INCLUDING USAGE, COMPREHENSION,
PRECIS AND LETTER-WRITING) **UPKAR'S** COMPENDIUM GENERAL

Dr. B. B. Jain



Including Usage, Comprehension, Precis and Letter-Writing

(An Indispensable Book for Undergraduate Students)

By

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Revised & Enlarged Edition

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Preface

Adding a new book on English Grammar and Usage to the existing flood of books on the subject sounds rather audacious. But strangely enough, it is this flood of books, some of which are spurious and others too technical and abstruse to be followed by the learner, that has prompted the present author to write a new book on Applied Grammar, Usage and Comprehension which could well serve as a practical handbook and guide to the learning of English Language both by the primary as well as advanced learners.

English is indeed a difficult language to learn, and the rules of Formal and Applied Grammar and Usage which govern it are equally difficult for the learner to understand and apply correctly. This is more so because there are many exceptions to most of the rules. The learner would therefore need not only an explication of the rules but also a large number of illustrative examples and exercises for practice. This point has been kept in mind all through the course of writing of this book. The book has, therefore, turned out to be not only a complete Textbook of Grammar, but also a comprehensive Desk-book for practice.

The book is designed to be all-comprehensive in its range and scope. It has 45 Chapters which, as the contents would show, cover practically all aspects of Applied Grammar, Usage, Word-Formation, Comprehension, and Composition. It represents a synthesis of the traditional and structural methods to teach the learner how to read, write, and speak English correctly, idiomatically and fluently. While dealing with the grammatical and structural problems under various chapters, special attention has been paid to the intricate and ticklish problems which even the advanced students have to face. These problems relate particularly to the correct use of Syntax, Articles, Prepositions, Auxiliaries, Non-Finite Verbs, Position of Adverbs, Tense and Time sense, and Phrasal expressions. Due attention has also been paid to the special requirements of the candidates appearing at various competitive examinations at the State and Central levels.

It is confidently hoped that the book would serve as a complete and practical textbook and manual of English Grammar, Usage and Comprehension to the candidates preparing for the various University and competitive examinations throughout the country.

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1

Some Basic Concepts

Letters and Syllables

Letters—There are 26 Letters in English. They can be classified into **two** groups:

- (i) Vowels
- (ii) Consonants

Vowels—The Letters that can be pronounced without the help of any other Letter are called Vowels. They are five—a, e, i, o, u.

Consonants—The remaining 21 Letters are called consonants. They cannot be pronounced without the help of a Vowel.

Note—W and Y are the two Letters that can be used both as Vowels and Consonants.

Words—Any sound produced by the mouth, which has a meaning, is called a word. A word is formed by one or more Letters.

Syllables—The part of a word pronounced in one instance is called a syllable. A word can have one or more syllables.

As:

- (i) Words of one syllable: you, me, go, run, sit, etc.
- (ii) Words of two syllables : Fa-ther, Wa-ter, mon-key, beau-ty, etc.
- (iii) Words of more than two syllables: Beau-ti-ful, de-mo-cra-cy; po-ssi-bi-li-ty, etc.

Sentence—"A combination of words that makes **complete** sense is called a sentence."

-(J. C. Nesfield)

"A group of words which makes **complete** sense is called a sentence."

-(Wren and Martin)

Phrase—"A combination of words that makes sense, but **not complete** sense, is called a phrase". —(**Nesfield**)

"A group of words which makes sense but not complete sense, is called a phrase."

-(Wren and Martin)

As—of great courage, at the door, sands of time, etc.

Clause—"A group of words which forms part of a sentence, and contains a subject and a predicate, is called a clause." —(Nesfield)

He said that he was not well.

Do you know the man who came here yesterday?

Kinds of Sentences

Sentences are of **Four** kinds:

1. Assertive or Declarative Sentence—A sentence that makes a **statement** or **assertion** is called an **Assertive** or **Declarative** sentence.

As—India is a great country.

He is a noble man..

2. Interrogative Sentence—A sentence that asks a question is called an Interrogative sentence.

As—What is your name?

Is he a dependable man?

