance  
 (b) has opened admittance  
 (c) has openly admitted  
 (d) have been open admittances  
 (e) No Correction required
102. The unkind **comments passed by** her superiors made her resign.  
 (a) unkindly comments passing by  
 (b) unkind comments passing on  
 (c) unkind comments posed by  
 (d) unkindly comments passed on  
 (e) No correction Required
103. The ban on public meetings **have been lifted temporarily** in view of the auspicious occasion.  
 (a) have been temporarily lifted  
 (b) have been lifting temporarily  
 (c) had been lifting temporary  
 (d) has been lifted temporarily  
 (e) No Correction Required
104. **Finishing his breakfast**, he started working on the problem that had been awaiting disposal for a long time.  
 (a) His breakfast finished  
 (b) His breakfast having finished  
 (c) Having finished his breakfast  
 (d) Finished his breakfast  
 (e) No correction required
105. **One of the function of** a teacher is to spot cases of maladjustment.  
 (a) One of the functions of  
 (b) Most of the functions of  
 (c) Some of the functions  
 (d) One of the functions by  
 (e) No correction required



106. In our friends' circle it is customary for each of the members **to buy their own tickets**.  
 (a) buying their own tickets  
 (b) are buying their own tickets  
 (c) buying his own tickets  
 (d) to buy his own ticket  
 (e) No correction required
107. Where the distance is not too much I prefer walking on foot **than waiting for a bus**.  
 (a) than wait for the  
 (b) than no waiting for  
 (c) to waiting for a  
 (d) rather than waiting for a  
 (e) No correction required
108. **Being a pleasant morning**, he went out for a walk along the seashore.  
 (a) With a pleasant morning  
 (b) It being a pleasant morning  
 (c) Being a pleasing morning  
 (d) As a pleasant morning  
 (e) No correction required
109. We are happy to recommend that his son **to be considered for** the post.  
 (a) considers for  
 (b) be considered with  
 (c) be considered for  
 (d) may consider for  
 (e) No correction required
110. A majority of the students believe that the examinations **are unnecessary**.  
 (a) have been not necessary  
 (b) have unnecessary  
 (c) are being unnecessary  
 (d) were being unnecessary  
 (e) No correction required
111. **No sooner the advertisement appeared** in the newspapers than there was a rush on the booking window.  
 (a) No sooner had the advertisement appear  
 (b) The advertisement appear no sooner  
 (c) The advertisement no sooner having appeared  
 (d) No sooner did the advertisement appear  
 (e) No correction required
112. May I know **whom I am talking to**?  
 (a) who I am talking  
 (b) to whom I am talking  
 (c) whom I talk  
 (d) who I have talked  
 (e) No correction required
113. I **am working** on this job since last Monday.  
 (a) was working  
 (b) have been working  
 (c) being worked  
 (d) were to have worked  
 (e) No correction required
114. The modifications made by them in the draft were so drastic that the entire emphasis **had been shifted**.  
 (a) shall have been shifted  
 (c) had shifted  
 (b) was being shifted  
 (d) had been shifting  
 (e) No correction required
115. It **is reliable to learn** that there is not substantial evidence to prove his innocence.  
 (a) is reliably learnt  
 (b) reliably to learn  
 (c) was reliable to learn  
 (d) has been reliable learning  
 (e) No correction required
116. He has now **succeeded in overwhelming the** grief.  
 (a) successful in overwhelming  
 (b) successful to overwhelm  
 (c) succeeded to overwhelm  
 (d) succeeded in overcoming  
 (e) No correction required
117. Despite their best efforts, they could not convince the members **by changing their** decision.  
 (a) and changed their  
 (b) to change their  
 (c) with changing their  
 (d) in changing his  
 (e) No correction required
118. The novel ideas suggested by the employee **were appreciated by** the management.  
 (a) have appreciated by  
 (b) have been appreciated for  
 (c) were appreciative of  
 (d) had appreciated by  
 (e) No correction required
119. The two brothers were **so much similar in** appearance that nobody believed that they were twins.  
 (a) very much similar in  
 (b) so much similar at  
 (c) so different in  
 (d) so different from  
 (e) No correction required
120. The sight of the accident was **so frightened that** the bystanders could not utter a single word.  
 (a) so very frightening because  
 (b) so frightening that  
 (c) extremely frightening as  
 (d) extremely frightened  
 (e) No correction required
121. The police **break-up** the trunk and found the looted jewellery.  
 (a) broke opened  
 (b) broke open  
 (c) break opened  
 (d) breakingly opened  
 (e) No correction required
122. The advertisement offered a reward for information **relating to the** activities of the terrorists.  
 (a) relative to the  
 (b) as related to the  
 (c) which relate to  
 (d) regarding to the  
 (e) No correction required
123. He travelled by bus but **would have travelled** by train to save time.  
 (a) must have travelled  
 (b) should be travelling  
 (c) could be travelling  
 (d) should have travelled  
 (e) No correction required

