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P A R A M O U N T

M E R C H A N T N A V Y

# PRONOUN

## THE SENTENCE

When we speak or write we use words. We generally use these words in groups; as, "He goes to the market". A group of words like this, which makes complete sense, is called a sentence.

## PARTS OF SPEECH

Words are divided into different kinds or classes, called parts of speech, according to their use; that is, according to the work they do in a sentence. The parts of speech are eight in number:

- **Noun**
- **Pronoun**
- **Adjective**
- **Verb**
- **Adverb**
- **Preposition**
- **Conjunction**
- **Interjection**

## NOUN

Noun is the name of a person, place or thing and emotions and qualities. e.g. cup, table, chair, Hari, Gautam, The Yamuna, honesty, fleet, army, gold, silver etc.

### Kinds of Nouns:

- **Common noun** : is a name given in common to every person or thing of the same class or kind. **e.g.** girl, boy, fan, chair, table etc.
- **Proper noun** : is a name of some particular place person etc. **e.g.** Sita, Nargis, Savita, Hyderabad, Lahore, The Yamuna, The Mount Everest etc. (They are always written starting with a capital letter).
- **Material noun** : It is a name given to some material of which other things are made, like, gold, silver, iron, wood, plastic etc.
- **Collective noun** : is the name given to a collection of persons (or number of persons together) or things. **e.g.**  
**A Fleet** is a collection of ships.  
**An Army** is a collection of soldiers.  
**A Crowd** is a collection of people.  
**Jury** is a group of people sitting in the court to hear a trial and help the judge in taking a decision.
- **Abstract noun** : It is normally the name of the quality, action or state considered apart from the object to which it belongs. **e.g.** Goodness, darkness, hardness, laughter, theft, movement, childhood, boyhood, youth, slavery.  
 Abstract nouns also include grammar, music, chemistry etc.

### Some nouns that always remain singular

Mathematics, physics, economics, news politics, mechanics, classics, athletics, Summons, mumps, measles, poetry, scenery, advice, Information, stationery, luggage, rice, alphabet, bedding, mischief, bunting, infantry. gram, issue, alms.

### Some nouns that always remain plural

Riches, valuables, premises, alms goods, socks, trousers, shorts, tidings, alms, scissors stockings, surroundings, peasantry, folk, poultry, Jury, arms, drawers, nuptials, gentry, people, police, clergy, vermin, public, cattle, phenomena.

**Some nouns that remain same in singular and plural form**

Sheep, deer, saint, apparatus, corps, series, swine, rice, means, species, cannon, salmon, brace

**Some nouns that have different meaning in singular and plural form**

Singular noun	Meaning	Plural noun	Meaning
Abuse	Wrong use/bad language	Abuses	Wrong habits
Ground	Earth	Grounds	Reasons
Force	To exert pressure	Forces	Troops
Wood	That we get from tree	Woods	Forest
Light	Brilliance	Lights	Lampshades
Gain	Acquisition of wealth	Gains	Profit
People	Persons	Peoples	Nations
Arm	Upper part of body	Arms	Weapons! Upper limbs
Pain	Ache	Pains	Troubles! Care
Manner	Method	Manners	Behavior
Letter	A message/alphabet	Letters	Learning
Provision	Condition	Provisions	Food supply
Quarter	1/4	Quarters	House given by government
Air	What we breathe	Airs	Proud behavior
Good	Nice	Goods	Things
Content	Satisfaction	Contents	Things contained
Respect	Regards	Respects	Compliments
Earning	income	Earnings	Savings

**Some nouns that have one singular and two plural forms**

Singular noun (1)	Plural noun (1)	Meaning	Plural noun (2)	Meaning
Cloth	Cloths	Piece of Cloth	Clothes	Garments
Brother	Brothers	Sons of same parents	Brethren	Members of the community
Die	Dies	Stamps	Dice	Small cubes for playing
Shots	Shots	Ball of iron, strokes in certain games	Shot	Fire from gun
Staff	Staves	Stick or poles	Staffs	Salaried employees collectively

**Some nouns that are often confused for each other**

Noun	Meaning	Noun	Meaning
House	Building	Home	Where one is living
Air	What we breathe	Wind	That makes things move
Men	Plural of man	People	Persons
Cost	Amount paid by the shopkeeper	Price	Amount paid by us
Customer	Who purchases goods for a price	Client	A person who avails himself of some services
Shade	Shelter from sun	Shadow	The shade of certain object
Ground	Earth	Floor	Part of an enclosed surroundings
Climate	Regular weather pattern	Weather	Prevailing conditions at that point of day
Accident	Mishap	Incident	Certain Happening
Mean	Selfish	Means	Wealth

**Certain Slang of English**

<b>Incorrect usage</b>	<b>Correct usage</b>
English teacher	Teacher of English
Family members	Members of the family
Your date of birth	Date of your birth
His state of health	State of his health
Blotting	Blotting paper
Cousin brother	Cousin
Boarding	Boarding (school/ house)
Poor people	The poor
Vacations	Vacation
Tickets (refer to numbers of tickets purchased)	Ticket (refers to the mode)
Meals (both lunch and dinner)	Meal (one time food)
Space (means empty area)	Room (means unoccupied seat)
Good night (farewell at night)	Good evening (formal greeting)
Wages (singular) (means punishment)	Wages (plural) (charges for labour)
Teaching line	Teaching profession
Freeship	Free studentship
Poetries	Poetry (there is no plural of poetry)

**Important Things to Remember**

- ‘One of’ is always followed by plural noun.
- Mankind is not used in plural sense.
- Certain nouns expressing length, measure, money, weight, number and counting do not change their form if preceded by a numeral value e.g. Foot, Thousand, Meter Pair, Score, Hundred, Million, Year, Head, Dozen.

**Errors in Noun**

<b>Incorrect usage</b>	<b>Correct usage</b>
My means is small to purchase the car.	My means are small to purchase the car.
I helped him as we are brothers of the same community.	I helped him as we are brethren of the same community.
We should be true to our words.	We should be true to our word.
She was walking on the centre of the road.	She was walking in the middle of the road.
Such phenomenon have never been noticed before.	Such phenomena have never been noticed before.
It was twenty rupee a kilo.	It was twenty rupees a kilo.
I found a twenty rupees note.	I found a note of twenty rupees.
The house was built of bricks and stones.	The house was built of brick and stone.

## PRONOUN

Pronouns are used in place of nouns to avoid their repetition, e.g. he, she, it, they, I, we, himself, myself, one, noun, anybody, each, either, neither etc.

Pronoun	Case	First Person		Second Person		Third Person	
		Singular	Plural	Singular	plural	Singular	plural
	Nominative	I	We	You	You	He/she/it	They
<b>Personal</b>	Objective	Me	Us	Thee	You	Him/her/it	Them
<b>Pronoun</b>	Possessive	Mine	Ours	Thy/ thine	Yours	Hers	Theirs
	Reflexive	Myself	Ourselves	Yourself	Yourselves	Himself/ herself/ itself	Themselves

Kinds of Pronoun	Pronouns	Definition	Examples
<b>Relative Pronouns</b>	<b>Only used for persons</b> Who Whom, Whose <b>Used for selection for person and things</b> Which <b>Used for occupation</b> What	They take place of nouns to which they are related and also act as joining words.	Do you know who got the prize? Sita is the girl <i>whom</i> everyone loves. I saw a man <i>whose</i> leg was broken. <i>Which</i> is your book? <i>What</i> is in your bag? <i>What</i> do you do?
<b>Interrogative Pronouns</b>	Whose, What, Which, Whom, Who	When these pronouns are used to ask questions they become interrogative pronouns	<i>Whose</i> pen is this? <i>What</i> are you doing? <i>Who</i> is your friend?
<b>Demonstrative Pronouns</b>	This, That, These, Those	They point towards the noun for which they are used.	Is this the book you were looking for? That cat drank the milk. These mangoes are ripe. Those flowers look pretty.
<b>Indefinite Pronouns</b>	None, Someone, anyone, anybody, nobody, somebody	They refer to things or people in general and nothing in particular.	<i>Somebody</i> is knocking at the door. Is there <i>anybody</i> at home? <i>Nobody</i> saw him coming.
<b>Distributive Pronouns</b>	Each, either neither, every, both	They refer to distribution of something	<i>Each</i> student in this class is intelligent. <i>Everyone</i> got the refreshment.
<b>Reciprocal Pronouns</b>	Each other (for 2) one another (for more than 2)	They refer to the reciprocal work done by 2 or more than 2 persons	Both of you should help <i>each other</i> .
			All of us should help one <i>another</i> .

<b>Reflexive Pronouns</b>	Myself, yourself, himself, herself, etc.	They tell that the doer is doing something to himself or herself. They can never be used as subject.	He availed <i>himself</i> of the opportunity. He <i>himself</i> did the difficult job.
<b>Emphatic Pronouns</b>	Myself, yourself, himself, herself, etc.	They are also used to lay emphasis when they come before helping verb.	He <i>himself</i> said it. I <i>myself</i> requested him to co-operate.

### Rules Related to Pronouns

- If three pronouns of 1st, 2nd, 3rd person come together in a sentence the order to be followed is 2,3,1 but if the sentence points towards a mistake or guilty then the order to be followed should be 1,2,3.

<b>Incorrect</b>	<b>Correct</b>
He, you and I went for a walk	You, he and I went for a walk
You, he and I were absent.	I, You and he were absent.

- If two or more singular nouns are joined by 'and' the pronoun used with them should be 'plural' as it points towards two different people.

<b>Incorrect</b>	<b>Correct</b>
James and Anna have his own car.	James and Anna have their own car.

- If two or more singular nouns are joined by 'and' and point towards the same person the pronoun used with them should be 'singular'.

<b>Incorrect</b>	<b>Correct</b>
James, my friend and the sports captain of our school has their own car.	James, my friend and the sports captain of our school has his own car.

- If two or more singular nouns are joined by 'and' and point towards two different persons then the pronoun used with them should be 'plural'

<b>Incorrect</b>	<b>Correct</b>
The head boy and the sports captain of our school has their own car.	The head boy and the sports captain of our school have their own car.

(if in a sentence 'the' is placed before both the pronouns then it is pointing towards two different people)

- If two nouns are joined by 'as well as' then the pronoun is always placed according to the first subject.

<b>Incorrect</b>	<b>Correct</b>
The boss as well as his employees should complete their work.	The boss as well as employees should complete his work.

- When two singular nouns joined by 'and' are preceded by 'each' or 'every' the pronoun used must be singular and should agree with the second subject.

<b>Incorrect</b>	<b>Correct</b>
Every man and every woman should fulfill their responsibility	Every man and every woman should fulfill her responsibility

- When two nouns are joined by ‘with’, ‘together with’ or ‘In addition to’ then the pronoun agrees with the first person.

Incorrect	Correct
Man with her wife went for the party	A man with his wife went for the party

- When two different nouns are joined by either - or, neither - nor then the pronoun agrees in number and gender with the second subject.

Incorrect	Correct
Either the teacher or the students were doing her work.	Either the teacher or the students were doing their work.

- Pronoun coming after than must be in the same case as it is before ‘than’
  - When pronoun is in nominative case. **e.g.** You are taller than I
  - When pronoun is In Objective case. **e.g.** Her sister is more organized than me.
  - When pronoun is in possessive case. **e.g.** His thoughts are more intelligent than mine.
- If a sentence has ‘each’, ‘every’ or ‘many a’ then the pronoun and verb used with them should be singular.

Incorrect	Correct
Each boy should do their work.	Each boy should do his work.
Every man is responsible for themselves.	Every man is responsible for himself.
Many a soldiers have given their life at the border.	Many a soldier has given his life at the border.

- Pronouns like (mine, yours, ours, theirs, its) are used to replace (possessive adjective + noun)

Incorrect	Correct
I shall bring my book, you will bring your book.	I shall bring my book, you will bring yours.
You will bring your book, I shall bring my book.	You will bring your book, I shall bring mine.

- If a pronoun is being used for a collective noun being treated as a whole, then the pronoun to be used should be singular and neuter in gender but if it conveys a feeling of separation then the pronoun used should be plural.

Singular	Plural
The committee was ready to give its order.	The committee were divided in their opinion about the order.

## Use of 'it' and 'that'

Use of it	Examples	Use of that	Examples
Things without life	It was a broken Cupboard	After the words all, the same, any, nothing, the few, the little, only, etc.	All that glitters is not gold. It is the same thing that I wanted. The little amount that he had was not enough.
Animals	I had a horse once, it was brown in colour.	After an adjective in superlative degree and after an interrogative pronoun.	He is the most careless person that I have ever met. who is the person that stands at the gate?
Children (When Infant)	I saw a child yesterday, it was crying bitterly.	when talking about an antecedent that you are referring to	He is the same person that had stolen the goods. India Gate is the place that I visited yesterday. It is the same book that I wanted.
When giving a stress over a noun or pronoun.	It was 26 Jan when my sister was born.	As a substitute for noun already mentioned	The weather today is more pleasant than that of yesterday.
Speaking of time, weather or season. When referring to a saying phrase or clause.	It is fall. It is 10 o'clock. It is cold today. "life has its own lessons to teach". It helps you to test your skills and strength.	When a living and non-living thing is taken together. In an adverbial sense to substitute (on which or when)	The boy and the gun that were found yesterday are missing. We shall leave the day that you decide. We shall start at the time that you say.

## Things to Remember

- 'One' must be followed by 'One's' when taken in general. **e.g.** One must fulfill one's responsibilities.
- When one actually means one in number then it should be followed by third person singular pronoun. **e.g.** One of the boys has done his work.
- 'Let', 'but', 'except', 'like', 'to', 'with' should always be followed by a pronoun in objective case. **e.g.** Let him go. He invited everyone but us. - He invited everyone except us.
- 'Such as' is always followed by pronoun in nominative case. **e.g.** I can never forgive such a man as he.
- Verbs like (avoid, enjoy, pride, resign, apply, acquit, assert, absent) are always followed by a reflexive pronoun. **e.g.** They enjoy themselves at the party. - I resigned myself from the job.
- Reflexive pronouns are never used with the verbs like (keep, conceal, qualify, feed, bathe, spread, rest, stay). **e.g.** They stayed away at night. - I qualified in the examination.
- If we have plural pronouns together in a sentence then the order to be followed is 1,2,3 i.e. (we, you, they), but if we have only two persons including the first one in a sentence then the 1st person will always come first. **e.g.** We, you and they went to the party I and you should play this game.
- Who and Whom denotes objects and 'which' is also used to convey additional information. **e.g.** Who do you think did this job? - Whom do you take him for? - I will give the first thing which I would like.

# ADJECTIVE

Adjectives add to the meaning of a noun or a pronoun. **e.g.** sweet smell, smart person, lazy boy, beautiful women, handsome man.

## Kinds of Adjectives

- **Adjectives of quality** are words which show the kind or quality of a person, place or thing, as:-

**e.g.** Kolkata is a large city.  
He is an honest person.  
The foolish old crow tried to sing.

- **Adjective of Numbers**

### Countable definite

**e.g.** Two teachers are present in the class.  
You have learnt eight new things today.  
Four of them have lost their luggage.  
We have five fingers in each hand.

### Countable indefinite

**e.g.** Some boys are sitting in the class.  
All of you can go.  
Most boys like cricket.

- **Adjective of Quantity** shows how much of a thing is meant: Some rice, much patience, little intelligence, enough exercise etc.

### Definite

**e.g.** I have 4 kgs of milk in the can.  
This tank can hold 200 litres of water.

### Indefinite

**e.g.** He had lost all his wealth.  
The whole sum has been spent.  
There has not been sufficient rain last year.

However, some adjectives can be used both as quality and number

**e.g.** Some rice - Some boys  
All the wealth - All men  
You have no sense - There are no pictures in this book.

- **Demonstrative Adjective:** They point out which person or thing is meant (also pointed out under pronoun)

**e.g.** This boy is stronger than Harish.  
That boy is hard working.  
These girls are smart.  
Those boys are smart.  
I hate such things.

- **Interrogative Adjectives:** Here what, which and whose are used with Noun to ask question.

e.g. What type of man is he?  
Which way to go?  
Whose book is this?

- **Emphasizing Adjectives:** Own and very are sometimes used for no emphasis:

e.g. I saw it with my own eyes.  
He was beaten at his own game.  
Mind your own business.  
He is his own master.  
That is the very thing I want.  
My very best friend cheated me.

- **Adjective of colour:** Any colour is under this category like blue shirt, green plant, yellow kite, etc.

e.g. Bring me the red shirt.

- **Possessive Adjectives:** They show the possession and some object. like my, own, your, his, her, its, their, our, etc.

e.g. My book is on the table.  
Your friends are here.

- **Formation of Adjectives:**

Noun	-	Boyish, dirty, foolish, trouble-some, kindly, princely, etc.
Verb	-	Tireless or tiresome, talkative, careless, moveable etc.
Adjectives	-	Tragical, blackish, wholesome, sickly.