3. Imperative Sentence—A sentence that expresses a command, a request or an entreaty is called an Imperative sentence.

As—Be quiet.

Go away from here.

Forgive us.

4. Exclamatory Sentence—A sentence that expresses a sudden feeling of pleasure, sorrow, anger or surprise is called an Exclamatory sentence.

As-Alas! I am ruined.

What a terrible shock it was!

How shameful!

Parts of Speech

Different words used in a sentence have different functions. According to these functions, words can be classified into 8 categories. No word has any fixed category. Its category depends upon its function in a sentence.

These eight categories are called **Parts of Speech**—

1. Noun—"A noun is a word used as the name of a person, place, or thing."

-(Wren and Martin)

As—Ram, table, sweetness, iron, sheep, etc.

2. Pronoun—"A pronoun is a word used instead of a noun." —(Wren and Martin)

As—he, she, you, I, we, it, they, etc.

3. Adjective—"An Adjective is a word used to add something to the meaning of a noun (or a pronoun). —(Wren and Martin)

An adjective qualifies a noun or a pronoun.

As—a good boy, a fast train, much labour, five coins.

4. Verb—"A verb is a word used to say something about some person, place, or thing."

-(Wren and Martin)

As—She went to school.

Kanpur is an industrial town.

He is dumb.

5. Adverb—"An Adverb is a word used to add something to the meaning of a verb, an adjective, or another adverb."

—(Wren and Martin)

As—

He worked hard.

He came **suddenly**.

She is very slow.

She finished her work very quickly.

6. Preposition—"A Preposition is a word used with a noun or a pronoun to show how the person or thing denoted by the noun or pronoun stands in relation to something else."

—(Wren and Martin)

As—on the road, **in** the house, **by** courtesy, **with** him, etc.

7. Conjunction—"A conjunction is a word which is used to join words, phrases, clauses, and sentences to one another. —(Wren and Martin)

As—Ram **and** Shyam, through thick **and** thin, He ran fast **but** missed the train.

8. Interjection—"An **Interjection** is a word which expresses some sudden feeling."

-(Wren and Martin)

As—Alas! Hurrah, Oh!

Bravo, etc.

2

Syntax

Syntax means sentence-structure. There are certain rules of sentence-structure, which we must know and apply carefully. There are indeed some exceptions to these rules, but these exceptions are also governed by some rules. These rules must be applied keeping in mind their external forms as well as their spirit.

Concord or Agreement

In the rules of syntax the most important ones are those of **concord** or **Agreement**. Every sentence has a subject, a verb and a predicate. There must be an agreement between these three parts of a sentence. There must be an agreement between the **Person**, **Number**, **Gender** and **Tense** used in the different parts of the sentence.

"By concord is meant formal agreement in person, number, gender or tense between two or more parts of a sentence."

Agreement of the Verb with the Subject Subject—Verb Agreement

Rule 1—The Verb must agree with its Subject in Number and Person. The Number and Person of the verb must be in agreement with the Number and Person of its Subject. A Singular subject must have a Singular Verb, and a Plural Subject must have a Plural Verb.

Formula—

Subject	Verb
I	go
We	go
You	go
Не	goes
They	go
Ram	goes
A bird	flies
Birds	fly

Formula—

Subject	Verb
Singular	Singular
Plural	Plural

Note-

(i) It should be remembered that a verb has a **Singular** or a **Plural** Number in the **Present Tense** only. In the Past Tense the Singular and the Plural forms of the verb are the same. In the original form a verb is supposed to be in the Plural Number and Present Tense. When 's' or 'es' is added to the verb, it becomes a verb in the Present Tense and Singular Number. As—

Plural Verb in the Present Tense	Singular Verb in the Present Tense
Sit	Sits
Run	Runs
Eat	Eats
Go	Goes
Fly	Flies
Play	Plays
Smile	Smiles

It should be remembered here that when 's' or 'es' is added to a verb, it becomes Singular, but when 's' or 'es' is added to a Noun, it becomes Plural.