124. He claims that his proposal is **preferable than that of** any other employee.  
 (a) preferable than for  
 (b) preferable for than  
 (c) preferably more than that of  
 (d) preferable to that of  
 (e) No correction required
125. The social worker **has championed the cause from** the weak and oppressed for the last four decades.  
 (a) has been championing the cause of  
 (b) had championed the cause for  
 (c) has been championing the cause for  
 (d) had been championed the cause for  
 (e) No correction required
126. Initially the hijackers seemed determined not to submit but ultimately they **were given in**.  
 (a) were given up  
 (b) gave in  
 (c) had been given up  
 (d) had been given in  
 (e) No correction required
127. Every one of us must have experienced how people **have to put up with a good deal of** discomfort while travelling.  
 (a) have to be put with a good deal of  
 (b) have been putting up a good deal with  
 (c) have to put up a good deal with  
 (d) are putting up with a good deal with  
 (e) No correction required
128. Disputes are mainly maintained by those who **are nothing else to do**.  
 (a) have nothing else to do  
 (b) are nothing to do else where  
 (c) had nothing to be done  
 (d) do not have nothing else to do  
 (e) No correction required
129. The judge noticed that the two statements made by the accused **were not consistent from** each other.  
 (a) were not being in consistence for  
 (b) were being inconsistent at  
 (c) had not been consistent for  
 (d) were not consistent with  
 (e) No correction required
130. The economic reforms initiated in 1991 **have borne fruit**.  
 (a) has born fruit  
 (b) have burnt fruit  
 (c) have been borne fruits  
 (d) have been bearing the fruits  
 (e) No correction required
131. Our business firms **were full aware of** the problems they were going to face on the threshold of the year 2000.  
 (a) have been full aware of  
 (b) were fully aware of  
 (c) had been fully aware at  
 (d) were fully aware into  
 (e) No correction required
132. The habit of smoking **has been grow upon** the youngsters.  
 (a) is growing up  
 (b) has been grown up  
 (c) has been growing upon  
 (d) has grown up  
 (e) No correction required
133. To succeed in a difficult task, **persistent is needed**.  
 (a) persistent is what one needs  
 (b) persistence should have needed  
 (c) one needs to be persisted  
 (d) persistence is needed  
 (e) No correction required
134. **Despite being tried his best to** persuade people to give up smoking, he could not attain success.  
 (a) Despite his best trying  
 (b) Despite of his best  
 (c) In spite of being tried his best  
 (d) Despite trying his best  
 (e) No correction required
135. His suggestions **were so trivial and hence** nobody took any cognizance of them.  
 (a) so trivial that and have (b) very trivial and hence so  
 (c) too trivial to and hence (d) very trivial and hence  
 (e) No correction required
136. **But for your time of helping**, we could not have accomplished our goal in such a small time span.  
 (a) But for your timely help  
 (b) Because of your timely helping  
 (c) Despite your time of helping  
 (d) But your time for helping  
 (e) No correction required
137. He failed in his attempt to disperse the mob before the miscreants **sets the fire on the bus**.  
 (a) set the bus on fire (b) setting fire on the bus  
 (c) set fire to the bus (d) set the fire on to the bus  
 (e) No correction required
138. Even on most critical moments, he is calm, but today he **appears very much disturbed**.  
 (a) appeared very much disturb  
 (b) appears very much to disturb  
 (c) appeared to be very much disturbing  
 (d) is appearing very much disturbing  
 (e) No correction required
139. Their attempt of rioting was foiled because **of the police squad arrived** on time.  
 (a) of the police squad being arrived  
 (b) of the arrival of the police squad  
 (c) the police squad arrival  
 (d) of the police squad had arrived  
 (e) No correction required
140. How can one mobilise support from colleagues without **being cordially to** them?  
 (a) being cordially for (b) been cordially to  
 (c) being cordial to (d) cordially being to  
 (e) No correction required
141. For every citizen it is mandatory to help the civic administration **for keep up the city clean**.  
 (a) for upkeep clean the city  
 (b) for clean and keep the city  
 (c) for keeping of the city cleanliness  
 (d) to keep the city clean  
 (e) No correction required