- **Degrees of Comparison:**

Positive	Comparative	Superlative
Sweet	Sweeter	Sweetest
Good	Better	Best
Beautiful	More beautiful	Most beautiful

Comparisons are also done by using 'less' and 'least'

e.g. Ram is stronger than Ravi.

**or**

Ravi is less strong than Ram.

Shiv is the laziest boy in the class.

**or**

Shiv is the least industrious boy in the class.

Certain comparatives borrowed from Latin have no Positive or Superlative degrees. They end in 'or' or 'er' They are total 12 in number. Five of them have lost their Comparative meaning:- Interior, Exterior, Ulterior, Major, Minor.

The remaining seven are used only as comparatives but are followed by 'to' and not 'than' - Superior, Inferior, Senior, Junior, Anterior, Posterior, Prior, Preferable.

## Degree of Adjective

Degree	Positive	Comparative	Superlative
<b>Definition</b>	To express common form of adjective	To express comparison between two adjectives	To express the highest state of common form of adjective of more than two objects.
<b>Example</b>	He is a tall boy	He is taller than I	He is the tallest of all the students

## Uses of Comparative Degree

- When two Individuals or groups are compared.

e.g. He is wiser than his younger brother.  
NGOs work better than the Police force.

- When different qualities of the same person are compared we should use (more + positive degree) instead of just using a comparative degree.

Incorrect	Correct
She is wiser than fairer.	She is more wise than fair.
She Is shorter than fatter	She is more short than fat.

- When selection of one out of the two persons or things is implied, the degree of comparison is followed by (of the)

Incorrect	Correct
She is wiser is the two sisters	She is wiser of the two sisters.
James is faster in the two boys.	James is faster of the two boys.

- If two comparatives are used in the same sentence to lay emphasis on a certain idea both of them should be followed by 'the'.

Incorrect	Correct
Higher you go, cooler it gets.	The higher you go the cooler It gets/is.
Better you eat, healthier you get.	The better you eat the healthier you get.

- When one person or thing is compared to all other of same kind we use any other or all other

Incorrect	Correct
Kalidas is better than any poet.	Kalidas is better than any other poet.
Shelly was greater than all poets.	Shelly was greater than all other poets.

- To enhance the degree of comparison we use (far + comparative) degree.

Incorrect	Correct
Kalidas is more better than any poet.	Kalidas is far better than any other poet.
Shelly was more greater than all other poets.	Shelly was far greater than all other poets.

- Certain adjective of comparative degree that take 'to' after them and not 'than' like senior, Inferior, Junior, prior, anterior, posterior, preferable, prefer, superior, preferring, etc.

Incorrect	Correct
He is superior than I.	He is superior to me.
Tea is preferable than coffee.	Tea is preferable to coffee.

- Certain comparative that are now used in positive degree are elder, former, later, inner, outer, utter, upper major, minor, Interior, exterior, ulterior, posterior etc.

Incorrect	Correct
He is my elder than brother.	He is my elder brother.
He is our former than prime minister	He is our former prime minister

## Use Of Superlative Degree

- When more than two persons are compared we use superlative degree.

Incorrect	Correct
He is best musician of the two.	He is the best musician.

- It is generally preceded by 'the' and followed' by 'of'.

Incorrect	Correct
He is the noblest man in town.	He is the noblest man of the town.

- When a superlative degree is used after an adjective or a noun in possessive case we do not put 'the' before the superlative.

Incorrect	Correct
It was Kalidas's the best play.	It was Kalidas's best play.

- To intensify the superlative degree we use 'by far' before the superlative degree.

Incorrect	Correct
It was the most important thing.	It was by far the most important thing.

- If in a sentence two people are compared we use "as-as" (when the thing compared is positive) but (when the thing compared is negative) then we use "not so-as" instead of "as-as".

Incorrect	Correct
She is so healthy as her sister,	She is as healthy as her sister.
She is not as healthy as her sister,	She is not so healthy as her sister.

## Some adjectives that are often confused with each other

### The Little, A little, little

- 'The little' and a little are positive in sense and mean (Some quantity) while 'little' is negative in sense and 'The little' it denotes less quantity but all that is available.

e.g. The little amount that he had with him was not enough for survival.

- 'A Little' it denotes very less quantity of something.

e.g. A little knowledge is a very dangerous thing,  
'Little' it denotes no quantity.

e.g. You know little about the incident as you were not present there.

### The Few, A Few, Few

- Few = Negative = 0 = Nothing
- A few = some
- The few = some but all

e.g. The few boys that were present in the class did not bring their books.  
She asked for a few sweets.  
Few blessings were showered upon him.

**Further, Farther**

- 'Further' is used to denote 'Additional' We should move further in this direction.
- 'Farther' is used to denote 'distance'. Your car is farther than his car.

**Latter, Last, Later, Latest**

- 'Latter' and 'last' refer to position
- e.g. We should talk about the latter proposal.  
He lives in the last row of B-block.

- 'Later' and 'latest' refers to time' We should talk about this later.
- e.g. I got the news latest of all

**Some**

- 'Some' is positive in sense and used to describe (less In number or quantity).
- e.g. Some water was still there in the glass.  
Some birds were sitting on the fence

It is also used to ask negative question in which helping verb or the auxiliary verb is negative.

- e.g. Can't you get me some water?  
Didn't he give you some information?

**Any**

- 'Any' is used in negative sense for describing the sense of danger, after the words such as hardly, barely, scarcely.

- e.g. If you feel any danger just give me a call.  
I have hardly any money with me.  
Barely had he had any shelter to save him from the cold.

**Much, Many, More**

- 'Much' is used in the sense of enough but in case of uncountable nouns.

- e.g. He did much drama for such a trifle.

- 'Many' is used in the sense of comparison for countable nouns.

- e.g. Many boys were absent yesterday.

- 'More' is used in the sense of comparison for both countable and uncountable nouns.

- e.g. He is more intelligent than I.  
The number of boys present in the class was more than that of yesterday.

**Older, Elder**

- 'Older' is used when talking about animals or persons.

- e.g. He is older than me in experience and knowledge.  
He is my older brother. His eldest son died yesterday.

- 'Elder' is used only in case of members of the same family.

- e.g. He is my elder brother. His eldest son died yesterday.

**Nearest and Next**

- 'Nearest' refers to distance.

- e.g. His house is nearest by that way.

- 'Next' refers to position.

- e.g. I will not stand in the next line.

### Less and Lesser

- 'Less' is used predicatively.
- e.g. He earns less than you.
- 'Lesser' is used just before the noun it qualifies.
- e.g. Choose the lesser evil of the two.

### Many a and a great many

- 'Many a' takes a singular noun and a singular verb and 'A great many' takes a plural noun and a plural verb
- e.g. Many a singer has sung this song.  
A great many singers have sung this song.

### Each and Every

- 'Each' refers to when a definite number of persons is known and spoken about.
- e.g. Each boy brought the book.
- 'Every' is used when referring or speaking about an indefinite mass of people.
- e.g. Everyone should help others.

### Alone and Only

- 'Alone' comes after the noun or a pronoun that it qualifies.
- e.g. I alone can solve my problems.
- 'Only' should not be allowed to separate the preposition from its object.
- e.g. I can talk about that matter only.

### Other, Another

- 'Other' means second of the two.
- e.g. Call the other boy who is with you.
- 'Another' means additional one - more than two
- e.g. There is another boy also who wants to meet you.

## ADVERB

An adverb is a word which modifies a verb, an adjective or another adverb.

- e.g. Usha runs quickly.  
 Alfanso is a very sweet mango.  
 Gopi reads quite clearly.

In this sentence quickly qualifies the verb runs, very sweet qualifies the adjective 'sweet' and in quite clearly, the word quite qualifies the adverb 'clearly'.

### Kinds of Adverbs

- **Adverbs of Time (They show 'when')**

- e.g. I have heard them before.  
 Yesterday, he arrived late.  
 We will now start to work.  
 He has spoken to me already  
 The end of journey came soon,  
 Wasted opportunity never returns,

- **Adverbs of Frequency (show 'how often')**

- e.g. You have been told twice about these facts.  
 He often makes mistakes.  
 My friend came again.  
 He always does his best.  
 He seldom comes prepared.  
 Her brother frequently comes with her.

- **Adverbs of Place (show 'where')**

- e.g. Come here  
 Do not go there  
 Come in and speak to me.  
 He ran away.  
 My brother is out

- **Adverb of Manner (Show 'how' or in what manner)**

- e.g. He spoke clearly  
 Indian soldiers fought bravely.  
 The book is well written.  
 He works hard.  
 You should not do so.

- **Adverb of Degree or Quality (Show 'How much' or in what degree or to what extent)**

- e.g. He was too careless  
 Is it any better?  
 India is fully prepared for war.  
 You are quite meticulous.  
 He is rather busy.

- **Adverbs of Affirmation and Negation.**

- e.g. Certainly you are mistaken.  
 He certainly wants to see his friends.  
 We do not know then.

- **Adverbs of Reason**

e.g. The accused is hence not able to refute the charge.  
He therefore did not return.

- **Some adverbs can be put in more than one class.**

e.g. Lala sings delightfully (Adverb of 'manner')  
The season is delightfully mild and beautiful (Adverb of degree).  
Don't go there/far (Adverb of place).  
Your speech is far better now (adverb of degree).

- **Some adverbs are the same in form as the corresponding adjectives e.g.**

<b>Adjective</b>	<b>Adverbs</b>
e.g. Some people have loud voice	Don't talk too loud.
Zahir Khan is a fast bowler.	He can bowl fast.
This is a hard sum.	He works hard.
He is an early riser.	The train arrived early.
Raman is the only son of his parents	You can only guess
There is much truth in what he says.	The patient is much better now.

### The Forms of Adverbs

Some adverbs have the same form as the corresponding adjectives; as

<b>Adverb</b>	<b>Adjective</b>
e.g. He was much annoyed	There is much sickness here
He stayed long	He went on a long journey
He ran fast	He had a very fast car
Come near	He is my near relation.
He was a little tired	There is little hope now.

### Special uses of simple adverbs

#### Much, very

- 'Much' qualifies adjectives or adverbs in the comparative degree: 'very' in the positive:

e.g. The air is much hotter today than yesterday.  
This book is much heavier than that.  
The book is very useful.  
He spoke very loudly.

- 'Much' qualifies past participles; 'very' present participles.

e.g. He was much annoyed at your behavior.  
He was much angered by the report.  
He is a very good boy.  
This news is very interesting.

**Too**

- The adverb 'too' denotes some kind of excess. It means more than enough something that goes beyond the contemplated limit or purpose. In the following sentences, 'too' has been wrongly written for very.

e.g. Sugar is too sweet  
This wall is too strong

**Note:** But 'too' is used correctly in the following sentences:

e.g. The news was too good to be true.  
My heart was too full for words.

**Enough**

- The meaning of 'enough' is opposite to that of 'too'. Enough signifies that the proper limit or amount has been reached, but 'too' means more than enough, that is, the proper limit has been exceeded

e.g. She is intelligent enough to pass the exam.

**Little, A Little**

There is the same difference between these two adverbs as between the corresponding adjectives.

- 'Little' is used in a negative sense and means not much; In fact, it is a weak form of not and is almost purely negative

e.g. I little expected that he would fall. (I did not expect that he would fall).

- 'A little' is always used in an affirmative sense, and means to some extent at least, slightly

e.g. She was a little (=slightly, somewhat) tired.

**Since**

- The word is used as (a) an adverb of time; (b) a conjunction of time; (c) a preposition of time  
As an adverb, it has two meanings:

From then (from some time in the past upto now)

e.g. I first read it ten years ago and have remembered it ever since.  
He left home two months ago and we haven't heard from him since.  
At or during some time between then and now

e.g. He told me last week and has spoken of it several times since.

As a conjunction, it signifies from which time

e.g. It is not a week since the school broke up.

As a preposition, it signifies from

e.g. I have been ill since Sunday.

He has been teaching since morning.

It has been raining since yesterday

**Ago**

- It is used:  
As an adjective, always following its noun.

e.g. This happened a month ago.  
This lamb said, "A year ago I was not born".

As an adverb, in the expression 'long ago'.

**Before**

- The word is used sometimes as an adverb of time, and sometimes as a conjunction of time, and also as a preposition

As an adverb of time, it signifies formerly, or on a former occasion.

e.g. I have seen that film before.

He did this once before and he will do it again.

As a conjunction of time, it is followed by a verb in some present tense, if the verb in the principal clause is the future tense.

e.g. He will die before the doctor reaches.

The crops will die before the rains fall.

As a preposition, it signifies earlier than or in front of:

e.g. I reached home before 8'o clock.

The accused stood before the judge.

### Already

• This adverb denotes that something has happened prior to the time mentioned or thought of:

e.g. Light the fire, it is lighted already.

### Yes, no

• Mistakes are often made by students in the use of yes or no in answering a question:

e.g. Question - Is the sky cloudy today?

Answer - Yes, it is. Or No, it is not.

But if the question is put in a negative form, the answer given is often ambiguous:

e.g. Did you not find him at home?

The answer sometimes given is-

Yes, I did not find him at home

This is wrong, and the proper answer would be

e.g. Yes, I did find him at home

No, I did not find him at home.

### There

• This adverb usually signifies the place, but it frequently stands as the first word in a sentence, where it has merely an introductory value, and has no significance of place:

e.g. There were four persons present.

There came a messenger from the king's court.

### Else

• Else should always be followed by 'but' and never by 'than'.

e.g. It is nothing else but (not than) vanity.

**Note:** Never use seldom or ever but always say seldom or never or seldom if ever:

e.g. He seldom or never (not ever) comes late.

He seldom or never (not ever) visits us.

### Never

• The word never is sometimes wrongly used with the verbs Indicating a special point of time for do not or did not, as.

**Don't say :** I never remember having met her.

**Say :** I do not remember ever having met her.

**Don't say :** I never remember having phoned her.

**Say :** I do not remember ever having phoned her..

### Quite

• The adverb 'quite' means perfectly, completely, but it is often wrongly used as equivalent to very.

Thus, it is wrong to say:

'Impure water is quite unwholesome'.

## PREPOSITION

A preposition is a word used with a noun, a pronoun to show how the person or thing denoted by the noun pronoun stands in relation to something else,

- e.g.** There is a cow in the garden  
The girl is fond of music.  
The shepherd Is under the tree.

Students generally face three problems in fully grasping as to how preposition function in the construction of a sentence.

- Whether any given sentence will require any preposition.
- If so required, what will be the form of it (in, on, of, above, for, etc.).
- Whether a given form of preposition in a sentence can be substituted by any other.

Students answer to the above problem is sustained practice of version exercises covering sentence construction, since preposition is not governed by general rules. Flexibility is to be used in application to a given construction. Students, therefore, would do well to be conversant with the list of appropriate prepositions as correct guidance set down for their purpose.

### Words used with nouns / pronouns to show their relationship.

- ‘In’ is used for bigger places (towns, cities, countries) while ‘at’ is used for smaller places.

**e.g.** I live at Shastri Nagar In Meerut.  
I live in Meerut in UP.

- ‘In/into’: In is used for in speaking of things at rest. ‘Into’ is used in speaking of things in motion.

**e.g.** He is shopping in the market. He jumped into the well.  
He is in the office  
The snake crawled into the hole.  
The cup broke-off into hundred pieces.

- ‘On’ denotes position, upon the movement or action

**e.g.** The cat is on the table  
The cat pounced upon the mouse.

- ‘With’ denotes the instrument and ‘by’ denotes the agent.

**e.g.** The letter was written by him with his pen.  
The music was generated with a guitar.  
The murder was committed by him with a pistol.  
The ball was hit by the batsman with his bat.

- ‘Ago’ refers to past time while ‘before’ denotes precedence between two events.

**e.g.** Long ago, there was a king named Rama.  
Ram existed before Mahabhartas was fought.  
He came before me.  
The train arrived before the scheduled time.  
India achieved independence 63 years ago.

- ‘Above’ and ‘below’ merely denote position while ‘over’ and ‘under’ also carry a sense of covering or movement.

**e.g.** We live below the roof Sky is above us.  
Train is running under the bridge.  
The train is standing below the bridge.

The bird is flying over the pond.  
A wire is passing above the building.  
I was wearing two sweaters under the jacket.

- 'Under' is used before a noun to indicate that a person or thing is being affected by something or is going through a particular period. Under can mean junior in rank.

e.g. He is under me.

- If something happens under a particular person or government, it happens when that person or governments is in power

e.g. There will be no new taxes under his leadership.

- If someone does something, under a particular name, he uses that name instead of his real name.

eg. The patient was registered under a false name.

- 'Beneath' has the same meaning as under, but it is better to use it for abstract meaning.

e.g. Beneath the festive mood, there is an underlying apprehension.