Singular Noun	Plural Noun
Book	Books
Dog	Dogs
House	Houses
Bench	Benches
Branch	Branches

Formula—

Verb + s/es	=	Singular
Noun + s/es	=	Plural

(ii) Special attention needs to be paid to verbs 'to be'. **Am**, **is**, **are**, **was**, **were** are called verbs 'to be'. Their forms change according to their Person in the Singular Number only, but in the Plural Number they remain the same with all Persons. As—

	Singular	Plural
First Person	I am/was	We are/were
Second Person	You are/were	You are/were
Third Person	He is/was	They are/were
		It is/was

(iii) The following are the Singular and Plural forms of Verbs 'to be' and has and have—

Singular	Plural
is	are
am	are
was	were
are	are
has	have
have	have

- (iv) will, shall, would, should always take have after them; they never take has, whether the subject is Singular or Plural. As—
 - 1. I shall have a new ball.
 - 2 We **shall have** new balls.
 - 3. He will have a new ball.
 - 4. They will have new balls.

Thus, according to Rule 1 above—

- (a) If the subject is in First Person, Singular Number or Plural Number, the verb will be accordingly in the First Person, Singular Number or Plural Number. As—
 - 1. I am late.
 - 2. We are late
 - 3. I love children
 - 4. We love children.
- (b) If the subject is in Second Person, Singular Number or Plural Number, the verb will be accordingly in the Second Person, Singular Number or Plural Number. As—
 - 1. You are a scholar.

('you' Singular Number)

- 2. You are all afraid. ('you' Plural Number)
- 3. **You go** there. (Singular Number)
- 4. **You go** there. (Plural Number)

- Note— It should be remembered that in English I and you are used as if they are in Plural Number. Therefore, with I and you the verb is always used in Plural Number. However, I takes am in the Present tense and was in the Past tense.
- (c) If the subject is in Third Person, Singular or Plural Number, the verb will be accordingly in Third Person, Singular or Plural Number. As—
 - 1. **He is** poor.
 - 2. They are poor.
 - 3. **He reads** a book.
 - 4. They read books.
 - 5. **He has** a new house.
 - 6. **They have** a new house.

Exercise

(A) Correct the following Sentences:

- 1. Birds flies.
- 2. Dogs is barking.
- 3. The child weep.
- 4. Darkness prevail.
- 5. Flowers is blooming.
- 6. The sun rise in the east.
- 7. The father and son works in the field.
- 8. All the students is present today.
- 9. He love his friend.
- 10. You and I goes to school.
- 11. I reads a novel.
- 12. You has a new pen.

Hints— 1. fly; 2. are; 3. weeps; 4. prevails; 5. are; 6. rises; 7. work; 8. are; 9. loves; 10. go; 11. read; 12. have.

(B) Fill in the blanks in the following sentences with the correct verb from those given in brackets:

1.	His teeth dirty.	(are, is)
2.	Where all these men	going?
		(are, is)
3.	Whose books these ?	(is, are)
4.	All his sheep grazing in	the field.
		(are, is)
5.	Do you know who this gentlem	nan?

(is, are)

6. My parents here yesterday.

(was, were)

7. My work been finished.

(has, have)

8. All my friends gone. (has, have)

Hints— 1. are; 2. are; 3. are; 4. are; 5. is; 6. were; 7. has; 8. have.

Exceptions To Rule 1. Above

It has been said in Rule 1. above that a Singular Subject takes a Singular Verb and a Plural Subject takes a Plural Verb. There are, however, the following **three exceptions** to this general rule:

(1) Dare not and Need not

These are the two typical Verbs which in **Negative Sentences** (where **dare** and **need** are followed by **not**) are used in the Plural form even with Singular Subjects.

"The third person singular is **need**,' and not '**needs**' just as '**dare**' is used for '**dares**' provided it is followed by a negative." —(Nesfield)

As-

- 1. He dare not oppose me.
- 2. They dare not oppose me.
- 3. He **need** not go.
- 4. They **need** not go.
- Note—If dare and need are used in the affirmative sense (i.e. without 'not') they take Plural form with the Plural Subject and Singular form with the Singular Subject.

 As—
 - 1. He dares.
- 2. They dare.
- 3. He **needs**.
- 4. They **need**.