142. Anyone **who known to India's villages knows** the meaning of scarcity.  
 (a) knowing India's villages knows  
 (b) is known to India's villages knows  
 (c) knows India's villages knows  
 (d) knew India's villages knowing  
 (e) No correction required
143. In our country women **have opportunities to rise** to the top in every walk of life.  
 (a) have been having opportunities  
 (b) have had opportunities for a raise  
 (c) have opportunities to raise  
 (d) having opportunities to rise  
 (e) No correction required
144. If Indian people are united, this nation **can become a source** of strength for the entire world.  
 (a) could become a resource of  
 (b) can become resourceful for  
 (c) would be a source in  
 (d) can became a source with  
 (e) No correction required
145. All their efforts **were direct to** promote harmony among various groups of people.  
 (a) were directing to (b) were directed at  
 (c) have directed for (d) were directed to  
 (e) No correction required
146. **What did happen** there in the first place is not a matter of our concern.  
 (a) What happens  
 (b) What would have happened  
 (c) What happened  
 (d) What should have happened  
 (e) No correction required
147. The speaker highlighted the contribution of women **for bringing about** social changes.  
 (a) for bringing in (b) in bringing of  
 (c) for the brought over (d) in bringing about  
 (e) No correction required
148. Such inequalities **can be founded** enshrined in the constitutions of other countries also.  
 (a) could have been founded  
 (b) can be found  
 (c) could be founded  
 (d) could have found  
 (e) No correction required
149. The local authorities **were never bothering to** care about the unfortunate happenings.  
 (a) were never bothered to (b) never bothered to  
 (c) never were bothering to (d) were never bothering to  
 (e) No correction required
150. India's outlook on the world **is composing of** these various elements.  
 (a) is composed of (b) is composed by  
 (c) is composed with (d) has been composing at  
 (e) No correction required
151. How religious intolerance can blight social peace and harmony can be gauged from events **take place around** the globe.  
 (a) taken place over (b) taking place around  
 (c) took place around (d) taken place in  
 (e) No correction required
152. This exploitation of the helpless tribals **needs to the condemned**.  
 (a) need to be condemned (b) needs condemnation  
 (c) needs to be condemned (d) need to condemnation  
 (e) No correction required
153. The fact-finding team **which had been at** the area found villagers giving information to the police.  
 (a) which had been for (b) that led to  
 (c) which led to (d) that had been to  
 (e) No correction required
154. The new facts he has discovered **could not change** my opinion.  
 (a) has not changed (b) could not be changed  
 (c) cannot be changed (d) may be not changed  
 (e) No correction required
155. On firm ground the tent **had held in** place by pegs driven into the ground.  
 (a) has been held at (b) was held in  
 (c) was being held with (d) should be held at  
 (e) No correction required
156. In the midst of his laborious work, **came a stroke of** good fortune.  
 (a) comes a strike of (b) came a strike of  
 (c) a strike comes of (d) came a stroke for  
 (e) No correction required
157. Tourists **have still come** to Egypt and are probably still inscribing their names on the old stones.  
 (a) are still coming (b) have come still  
 (c) still have come (d) will have still come  
 (e) No correction required
158. There was a pause when we had finished and then a **strangely subdued** voice broke the silence.  
 (a) the strange subdueing  
 (b) a strange subdueing  
 (c) the strange subdued  
 (d) a stranded and subdueing  
 (e) No correction required
159. I overheard him saying something to me when I **was quit**.  
 (a) was almost quit (b) was about to quit  
 (c) had about to quit (d) had been quitting  
 (e) No correction required
160. We had **not only helped them with** money but also with new machinery and raw material.  
 (a) not only helped them by  
 (b) helped them not only with  
 (c) helped not only to them with  
 (d) not only been helped them by  
 (e) No correction required
161. I was shocked to learn that no one **was knowing** where the files were kept.  
 (a) had been knowing (b) had been known  
 (c) knew (d) was known  
 (e) No correction required

162. All **you really need is** a mask, a tube, flippers and a spear gun.  
 (a) you really need are (b) your real need are  
 (c) you real need is (d) you really needed is  
 (e) No correction required
163. By contrast the construction of great temples which **had seemingly have presented** great engineering difficulties, was relatively easy.  
 (a) had seemingly been presented  
 (b) had been seemed present  
 (c) was seemingly presented  
 (d) would seemingly have presented  
 (e) No correction required
164. I am glad to hear that you narrowly escaped **being run over by** a speeding car yesterday.  
 (a) by being run over by (b) to run over by  
 (c) run over down by (d) to being over run by  
 (e) No correction required
165. It is with a heavy heart that I pen these few lines to **condole for you on** the death of your beloved mother.  
 (a) condole with you in (b) condole upon you on  
 (c) condole with you on (d) condole for you with  
 (e) No correction required
166. You should visit France when you **had been to England**.  
 (a) had gone to England  
 (b) go to England  
 (c) were going to England  
 (d) should have gone to England  
 (e) No correction required
167. He is one of the best players **that has ever lived**.  
 (a) that would have ever lived  
 (b) that have ever lived  
 (c) that would have been ever lived  
 (d) that would ever live  
 (e) No correction required
168. He asked me if he **did shut the window**.  
 (a) will shut the window  
 (b) can shut the window  
 (c) may shut the window  
 (d) should shut the window  
 (e) No correction required
169. The teacher told us that the prize **would be presented the next day**.  
 (a) will be presented tomorrow  
 (b) would have been presented the next day  
 (c) shall be presented tomorrow  
 (d) should be presented tomorrow  
 (e) No correction required
170. His speech was optimistic, but at the end of it he **stroke a note of caution**.  
 (a) strike a note of caution  
 (b) strut for a note of caution  
 (c) striked a note of caution  
 (d) struck a note of caution  
 (e) No correction required
171. **Men have been known** how important the sun is to them  
 (a) Men have long known  
 (b) Men have to know long  
 (c) Men had long known  
 (d) Men have long know  
 (e) No correction required
172. I did not like his comments on my paper but I had no alternative as **I have agreed to keep quiet**.  
 (a) I have to agree to keep quit  
 (b) I had agreed to keep quiet  
 (c) I had agreed for keeping quiet  
 (d) I have to agree for keeping quiet  
 (e) No correction required
173. Please do not give him any food **if his temperature will rise**.  
 (a) if his temperature rises  
 (b) if his temperature would rise  
 (c) if his temperature shall rise  
 (d) unless his temperature rises  
 (e) No correction required
174. It is only in the 1980s that **a new kind of unity appeared among** the capitalist powers.  
 (a) a kind of new unity appeared among  
 (b) the kind of new unity appeared among  
 (c) a new kind of unity appeared with  
 (d) a new kind of unity was appeared among  
 (e) No correction required
175. Change in agricultural growth and rural prices are **determinations of important change** in rural poverty.  
 (a) important changes of determinations  
 (b) changes of important determinations  
 (c) important for determining of change  
 (d) important determinants of changes  
 (e) No correction required
176. It is easy to prove the **guilt but not innocent** of a person.  
 (a) guilty but not innocent  
 (b) guilt but not innocence  
 (c) guilty and not innocent  
 (d) guilt and not innocent  
 (e) No correction required
177. As a professional economist he **had throughout pre-occupied with** the basic problems of Indian society.  
 (a) was throughout pre-occupied by  
 (b) is pre-occupied throughout by  
 (c) was throughout pre-occupied with  
 (d) had been pre-occupied throughout  
 (e) No correction required
178. Census reports in India have **voice concerned over the declining** trends in the sex ratio.  
 (a) voiced concern over the declining  
 (b) voiced concerned over the declining  
 (c) voice concerned by the declined  
 (d) voiced concern by the declined  
 (e) No correction required