Everybody thought that she was marrying beneath her caste.

Many find themselves having to take jobs far beneath them.

- Difference between 'on time', 'In time'

'On time' signifies absolutely right time neither before nor after.

e.g. The flight is on time.

- 'In time' means you are not late for it.

e.g. I arrived just in time for my flight.

- Difference between at the beginning/ at the end 'and' in the beginning 'in the end'.

At the beginning means literally at the beginning.

e.g. India scored fast at the beginning.

At the end means literally at the end.

e.g. At the end of the books, you'll find the bibliography

- In the beginning (or at first) means in the early stage. It implies that later there was a change.

e.g. Sachin was nervous in the beginning, later settled down.

- In the end (or at last) means eventually after sometime

e.g. At first he was scared, but in the end he started enjoying.

- No preposition is placed after the following verbs when they are used in active voice: order, request, reach, attack, resemble, emphasis / accompany, discuss, Investigate, comprise, enter (come into) flee (a place), join, affect, board etc.

e.g. Our force attacked the enemy fort.

We ordered a cup of tea

He resembles his father.

He accompanies her wherever she goes.

The police are investigating the case.

The teacher emphasized morality.

I don't want to discuss the problem with you.

- Omit 'to' after verb of communication such as advise, tell, ask, beg, command, encourage, request, Inform, order.

**e.g.** I advised him to study hard.  
I commanded him to leave.  
I ordered him to bring me something to eat.

- 'Till' is used in particular time while until is used for Indefinite time.  
But whenever till and until are being used as the first word of a sentence, only until is used.

**e.g.** We shall work until we fall down.  
We shall work till 1500 hrs. Until 30, he was a bachelor.

- The same preposition should not be used with two words unless it is appropriate to each of them.

**e.g.** It is different and Inferior to the other (No)  
It is different from and Interior to the other (Yes)  
Her dress does not add but detracts from her appearance (No)  
Her dress does not add to but detracts from her appearance (Yes)

- 'Since' and 'from' are used before a noun or phrase denoting some point of time but whereas 'since' is preceded by a verb in some perfect tense, from is used with other tenses except the perfect tense. 'For' refers to a period of time, not to a point of time, and should not be replaced by since or from.

**e.g.** I haven't taken anything since yesterday He  
has been here since nine o'clock.  
I started my work from January 1.  
I shall start work from July.  
He will join the office from tomorrow.  
I have been practicing for ten days.

- Regarding the phrases of time, morning, afternoon and evening are preceded by the preposition 'in' and for noon, night dusk, and dawn 'at' is used. Besides, when these time phrases are qualified by 'last' or 'next', they are not preceded by any preposition.

**e.g.** I like to roam around in the evening. I'll  
see you at night.  
The sun is hottest at midday.  
I met him last evening.

- Across/Through:

**e.g.** Walk across a road and pass through a tunnel.

- Between/ Among/ Amongst: 'Between' is used while referring to two persons/ things. 'Among' is used for more than (consonant sound), whereas Amongst is also used for more than two but with vowel sound.

**e.g.** Between the two of you, who is stronger  
The sweets are to be distributed among ten friends.  
The sweets are to be distributed amongst us.

- Beside/Besides: 'Beside' means 'by the side of, whereas 'besides' means 'In addition to'.

**e.h.** Besides eating he is also watching T.V. You were sitting beside him.

- From/ Between: 'From' is normally used with 'to/till', whereas 'between' is used with 'and'.

**e.g.** He works from nine to six (or nine till six).  
The meeting was scheduled to be held between two and three p.m.

- Within/in: 'Within' means before the end of time, whereas 'In' means at the end of time.

**e.g.** He will return in five minutes  
He will return within five minutes.

## USAGE OF PREPOSITION

- Abide with (a person) 'I will abide with him in all circumstances'.
- Abide by (a thing) 'He did not abide by his decision'.
- Abide at (a place) 'We shall abide at the station before you come'.
- Abide in (a house) 'These days I am abiding in my friend's house.'
  
- Accused of (a crime) 'She was accused of theft'.
- Accused by (a person) 'He was accused by his brother'.
  
- Apply for (a thing) 'He applied for the post of teacher'.
- Apply to (a person) 'He applied to the Principal'.
  
- Appeal to (a person) 'They appealed to the Judge'.
- Appeal against (a thing) 'They appealed against the decision of the magistrate'.
  
- Angry with (a person) I am angry with him.
- Angry at (a thing) 'I am angry at your behavior'.
- Angry for (refer to action) 'I am angry for his disobeying me'.
  
- Arrived at (a place) 'I arrived at Rajouri Garden by 10 a.m. the Morning'.
- Arrived in (a country) 'He arrived in India'.
  
- Admit of (a thing) 'What you have done admits of excuse'.
- Admit to or into (a place). 'He was admitted to the hospital'.
  
- Amuse at (a thing) 'I was greatly amused at his ignorance'.
- Amuse with (refers to action) 'He kept us amused with his stories'.
  
- Annoyed at (a thing) 'He was annoyed at my presence'.
- Annoyed with (a person) 'He was annoyed with me'.
  
- Answer to (a person) 'How will you answer to him'?
- Answer for (a thing) 'How will you answer for your conduct'?
  
- Anxious about (the result of something) 'I am very anxious about his success in the examination'.
- Anxious for (safety, health) 'I am very anxious for his safety'.
  
- Ask from (a person) 'I asked for some money from him'.
- Ask for (a thing) 'I asked him for some money'.
  
- Arm oneself against (a danger) 'We should arm ourselves in time against danger.'
- Arm oneself with (weapons) 'He armed himself with a sword and a rifle'.
  
- Atone to (a person) 'He tried to atone to me by offering a sum of money'.
- Atone for (a thing) 'He tried to atone for the injury he had done.'
  
- Attend to (a thing) 'I did not attend to what he said'.
- Attend upon (serve a person) 'He has no servant to attend upon him.'

- Award for (a thing)  
Award to (a person)      ‘Two prizes were awarded for proficiency in mathematics’.  
‘I want to award a silver cup to the best boy of my college’.
- Account for (a person)  
Account for (a thing)      ‘Account for your absence from the hostel.’  
‘He will account for his fault to the Principal’.
- Argue against or about (a thing)  
Argue with (a person)      ‘I argue against the Hindu Code Bill’.  
‘Don’t argue with your mother on petty issues.’
- Apologize for (a thing)  
Apologize to (a person)      ‘I must apologize for not replying to your letter’  
‘I must apologize to you’.
- Affinity for (something)  
Affinity between (two things)      ‘The short story has great affinity with the novel’.  
‘There is a great affinity between the novel and the short story’.
- Antidote to (medicine for poison)  
Antidote against (infection)      ‘Diamond is regarded as an antidote to the poison of the snake’.  
‘Quinine is an antidote-against malaria’.
- Authority over (a person)  
Authority on (a subject)  
Authority for (refers to action)      ‘I have no authority over him in this matter’.  
‘He is a great authority on ancient Indian History’.  
‘He has no authority for abusing me’.
- Aspire to (a situation)  
Aspire after (fame)      ‘He aspires to the post of the Principal’.  
‘Those who aspire after cheap popularity can never serve the society’.
- Agree with (a person)  
Agree to (a proposal)  
Agree in (in opinion)  
Agree on (a subject)      ‘He does not agree with him’.  
‘He agreed to all the proposals we made’.  
‘I agree with you in opinion what you have expressed’.  
‘After much discussion, they agreed on the terms of partnership’.
- Accommodate oneself to (circumstance),  
Accommodate a person with (lodging or loan).      ‘Please try to accommodate yourself to our new routine’.  
‘I accommodate all my friends with lodgings’.
- Ambitious for (a thing).  
Ambitious of (fame)      ‘We should not be ‘ambitious for wealth’.  
‘I am not ambitious of such a distinction’.
- Blind in (one eye)  
Blind to (one’s own defects)      ‘He is blind in the left eye’.  
‘He is blind to his misdeeds’.
- Born in (a country)  
Born of (parents)      ‘He was born in England’.  
‘He was born of an intelligent mother’.
- Busy at (a thing)  
Busy with (refer to action)      ‘I am busy at work’.  
‘I am busy with working’.
- Cause for (anxiety)  
Cause of (trouble)      ‘You do not have any cause for anxiety’.  
‘He is the chief cause of all the nuisance’.

- Claim on (a person) 'I have a claim on him'.  
Claim to (a thing) 'I have a claim to his property'.
- Compete with (a person) 'He will compete with me'.  
Compete for (a thing). 'He will compete for the prize'.
- Conformity with (views etc.) 'I acted in conformity with the advice of my father'.  
Conformity to (a rule) 'I did that in conformity to the ancient custom'.  
Contribute to (a fund, cause) 'He contributed Rs. 500 to our Children's Welfare Association'.  
Contribution towards (some project). 'The contribution of Prem Chand towards the development of Hindi fiction is considerable'.
- Controversy with (a person). 'I do not have any controversy with him'.  
Controversy on or about (a thing) 'There was a good deal of controversy on the question of passing the Hindu Code bill.
- Complain against (a person). 'I have to complain against him for his rude behavior'.  
Complain of (a thing) 'I have to complain of his rude behavior'.
- Consult with (a person) 'You should consult with some expert doctor.  
Consult on (a thing) 'We consulted on the new program'.
- Compare with (Show points of resemblance as well as of difference between two things of the same class).  
Compare to (Show points of resemblance only between two things of the different classes).  
'Kalidas is compared with Shakespeare'.  
'Anger is compared to fire'.
- Clash against (means to strike against). 'The swords clash against their armour'.  
Clash with (means to come in conflict with). 'His interests clash with my own'.
- Capable of (a thing) 'He is not capable of such mean acts'.  
Capacity for (doing a thing) 'He has a great capacity for mastering facts and dates'.
- Connect to (means to join, combine) 'We connect one word to another to make a compound sentence'.  
Connect with (means to establish connection. relationship) 'We connect natural events with moral causes'.
- Clothed in (dress) 'He was clothed in silk'.  
Clothed with (some quality) 'He was clothed with shame'.
- Confide in (a person) 'I confide in him and he has never deceived me'.  
Confide a thing to (a person) 'Do not confide your secrets to everyone'.
- Care about (a thing) 'I do not care about his health'.  
Care for (means to like) 'I do not care for tea'.
- Charge against (a person) 'He brought a charge against me!'  
Charge a person with (a crime) 'He charged me with theft'.
- Condemn to (a certain punishment) 'He was condemned to death'.  
Condemn for (a certain crime) 'He was condemned for robbery'.

- Confer with (consult with a person)  
Confer about (consult about a thing).  
‘She conferred with her husband’.  
‘They conferred together about opening a new college.’
- Consist in (means remain).  
Consist of (means composed of)  
‘The beauty of the poem consists in its style’.  
‘The body consists of bones, flesh, etc’.
- Concerned at or about (affected by).  
Concerned for (anxious for)  
‘I am quite concerned about my father’s illness,  
‘I am greatly concerned for the safety of his money’.
- Dwell among (people).  
Dwell at (a place)  
Dwell in (a country)  
Dwell in or upon (a subject).  
‘She was dwelling among strangers’.  
‘These days I am dwelling at my friend’s house’.  
‘The Aryans dwelt in the area around Caspian Sea’  
‘The speaker dwelt upon the importance of hard work’.
- Disgusted at (a thing).  
Disgusted with (a person or life).  
‘I am disgusted at your behavior’.  
‘I am disgusted with my partner’.
- Displeased with (a person).  
Displeased at (a thing).  
‘He is greatly displeased with me’  
‘I am never displeased at the fun of children’.
- Disqualified for (a post)  
Disqualified from (competing)  
‘He has been disqualified for the elections’.  
‘He was disqualified from taking part in the election’.
- Destined for (means to be created for).  
Destined to (means subject to)  
‘God has destined him for a higher position than he now holds’.  
‘He is destined to endless suffering’.
- Dine on (a thing)  
Dine with (a person)  
‘It is not pleasant to dine dally on the same kind of food’.  
‘I will dine with her tonight.’
- Discontented at (difficulties)  
Discontented with (what we possess).  
‘We should not be discontented at ordinary troubles’.  
‘He is utterly discontented with his salary’.
- Die of (a disease)  
Die from (some cause)  
‘He died of cancer’.  
‘He died from over work’.
- Differ with (a person)  
Differ from (a thing).  
‘I differ with you as to the exact meaning of this word’.  
‘How does prose differ from poetry’.
- Disappointed in (a person).  
proved to be a rogue’.  
Disappointed of (an expectation).  
Disappointed with (a thing).  
‘I am disappointed in him, for I thought him honest but he has  
‘He was disappointed of the gain he expected’.  
‘I was disappointed with the book when I read it’.
- Decide on (a thing).  
Decide for or against (a person).  
‘He has not decided on this matter yet’.  
‘The case was decided against him’.
- Dispense with (means to do without)  
Dispense to (means to deal out, distribute)  
‘You can easily dispense with his services’.  
‘He dispenses equal justice to all’.

- Dispose of (means to sell) 'He has disposed of all his goods'.  
Dispose to (means to incline a person or a great thing). 'He is well disposed to the old political party'.
- Dispute about (a thing) 'The farmer disputed about the division of his land'.  
Dispute with (a person) 'I do not want to dispute with you on this point'.
- Enquire of (a person) 'I enquired of him the way to the station'.  
Enquire into (a matter) 'The Inspector is vigorously enquiring into the case of misappropriation'
- Embark in (a new business speculation). 'I have embarked in a very risky enterprise'.  
Embark on (a vessel). 'He embarked on the ship for England'.
- Enter into (an engagement, into conversation, into an alliance, into a contest, into a contract, Into a discussion, into possession) 'He entered into a new agreement with him.'  
Enter Upon (a work, upon a course, upon a law-suit, upon a way).  
'He has entered upon a new course of life.'
- Exchange a thing with (a person) 'Will you exchange pencils with me'?  
Exchange for (a thing). 'I exchanged a book for a fountain pen'.
- Eager for (fame, for praise) 'He is eager for making a name for himself'.  
Eager in (a search) 'He threw himself eagerly in the pursuit of knowledge.'
- Enraged at (a thing) 'I am enraged at his behavior'.  
Enraged with (a person) 'I am enraged with him for speaking of knowledge in a belittling ma'.  
Equal to (to be able to do) 'He is not equal to the task'.
- Educated in (something) 'He is educated in scientific subjects'  
Educated for (some profession) 'He is educated for technical work'.
- Elated at (success) 'He was greatly elated at his success'.  
Elated with (joy) 'He was elated with joy'.
- Equivalent for (a word) 'Give an equivalent for this word'.  
Equivalent to (a sum of money) 'A shilling is equivalent to seventy-five paise'.
- Expert in (doing a thing) 'He is an expert in deceiving others'.  
Expert at (a thing) 'He is expert at accounts'.
- Fight against (a country) 'We should not fight against our country'  
Fight for (the sake of defending the weak against the strong) 'He fought for his country'.
- Familiar to (something familiar to another) 'His face is quite familiar with Hindu mythology'.  
Familiar with (a person familiar with another one) 'He is perfectly familiar to me'.
- Fascinated by (a thing) 'I was fascinated by her looks'.  
Fascinated with (a person) 'I was fascinated with her.'
- Feed on or upon (means to live on). 'The cow feeds on grass'.  
Feed with (a person) 'I was fascinated with her'.

- False of (heart) 'He is not false of heart'.  
False to (friends or principles) 'We should not be false to our friends'.
- Guard against (mistake, temptations etc.). 'We should be guard on against grammatical errors'.  
Guard from (a danger, of a thief etc.) 'God will guard us from all dangers'.
- Good at (something) 'This gentleman is good at cricket'.  
Good for (nothing) 'He is good for nothing'.
- Grateful to (a person) 'I am very grateful to you'.  
Grateful for (a thing) 'Always be grateful for kindness'.
- Glance at (a sight) 'He glanced at the stranger's face'.  
Glanced over (a writing) 'He glanced over the letter'.
- Grieve at (an event) 'He grieved at my father's passing away'.  
Grieve for (a person) 'The child grieved for his mother'.  
Grieve over (a thing) 'He is grieved over my loss'.
- Gaze at (means to look attentively). 'He was gazing at the stars'.  
Gaze on (means to with wonder). 'I stood gazing on the sad scene'.
- Hear from (a person) 'I have heard a lot from my brother'.  
Hear of (something) 'I heard of this event in Bombay'.  
Heard by (post) 'I have heard by a letter about your success'.
- Impress a thing on (a person) 'We should Impress on our children the love of truth'.  
Impress a person with (a) a thing 'I will impress him with the importance of speaking the truth'.
- Inquire of (the person asked) 'Inquire of the first man you meet which road you should take'.  
Inquire about or after (concerning the object of inquiry) 'I want to inquire after his death'.
- Interfere with (a person) 'I will not allow him to interfere with me'.  
Interfere in (a thing) 'I will not allow to him to interfere in my private affairs'.  
Interfere between (two parties) 'England did not Interfere between France and Germany'.
- Introduce to (a person) 'Let me introduce my brother to you'.  
Introduce into (means to bring about) 'The Agra University has introduced many changes into the course of studies'.
- Invest a thing in (a business) 'He is ready to invest his money in these new shares'.  
Invest a person or a thing with (a power or authority) 'The queen invested him with the honor of knighthood'.
- Involve in (a thing) 'He was involved in serious difficulties'.  
Involve with (a person) 'Take care lest in giving punishment you should involve the innocent with the guilty'.
- Irritated against (a person) 'He seems to be greatly irritated against me'.  
Irritated at (a thing) 'He seems to be greatly irritated at my refusal'.