(2) Verbs of Supposition/Subjunctive Mood

The second exception to Rule 1 above is that **Plural Verb** is used with **Singular Subjects** in sentences expressing mere imagination or impossible hope, wish or condition. As—

- 1. If I were a bird.
- 2. Were I a king.
- 3. How I wish she were here.
- 4. If I were you, I would do it.
- 5. He behaved as if he were our master.

(3) Verbs of Wish/Blessing

The third exception is that in sentences expressing deep and sharp wish, blessing or hope, Plural Verb is used with Singular Subjects. In these sentences the verb is used in the Subjunctive Mood. This use is now confined to a few sentences only. As—

- 1. Long live the King.
- 2. God save the King.
- 3. Lord bless you.
- 4. Long live our friendship.

Exercise

Fill in the blanks with the correct verb from those given in brackets:

- 1. She not come before me. (dare, dares)
- 2. He not to do it. (need, needs)
- 3. He to challenge me. (dare, dares)
- 4. She to go very early. (need, needs)
- 5. Ram not tell a lie. (dare, dares)
- 6. I wish my father alive. (was, were)
- 7. he in England to see the coronation! (was, were)
- 8. If I you, I would never accept it. (was, were)
- Hints— 1. dare; 2.need; 3. dares; 4. needs; 5. dare; 6. were; 7. were; 8. were.
- Rule 2—If two or more Singular Subjects are joined with and, they take verb in the Plural Number. As—
 - 1. Ram and Mohan come here every day.
 - 2. The father **and** son **work** together.
 - 3. Lightning **and** thunder **come** together.
 - 4. Shyam, Mohan and Ashok have come.
- Rule 3— If two Singular Nouns point to only one person or thing, they take verb in the Singular Number. As—
 - 1. The great poet and scholar is dead.
 - 2. My friend and benefactor **has** come.
 - 3. The great warrior and patriot **is** being honoured.
 - 4. The chief Engineer and Manager of the factory **has** agreed.

Note— It should be kept in mind that when two Nouns point to only one person or thing, the article is used **only once** with the first noun. If the article is used before both the Nouns separately, they would mean to point to two persons or things, and in that case Plural Verb would be used. As—

The Chief Engineer and the Manager of the factory have agreed.

Exercise

Correct the following sentences:

- 1. Hari and Ram is close friends.
- 2. A man and his wife is standing at the door.
- 3. Your house and mine has been damaged.
- 4. The father and son was here yesterday.
- 5. Mohan and his friend was travelling together.
- 6. A car and a scooter has collided.
- 7. I and my friend was injured.
- 8. The great orator and scholar have been honoured.
- 9. The noted actor and musician are giving a demonstration.
- 10. My guide and guardian are here today.
- 11. The Chairman and Director are going to preside over the meeting.
- 12. The Governor and Chancellor of the University have passed this ordinance.
- Hints—1. are; 2. are; 3. have; 4. were; 5. were; 6. have; 7. were; 8. has; 9. is; 10. is; 11. is; 12 has.
- Rule 4—If two Subjects taken together mean one thing only, they take the verb in the Singular Number. As—
 - Bread and butter makes a good breakfast.

(Taken together)

- 2. The horse and carriage **stands** at the door.
- 3. Slow and steady **wins** the race.
- 4. Early to bed and early to rise

Makes a man healthy, wealthy and wise.

Rule 5—If two or more Subjects have each or every before them, they take the verb in the Singular Number. Remember that each and every are used before Singular Nouns only. As—