**Directions (Qs. 179 -184):** In each of the following questions two/three sentences are given. These sentences are combined into a single sentence and given as four alternatives below each question. You have to select one sentence which is grammatically correct and conveys the same meaning as conveyed by the two/three sentences and mark the letter of that sentence as your answer. If none of the four sentences given as alternatives below each question is correct, mark 'e', None of the above sentences is correct, as the answer.

179. Her father was listening keenly. Rupa noticed this.  
 (a) Rupa noticed that her father had listened keenly.  
 (b) Rupa had noticed that her father was listening keenly.  
 (c) Rupa noticed that her father is listening keenly.  
 (d) Rupa noticed that her father was listening keenly.  
 (e) None of the above sentences is correct.
180. The sun is very important to men. Men have long known this.  
 (a) Men have long known how important the sun is to them.  
 (b) The sun is very important to them is known to men.  
 (c) The sun has been very important for men is known to them.  
 (d) The men know the sun is very important to them.  
 (e) None of the above sentences is correct.
181. He got up. He wound the cloth around his head.  
 (a) Having got up, he had wound the cloth around his head.  
 (b) Getting up he did wound the cloth around his head.  
 (c) Getting up, he wound the cloth around his head.  
 (d) Having getting up, he wound the cloth around his head.  
 (e) None of the above sentences is correct.
182. They watched. They wondered. They were unable to find the reason.  
 (a) They watched and wondered till they were unable to find the reason.  
 (b) They watched and wondered but were unable to find the reason.  
 (c) They had watched and wondered but were unable to find the reason.  
 (d) They watched and wondered despite being unable to find the reason.  
 (e) None of the above sentences is correct.
183. I was very much overwhelmed. I did not make any decision.  
 (a) I was so overwhelmed to make any decision.  
 (b) I could not make any decision as I was very much overwhelmed.  
 (c) I was too overwhelmed to make any decision.  
 (d) Being very much overwhelmed, I did not make any decision.  
 (e) None of the above sentences is correct.
184. He is sure to receive his pay. It is due to him. Why then does he worry?  
 (a) Why does he worry, till he is sure to receive his pay due to him?  
 (b) Why should he worry as the pay due to him is sure to be received?  
 (c) Why does he worry as he should be sure to receive the pay due to him?  
 (d) Why does he worry, since the pay due to him is sure to be received?  
 (e) None of the above sentences is correct.
185. Should you need a duplicate licence you must submit an application along with a copy of your ration card.  
 (a) Unless you submit an application along with a copy of your ration card you will not get a duplicate licence.  
 (b) You should require a duplicate license if you submit an application along with a copy of your ration card.  
 (c) If you submit your application along with your ration card you do not need duplicate license.  
 (d) If you submit an application along with your ration card you will get only a license.  
 (e) None of these
186. Although the strike of transporters continues, I shall come.  
 (a) I shall come if the strike of transporters continues.  
 (b) I shall not be able to come if the strike of transporters continues.  
 (c) Even though I come, the strike of transporters is going to continue.  
 (d) Whether or not the transporters strike continues I shall come.  
 (e) None of these
187. The Manager would like you to help him locate the default.  
 (a) If you help him locate the default, the Manager would like you.  
 (b) The Manager desires that you should provide him the necessary assistance to locate the default.  
 (c) The Manager feels that if you do not help him the fault will not be located.  
 (d) The Manager expects that the default should be located only with your help.  
 (e) None of these
188. The judge remarked that not all the accused were really guilty.  
 (a) The judge remarked that some of the accused were guilty while others were not.  
 (b) The judge remarked that all the accused were not innocent.  
 (c) The judge remarked that all those accused cannot be necessarily guilty.  
 (d) The judge remarked that all those who are accused may contain some who are really guilty.  
 (e) None of these
189. Unlike the tribals who are very hardworking, the urban communities cannot withstand physical strain.  
 (a) The tribals do not like to withstand physical strain as the urban communities do.  
 (b) The urban communities are hardworking but they do not like to undertake physical strain.  
 (c) The tribals can withstand physical strain whereas urban communities cannot.  
 (d) Because the tribals are hardworking they can tolerate physical strain.  
 (e) None of these

**Directions (Qs. 185 - 189):** For each statement there are four different sentences given below it. Pick out the one that most appropriately conveys the meaning of the statement. The number of that sentence is the answer. If none of them conveys the meaning of the statement the answer is (e), i.e., 'None of these'.