- Influence over (the people, noun) 'I cannot exercise any influence over the villagers'.
- Influence on (a thing, noun) 'The influence of the stars on human fate is undoubted'.
- Influence with (a person, noun) 'I have some influence with him'.
  
- Indebted to (a person) 'I am greatly indebted to you'.
- Indebted for (a thing) 'I am greatly indebted for your timely help'.
  
- Indignant at (a thing) 'Instead of being happy he is indignant at my offer'.
- Indignant with (a person) 'He is indignant with me for making that offer'.
  
- Jest at (a person) 'I did not jest at him!
- Jest with (a thing) 'We should not jest with sacred things'.
- Judge by (to test by) 'Judging by his qualifications, I think he will be suitable for the post'.
- Judge of (to give opinion) 'I cannot judge of these things till I examine them carefully'.
  
- Known by (understood) 'A tree is known by its fruit'.
- Known for (a quality) 'He is well known for his kind nature'.
  
- Lean against (a thing) 'It is unsafe to lean against that old wall'.
- Lean on (a person) 'I was so weak that I had to lean on him in walking to the place'.
  
- Live in (a house, country, a condition) 'He is living in America. 'He is living in misery'.
- Live at (a small, place, or town) 'He is living at Agra'.
- Live on (food) 'He lives entirely on vegetables'.
- Live with (a person) 'It is hard to live with a quarrelsome wife
- Live by (labour) 'I have to live by the labour of my own hands'.
  
- Listen for (sound) 'I was anxiously listening for the sound of your voice'.
- Listen to (a proposal, and advice etc.) 'We should not listen to the advice of a false friend'.
  
- Moved at (a sight) 'He seemed greatly moved at his father's dead body'.
- Moved from (one's purpose) 'You cannot move me from my views'.
- Moved to (tears) 'On listening to the tale of Rama's exile, he was moved to tears.
- Moved with (pity) 'He was evidently moved with a feeling of pity'.
  
- Mix among (means to live with) 'He mixed freely among the common people'
- Mix with (means to combine one thing with another) 'Do not mix water with milk'.
  
- Married to (a person) 'Jahangir was married to Nur Jahan'.
  
- Neglectful of (a person, work, a thing) 'He has been neglectful of his own interests'.
- Negligent in (duty) 'I am not at all negligent in my duty'.
  
- Offended with (a person) 'He was offended with me'.
- Offended at (a thing) 'He was offended at his behaviour'.
  
- Occupied in (doing a thing) 'I am just now occupied in writing a book on General English.
- Occupied with (a thing) 'The riot occupied with serious job'.
- Occupied by (a person) 'This house is occupied by my friend'.



- Responsible to (a person) 'You are responsible to your employer'.
- Responsible for (a thing) 'I am not responsible for your failure'.
- Ready for (sale or action) 'The book is ready for sale'. 'He is ready for the fight'.
- Ready with (an explanation) 'Are you ready with your explanation?'
- Regard for (means respect for) 'Who can have any regard for a liar?'

### Words with Preposition

- Absorbed in studies
- Abstain from food, indulgence, etc.
- Accede to request, or to the conditions or terms of a treat.
- Access to a person or place
- Adhere to party, to principles.
- Allotted to a person.
- Allotted of an action
- Assent to a proposal
- Accustomed to work.
- Acquaintance with a person
- Addicted to drinking
- Afraid of ghosts
- Appropriate to the occasion
- Assure a thing
- Attraction to or towards a person or a thing.
- Avail oneself of the opportunity.
- Invite a person to dinner
- Jealous of a person
- Junior to a person
- Kind to the poor
- Knock at the door
- Key to success
- Long after or after thing
- Mad with anger
- Match for a person
- Mourn for the dead
- Motive for an action
- Mindful of one's health
- Need for help
- (In) Need of a thing Notorious for bad habit Occur to one's Mind Passion for study/music
- Pay for one's fault
- Peculiar to a person or a thing
- Aloof from a person or a thing
- Begin with something
- Begin on a mischief
- Beware of cheating/cheaters
- Cling to a person or a thing
- Comply with orders
- Compensate for a loss/defeat
- Condemn to death
- Cured of disease
- Conductive to health.
- Deprive of something
- Desirous of doing a thing
- Devoid of quality
- Eligible for a post
- Envious of a person or a thing
- Exchange a thing with a person
- Exception to a rule
- Excuse for a fault
- Expose to criticism
- Regardful of (mean careful of)
- Persist in doing
- Pity for the poor
- Pleased with a person
- Prefer one thing to another
- Preface to a book
- Pride (verb) on a thing
- Proud of a thing
- Prompt in doing a thing
- Provide a person with a thing
- Refer to a subject
- Refrain from wrong doing
- Repent for a mistake
- Respect for a person
- Respectful to a person
- Rob a person of a thing
- Sacred to a thing
- Search for a thing
- Fatal to one's cause, health
- Fearful of death
- Furnish with clothes
- Greedy of money
- Guess at something.
- Hanker after riches
- Healed of a disease
- Heir to the property
- Hint at a point
- Hopeful of success
- Hostile to a person
- Hunger after fame
- Inform a person of a thing
- Innocent of a crime
- Insist on a thing
- Intimate with a person
- Impertinent to elders
- Insight into a thing
- Interview (noun) with a person
- (In) Search of a thing
- Seek after or for pleasure
- Sentence to punishment
- Short of money
- Shocked at a loss
- Side with a person
- Sure of a fact
- Superior to a person or a thing
- Sufficient for the needs
- Triumph over difficulties
- Trouble to a person
- Venture upon an under taking
- Want (noun) of money
- Warn a person of danger
- Wish for a thing
- Worthy of a reward
- Welcome to a place
- Yield to an enemy.

## IMPORTANT PHRASES

### Act

- Act on (produce effect). **e.g.** Strong acids act on metals.
- Act up to **e.g.** He will act up to his promise. (according to)
- Act upon (on the lines of) **e.g.** The Police, acting upon the information they had received, caught the robbers.

### Bear

- Bear Down (overthrow, or crush by force) **e.g.** They were borne down by the enemy's large forces.
- Bear out (support or confirm). **e.g.** Your statement is not borne out by facts.
- Bear up (manage, to support to the end). **e.g.** Religion can bear man through all the ills of life.
- Bear up (support, keep from falling or striking, to be firm, not to sink). **e.g.** His patience alone bore him up in his troubles. - I must try to bear up against the misfortune'.
- Bear with (endure, tolerate). **e.g.** A sincere man should bear with his friend's shortcomings.

### Beat

- Blow down (destroy, crush, lessen). **e.g.** To beat down a wall. - To beat down opposition. - To beat down the price of an article.
- Beat off (drive back). **e.g.** The enemy was beaten off.

### Blow

- Blow out (extinguish). **e.g.** Blow out all the light.
- Blow up (explode). **e.g.** A match-stick is enough to blow up a petrol tank.
- Blow over (pass away without injurious effect). **e.g.** The cloud of misfortune has now blown over.

### Break

- Break down (1. come down by breaking. 2. fall in an undertaking. 3. to be overwhelmed). **e.g.** The coach broke down midway. - He broke down in the middle of his speech.
- Break forth (burst out). **e.g.** Hearing this, the prisoner broke forth into loud appeals for mercy.

### Bring

- Bring about (cause to happen). **e.g.** I do not know what has brought about this wonderful change in his character.
- Bring back (recall; remember). **e.g.** I could not bring back his name.
- Bring in (produce, introduce). **e.g.** His property brings in Rs. 1,000 a year - Strange fashions have recently been brought in.
- Bring out (show or expose). **e.g.** Bring out the meaning of this paragraph. - The investigation is sure to bring out some surprising results.
- Bring over (draw a new party). **e.g.** They soon brought him over to the side of the Government. - Three Hindus have recently been brought over to Mohammedanism.
- Bring up (restore to consciousness). **e.g.** He fainted, and was brought to sense with great difficulty.
- Bring up (1. educated; 2. finish). **e.g.** 1. Bring up a child in the habits of truth and honesty. 2. The manager of the hotel will not give him anything on credit unless he brings up his arrears.

### Call

- Call at (visit). **e.g.** When I called at his house, he gave me a warm reception.
- Call back (revoke; summon back;). **e.g.** I will not call back any of my statements. The Government was called at once.

- Call for (demand or require). **e.g.** 'This statement calls for no remarks'. 'This offence calls for a great punishment.
- Call off (to summon away; to divert). **e.g.** He called off my attention. - I called off workmen from their employment.
- Call names (abuse). **e.g.** When I refused to accept his views, he began to call me names.
- Call on or upon (1. make a short visit to; 2. invoke). **e.g.** I called on my friend before I left. - Call upon me in the hour of trouble.
- call out (speak aloud; call to service; challenge to fight). **e.g.** I called out to him from a distance. - He called his opponent out. - Unions have threatened to call out 3000 workers

### Carry

- Carry off (1. Kill; 2. Bear away). **e.g.** When the epidemic broke out in the district thousands of people were carried off. - The wind carried off the smell.
- Carry on (continue). **e.g.** He carried on with his studies even after his failure.
- Carry out (accomplish, execute). **e.g.** I shall carry out your orders.
- Carry through (sustain or support to the end). **e.g.** His labour and honesty carried him through all difficulties.

### Cast

- Cast aside (reject as useless). **e.g.** He soon got tired of his job and cast it aside for a new one.
- Cast away (throw away; reject). **e.g.** Such golden opportunity should not be cast away. – We were cast away on a barren Island.
- Cast eyes on (see). **e.g.** He is the ugliest man I have ever cast eyes on.
- Cast off (reject or discard). **e.g.** His relatives and friends have cast him off entirely.

### Come

- Come about (happen). **e.g.** How did this sad event come about.
- Come in (brought into use or fashion). **e.g.** The custom came in with the British families.
- Come off (1. emerge: come out; 2. take place). **e.g.** He came off successful at the B.A. Examination. Did the trip to Rome ever come off?
- Come on (approach). **e.g.** Winter is coming on.
- Come out (become public). **e.g.** The matter has come out at last.
- Come to one's self (recover consciousness). **e.g.** He fainted and it was a long while before he came to himself.
- Come upon (1. fall upon; attack, 2. meet with). **e.g.** They came upon the enemy all of a sudden. 2. On their way they accidentally came upon an obstacle and had to turn back.

### Cry

- Cry out (scream; complain loudly). **e.g.** Do not cry out before you are hurt

### Do

- Do away with (put an end). **e.g.** The custom has been done away with.
- Do without (dispense of; employ). **e.g.** What am I to do with this money?

### Draw

- Draw off (retire). **e.g.** He drew off his forces from the field.
- Draw on or upon (obtain money from, by a draft or order). **e.g.** I have drawn on the bank for a large sum of money.
- Draw up (compose). **e.g.** He has been asked to draw up the petition.

**Fall**

- Fall away (1. to be lost or shed 2. Decrease in number). **e.g.** He has fallen away a great deal since his illness. 2. His followers fell away rapidly.
- Fall of (1. withdraw or become separated 2. perish; die away, 3. drop). **e.g.** 1. Friends fall off in bad days. 2. Words fall off by disuse. 3. Fruits fell off when ripe.
- Fall out (1. quarrel, happen or befall). **e.g.** The dogs fell out over a bone and attacked each other fiercely. 2. As things fell out, we had a wonderful trip.
- Fall short of (to be less than). **e.g.** The result fell short of expectation.
- Fall under (1 come under, 2 be placed in). **e.g.** These things do not fall under human sight or observation. 2. These substances fall under the different classes.
- Fall back (retreat; get back). **e.g.** The rebels fell back to a place of safety.
- Fall through (come to nothing). **e.g.** As nobody supported him, his resolution fell through. - The scheme you made for building a new house has fallen through for lack of funds.

**Get**

- Get ahead (advance; prosper). **e.g.** Shanti is far ahead of her brother in studies.
- Get long (proceed). **e.g.** We must manage to get along with our small means.
- Get way (leave; escape;). **e.g.** I got away early from the meeting.
- Get back (recover, return). **e.g.** He tried to get back the money.
- Get off (1. escape 2. alight from). **e.g.** 1. He got off with the money. 2. He got off the train.
- Get down (descend). 'He got down from the platform'.
- Get hold of (seize). **e.g.** He has to get hold of his property.
- Get into (enter, become involved into). **e.g.** They could not get into the house, as the doors were locked. He has got into serious trouble. - This new reform is fast getting into favor with the people.
- Get on (progress; live together pleasantly). **e.g.** How is he getting on at the school? - The husband and wife cannot get on together.
- Get over (overcome). **e.g.** I have got over my difficulties.
- Get rid of (free oneself from). **e.g.** He cannot get rid of drinking.
- Get together (assemble). **e.g.** They got together at the cinema hall.
- Get through (finish' pass through). **e.g.** He has got through half the work. - He is sure to get through the B.A. Examination.
- Get up (1. rise from sleep. 2. prepare, 3. dress). **e.g.** 1. Children should get up early. 2. They got up a poetry for the freshers. 3. He got up like a prince.
- Get loose (become free). **e.g.** He got loose from constable.

**Give**

- Get ahead (given in charity or as gift). **e.g.** He gave away all his property to the poor.
- Give in (yield). **e.g.** Though defeated, he would not give in.
- Give over (abandon). **e.g.** He should give over these useless activities.
- Give rise to (cause or produce). **e.g.** His conduct gave rise to grave suspicion.
- Give up (resign; cease from). **e.g.** He has given up smoking altogether.
- Give way (break, yield to pressure). **e.g.** The bamboo gave way and the roof came down. - The old man gave way under his misfortunes and died of a broken heart.

**Go**

- Go off (1. depart, 2. be discharged). **e.g.** 1. He went off home. 2. The gun would go off.
- Go on (proceed). **e.g.** Everything went on as usual.
- Go out (become extinguished). **e.g.** The lights went out.

- Go over (1. read, 2. change sides). **e.g.** 1. I have gone over this book. 2. He has gone over to the socialist party.
- Go through (suffer). **e.g.** If you knew what I have gone through, you would pity me.
- Go up (increase). **e.g.** These days prices have gone up to 61%.

### Hold

- Hold on (continue) **e.g.** I find it impossible to hold on any longer, and I must, therefore, resign from my post.
- Hold one's own (maintain one's ground). **e.g.** I cannot hold my own against him in argument.
- Hold out (resist; not to yield). **e.g.** They held out against the enemy for six months. - I can hold out prospects of promotion to you.
- Hold together (remain united). **e.g.** They will fail in their mission because they cannot hold together.
- Hold over (postpone). **e.g.** The High School Examination has been held over till next Monday.

### Keep

- Keep down (hold under control). **e.g.** Keep down your temper.
- Keep from (refrain from). **e.g.** I kept the news from him for a while.
- Keep off (remain at a distance). **e.g.** Always keep off wicked people. - These curtains are meant to keep off mosquitoes.
- Keep on (continue to advance). **e.g.** In spite of difficulties, he kept on moving steadily.
- Keep to (adhere to do according to). **e.g.** We should not keep to bad customs. - We should keep our word.
- Keep up with (not at fall behind). **e.g.** Can America keep up with Britain in the building of ships.

### Lay

- Lay bare (expose). **e.g.** He laid bare all my secrets.
- Lay out (1. expand, 2. put aside 3. dress in gay clothes). **e.g.** 1. He laid out a thousand rupees in jewellery. 2. He laid out all his ambitions. 3. He laid himself out.
- Lay up (1. store, 2. confine to bed). **e.g.** Lay up your treasures. - He was laid up with fever.

### Look

- Look after (take care of). **e.g.** He has no one to look after him.
- Look about (be watchful). **e.g.** Look about before you cross the street.
- Look down upon (despise). **e.g.** We should not look down upon the untouchables.
- Look for (1 expect, 2. Search). **e.g.** I am looking for the arrival of the goods by the ship. - Look for the key I lost yesterday.
- Look Into (examine closely). **e.g.** When we look into the works of nature how marvelous is the evidence of skill and design.
- Look on (be a spectator). **e.g.** Look on while we are playing the game.
- Look out (be on the watch). **e.g.** He is looking out for an opportunity of revenge.
- Look over (examine). **e.g.** Look over these exercises.
- Look to (expect from). **e.g.** I shall look to you for payment.
- Look through (understand thoroughly). **e.g.** I must look through the case before giving my opinion.