- 1. Each boy and girl has to go.
- 2. Every man, woman and child was glad.
- 3. Each day and each hour is important.
- 4. Every boat and every sailor **was** lost in the storm.
- Rule 6—If two or more Singular Subjects are joined by or, nor, either... or, or neither ... nor, they take a Singular Verb. As—
 - 1. Either Ram or Shyam is coming today.
 - 2. Neither he nor I was there.
 - 3. Neither food nor water **was** available there.
 - 4. No boy or girl was present on the field.
- Rule 7—If two or more Subjects are joined by or, nor, either ... or, or neither ... nor, and if they are of different Numbers, the Plural Subject is placed near the verb and the verb is used in the Plural Number. As—
 - Neither the teacher nor his students were present there.
 - 2. Either Ram or his **friends have** broken the glass.
 - 3. Ram or his brothers **are** expected to come.
 - 4. Mohan nor his **friends were** invited.
- Rule 8—If two or more Subjects are joined by or, nor, either ... or, or neither ... nor, and if they are of different Persons, the verb is used according to the subject nearest to it. As—
 - 1. You or Ram is responsible for it.
 - 2. Either you or I am correct.
 - 3. Neither he nor you **are** to blame.
 - 4. Either she or you have to do it.
- Rule 9—If two or more Subjects are joined by and, and if they are of different Numbers and different Persons, the verb is always used in the Plural Number. Also, if the subjects have any First Person, the verb will be in First Person Plural, but if there is no First Person, but there is a Second Person, the verb is used in the Second Person Plural Number. As—
 - 1. He and I are going.

- 2. My father and I have known him for many years.
- 3. You and he **are** well known here.
- 4. You and I have done our best.

Exercise

Correct the following sentences:

- 1. Pen and ink are my first requirement.
- 2. The crown and glory of life have departed.
- 3. Rice and fish make my favourite dish.
- 4. Milk and honey are a rich tonic.
- 5. Truth and honesty are the best policy for success in business.
- 6. The sum and substance of the matter are that his policy is bad.
- 7. The joy and happiness of life come from honest labour.
- 8. Bread and water are the basic need.
- 9. The long and short of the matter are this.
- Mercy and kindness are the teaching of all religions.

Hints—1. is; 2. has; 3. makes; 4. is; 5. is; 6. is; 7. comes; 8. is; 9. is; 10. is.

Exercise

In each of the following sentences supply a verb in agreement with its subject :

- 1. Each boy and girl ready to go.
- 2. Every table and chair broken.
- 3. Every man, woman and child...... to work in the field.
- 4. Each hour and each minute important in life.
- 5. Every horse and camel sold away in the fair.
- 6. Every cup and saucerthe name of the company printed on it.
- 7. Each boy and girl given a prize.
- 8. Each page and line badly printed.
- 9. Each man and woman ashamed of the incident.
- 10. Each car and scooter been removed.

Hints—1. is; 2. is; 3. has; 4. is; 5. has been; 6. has; 7. was; 8. is; 9. was; 10. has.

Exercise

Fill in the blanks in the following sentences with appropriate verbs from those given in brackets against each sentence:

1.	Neither	of	these	men	come here	
	before.				(has, have)	

2. Either Ram or Mohan a fool.

(is, are)

3. Neither tree nor bush there.

(was, were)

4. No man or woman found there.

(was, were)

- 5. Neither of these sisters qualified for the post. (is, are)
- 7. Either he or his friends answerable for it. (is, are)
- 8. Neither the principal nor his teachers ever attended the meeting.

(have, has)

- 10. Either she or her sisters responsible for it. (are, is)
- 11. Either I or he to blame. (is, are)
- 12. Neither he nor you expected there. (are, is)
- 13. Either I or he to bear the brunt.

(has, have)

- 14. Either he or you spoilt the game. (has, have)
- 15. He or I to suffer. (has, have)
- 16. Ram and I class-mates.

(are, am)

- 17. I and you participating in the debate. (are, am)
- 18. He and you well known here.

(is, are)

19. She and you to be present there.

(has, have)

20. He and I lived in the same house.

(has, have)

Hints—1. has; 2. is; 3. was; 4. was; 5. is; 6. were; 7. are; 8. have; 9. were; 10. are; 11. is; 12. are; 13. has; 14. have; 15. have; 16. are; 17. are; 18. are; 19. have; 20. have.

Collective Noun and the Verb

Rule 10—With collective Nouns verbs can be used either in the Singular or the Plural Number according to sense. If a Collective Noun represents a whole group or a body (institution), it takes a Singular Verb. But if the Collective Noun represents a part or parts or division of a body, it takes a Plural Verb

The important Collective Nouns are these: Government, Parliament, Assembly, Council, committee, army, crew, staff, jury, fleet, crowd, majority, mob.