**Directions (Qs. 190-194):** In each of the following questions there is a sentence with a phrase/idiom printed in bold, followed by five options. Find out the option which expresses the meaning of the phrase/idiom correctly.

190. To speak of one language for the world as leading to one purpose is to **put the cart before the horse**.  
 (a) reverse the proper order of events  
 (b) invite dictatorship  
 (c) accelerate a backward movement  
 (d) indulge an unrealistic proposition  
 (e) None of these
191. He was somewhat **taken aback** by the news that the police intended to prosecute him.  
 (a) strike (b) terror-stricken  
 (c) surprised and upset (d) fainted  
 (e) enchanted
192. I have got enough money in my pocket to last me the rest of my life provided **I drop dead** this afternoon.  
 (a) save (b) rescue  
 (c) commit suicide (d) die suddenly  
 (e) None of these
193. Not one of his insulting remarks **caused a ripple** on the surface of her composure.  
 (a) caused anger (b) had noticeable effect  
 (c) caused injury (d) evoked attention  
 (e) None of these
194. Suresh knows that the good times are over, but he says, "we still feel **footloose and fancy-free**."  
 (a) a comeback (b) easy  
 (c) original condition (d) the presence  
 (e) boundless
- Directions(Qs. 195-209):** In each question below, two sentences are given. These two sentences are to be combined into a single sentence without changing their meaning. Three probable starters of the so combined sentence are given which are denoted by (A), (B) and (C). Any one or more or none of them may be correct. Find out the correct starter(s), if any, and accordingly select your answer from among the given five answer choices.
195. He has lost his immunity. Therefore, he is vulnerable to any disease.  
 (A) His loss of immunity....  
 (B) Because of his vulnerability to his...  
 (C) His vulnerability to any disease...  
 (a) Only (A) (b) Only (B)  
 (c) Only (C) (d) Only (A) and (C)  
 (e) Only (A) and (B)
196. You must sign your railway ticket, write your name and age on it. It becomes valid only after that.  
 (A) To make your railway ticket valid, the railway authorities should sign...  
 (B) Without validating your railway ticket, you cannot...  
 (C) To validate your railway ticket, you must...  
 (a) Only (A) (b) Only (B)  
 (c) Only (C) (d) (A) and (B) only  
 (e) (B) and (C) only
197. Are you satisfied with this information? Please contact me for any further clarification.  
 (A) If you need... (B) In case you need...  
 (C) Should you need...  
 (a) None (b) All the three  
 (c) (A) and (C) only (d) (A) and (B) only  
 (e) (B) and (C) only
198. How much you earn is less important. What is more important is how you earn, i.e., your methods of earning?  
 (A) How you earn is as important  
 (B) How much you earn is as important  
 (C) How you earn is not as important  
 (a) Only (A) (b) Only (B)  
 (c) Only (C) (d) All the three  
 (e) None of these
199. You must submit the proof of your being a US citizen. Only then your NRI account will be made operative.  
 (A) Unless you prove...  
 (B) Unless your NRI account is made operative...  
 (C) Without your NRI account, you must...  
 (a) Only (A) (b) Only (B)  
 (c) Only (C) (d) All the three  
 (e) None of these
200. The hijackers' real identity will always remain a secret.  
 (A) No one will ever know the hijackers'...  
 (B) The secret identity of the really...  
 (C) The real identity of the hijackers would have remained...  
 (a) Only (A) (b) Only (B)  
 (c) Only (C) (d) Either (A) or (C)  
 (e) Any one of the three
201. "I'm extremely sorry. I'm late," said Sushma.  
 (A) Sushma apologized for my being...  
 (B) Sushma tendered apology for her...  
 (C) Sushma apologized for her being...  
 (a) Only (A) (b) Only (B)  
 (c) Only (C) (d) Either (A) or (C)  
 (e) Either (B) or (C)
202. They have displayed arrogant behaviour; they will therefore be punished.  
 (A) As a result of their arrogance, they...  
 (B) They will be punished because...  
 (C) They will punish because they have...  
 (a) Only (A) (b) Only (B)  
 (c) Only (C) (d) Either (A) or (B)  
 (e) Any one of the three
203. Not everyone among them was able to perform the act flawlessly.  
 (A) None among them could...  
 (B) Few of them could not perform...  
 (C) Some of them could perform...  
 (a) Only (A) (b) Only (B)  
 (c) Only (C) (d) Either (A) or (B)  
 (e) Either (B) or (C)
204. Most US citizens have made generous donations for rehabilitation of the victims of war.  
 (A) These generous donations...  
 (B) The generous donations made by the victims of...  
 (C) The rehabilitation of victims of war was generous...  
 (a) Only (A) (b) Only (B)  
 (c) Only (C) (d) Either (A) or (B)  
 (e) None of these