### Make

- Make over (transfer or give). **e.g.** He made the deed over to his daughter.
- Make away with (destroy, kill; remove in an underhand manner). **e.g.** He made away with four thousand rupees.
- Make for (1. move towards, 2. to be advantageous to). **e.g.** 1. The boat made for the shore. 2. A war between India and Pakistan will make for the interest of the Great Powers.
- Make of (1. understand, 2. to get the best result). **e.g.** 1. I do not know what to make of this letter. 2. Let's

make the most of it.

- Make out (1. understand, 2. prove). **e.g.** 1. I cannot make out why he comes to see me so often. 2. He failed to make out his case.
- Make up (1. collect into a mass or sum, 2. adjust, 3. supply what is lacking, 4. compose, 5. compensate 6. determine. **e.g.** 1. Make up a bundle. 2. Make up your quarrel. 3. I want a rupee to make up the account 4. The book is made up of parchment paper. 5. He cannot make up his loss. 6. Make up your mind.
- Make up for (compensate). **e.g.** Her learning makes up for her want of beauty.
- Make up with (be reconciled with). **e.g.** I can never make up with him.

### Pass

- Pass through (undergo). **e.g.** Great men pass through many difficulties.
- Pass for (to be regarded). **e.g.** He passes for a learned professor in our little community.
- Pass away (expire; die). **e.g.** His uncle passed away last night.
- Pass over (come and depart). **e.g.** A frown passed over his face as he read the letter.

### Put

- Put by (save). **e.g.** He puts by a little money every month.
- Put down subdue). **e.g.** The rebellion was put down carefully.
- Put forth (exert). **e.g.** He put forth all his skill to defeat me.
- Put in for (offer oneself for). **e.g.** Several candidates have put in for the headmastership of the Jungle Camp.
- Put off (postpone). **e.g.** Never put off till tomorrow what you can do today.
- Put on line (1. Wear. 2. assume). **e.g.** 1. He put on his coat. 2. He put on an angry look.
- Put out (1. extinguish, 2. make angry, 3 disturb). **e.g.** 1. Put out all the lights. 2. He was very much put out by my conduct. 3. This has put out all my arrangements.
- Put up (lodge or Stay). **e.g.** These days he is putting up in the hostel.

### Run

- Run after (pursuer follow). **e.g.** He ran after the thief but could not catch him.
- Run down (speak disparagingly of). **e.g.** We must not run a man down simply because we do not like him
- Run high (be violent). **e.g.** Party spirit was running high at that time.
- Run on (be continued). **e.g.** His account in my office has been running on for a year.
- Run out (come to an end). **e.g.** If land is cropped and not manured, it will soon run out.
- Run over (1. go over hastily. 2. overflow. 3. ride or drive over). **e.g.** 1. Run over this book. 2. The cups running over. 3. His car ran over a dog.
- Run through (1. waste money, 2. pierce). **e.g.** 1. He ran through his whole fortune in a year. 2. His words through my heart.

### Set

- Set about (begin). **e.g.** He set about his task with great enthusiasm.
- Set aside (1. reject, 2. leave out of account). **e.g.** 1. The Judgement was set aside. 2. Setting all other reason aside, I can say.
- Set in (begin). **e.g.** The water his set in.
- Set off (1. start, 2. show to advantage). **e.g.** They set off in search of the lion. The dress set off her figure.
- Set out (1. start on journey, 2. display). **e.g.** 1. He set out on his travels, 2. He set out his case with all the grace of a rhetorician.
- Set forth (exhibit). **e.g.** He set forth his views with cleverness and force.
- Set up (establish). **e.g.** It is difficult to set up world peace on a permanent basis.

**Stand**

- Stand by (support). **e.g.** I will stand by you in your troubles.
- Stand out (be prominent). **e.g.** The trees stand out against the dark sky.
- Stand to (be consistent with). **e.g.** Her conduct does not stand to reason.
- Stand up for (defend; maintain). **e.g.** We are determined to stand up for our rights.
- Stand (tolerate). **e.g.** I cannot stand this behavior of yours.

**Strike**

- Strike for (start suddenly on a course for). **e.g.** The swimmer struck for the shore.
- Strike off (remove, name from the list). **e.g.** His name was struck off the Attendance Register.
- Strike down (attack). **e.g.** My friend is struck down with malaria.
- Strike out (devise). **e.g.** Strike out some plan to finish this work as early as possible

**Take**

- Take after (resemble). **e.g.** He takes after his mother.
- Takes down (1. bring down from a height 2. reduce to writing). **e.g.** 1. Take down the flag. 2. Take down these notes.
- Take for (supposed to be). **e.g.** I took him for a drunkard.
- Take in (1. contract, 2. deceive 3. comprise). **e.g.** 1. He took in that business. 2. I cannot be taken in by his high-sounding words. 3. The definition took in many things.
- Take off (mimic copy of jest). **e.g.** He takes off his father's manner to walking
- Take to (1. adopt the profession, 2. become addicted to). **e.g.** 1. My friend has taken to teaching. 2. He has taken to smoking.
- Take up (occupy). **e.g.** It takes up much time to write a book on grammar. - These boxes take up a large space.
- Take a back(surprised). **e.g.** He was taken aback when he came to know that all his jewels had been stolen.

**Turn**

- Turn out (1. expel. 2. prove to be). **e.g.** He was turned out of his class. 2. He turned out to be a fool.
- Turn against (become hostile to). **e.g.** Do not turn against your friends.
- Turn away (dismiss). **e.g.** He has so far turned away three servants.
- Turn aside (avert, deviate). **e.g.** Never turn aside from the right path. - How can a wicked man hope to turn aside the judgement of the God.
- Turn down (reject). **e.g.** I do not know why he turned down my plan.
- Turn in (bend inwards). **e.g.** Turn In this ring.
- Turn off (1. dismiss, 2. change the course). **e.g.** I mean to turn this boat off to the right.
- Turn over (consider). **e.g.** I will soon tum over this matter.
- Turn up (1. happen, 2. come). **e.g.** 1. None can say what will turn up tomorrow. 2. He did not turn up that day.

## CONJUNCTIONS

Conjunctions are **joining words**. They join two or more words, phrases, clauses or sentences.

### Kinds of Conjunction

They are of 3 types:

- Co-ordinating Conjunction.
- Subordinating Conjunction.
- Copulative Conjunction.

**Co-ordinating Conjunctions** join words, phrases or sentences.

e.g.    i. Father and daughter    ii. Joys and sorrows                    [noun + noun]  
           i. Black and white        ii. Neat and clean                    [Adjective + Adjective]  
           i. Loud and clear        ii. Carefully and nicely            [Adverb + Adverb]

- Sometimes 3 or more words are joined together. In many cases commas are used and only one **And** is required.

e.g.    Ram, Ravi, Mohan, Gautam and Kamal came here.  
           I would like to have a cup of tea and a piece of cake.  
           I am going to marry and would like to lead a settled life.

Co-ordinating conjunction are:- But or, yet, so for, either, Neither, only, both, still, therefore, then. never the less, whereas, as well as able otherwise.

### Subordinating Conjunction

- These words join two clauses, one of which is subordinate to the other.

e.g.    When the man sang, the woman danced.  
           I did not know that you had come.

### Subordinating Conjunctions are of:

Purpose: So that, in order that, In case, lest... t. should

Result: (So) ..... that. (Such)..... That

Time: Alter, Before, Till, Until, When, While, Whenever, Since, As, As soon as, As long as.

Comparison: As.... As, So.... As, Than, Like, As.

Concession: Though, Although, However.

Reason: Because, Since, As for.

Condition: If unless, whether, supposing, (Provided), that

Please: Where, wherever.

Manner: As, as for as

**Remember:** Co-ordinating conjunctions occur only between two words, Phases or clauses. Subordinating conjunctions need not come between two clauses. They may come before one of them.

e.g.    I should have come earlier, but I missed the train (Co-ordinate Clause).  
           If someone offends you, do not take revenge (Subordinate Clause).

### Use of co-ordinate conjunction

- A co-ordinate Joins a sentence or a clause with another sentence, clause, phrase or word.

e.g.    I understand him and he understands me.  
           The day was bright but I needed my coat.

### Use of subordinate conjunctions

- They are used to join a clause to the rest of the sentence of which it (the clause) is a part.
- e.g. **Noun clause:** I did not know that you had come.  
**Adjective clauses:** Do you remember the scene When (in which) Ram kills Ravan?  
**Adverb clause:** You can do better than you actually perform.

### Use of some subordinate clauses

- **‘And’ and ‘But’:** And is used when the subject is common and there is continuity of action:  
e.g. He bought a brush and white washed the house.
- **‘But’** is used in case there is contrast -  
e.g. My friend came to see me **but** I was away,

### Or, Otherwise, or else

- In case of a choice or warning use **‘Or’** or ‘otherwise’  
e.g. Work hard or you will fail.  
Do what you have been told, otherwise you will be punished.  
Hurry up or else you will be punished.

Choice: You can write it with blue **or** black pen.

- **As well as** - When two or more singular subjects are connected by as well as, the verb is singular.  
e.g. Sukhi **as well as** his friend was present.
- But when the subjects differ in number or person or both, the verb agrees with the number and person of the **first subject**.

- e.g. The students as well as their teacher are present in the class.  
The Major as well as the councilor was angry.  
Women as well as men have the right to work.  
He as well as you is guilty.  
I as well as he am to blame.  
Rakesh was clever as well as hard- working.

- **The way some subordinate conjunctions are used.**

#### Like and As

- e.g. He fought as a soldier (Means he was a soldier).  
But He fought like a soldier (i.e. bravely)

- **For and Because**

- e.g. Because it was raining, he did not go out.  
He was punished because he told a lie.  
He took the food eagerly for he was hungry.

- But **‘For’** is not used in answer to a question.

- e.g. Why did you hit him? (Question)  
I hit him because he had abused me. (Answer).

- **If, Unless**

- e.g. If you do not work hard, you will not pass.  
You will fail unless you work hard (the word ‘not’ is not used with ‘unless’)

- **Unless, until**

- e.g. Unless the weather stops me, I shall go to my office on foot.  
Until you told me, I did not know about it.

- **As long as, So long as:** express period of time but **Till** and **Until** express point of time.  
**As long as** and **Till** are used when the principal clause is in the affirmative. **So long as** and **Until** are used when it is in the negative.

e.g. As long as there is life, there is hope  
Wait here till I come back.  
You can't learn anything so long as you do not try.  
Do not go until I come back.

- **Lest is always followed by 'should'**

e.g. We were very afraid lest he should be late.  
He ran fast lest he should miss the train.

- **Since (Conjunction of Time)**

e.g. It is long since I saw you.  
How long is it since you were in Delhi?

(Since is preceded by Present Indefinite Tense or Present Perfect Tense and is always followed by Past Indefinite Tense).

**Other Subordinate Conjunctions can** be Though / Although, However, As...as, So....as, Rather than.

### Correlative Conjunctions

- Some conjunctions are used in pairs:-  
e.g. Either.....or, Neither.....Nor, Whether.....or, Not only ..... but also, Both..... and, No sooner.....than, so. ...as.

### Either.... Or and Neither....nor

- We express two alternatives emphatically by **Either...or** and negatives by **Neither....nor**. But in both the cases the verb must agree with the subject.
- In case both the subjects are singular, the verb has to be singular.

- If both the subjects are plural then the verb has to be plural –

e.g. Either my parents or my aunts are coming.

- If the subject is of different subject is of different number, verb agrees with the second subject –

e.g. Either Raman or his friends are at fault.

- Further, If the subjects are of different persons. The verb agrees with the nearest subject

e.g. Neither you nor he was to blame.

- When a negative verb is repeated with a new subject, either may be placed at the end of the sentence -

e.g. He didn't go and she didn't go either.

- Other form of co-relative conjunctions are :- Not only..... But also, As well, Both....and, whether....or, No Sooner .... Than, So..... as, As. .... as -

e.g. Gopal is not so fast as Kapil is.  
Gopal is not as fast as Kapil is.

- **Some words may be used both as conjunctions and prepositions.**

e.g. Stay till Monday (Preposition) We shall wait till you return (conjunctions)  
I have not seen him since Monday (preposition) But I shall go since you desire (conjunctions). He came here before me (Preposition) But before the storm breaks let us seek shelter (it is conjunction).

## INTERJECTION

These are the words which express sudden feelings e.g., Alas!, oh!, Hurrah!, Oh heavens!, Gosh! etc.

e.g. Alas!, Michael Jackson is no more!

Oh! What a lovely sight is this!

Hurrah! we have won the game.

Gosh!, the man is unable to breathe properly.

However, these words have generally no grammatical connection with the sentence that follows. Also, the sentence ends with a mark of exclamation (!) and not a full stop.

### The same word used as different parts of speech.

The use of following words as different parts of speech show that it is the function or use of word in a sentence which will show which part of speech they belong to.

#### About

Adverb They wandered about to spend time.  
Preposition He has something pleasing about him.

#### Above

Adverb The sky is above us  
Preposition The word law is above the civil law  
Adjective The above statement is correct.  
Noun Our blessing comes from above.

#### After

Adverb They arrived soon after  
Preposition He takes after his father.  
Adjective After ages will, India remember Nehru's contributions to India's development.  
Conjunction He went away after they had left.

#### Before

Adverb I have seen him before.  
Preposition He came before the appointed time.  
Conjunction He had gone away before I reached there.

#### Better

Adjective I think you have better idea about the situation.  
Adverb You know better.  
Noun Give place to your better half.  
Verb He wants to better his record.

#### Both

Adjective You cannot operate this machine both ways.  
Pronoun Both of them are good players.  
Conjunction Both the captain and the vice -captain are good players.

#### Down

Adverb Down went the Titanic  
Preposition Humpty came rushing down the hill  
Adjective We came back by the down train.  
Noun Life is full of ups and downs.  
Verb Down with the corrupt politicians

**Enough**

Adjective	You have enough time to study.
Adverb	You know enough what I want to say.
Noun	I had enough of this bull-shit

**Even**

Adjective	The chances are even.
Verb	Let us even the play field.
Adverb	He doesn't even see the danger.

**Except**

Verb	If Hari is excepted, the rest of the students are to be blamed.
Preposition	All his friends except Raman attended his marriage.
Conjunction	I will not let you do except (unless) you listen to me.

**Little**

Adjective	There is little hope of his coming back.
Noun	Man wants but little from you.
Adverb	She eats very little.

**More**

Adjective	We want more men like Tendulkar in Indian team.
Pronoun	More of us die doing nothing than toiling.
Adverb	One should act more than talk.

**Need**

Noun	Whose needs are few?
Verb	Hard work is needed for success.

**Right**

Verb	History teaches one to right oneself.
Adjective	He is the right person for this job.
Noun	It is my right to speak the truth.
Adverb	It serves him right. He came right in my way.

**Up**

Adverb	Prices have gone up.
Preposition	We all went up the hill.
Adjective	The next up train will not suit us.
Noun	Everyone laces ups and downs in life.

## VERB

A Verb is a word that denotes an action or predicates a fact. It expresses any action, state, condition or situation also.

### Action

e.g. We **came** by bus  
I **shall help** you in trouble  
Birds **fly** in the air

### Fact

Ramu **is a** thief.  
They **were** fast friends.  
Lucy **was** a pretty girl

## Kinds of Verbs

### Principal Verbs

- A Principal Verb does not require the help of any other word to express its meaning, it expresses an action by itself.

e.g. I **lift** this load.  
He **finished** his homework.  
We **love** our motherland.

### Auxiliary Verbs

- An Auxiliary Verb helps the principal verb to form its tense, mood or voice.

e.g. I **can** lift this load.  
He **has** finished his homework. We  
**should** love our motherland.

- Here are some common Auxiliary Verbs used in English.  
Be, have, can, may, must, need, will, shall, might, dare, used to, ought to

### Principal Verbs

- There are two kinds of Principal Verbs- Transitive and Intransitive
- A Transitive Verb denotes an action which does not stop with the doer (Subject) but passes on to some other noun or pronoun (Object)

e.g. Lala **sings** a song  
Bob writes a letter.  
The player **kicked** the ball  
The crow **stole** a piece of cheese.

Verb	Definition	Example
Transitive	Those verbs in which the action is passed from the subject to the object.	Pass the ball to me
Intransitive	Those verbs in which the action remains with the subject and cannot be passed on.	I slept for long.

- An intransitive Verb denotes an action which stops with the doer (Subject) and does not pass on to all other noun or pronoun (**Object**)

e.g. The baby is **crying**.  
The king **laughed** loudly.  
The school **opens** at 7 a.m.  
The guests **slept** soundly.