As—

- The committee **has** agreed on this issue.
 (The verb is Singular because there is no division in the committee.)
- 2. The committee **are** divided on this issue. (Here the verb is Plural because the committee is divided.)
- 3. The crew **is** well trained.

 (Here the verb is Singular because the "crew" represents one undivided group.)
- 4. The crew **were** taken prisoners.

 (Here the verb is Plural because the members of the crew have to be taken prisoners separately.)

In the same way—

- 5. The Parliament has elected its Speaker.
- 6. The military were deployed over the troubled area.
- 7. The fleet has touched the shore.
- The Government have decided to introduce the Bill.
- 9. The Assembly **is** in session
- 10. The mob **has** dispersed.
- 11. The mob **have** started throwing stones.
- The jury has come to a unanimous verdict.
- 13. The jury **are** divided in opinion.

Some Typical Nouns and the Verb

Rule 11—Some Nouns appear to be Plural in form, but actually singular in meaning.

These nouns take the verb in the singular number.

The important Nouns of this type are News, Wages, Physics, Politics, Mathematics, Economics, Innings (both Singular and Plural), Gallows.

As—

- 1. Politics **is** not an easy game.
- 2. Mathematics is a difficult subject.
- 3. The wages of sin **is** death.
- 4. The news **is** correct.
- 5. Their first innings was disappointing.

Rule 12—Some Nouns appear to be Singular in form, but they are actually Plural in meaning and sense. These nouns take a Plural Verb. The more important of them are—Dozen, score, million, hundred, thousand, people, cattle. As—

- 1. A dozen **were** injured.
- 2. A million were affected by the drought.
- 3. A score were saved.
- 4. The cattle **are** grazing.
- 5. The people **are** satisfied.

Rule 13—If a Subject has such words or phrases as with, together with, along with, in addition to, as well as connected with it, these connected words or phrases do not affect the verb in any way (because they are parenthetical words or phrases) and the verb is used according to the real Subject. As—

- The commander, with all his soldiers, was killed.
- 2. The chief cashier, together with all his men, **has** been dismissed.
- 3. He, as well as his friends, **has** failed.
- 4. Ram, like Mohan and Sohan, **is** fond of pictures.

Note-

Such other words and phrases are—like, and not, in addition to, no less than, rather than, more than, unlike, besides, including, excluding.

Exercise

Fill in the blanks in the following sentences with appropriate verbs from those given in brackets against each sentence:

- 1. The commission divided in their opinion on this issue. (are, is)
- 2. The committee arrived at a unanimous decision. (has, have)
- 3. The ship sank and the crew seen making efforts for life. (was, were)
- 4. The Government been deliberating over this issue for the last two years. (have, has)
- 5. The public cast its vote in favour of those who are honest and dependable. (has, have)
- 6. The Staff Council unanimously passed this resolution. (has,have)
- 7. The Governing Body not yet arrived at any agreeable decision.

(have, has)

- 8. The jury ... awarded death punishment on him in one voice. (has, have)
- 9. The mob always fickle-minded. (is, are)
- 10. The Parliament elected its Speaker without voting. (has, have)
- Hints—1. are; 2. has; 3. were; 4. have; 5. has; 6. has; 7. have; 8. has; 9. is; 10. has.

Relative Pronoun and Verb

- Rule 14—If the Subject of a verb is a Relative Pronoun (who, whom, whose, which, that), the verb is used according to the Number and Person of the Antecedent (i.e. Noun or Pronoun used before it).

 As—
 - 1. I, who am your friend, should help you.
 - 2. You, who are my friend, should help me.
 - 3. He, who **is** your friend, should help you.
 - 4. The pen, which **is** in your hand, **is** mine.
 - 5. The book, that **is** on the table, **is** very interesting.
 - He is one of those boys who work very hard.

- Rule 15—If a Plural Noun denotes a definite quantity or number, or amount, or distance, or if it denotes the name of a country or title of a book, it takes a Singular Verb with it. As—
 - 1. **The United States of America is** the most powerful country.
 - 2. Gulliver's Travels is a novel of adven-
 - 3. Sixty miles **is** not a long distance for a motorist.
 - 4. Ten lakh rupees is a huge sum.
 - 5. Four quintals is a heavy load for a camel.