205. This judgement has been given by the highest court in the land. It therefore assumes finality from legal point of view.  
 (A) Being the judgement of...  
 (B) In spite of the judgement...  
 (C) As it is the judgement of...  
 (a) Only A (b) Only B  
 (c) Only C (d) Only A and B  
 (e) Only A and C
206. On this special occasion the Chief Minister of the state would be welcomed first. After that the Prime Minister would be extended a warm welcome.  
 (A) Although the Prime Minister would ...  
 (B) As per the prevalent practice the Prime Minister...  
 (C) In spite of the Chief Minister...  
 (a) Only A (b) Only B  
 (c) Only C (d) Only A and B  
 (e) Only A and C
207. India is rich in bio-resources. It has no clear legislative framework to regulate access to and use of these resources.  
 (A) As India is rich...  
 (B) But India is rich...  
 (C) Although India is rich...  
 (a) Only A (b) Only B  
 (c) Only C (d) Only A and B  
 (e) Only A and C
208. I did not receive any packet from Dipti. I also did not receive any phone call from her.  
 (A) Neither did I receive...  
 (B) Clearly I did not...  
 (C) Because I did not ...  
 (a) Only A (b) Only B  
 (c) Only C (d) Only A and B  
 (e) Only A and C
209. I was to reach home a little early but I got delayed. On reaching home I found that guests had left a little while ago.  
 (A) Hardly had I reached...  
 (B) As long as I reached...  
 (C) Besides few minutes...  
 (a) Only A (b) Only B  
 (c) Only C (d) Only A and B  
 (e) Only A and C

**Directions (Qs. 210-214):** In each question below, an incomplete sentence is given which is followed by three possible fillers denoted by (A), (B) and (C). Find out which one, two or three of these fillers can make the sentence meaningfully complete and grammatically correct.

210. \_\_\_\_ when the audience started throwing rotten eggs towards him.  
 A No sooner did he stand up to address  
 B No much before he stood up  
 C He had hardly stood up  
 (a) Only C (b) Only B  
 (c) Only A or B (d) Only B or C  
 (e) Any one of the three
211. \_\_\_\_ sacrifice their own self for the welfare of the common man.  
 A Not all men devoted to social service  
 B Only dedicated men  
 C In exceptional cases certain anti-social elements

- (a) Only C (b) Only A or C  
 (c) Only B or C (d) Only A or B  
 (e) Any one of the three
212. Natural calamities such as floods, earthquakes, etc occur so suddenly and unexpectedly that \_\_\_\_  
 A people get hardly any time to save themselves  
 B man realises his limitations and supremacy of nature  
 C devastation cannot be prevented  
 (a) Only A (b) Only B  
 (c) Only A or B (d) Only A or C  
 (e) Any one of the three
213. \_\_\_\_ the poor students had managed to come out successfully with flying colours.  
 A Despite lack of resources  
 B Owing to adverse circumstances  
 C It was a mere coincidence that  
 (a) Only A (b) Only A or C  
 (c) Only B or C (d) Only A or B  
 (e) Any one of the three
214. They appreciated my act of bravado because the life I saved was \_\_\_\_.  
 A insignificant for them  
 B extremely precious  
 C reverent to them  
 (a) Only B (b) Only C  
 (c) Only A or B (d) Only B or C  
 (e) Any one of the three

**Directions (Qs. 215 - 219):** In each question below, two sentences are given. These two sentences are to be combined into a single sentence without changing their meaning. Three probable starters of the combined sentence are given which are denoted by (A), (B) and (C). Any one or more or none of them may be correct. Find out the correct starter(s) and accordingly select your answer from among the given five answer choices.

215. He always delays in taking any action. It makes others suffer a lot.  
 A. His taking action on time makes...  
 B. Others suffer a lot because of ...  
 C. On account of his procrastination ...  
 (a) A, B and C (b) A and B only  
 (c) B and C only (d) A and C only  
 (e) None of these
216. Don't add so much chilli powder to the soup. Consumers are only small children.  
 A. Because small children do not allow chilli powder ...  
 B. Since, small children do not consume more soup...  
 C. Adding more chilli powder to soup makes the small children like ...  
 (a) None (b) A only  
 (c) B only (d) C only  
 (e) A and C only
217. The quality of the fabric was not impressive. We changed our plan of purchasing.  
 A. The quality of the fabric being ...  
 B. We changed our ...  
 C. In spite of the unimpressive ...  
 (a) Only A (b) Only B  
 (c) Only C (d) A and B only  
 (e) All the three A, B and C