- There are some verbs - both transitive and intransitive that complete the predicate.
- e.g.** They **elected** him king } All Verbs in bold are transitive verbs, each.  
 The judge found him guilty } having an Object However, the additional  
 The king **set** me free. } Words -king, guilty, free are used to complete its predicate.  
 You **look** cheerful } All verbs in bold are intransitive verbs.  
 Ramu **felt** ill. } each without an Object. However, the  
 The dog **went** mad. } additional words-cheerful, ill, mad are needed to complete its predicate.
- Some common verbs of incomplete predication are:  
 Transitive - appoint, call choose, elect, find, keep, make, think, wish, etc.  
 Intransitive - appear, become, grow, feel, look, seem, small, taste, turn, etc.

### Rules Related to Verbs

- If two or more singular nouns are joined by 'and' the verbs used with them should be 'plural' as they point towards two different people.

Incorrect	Correct
James and Anna has their own car.	James and Anna have their own car.

- If two or more singular nouns are joined by 'and' and point towards the same person, the pronoun used with them should be 'Singular'.

Incorrect	Correct
James, my friend and the sports captain of Our school have their own car.	James, my friend and the sports captain of our school has his own car

- If two or more nouns are joined by 'and' and point towards two different persons, then the pronoun used with them should be 'Plural'. It is clear by the article 'the' twice.

Incorrect	Correct
The head boy and the sports captain of our School has his own car.	The head boy and the sports captain of our School have their own car.

- If two nouns are joined by 'as well as', and 'not', 'with', 'together with' or 'in addition to' then the verb is always placed according to the first subject.

Incorrect	Correct
Boss as well as employees have completed their work	Boss as well as employees has completed his work
Children with their grandfather has gone to his house.	Children with their grandfather have gone to their house.

- When two different nouns are joined by either--or, neither--nor then the verb agrees in number and gender with the second subject.

Incorrect	Correct
Either the teacher or the students was doing her work.	Either the teacher or the students were doing their work.

- If a sentence has 'each', 'every' or 'many a' then the verb used with them should be singular.

Incorrect	Correct
Every boy have done his work.	Every boy has done his work.
Every man are responsible for himself.	Every man is responsible for himself.
Many a soldier have given their life at the border.	Many a soldier has given his life at the border.

- If a verb is being used for a collective noun, but if they convey a sense of being treated as a whole, then verb to be used should be singular, but If It conveys a feeling of separation then the verb used should be plural.

Incorrect	Correct
The committee were ready to give its order.	The committee was ready to give its order.
The committee was divided in its opinion.	The committee were divided in their opinion.

- A great many always takes a plural verb and a plural noun.

Incorrect	Correct
A great many book has been published on this issue.	A great many books have been published on this issue.

- When two subjects are joined by (not only... but also) then the verb agrees with the second subject only.

Incorrect	Correct
Not only a poem but also some stories is part of the syllabus	Not only a poem but also some stories are part of the syllabus

- When two subjects are joined by 'or' the verb must agree with the second subject.

Incorrect	Correct
She or they was present at the crime scene.	She or they were present at the crime scene.

- Some nouns that are plural in form but are singular in number always take singular verb but the nouns that are singular in form but plural in number take plural verb.

Incorrect	Correct
News are a medium of information.	News is a medium of information.
Cattle is grazing in the pasture.	Cattle are grazing in the pasture.

- When a plural noun denotes some particular quality or number and is taken as a whole it takes a singular verb.

Incorrect	Correct
Five hundred rupees are a big amount.	Five hundred rupees is a big amount.
Hundred kilos are a huge quantity.	Hundred kilos is a huge quantity.

- We provide singular verb to the names of those book-titles, name of the countries and subjects that are singular in nature but are written like plural

Incorrect	Correct
Arabian Nights are a nice book.	Arabian Nights is a nice book.
United Arab Emirates have a hot climate.	United Arab Emirates has a hot climate.
Physics are difficult to understand.	Physics is difficult to understand.

- When the subject is a relative pronoun then the verb is given according to the number and gender of the subject that relative pronoun refers to.

Incorrect	Correct
Swami who are my friend are an army officer.	Swami, who is my friend, is an army officer.

- In a compound sentence if two forms of verbs are used together then the verb supplied to them has to be repeated.

Incorrect	Correct
My mother has and will believe you always.	My mother has believed and will believe you always.

- Certain verbs that denote the quantity or number as a whole take the singular verb or plural verb according to the subject defined by them.

Plural	Singular
His means are small.	The only means of communication available is the telephone.

### Auxiliary Verbs and Their Usage

Auxiliary verb	Uses	Examples
Can	Ability, capacity, Informal permission, a Phrase, a belief	I can do this work. I can lift this box with one hand. Can I borrow your pen? I can't help giggling. She can't be trusted.
Could	Past of can, polite request, past sense of possibility.	I could lift a box with one hand. When could I talk to Mr. James? You could have passed the test if only you would have studied.
May	High-possibility, formal permission, wishes and blessings, purpose	He is still on the first position and the end is near, he may win the race. Ma'am, may I borrow your pen? May you get the first prize! He uses his stick so that he may cross the road easily
Might	Past of may, future possibility, doubtful possibility	He asked the teacher if he might borrow her pen. He used the stick so that he might cross the road easily on time. He has not left on time, but he might catch the train
Must, has to have to (Forced action only)	Forced action, determination, possibility	You must leave the town right now. I must leave the town right now. You must have forgotten where you kept the book.
Had to	Replacement of "must" in past tense as "must" is not used in past tense	You had to leave the town
Ought to	Moral obligation, advice, high possibility. Moral obligation (in past) (ought to have)	we ought to help the poor. You ought to run fast to the second position. You ought to have worked harder.
Need	Importance (negative or interrogative sentence in present tense) Necessity (positive sentence)	I hardly need his help. Do I need to complete the work right now? I need a red pen to check papers.
Dare/dust (only in past tense)	Challenge (positive sentence) to be brave enough (negative or Interrogative sentence)	I dare you to drive the car at 120 miles per hour. Dare not touch my shirt. How dare you steel my antiques?
Used to/are/am/is used to	Past discontinued habit, a habit of Present Tense	She used to steal things. She is used to taking drugs.
Will/Would	Preference, willingness, characteristic habit, offer, future intention to do, polite request	I will go with him to the park. She will do nothing but talk. Will you have something? You will go to the party next week! I would start my own flying club. Would you please do a favour?

Shall/should	command promise, threat dissatisfaction, supposing, request	I shall ask your leave. We shall go out tomorrow. If you enter my house. I'll show you way to prison. You should pay him more than this. If it should rain. He will not come. Should I leave the table for you?
Be (is, am, are, was, were)	To exist	There was a king. She is a nice girl.
DO (do, did, done)	Do some work	Do you do your work every day?



## TENSE

Present	Past	Future
Simple Present Indefinite Tense	Simple Past Indefinite Tense	Simple Future Indefinite Tense
Present Continuous Tense	Past Continuous Tense	Future Continuous Tense
Present Perfect Tense	Past Perfect Tense	Future Perfect Tense
Present Perfect Continuous	Past Perfect Continuous	Future Perfect
Continuous Tense	Tense	Continuous Tense

### SIMPLE PRESENT TENSE

**SUB + 1st Verb (+’s’ or ‘es’ with III person singular) + OBJ**

- It is used to describe some process.  
e.g. Boil some water in the pan.  
Write only with the pen.
- Exclamatory sentence beginning with here and there taking place in present.  
e.g. Here comes the bus.  
There she goes.
- If the first form of verb ends in ‘s’, ‘sh’, ‘es’, ‘X’ or ‘o’ we add ‘es’ to make it singular.  
e.g. Passes, washes, catches, fixes, does  
Does she fix the pen? (Yes, she fixes the pen)
- To introduce quotations.  
e.g. Keats says, “A thing of beauty is a joy forever”.
- Used in place of Simple Future Tense in clause of time and condition.  
e.g. I shall wait till you come.

#### Note:- Rules Of Change

- If the first form of verb ends in ‘y’ which is preceded by a consonant, ‘y’ changes to ‘I’ and then ‘es’ is added to  
e.g. Does he try to work harder? (Yes, he tries to work harder.)
- But Play, Say, Obey are few verbs that change to Plays’ ‘Says’ and ‘Obeys’. As they have a vowel preceding ‘y’  
e.g. This can only be learnt through practice.

#### In Negative Sentence

- We just put not after ‘do’ and ‘does’.  
e.g. I do not sleep for sufficient hours. - She does not know the answer.

#### In Interrogative Sentence

- Helping verbs used with present tense in interrogative sentences and negative sentences are ‘do’ and ‘does’ mainly. They always take 1st form of verb.  
e.g. ‘Does’ with third person singular. (Does she ever attend the class?)  
‘Do’ with the rest of the persons. (Do they come to play?)

#### Note:- But the helping verb what, who and which as subject do not take do & does.

- e.g. Who says so? - Which train goes straight to Bombay?  
What troubles you?

#### Do and Does are also used to describe ‘Emphasis’.

- e.g. He does cry, but not in movies.  
They do come by 9:00 pm, but today they are late.

**PRESENT CONTINUOUS TENSE**  
**SUB + IS/AM/ARE + 1st VERBING + OBJ**

PERSON	SINGULAR	PLURAL
I	I am singing a song	We are singing a song
II	You are singing a song	You are I singing a song
III	He/She/it is singing a song	They are singing a song

**Present Continuous Tense - THE REAL PRESENT**, now at this moment.

The action which is going on at the present moment. It is real present.

- An action going on at the time of speaking.  
e.g. The temple bells are ringing.  
I am teaching.
- Also an action in the near future for which arrangements have been made  
e.g. We are closing the school tomorrow.  
I am going to London tonight.
- **In Negative Sentences**  
e.g. He is not coming today.

**Note:- ‘When’ cannot be used with ‘Present Continuous Tense’ except for when it’s denoting near future.**

- The Fundamental difference between simple present and present continuous tense is that.

**Simple Present Tense-** Habitual actions, general truth, process not necessarily now.

**PRESENT PERFECT TENSE**  
**SUB + HAS/HAVE+ 3RD VERB + OBJ.**

PERSON	SINGULAR	PLURAL
I	I have sung a song	We have sung a song
II	You have sung a song	You have sung a song
III	He/She/It has sung a song	They have sung a song

- It is used to denote an action that has just been completed.  
e.g. The bell has just gone.  
We have bunked the class.
- A Past action whose result still continues.  
e.g. She has eaten nothing for three days.  
I have been ill since yesterday.
- The completion of an action in future:  
e.g. I shall take tea after the rain has stopped.  
We shall watch the movie when you have completed your work.
- **In Negative Sentences**  
e.g. He has not come.
- **In Interrogative Sentences**  
e.g. Have they attended the class?

**Note:- No word, no phrase denoting past can be used with a verb in this tense**

e.g. I have received your letter yesterday (**Incorrect**)  
I received your letter yesterday. (**Correct**)

**Note:- Other Uses of has/have**

e.g. I have five brothers. (Relationship of things and with people)  
I do not have your letter. (Ownership and possession of things)  
I have taught English for two years. (Experience)  
Would you like to have some cookies? (Offer)  
He has a habit of going for night walk.  
Have you passed the exam? (Express result)

**PRESENT PERFECT CONTINUOUS TENSE**  
**SUB + HAS/HAVE + BEEN + 1st VERB + ING + OBJ + TIME**

PERSON	SINGULAR	PLURAL
I	I have been singing a song for 2 hours.	We have been singing a song since 10.30 am.
II	You have been singing a song for 2 hours.	They have been singing a song for 2 hours.
III	You have been singing a song for 2 hours.	They have been singing a song for 2 hours.

• This tense is used to denote an action that started at some time in past and is still continuing.

e.g. The bell has been ringing since 8:15.  
We have been bunking the class for 2 periods.

• The tense is also used for an action already finished. In such cases the continuity of action is reasoned with explanation of something. This kind of sentences will be a set of two sentences. One in present tense and another in this tense.

e.g. My clothes are wet as I have been watering the plants.  
She is absent as she has been leaving for London.

**In Negative Sentences**

e.g. He has not been coming for 2 days.

**In Interrogative Sentences**

e.g. Have they been coming for 2 days?

**SIMPLE PAST TENSE**  
**SUB + 2ND VERB + OBJ**

PERSON	SINGULAR	PLURAL
I	I sang a song	We sang a song.
II	You sang a song	You sang a song.
III	He/She/it sang a song	They sang a song.

• Past tense indicates simple action in the past

e.g. I saw him last night.  
A habitual action in the past.

**Note: It is only simple present tense that 'used' is used in this sense.**

• The helping verb 'did' always takes 1st form of verb.

**In Negative Sentences**

e.g. I did not touch your book.

**In Interrogative Sentences**

e.g. Did I touch your book?

**PAST CONTINUOUS TENSE**  
**SUB + WAS/WERE+ VERB + ING+ OBJ**

PERSON	SINGULAR	PLURAL
I	I was singing a song	We were singing a song
II	You were singing a song	You were singing a song
III	He/She/It was singing a song	They were singing a song

- It is used to denote an action that was going on at some point in the past.

e.g. The teacher was checking the paper.

**In Negative Sentences**

e.g. He was not running fast.

**In Interrogative Sentences**

e.g. Were they going to the market?

**PAST PERFECT TENSE**  
**SUB + HAD + 3RD VERB + OBJ**

PERSON	SINGULAR	PLURAL
I	I had sung a song	We had sung a song
II	You had sung a song	You had sung a song
III	He/She/it had sung a song	They had sung a song

- It is used to denote action that had been completed before the start of another action. It should not be used in any other condition.

e.g. The patient had died before the doctor arrived.  
The teacher had come before we entered the class.

**In Negative Sentences**

e.g. He had not come.

**In Interrogative Sentences**

e.g. Had he attended the class?

**PAST PERFECT CONTINUOUS TENSE**  
**SUB + HAD + BEEN + IST VERB + ING+ OBJ**

PERSON	SINGULAR	PLURAL
I	I had been singing a song for 2 hours.	We had been singing a song since 10:30 am.
II	You had been singing a song for 2 hours.	You had been singing a song since 10:30 am.
III	He/She/it had been singing a song for 2 hours.	They had been singing a song since 10:30 am

- It is used to denote an action that began before a certain point in past and continued up to that time.
- e.g. At that time, he had been writing the novel for 2 months.  
The teacher had been teaching for half an hour when we entered the class.

**In Negative Sentences**

e.g. He had not been coming for 2 days.

**In Interrogative Sentences**

e.g. Had he been attending the class for 2 days?

**SIMPLE FUTURE TENSE**  
**SUB + WILL/SHALL + 1st VERB + OBJ**

PERSON	SINGULAR	PLURAL
I	I shall sing a song	We shall sing a song.
II	You will sing a song	You will sing a song.
III	He/She/it will sing a song	They will sing a song.

- Simple future is used to denote some action that will take place in future.

e.g. I shall see him tomorrow  
He will come today

**Note:- For pure future in 1st person we use (shall) with 1st person i.e. 'I' & 'we' and in 2nd and 3rd person we use 'will'.**

**In Negative Sentences**

e.g. He will not come today.

**In Interrogative Sentences**

e.g. Will he attend the class?

**FUTURE CONTINUOUS TENSE**  
**SUB + WILL BE/SHALL BE + VERB + ING + OBJ**

PERSON	SINGULAR	PLURAL
I	I shall be singing a song	We shall be singing a song
II	You will be singing a song	You will be singing a song
III	He/She/it will be singing a song	They will be singing a song

- It is used to denote an action that will be taking place at some point in future

e.g. We shall be living in this house from next month.

**In Negative Sentences**

e.g. He will not be coming tomorrow.

**In Interrogative Sentences**

e.g. Will he be attending the class?

**FUTURE PERFECT TENSE**  
**SUB + WILL HAVE/SHALL HAVE + 3rd VERB + OBJ PERSON**

PERSON	SINGULAR	PLURAL
I	I shall have sung a song.	We shall have sung a song.
II	You will have sung a song.	You will have sung a song.
III	He/She/it will have sung a song.	They will have sung a song.

- The completion of an action at some point in the future.

e.g. I shall have gone to the market by the time you come.  
He will have returned by evening.  
You will have heard the news already.  
We will have reached New York.

**In Negative Sentences**

e.g. He will not have come.

**In Interrogative Sentences**

e.g. Will he have attended the class?

- **Till** is used about unspecified time limit or dates.
- **Since** on the other hand is used to denote only specific time or date.
- **For refers to** ‘for 2 years’, ‘for many weeks’, ‘for month’, ‘for hours’, ‘for days’, ‘for few minutes’. (a period)
- **Since refers to** ‘since 1980’, ‘since Monday’, ‘since February’, ‘since 10:30 am’, ‘since last 2 days’, ‘Since childhood’, ‘since teenage’.