218. Madhuri has been consistent in her studies. Her performance in the examination was nothing else but excellent.  
 A. Despite being consistent in her studies ...  
 B. Madhuri's performance in the examination was not excellent because...  
 C. Because Madhuri was only consistent and not intelligent, her performance...  
 (a) Only A (b) Only B and C  
 (c) Only A and C (d) All the three A, B and C  
 (e) None of these
219. It is very cold here. You must bring warm clothes with you.  
 A. Since, you must ...  
 B. As it is very ...  
 C. If it is very ...  
 (a) Only A (b) Only B  
 (c) Only C (d) A and C only  
 (e) B and C only
- Directions (Qs. 220-234):** In each of these sentences, parts of the sentence are numbered (a), (b), (c), (d) and (e). One of these parts has some error in it. The error may be either of spelling or grammar or wrong word or unnecessary word etc. The letter of the part that contains the error is the answer.
220. **It was** (a)/ **natural that** (b)/ some difficulties **crop up** (c)/ in his life, **while** (d)/ **he was** (e)/ studying.
221. **Chatting on** (a)/ the Internet with **people only not** (b)/ **makes us** (c)/ feel friendly **but also** (d)/ **increases our** (e)/ knowledge.
222. Knowledge will not **attract money** (a)/ **unless it is** (b)/ organised and **intelligently directed** (c)/ **through practical plans** (d)/ of action, to the definite end **of accumulation** (e)/ of money.
223. **As the experiences** (a)/ of other **countries have shown**, (b)/ an ailing (c)/ financial sector **can very quickly** (d)/ **render wreck** (e)/ the entire economy.
224. **If you are** (a)/ **one of the** (b)/ who have **often wondered how** (c)/ **great fortunes are** (d)/ made, this story **will be enlightening**. (e)
225. **My only concern** (a)/ **is that** (b) **at this juncture** (c)/ communal **sentiments are rather** (d)/ heightened **up-wardly**. (e)
226. **However**, (a)/ this **division** (b)/ of power is not **quiet** (c)/ as neat **as it may** (d)/ appear **at first**. (e)
227. He strongly felt **that** (a)/ that **explanation** (b)/ which **was given** (c)/ **during the meeting** (d)/ was not at all **truth**. (e)
228. **We decided to** (a)/ dedicate this article **on the women** (b)/ who have been **instrumental in** (c)/ training **generations of** (d)/ young girls to **create a healthy** (e)/ atmosphere.
229. When the **opportunity came** (a)/ **it appeared** (b)/ in a **different form** (c)/ and **from a different** (d)/ direction **then he had** (e)/ expected.
230. The **roll** (a)/ of the institute is to provide technical support to other institutions and to constantly **monitor** (b)/ their **facilities** (c)/ and **performance**. (d)/ No error. (e)
231. The **competitive** (a)/ edge for **survival** (b)/ **lays** (c)/ in the **effective** (d)/ use of information technology. No error. (e)
232. The most **popular** (a)/ method **adopted** (b)/ by an organisation to **communicate** (c)/ job vacancies to the public is through **advertisement**. (d)/ No error. (e)
233. The act of **extending** (a)/ **preferential** (b)/ treatment to service providers was **high** (c)/ **appreciated**. (d)/ No error. (e)
234. The **significant** (a)/ **future** (b)/ is that none of the ancient Indian scientists **claimed** (c)/ **originality** (d)/ of their theories. No error. (e)



## ANSWER KEY

1	(b)	24	(c)	47	(c)	70	(b)	93	(c)	116	(d)	139	(b)	162	(e)	185	(a)	208	(a)	231	(c)
2	(c)	25	(d)	48	(d)	71	(b)	94	(b)	117	(b)	140	(c)	163	(d)	186	(d)	209	(a)	232	(e)
3	(c)	26	(a)	49	(a)	72	(c)	95	(e)	118	(e)	141	(d)	164	(e)	187	(b)	210	(a)	233	(c)
4	(c)	27	(c)	50	(d)	73	(b)	96	(d)	119	(c)	142	(a)	165	(a)	188	(a)	211	(e)	234	(b)
5	(a)	28	(d)	51	(a)	74	(b)	97	(c)	120	(b)	143	(e)	166	(b)	189	(c)	212	(d)		
6	(a)	29	(d)	52	(a)	75	(a)	98	(d)	121	(b)	144	(e)	167	(b)	190	(a)	213	(a)		
7	(c)	30	(b)	53	(c)	76	(c)	99	(a)	122	(e)	145	(d)	168	(d)	191	(c)	214	(a)		
8	(c)	31	(b)	54	(b)	77	(a)	100	(b)	123	(d)	146	(c)	169	(e)	192	(d)	215	(c)		
9	(d)	32	(c)	55	(a)	78	(e)	101	(c)	124	(d)	147	(d)	170	(d)	193	(b)	216	(a)		
10	(b)	33	(a)	56	(e)	79	(c)	102	(e)	125	(a)	148	(b)	171	(a)	194	(e)	217	(d)		
11	(c)	34	(d)	57	(b)	80	(b)	103	(d)	126	(b)	149	(a)	172	(b)	195	(d)	218	(e)		
12	(d)	35	(b)	58	(a)	81	(b)	104	(c)	127	(e)	150	(a)	173	(a)	196	(c)	219	(b)		
13	(e)	36	(d)	59	(c)	82	(d)	105	(a)	128	(a)	151	(b)	174	(e)	197	(b)	220	(c)		
14	(d)	37	(c)	60	(c)	83	(a)	106	(d)	129	(d)	152	(c)	175	(d)	198	(e)	221	(b)		
15	(d)	38	(a)	61	(d)	84	(a)	107	(c)	130	(e)	153	(d)	176	(b)	199	(a)	222	(d)		
16	(e)	39	(d)	62	(c)	85	(a)	108	(b)	131	(b)	154	(e)	177	(c)	200	(a)	223	(e)		
17	(c)	40	(b)	63	(c)	86	(d)	109	(c)	132	(c)	155	(b)	178	(a)	201	(e)	224	(b)		
18	(d)	41	(d)	64	(e)	87	(e)	110	(e)	133	(d)	156	(e)	179	(d)	202	(d)	225	(e)		
19	(d)	42	(d)	65	(d)	88	(a)	111	(d)	134	(d)	157	(a)	180	(a)	203	(c)	226	(c)		
20	(a)	43	(d)	66	(d)	89	(b)	112	(e)	135	(d)	158	(e)	181	(c)	204	(e)	227	(e)		
21	(b)	44	(a)	67	(e)	90	(e)	113	(b)	136	(a)	159	(b)	182	(b)	205	(e)	228	(b)		
22	(a)	45	(d)	68	(d)	91	(b)	114	(c)	137	(a)	160	(b)	183	(d)	206	(e)	229	(e)		
23	(e)	46	(d)	69	(a)	92	(d)	115	(a)	138	(e)	161	(c)	184	(e)	207	(c)	230	(a)		

## Hints &amp; Explanations

1. (b) It should be 'has been sounding horn'.
2. (c) Replace 'by' with 'up'.
3. (c) It should be 'was' in place of 'is'.
4. (c) Change 'would not be traced' to 'could not be traced'.
5. (a) Change the first part as ——— It is/would be better ...
6. (a) The sentence should start as ——— If you had read ...
7. (c) The right phrase will be 'to look after' in place of 'to look over'.
35. (b) Replace *would write* by *writes*.
36. (d) Replace *changed* by *change*
37. (c) Replace *his* by *him*.
38. (a) Replace *has* by *had*.
40. (b) Replace 'of' with 'in'.
41. (d) Here there is a comparison between two persons, so it should be 'more honest' in place of 'most honest'.
42. (d) 'Submit' should be 'submitting'.
43. (d) Replace 'would not have' with 'had not'.
44. (a) 'team leaders encourages' should be replaced by 'team leaders encourage' or 'team leader encourages'.
45. (d) Replace 'are' with 'is' because the subject (prime minister) is singular here.
46. (d) Replace 'were' with 'was'.
47. (c) It should be 'the present I sent for him'.
48. (d) It should be *by* his decision.
49. (a) The sentence should begin as, 'if I had come ...'
50. (d) Replace 'at once' with 'at the beginning'
51. (a) The sentence should start as, I had been waiting for you.....'
52. (c) It should be "and who is ..." In the given form, the subject 'of is' is missing.
53. (c) Delete had. In a "No sooner...than..." structure, than is followed by a subject followed by past simple tense.
54. (b) *For a hundred years* indicates that the verb should be in the perfect continuous tense. Hence replace 'has lived' by 'has been living'.
55. (a) *Boys* is countable. Hence replace 'less' by 'fewer'.
57. (b) It should be "equipped not only with" instead of "not only equipped with".
58. (a) Here, as we are comparing two methods for a single purpose, the sentence should start as – 'No other method'.
59. (c) Views should always be followed by 'on' instead of 'for'.
60. (c) Delete 'I'.
61. (d) It should be 'has been' instead of 'have been'.

134. (d) *He* is the agent of the verb *try*; hence the active voice.
135. (d) Another correct alternative could have been *so trivial* that.
136. (a) *But for* means 'without'.
139. (b) *Because* of should be followed by a noun.
140. (c) Adverb *cordially* should be replaced by adjective *cordial* because it refers to pronoun *one*.
141. (d) "*Help + object*" is followed by the infinitive.
205. (e) (A) Being the judgement of the highest court in the land, it assumes finality from legal point of view.  
(C) As it is the judgement of the highest court in the land, it assumes finality from legal point of view.
206. (e) (A) Although the Prime Minister would be welcomed after the Chief Minister of the state on this special occasion, he would be extended a warm welcome.  
(C) In spite of the Chief Minister being welcomed first on this special occasion, the Prime Minister would be extended a warm welcome.
207. (c) (C) Although India is rich in bio-resources, it has no clear legislative framework to regulate access to and use of these resources.
208. (a) (A) Neither did I receive any packet from Dipti nor any phone call.
209. (a) (A) Hardly had I reached home when the guests left.
215. (c) B. Others suffer a lot because of his procrastination in taking any action.  
C. On account of his procrastination others suffer a lot.
217. (d) A. The quality of the fabric being unimpressive, we changed our plan of purchasing.  
B. We changed our plan of purchasing on finding the quality of the fabric unimpressive.
219. (b) B. As it is very cold you must bring warm clothes with you.
220. (c) Replace 'crop up' with 'cropped up'.
221. (b) Replace 'only not' with 'not only'.
222. (d) Replace 'through' with 'at'.
223. (e) Replace 'render wreck' with 'wreck' only.
224. (b) Replace 'one of the' with 'one of those'.
225. (e) Remove the word 'upwardly'.
226. (c) Replace 'quiet' with 'quite'.
227. (e) Replace 'truth' with 'true'.
228. (b) Replace 'on the women' with 'to the women'.
229. (e) Replace 'then' with 'than'.
230. (a) The word 'roll' makes no sense here. So replace it with 'role', which means 'function'.
231. (c) Replace 'lays' with 'lies'.
233. (c) Replace 'high' with 'highly'.
234. (b) It should be 'feature' instead of 'future' to make the sentence meaningful.