### FUTURE PERFECT CONTINUOUS TENSE

SUB + WILL HAVE/SHALL HAVE + BEEN + 1ST VERB + ING + OBJ + TIME

PERSON	SINGULAR	PLURAL
I	I will have been singing a song for 2 hours.	We shall have been singing a song for 2 hours.
II	You will have been singing a song for 2 hours.	You will have been singing a song for 2 hours.
III	He/She/it will have been singing a song for 2 hours.	They will have been singing a song for 2 hrs.

- It denotes an action represented as being in progress over a period of time that will end in the future.
- e.g. He will have been returning for a month.  
By next July he will have been living in Paris for four years.

#### In Negative Sentences

- e.g. He will not have been coming for next few years.

#### In Interrogative Sentences

- e.g. Will he have been attending the class for next few days?

### SPECIAL CASES RELATED TO TENSE

- It's a group of words that make a meaningful statement  
Principal clause is the one with the Subject in it. Statement clause is the one with the object in it.
  - If the principal clause is in present or in future tense then the subordinate clause can be written in any given tense.
- e.g. He says that he will not do the work.  
He says that he had not done the work.  
He says that he did not do the work.  
He will say that he did not do the work.  
He will say that he has done the work.  
He will say that he does the work.
- If the principal clause in a sentence is in the past tense then the subordinate clause will also be in the past tense.
- e.g. He said that he did not know about the incident.  
He told the teacher that he went for a party.
- If the subordinate clause contains a universal truth, a ritual section & a regular habit then the subordinate clause remains in the present tense only.
- e.g. He said that he gets up at 5 in the morning.  
He will say that the Earth moves around the Sun.  
He had said that he is a party animal.

- If the subordinate clause starts with ‘as if’ & ‘as though’ then it is to be followed by ‘were’ in present tense and by ‘had’ ‘had been’ in the past tense.  
**e.g.** He talks to me as if I were mad.  
 He behaved as though he had a magical wand.  
 He talked to me as if he had been my boss.
- If two actions take place in future one after another then the principal clause should be in simple future tense but the subordinate clause should be in simple present tense.  
**e.g.** I shall meet him when he comes.  
 She will come after the train arrives.
- If there are two sentences and both of them are taking place one after another in past then the principle clause should be written in past perfect tense and the subordinate clause should be written in simple tense.  
**e.g.** The patient had died before the doctor arrived.  
 I had done my work before my friend came.
- If there are two actions in the sentence and both have taken place in the past then the principle clause would be in future perfect and the subordinate clause will be in past perfect.  
**e.g.** If you had a car, I would have purchased one too.  
 If you had taken tea, I would have taken it too.

TENSE				
	Simple	Continuous	Perfect	Perfect Continuous
	<b>Active Voice</b>			
<b>PRESENT</b>	He writes a letter	He is writing a letter	He has written a letter	He has been writing a letter (since /for)
	<b>Passive Voice</b>			
	A Letter is written by him	A Letter is being written by him.	A Letter has been written by him	He had been writing a letter. (since/for)
	<b>Active Voice</b>			
<b>PAST</b>	He wrote a letter	He was writing a letter	He had written a letter	He will have been writing a letter. (since/for)
	<b>Passive Voice</b>			
	A Letter was written by him	A Letter was being written by him	A Letter had been written by him	
	<b>Active Voice</b>			
<b>FUTURE</b>	He will write a letter	He will be writing a letter	He will have written a letter	
	<b>Passive Voice</b>			
	A Letter will have been by him.		A Letter will be written by him.	

**Note:- Passive Voice is possible only in respect of Transitive verbs.**

## VOICE (ACTIVE AND PASSIVE)

**Voice is that branch of grammar which studies the form that the verb takes in a sentence to determine the status of the subject and the object.**

- **Active Voice-** A verb is said to be in the Active Voice when its subject acts or when the emphasis is on the doer or the subject. The active voice is so called because the person or thing denoted by the subject acts.

e.g. Mohan sang a song. (Here, the subject Mohan is active)

- **Passive Voice-** A verb is in the Passive Voice when the subject is being acted upon or when the emphasis is on the object or the work done. The passive voice is so called because the person or thing denoted by the subject that is not active but passive, and suffers or receives some action.

e.g. A Song was sung by Mohan. (Here, the subject is being acted)

**Notes:-**Voice changes occur only in transitive verbs.

- The perfect continuous form of all the three tenses and future continuous cannot be changed into passive voice

e.g.

<b>Present</b>	:	He has been doing the work.	(No change of voice)
<b>Past</b>	:	He had been doing the work.	(No change of voice)
<b>Future</b>	:	He will have been doing the work.	(No change of voice)
<b>Future Continuous</b>	:	He will be doing the work.	(No change of voice)

- The reason is that if the change of voice is done in these tenses, then the verb is to be used twice which is wrong.

e.g. He has been doing the work. (Active)  
The work has been being done by him. (Passive)

- This is a wrong sentence as the verb is used twice. Similar is the case with the other sentences.

Let us look at some more example of active and passive voice.

<b>Active</b>	<b>Passive</b>
e.g. Mohan has burnt the shop.	The shop has been burnt by Mohan.
People speak English all over the world.	English is spoken all over the world.
They built the bridge last year.	The bridge was built last year.
The boy beat the child	The child was beaten by the boy.

From the above examples, it is clear that we use active voice when we are more interested in the doer or agent. And we use passive voice when we are more interested in the object of the action.

As you will notice above, most passive voice sentences drop the agent or the doer either because it is not known or because it is understood and hence not needed or also because it is not important.

In order to convert active voice into passive voice, certain rules need to be observed.

- **First of all, the arrangement of the words in a sentence in the active voice is certain rules need to be observed.**

**Active - Subject + Verb + Object**

Mohan read a book

**Passive - Object + Helping Verb + Main Verb + by + Subject**

A book was read by Mohan

### • Change of Pronoun

When 'he' as subject of active voice becomes object of the passive voice, it changes into him. Similarly,  
 She becomes her - They becomes them  
 We becomes us - I becomes me

**Note:- Change required under each tense**

## Present Tense

### *Present Indefinite: Assertive sentence*

- Here, we need to change the first form of the verb into the third form and add is/am/are before it, depending on the number and person of the subject in the active voice.

The point becomes more clear from the following formula-

**Active Voice: S + V1 (s, es) + O**

**Passive Voice: O + is/ am/ are + V3 + by + s**

#### Active

e.g. The boy makes toys.  
 You vex me.  
 She annoys him.

#### Passive

The toys are made by the boy.  
 I am vexed by you.  
 He is annoyed by her.

Thus, you will notice that apart from following the first two rules, we have changed the verb from the first to the third form. We have also added is/am/are according to the nature of the object in the active voice which has become the subject of the passive voice.

For transforming interrogative sentences under this tense, all you need to do is, put is/am/are before the subject (which was object in the active voice) in the passive voice. We can also use the following formula-

**Active - Do/Does + S + V1 + O**

**Passive- O + is/ am/ are + being + V3 + by + S**

e.g. Does she want a book? (Active).  
 Is a book wanted by her? (Passive)

**Note:-** For interrogative sentences of the active voice beginning with who, the passive will be formed by changing who into by whom.

**Active - who + S + V1 (s, es) + O**

**Passive - by whom + is/ am/ are + V3?**

e.g. Who teaches you English? (Active)  
 By whom are you taught English? (Passive)

## Present Continuous: Assertive sentences

- To get the passive voice, the verb is used in its third form and being is inserted between is/am/are and the verb.

For the above point, we get the following formula-

**Active – S + is/ am/ are + V1 + ing + O**

**Passive – O + is/ am/ are + being + V3 + by + S**

e.g. I am eating an egg. (Active)  
 An egg is being eaten by me. (Passive)

- In case of an interrogative sentence, is/am/are will be placed before the subject.

**Active** - is/ am/ are + S + V1+ ing + O

**Passive** - is/ am/ are + O + being + V3 + by + S

e.g. Am I eating an egg? (Active)  
Is an egg being eaten by me? (Passive)

### Present Perfect

- Here, been is put between has/have and verb (third form) in a passive voice sentence.

We get the following formula for the above point-

**Active** – S + has/have + V3 + O

**Passive** - O + has/have + been + V3 + by +S

e.g. Sita has eaten the fruit. (Active)  
The Fruit has been eaten by Sita. (Passive)

Formula for Present Perfect Interrogative.

**Active** - has/have + S + V3 + O?

**Passive** - has/have + O + been + V3 + by S

Interrogative

**Active** – Who + has/have + V3 + O?

**Passive** - by whom + O + been + V3?

Active	Passive
e.g. Have you seen the Play?	Has the play been seen by you?
Who has written this letter?	By whom has this letter been written?

### Past Tense

- The rules for transforming the past tense active voice sentences are the same as that for the present tense with necessary modifications.

#### Past Indefinite

Formula for the past indefinite tenses –

**Active** – S + V2 + O

**Passive** – O + was/were + V3 + by + S

**Interrogative** –

**Active** - Did + S + V1 + O?

**Passive** - was/were + O + V3 + by + S?

<b>Active</b>	<b>Passive</b>
e.g. I read the book.	The book was read by me.
Did you write a letter?	Was a letter written by you?

#### Past Continuous

**Active** – S + was/were + V1 + ing + O?

**Passive** - O + was/ were + being + V3 + by + S

**Interrogative****Active** - was/were + S + V1 + ing + O?**Passive** - was/were + O + being + V3 + by + S?**Active**

e.g. They were playing football.  
Was he reading the newspaper?

**Passive**

Football was being played by them  
Was the newspaper being read by him?

**Past Perfect****Active** - S + had + V3 + by + S**Passive** - O + had been + V3 + by + S**Interrogative –****Active** - had + S + V3 + O?**Passive** – had + O + been + V3 + by + S?**Active**

e.g. I had read the book.  
Had she bought a new book?

**Passive**

The book had been read by me.  
Had a new book been bought by her?

**Future Tense****Future Indefinite: Assertive Sentence**

- For transforming an active voice sentence under this tense into passive voice, the verb is used in its third form and be is inserted between will and the verb.

The Formula for this point will be.

**Active** – S + will/shall + V1 + O**Passive** - O + be + V3 + by + s?**Active**

e.g. I will write a book.  
Will they wash clothes in the evening?

**Passive**

A book will be written by me.  
Will clothes be washed by them in the evening?

- In the case of an interrogative sentence, the change is the same for the active as for the passive, i.e. will is placed before the subject.

e.g. Will I write a book? (Active)  
Will a book be written by me? (Passive)

**Future Perfect.**

- In the passive voice, under this tense been is inserted between have and the verb.

**Active** - S + will/shall + have + V3 + O**Passive** - O + will/shall + have been + V3 + by + S?

e.g. I will have written a book. (Active)  
A book will have been written by me. (Passive)

Interrogatives are obtained only by putting will/shall before the subject.

## Other Condition for transforming Active into Passive

- **The preposition** after a verb in the active voice does not change its place in the passive voice.

<b>Active</b>	<b>Passive</b>
e.g. She laughed at the child.	The child was laughed at by her.
We have not heard of this play.	This play has not been heard of by us.
They will object to your seeing this film.	Your seeing this film will be objected to.
They do not approve of this plan.	This plan is not approved of by them.

- **Modal Auxiliaries** - Can, could, should must, ought to, might, etc. do not change when transformed from active to passive.

The formula to make above mentioned point more clear is

**Active** – S + can/ could/ may/ might. would/ should V1 + O

**Passive** – O + can/ could/ may/ might, would/ should + be + V3 + by + S

<b>Active</b>	<b>Passive</b>
e.g. They should help the child.	The child should be helped by them.
You ought to follow the instructions carefully.	The instructions ought to be followed carefully.
The child can throw the book.	The book can be thrown by the child.
You might help him.	He might be helped by you.

### Infinitive in Passive construction

In imperative type of sentence we must proceed like this

**Active** - V1 + O

**Passive** - You are requested / ordered/ advised/ prayed + to + V1 + ..... OR ..... let + O + be + V3

<b>Active</b>	<b>Passive</b>
e.g. Switch off the fan.	Let the fan be switched off.
Bring the child.	Let the child be brought
Please forgive him.	You are requested to forgive him.
Work hard.	You are advised to work hard
Open the gate	Let the gate be opened

**Note-** all imperatives except requests use 'let' in passive constructions. Please becomes you are requested to in passive.

- **An important point to remember is that when we change imperative sentences from active to passive voice, we must try to use 'let' In case of non-living things.**

<b>Active</b>	<b>Passive</b>
e.g. Open the door.	Let the door be opened.
Break the glass box.	Let the glass box be broken.

- **In case of other animals except man, let may also be used.**

<b>Active</b>	<b>Passive</b>
e.g. Drive away the cattle.	Let the cattle be driven away.
Beat the dogs.	Let the dogs, be beaten

- **But In case of human beings, should is more appropriate.**

**Active**

e.g. Help the poor.  
Don't laugh at the lame.  
Take care of the old man.

**Passive**

The poor should be helped.  
The lame should not be laughed at.  
The old man should be taken care of.

- **Requested, advice, order are used only when imperative sentences have intransitive verbs: as**

**Active**

e.g. Go there.

**Passive**

You are requested to go there.

- **Sentence whose object is not mentioned; as,**

**Active**

e.g. Please sign.

**Passive**

You are requested to sign.

- **Some other passive constructions.**

**Active**

e.g. People say that she is a liar.  
Everyone knows that he is a rich man.

**Passive**

It is said that she is a liar. OR She is said to be a liar.  
It is known that he is a rich man. OR  
He is known to be a rich man.

- **Verb denoting a state in passive form.**

**Active**

e.g. This cup contains tea  
Novels interest me.  
He vexed me greatly.  
His performance surprised her.

**Passive**

Tea is contained in this cup.  
I am interested in novels.  
I was greatly vexed by him.  
She was surprised at his performance.

- **Sometimes we get active sentences starting with 'It is time' or 'It was time'..... We should use the following formula for changing such sentences into passive voice:**

**Active** - It is/ was time + infinitive + O (noun)

**Passive** - It is/ was time + for + (noun) + to + be + V3

**Active**

e.g. It is time to close the shops.  
It was time to take action.

**Passive**

e.g. It is time for the shops to be closed.  
It was time for action to be taken.

## DIRECT AND INDIRECT SPEECH

We may report the words of a speaker in two ways

We may quote his actual words. This is called Direct Speech. (as reported speech)

We may report what he said without quoting his exact words. This is called Indirect Speech.

**Direct** - Rama said, 'I am very busy now'.

**Indirect** - Rama said that he was very busy then.

It will be noticed that In Direct Speech, we use Inverted commas to mark off the exact words of the Speaker. In Indirect Speech we do not.

It will be further noticed that in changing the above Direct Speech into Indirect certain changes have been made. Thus:

- We have used the conjunction 'that' before the Indirect statement.
- The pronoun 'I' is changed to 'he'.
- The verb am is changed to was (Present Tense is changed to Past).
- The adverb now is changed to then.

### Rules For Changing Direct Speech Into Indirect

- When the reporting or principal verb is in the Past Tense, all Present Tense of the Direct are changed into the corresponding Past Tense. Thus:

#### A simple present become a simple past

e.g. **Direct** - He said, 'I am unwell'.

**Indirect** - He said (that) he was unwell.

#### A Present continuous becomes a past continuous.

e.g. **Direct** - He said, 'My master is writing letters'.

**Indirect** - He said (that) his master was writing letters.

#### A Present perfect becomes a past perfect

e.g. **Direct** - He said, 'I have passed the examinations'.

**Indirect** - He said (that) he had passed the examination.

**Note:-** The 'shall' of the Future Tense is changed into 'should'.

The 'will' of the Future Tense is changed into 'would' or 'should'.

As a rule, the simple past in the Direct becomes the past perfect in the Indirect.

e.g. **Direct** - He said, 'The horse died in the night'.

**Indirect** - He said (that) the horse had died in the night.

- **The tenses may not change if the statement is still relevant or if it is a universal truth. We call often choose whether to keep the original tenses or change them.**

e.g. **Direct** - "I know her address," Said Gopi.

**Indirect** - Gopi said he knows/knew her address.

**Direct** - The teacher said, 'The earth goes round the sun'.

**Indirect** - The teacher said the earth goes/went round the sun.

**Direct** - 'German is easy to learn', she said.

**Indirect** - She said German is/was easy to learn.

- The pronoun of the Direct speech is changed, where necessary, so that their relations with the reporter and his hearer, rather than with the original speaker, are indicated. Observe the following examples:

e.g. **Direct** - He said to me, 'I don't believe you direct'.

**Indirect** - He said that he didn't believe me

**Direct** - She said to him, 'I Don't believe you'.

**Indirect** - She said that she didn't believe him.

**Direct** - I said to him, 'I don't believe you.'

**Indirect** - I said that I didn't believe him.

**Direct** - I said to you, 'I don't believe you.'

**Indirect** - I said that 'I didn't believe you.

- Words expressing nearness in time or place are generally changed into words expressing distance. Thus:

e.g.	now	becomes	then	today	becomes	that day
	here	becomes	there	tomorrow	becomes	the next day
	ago	becomes	so	yesterday	becomes	the day before
	thus	becomes	so	last night	becomes	the night before

e.g. **Direct** - He said, 'I am glad to be here this evening.'

**Indirect** - He said that he was glad to be there that evening.

- The change does not occur if the speech is reported during the same period or at the same place: e.g.,

e.g. **Direct** - He says, 'I am glad to be here this evening.'

**Indirect** - He says that he is glad to be here this evening.

- Similarly, this and there are changed to that and those unless the thing pointed out is near at hand at the time of reporting the speech.

## Question

- In reporting question, the Indirect Speech is introduced by some such verbs as asked Inquired, etc. When the question is not introduced by an interrogative word, the reporting verb is followed by whether or if.

e.g. **Direct** - He said to me, 'What are you doing?'

**Indirect** - He asked me what I was doing.

**Direct** - 'Where do you live?' asked the stranger.

**Indirect** - The stranger enquired where I lived.

**Direct** - The policeman said to us, 'Where are you going?'

**Indirect** - The policeman enquired where we were going.

**Direct** - He said, 'Will you listen to such a man?'

**Indirect** - He asked them whether they would listen to such a man Or  
Would they, he asked, listen to such a man?

**Direct** - Do you suppose you know better than your own father?' jeered his angry mother.

**Indirect** - His angry mother jeered and asked whether he supposed that he knew better than his own father.

## Commands and Requests

- In reporting commands and requests, the Indirect Speech is introduced by some verb expressing command or request and the imperative mood is changed into the Infinitive’.

e.g. **Direct** - Rama said to Arjun, ‘Go away.’

**Indirect** - Rama ordered Arun to go away.

**Direct** - He said to him, ‘Please wait here till I return.’

**Indirect** - He requested him to wait there till he returned.

**Direct** – ‘Call the first witness’, said the judge.

**Indirect** - The Judge commanded them to call the first witness.

**Direct** - He shouted, ‘Let me go.

**Indirect** - He shouted at them to let him go.

**Direct** - He said, be quiet and listen to my words.’

**Indirect** - He urged them to be quiet and listen to his words.

## Exclamation and wishes

- In reporting exclamations and wishes the Indirect Speech is introduced by some verbs expressing exclamation or wish.

e.g. **Direct** - He said, ‘Alas! I am undone.’

**Indirect** - He exclaimed sadly that he was undone.

**Direct** - Alice said, ‘How clever I am!

**Indirect** - Alice exclaimed that she was very clever.

**Direct** - He said, ‘Bravo! You have done well.’

**Indirect** - He applauded him, saying that he had done well.

**Direct** – ‘So help me, Heaven he cried, ‘I will never steal again.’

**Indirect** - He called upon Heaven to witness his resolve never to steal again.

## DETERMINERS

Determiners are used before nouns to indicate whether you are referring to something specific or something of a particular type.

- Determiners are different to pronouns in that a determiner is always followed by a noun. You use a specific determiner when people know exactly which thing(s) or person/people you are talking about.

The specific determiners are:

The definite article	-	The
The Indefinite articles	-	a, an
Demonstrative	-	This, that, these, there
Possessives	-	My, your, his, her, its, own, their

- e.g.** The dog barked at the boy.  
 These apples are sweet.  
 Their bus was late.

- You use general determiners to talk about people or thing without saying exactly who or what they are.

### The general determiners are

- The indefinite articles: a, an, a few, a little, all, another, any both, each, either, enough, every, few, fewer, less, little, many, more, most, much, Neither, no, other, several some

- e.g.** A man sat under an umbrella.  
 Have you got any English books that I could have?  
 There is enough food to feed everyone.

- There are three articles- a, an and the, while 'a' and 'an' are Indefinite articles, 'the' is called the Definite article. Indefinite articles refer to a singular noun which can be anyone and not a specific one. Article 'the' is definite article. It can be used before singular as well as plural noun if they signify anything specific or definite.

- e.g.** He gave me a pen.  
 The pen he gave me is unfortunately lost.

Here 'a pen' doesn't specify any particular pen. However, in sentence (b) 'The pen' signifies the pen he gave me and not any pen.

### Use of 'a' or 'an'

We can use 'a' before a word which begins with a consonant sound as:

- e.g.** He saw a horse (a cow, a dog, a table etc.)  
 He is a useful member of the team.  
 I saw a one-eyed woman who had a one-rupee coin.  
 America has used a unique way to drag in Pakistan.

- 'An' is used before a word which begins with the sound of a vowel, as

- e.g.** We saw an elephant (an owl, an old person, an ass etc.)  
 I gave him an apple and an orange.  
 He is an honest and an honorable person.  
 I waited for an hour here.

**So, it is the sound and not actually a consonant or a vowel which will decide whether to use 'a' or 'an'.**

## Use of 'the'

- It comes before a specific person, place or thing or their plurals

e.g. The pen you gave me writes nicely.  
The stories from PANCH TANTRA are quite absorbing.  
He is the boy we were praising.

- 'The' refers to a singular noun denoting the whole class

e.g. The dog is faithful animal. (All dogs)  
The cow is worshipped by the Hindus (All cows)

- However, before man or woman even when used in the general sense we do not use 'the' Man is born to die (All Men).

e.g. Man and woman are companions.

- 'The' refers to the names of rivers, streams, gulfs, straits, seas, mountain ranges, groups of Island, Ships, airplanes, Steamers, trains, newspapers, Journals, magazines, holy books and important building etc. as The Ganga, the Yamuna, the Khadir stream, the Andamans, the Red Sea, the Indian Ocean, The Bay of Bengal, the Himalayas, the Persian gulf, the Gibraltar straits, the INS Vikrant, the Titanic, the Boeing 747, the Shatabdi Express, the Hindustan Times, the Ramayana, the Week, the Qutab Minar, the White House, The Rashtrapati Bhawan.

- To refers to the name of places associated with geographical or political factors, as the USA, the CIS, the Deccan Plateau.

- Before important historical events e.g. The Quit India Movement, the Dandi March, the second Battle of Panipat.

- Before unique things e.g. The Sun, the Moon, the earth, the day, the night etc.,

- Before Superlative degree e.g. The greatest, the most beautiful, the highest etc.

- Before an adjective then used in plural sense

e.g. The rich lead comfortable life.  
The poor face hardships in life.

- Before the names of communities and nations as the Hindus, the Sikh, the Christians, the Muslims, the British, the Chinese, etc.

- Before the organs of the body as the heart, the tongue, the head, etc.

**However, articles are not used**

- Before a common noun when used in its widest sense.

e.g. Man is mortal.  
Society should look after the old.

- Before a proper noun.

e.g. Delhi is no longer a beautiful city.  
Napoleon was a great general.

- Before a material noun

e.g. Gold is precious metal.  
Silver is also costly.  
Wood is used for making furniture.

- Before an abstract noun when used in general sense.

e.g. Honesty is the best policy.  
Wisdom is God-gifted.

- Before plural noun when used in general or universal sense.

**e.g.** Books are our best friends.  
Airplanes fly very fast.  
Children like sweets.

- Before language, names of regular meals, names of relations etc.

**e.g.** English is easy as compared to French.  
One must not skip breakfast.  
Father is not at home.  
Uncle is a very nice gentleman.

- In certain phrases having preposition before its objects **e.g.** At sunset, at home by day and night, in hand, on foot, by train, on earth etc.



## RULES OF ARTICLES

There are two kinds of Articles - They also come under the name of determiners.

**Definite Article - The**

**Indefinite Article - A/ An**

### Rule I

**The definite article 'the' is used**

- When we talk of a particular person or a thing as already mentioned, known or under discussion.

**e.g.** The book which you mentioned is not available in the market.

Let us study the lesson carefully.

This is not the only way to learn driving.

- Before proper nouns when they refer to the names of historical buildings, mountain ranges, planets, rivers, Oceans, Groups of islands, holy books, ordinals, descriptive names of countries, newspapers, magazines, deserts and superlative degree.

**e.g.** The Persian Gulf, The Indian Ocean, The Ganges, The Himalayas, The Ramayana, The Vedas, The Moon, The Sun, The Earth, the U.S.A., The best picture, The second chapter, The first man, The Sahara, The Bay of Bengal, The Times of India, The Frontline, The North Pole, The Netherlands, The Sudan, etc.

- When a singular noun expresses a class of animal or things. But 'the' is avoided with their plural forms.

**e.g.** The dog is a faithful animal

Dogs are faithful

The rose is a sweet flower

Roses are sweet flowers.

The cow is economically useful.

Cows are economically useful.

- Before musical instruments.

**e.g.** He can play the flute.

She is fond of playing on the harmonium

- Before an adjective when it represents a class of person.

**e.g.** The rich should help the poor.

The old are respected by the young,

- As an adverb with a comparative sense (Double comparison).

**e.g.** The sooner, the better.

The higher you go, the colder it is.

- Before proper noun for the sake of comparison.

**e.g.** Surdas is the Milton of India,

Kalidas is the Shakespeare of India.

- Before Sports cups and Trophies.

**e.g.** India won the Singer Cup last year

A number of teams are taking part in the World Cup.

- With the cardinal points.

**e.g.** The sun rises in the East.

The Himalayas are to the north of India.

- Before a unit of measurement.

**e.g.** Cloth is sold by the meter.

Eggs are sold by the dozen.

- Before language to signify nationality.  
e.g. The Chinese are hard working.  
The Japanese are patriots out and out.
- Before caste and communities.  
e.g. The Sikhs are brave people.  
The Jats are hard working.
- We use 'the' in name with Republic, Kingdom, States and to the names of places associated with geographical or political factors.  
e.g. The United States of America (USA), the United Kingdom (the UK), the Dominican Republic, the Punjab, The Deccan Plateau, The USSR etc.
- Before comparative degree in case of a choice.  
e.g. We visited Canada and the United States.  
The Punjab is an agricultural rich state.
- Before the adjectives 'same & whole' and after the adjectives 'all & both'  
e.g. This is the same book that you gave me.  
The whole class was absent  
All the boys were present.  
Both the brothers were honest.
- In certain idiomatic phrases.  
e.g. In the wrong.  
On the contrary.  
The benefit of the doubt.
- Before a common noun to give it the force of a superlative  
e.g. She is the woman.  
Netaji was the leader.
- Before a common noun to give it the sense of an abstract noun.  
e.g. The Judge in him.  
The Mother in her.
- Before inventions.  
e.g. The telephone,  
The wireless,  
The radio
- Before little and few in the sense of 'some but all'.  
e.g. He has spent the little money that he had. (some but all)  
The few students that were in the class were sitting idle. (some but all)

## Rule II

No use of 'The'

- 'The' is not used before the names of any language

e.g. **Incorrect**

The English is spoken in England.  
He knows the Hindi and the Marathi.

**Correct**

English is spoken in England.  
He knows Hindi and Marathi

- But in some case 'The' is used

e.g. The + language  
Do you speak the French language?

- When 'translate' word is used.

e.g. Translate the Hindi into the English.  
Translated from the Spanish.

- Article 'The' is not used before Proper Nouns.

e.g. **Incorrect**  
The Patna is the capital of the Bihar.  
The America is a prosperous country.

**Correct**  
Patna is the capital of Bihar.  
America is a prosperous country.

- 'The' is not used before uncountable Nouns.

e.g. **Incorrect**  
The Gold  
The Truth  
The Rice

**Correct**  
Gold  
Truth  
Rice

- But if the material and abstract nouns are used in a particularized way 'The' is used

e.g. The gold of Nepal is cheap.  
The honesty of Mukesh is praise worthy.  
The beauty of Cleopatra is legendary.

- Not used before the names of games, plural nouns in general sense, before words like nature, life, death, science, parliament, freedom, society, love, etc., kind of, sort of, type of, variety of, any regular meal.

- When school, college, church, bed, hospital, market, prison, jail, court, temple, university, mosque, etc., are used to show their primary purpose, we do not use any article.

e.g. It is late. I am going to bed. The terrorist was sent to jail.

- But if these words are used for any other special purpose 'the' is used.

e.g. She met me at the temple.  
He sometimes goes to the jail to give lectures.

- 'The' is not with the names of diseases, festivals, days, months, universities, etc.

e.g. On Republic Day we can go to see the parade.  
Cancer is a dangerous disease.

### Rule III

Indefinite article 'a/an' is used - When we talk of a thing or a person that is indefinite or that is mentioned for the first time.

- Before in its original sense of one or any

e.g. I need a book.  
She did not speak a word.  
Twelve inches make a foot.  
A student should observe good manners.

- Before a singular noun which is countable and when it is mentioned for the first time representing no particular person or a thing.  
e.g. I saw a man.  
A beggar came to my door.
- To make a common noun of a proper noun.  
e.g. he is a Vikramaditya known for his fairness.
- In certain expressions of quantity with certain numbers and in expressions of 'price/rate, speed, ratio'.  
e.g. Rupees ten a kilo. A dozen mangoes.  
Half a dozen.
- When 'a/an' represents a form of preposition 'in' OR with units and rate (Per)  
e.g. He earns rupees five hundred a month.  
Give me a metre length of the-cloth
- With a noun complement (names of professions)  
e.g. She is a doctor.  
She a teacher.
- In exclamations before singular countable nouns.  
e.g. What a hot day!  
What a pretty girl!
- Before little and few in the sense of some  
e.g. Please give me a little sugar. (some)  
I met a few students in the university. (some)

#### Rule IV

The articles 'a, an, the' are omitted.

- Before proper nouns.  
e.g. Shakespeare was the greatest dramatist.  
Delhi is the capital of India.

**Note:-** When article is used before proper nouns they become common noun.

e.g. Samudragupta was the Napoleon of his age. (The greatest general of his time)

- Before names of materials.  
e.g. Silver is a useful metal.  
Tea grows in India.
- Before common noun used in its widest sense.  
e.g. Man is moral.  
God is omnipresent.
- Before abstract nouns as qualities, feelings, states used in general sense.  
e.g. Truth is a noble quality.  
Love is a natural feeling.  
Honesty is the best policy.

**Note:-** But we can say.

**e.g.** The honesty of my brother is beyond any doubt.

- Before uncountable nouns.

**e.g.** He gave me advice.

He passed on information to me.

- Before languages.

**e.g.** Chinese is a difficult language.

He knows Russian very well.

- Before 'school, college, home, church, temple, sea, work, bed, table, hospital, market, prison, court' when their purpose is thought of rather than the actual building/place.

**e.g.** We go to temple on Mondays. (for prayer)

I go to bed early. (to sleep)

- Before hobbies, professions and sports.

**e.g.** Dancing is her profession

Gardening is his hobby.

- Before names of diseases.

**e.g.** Cancer is a dreaded disease.

AIDS is spreading like wild fire.

- Before regular meals except when preceded by an adjective.

**e.g.** I take breakfast at 8 a.m.

You should take dinner early.

They gave us a good breakfast.

- Before parts of body.

**e.g.** Liver is the largest organ in human body.

- Before modes of travel.

**e.g.** He will go by air.

A journey by road is very comfortable.

- Before names of relations like 'uncle, mother, father, etc.'

**e.g.** Father will go to Delhi tomorrow.

Aunt is expected any moment.

- In certain phrases consisting of a preposition followed by its objects.

**e.g.** By day

At sunrise

At home

In hand

By name

At last

- Before such nouns as 'cattle, gentry, people, etc.' a plural in their sense though singular in form used in general sense.

## Rule V

- Two articles mean two objects or persons and one article means one object or person. Therefore, when two or more connected nouns refer to the same person or thing, the article should be used before the first noun. However, the article is used before each noun if they refer to two different persons or objects.

e.g. The Prime Minister and the President of the party are visiting the town today. (Two different persons holding two different posts)  
The Prime Minister and President of the party is on visit to the town today. (Here, one person is holding two posts.)

## Rule VI

### The use of 'a' and 'an'

A student must note that the choice between 'a' and 'an' is determined primarily by Sound.

- 'A' is used before a word beginning.

#### With consonant

e.g. a boy  
a child  
a student  
a book

- With a vowel giving the sound of a consonant

e.g. a one-eyed man  
a university student  
a European  
a unique book

- 'An' is used before a word beginning

#### With a vowel

e.g. an elephant  
an apple  
an ass  
an umbrella

- With mute 'h'

e.g. an hour  
an heir  
an honorable  
an honest man

- With consonant pronounced with the sound of vowel.

e.g. an L.L.B. student  
an M.P.  
an M.L.A.  
an X-ray