Exercise

Correct the following sentences:

- 1. We, who is your loyal followers, should be trusted.
- 2. I, who is your servant, must obey you.
- 3. The books, which is sold here, are all old ones.
- 4. This is one of the books which is most popular.
- 5. He is one of those servants who is absolutely honest.
- 6. The cars that runs fastest are low-roofed.
- 7. He is one of the greatest leaders that has ever lived.
- 8. The books that was found here were mine.
- 9. Where are your friends who comes here every day?
- 10. I don't remember the lesson that were taught yesterday.
- 11. Lamb's **Tales** are a very interesting book.
- 12. Even ten thousand rupees are a big sum for me.
- 13. The United States of America are the most advanced country today.
- 14. Twenty miles are a long distance for a pedestrian.
- 15. Five hundred rupees are a big sum for a poor man.
- Hints—1. are; 2. am; 3. are; 4. are; 5. are; 6. run; 7. have; 8. were; 9. come; 10. was; 11. is; 12 is; 13. is; 14. is; 15. is.

Rule 16—There are certain things which are made of two major parts. Such things are supposed to be in Plural Number and a Plural Verb is used with them. (Such common things are—Trousers, Scissors, spectacles, shears, tongs, etc.)

As-

- 1. Your trousers are dirty.
- 2. Your scissors are blunt.
- 3. The tongs **are** missing.
- 4. Where **are** your spectacles?
- Note—These things can also be referred to as A pair of In that case only a Singular Verb will be used. As—
 - 1. A pair of trousers is ready for you.
 - 2. A pair of scissors is on the table.
- Rule 17—If the Subject of a sentence is some infinitive/ gerund / phrase / clause, only a Singular Verb will be used. As—
 - 1. Walking is a good exercise.
 - 2. To work hard is his lot.
 - 3. **How to reach there is** the problem.
 - 4. That he is honest is known to all

Exercise

Correct the following sentences:

- 1. Your trousers is ready.
- 2. Where is the scissors?
- 3. Your scissors does not cut well.
- 4. My spectacles has been broken.
- 5. Here are a pair of trousers for you.
- 6. This pair of scissors are very sharp.
- 7. His tongs has been lost.
- 8. Telling lies are a bad habit.
- 9. Sun-bathing are good in cold countries.
- Cheating your friends have become your habit.
- 11. To fish in deep waters are his hobby.
- 12. To insult the poor show lack of culture.
- 13. What to do in this case are my problem.
- 14. How to help this poor woman are our first consideration.
- 15. That he will be suspended are the foregone conclusion.
- 16. That he will win are certain.

- That he is your brother now stand confirmed.
- 18. Late rising make him late every day.
- Hints—1. are; 2. are; 3. do; 4. have; 5. is; 6. is; 7. have; 8. is; 9. is; 10. has; 11. is; 12. shows; 13. is; 14. is; 15 is; 16. is; 17. stands; 18. makes.
- Rule 18—There are certain Adjectives which, when joined with the Article the, become Plural Nouns. They take the verb in the Plural Number. (The more common of these adjectives are—Poor, rich, humble, blind, honest, dumb, etc.)

 As—
 - The poor are honest.
 "The poor" means "poor men"
 - 2. **The rich are** not used to physical labour. ("The rich" means "rich men".)
 - 3. **The dumb do** not speak.
 - 4. The virtuous are respected.
- Rule 19—If in a certain sentence the Subject carries its Apposition with it, the verb will be used according to the actual Subject, not according to its Apposition.

 As—
 - 1. **I, the Manager of the Mill**, am not happy with your work.
 - 2. **You, my servant, are** not loyal to me.
 - 3. **He, your teacher, was** here yesterday.
 - 4. **We, your students, are** playing a match today.
- Note—Apposition is the word or phrase used to explain or identify the Subject. In the above sentence 'the Manager of the Mill' is the Apposition of the subject I. Similarly, my servant, your teacher, your students are Appositions.
- Rule 20—When Adjectives of Quantity (much, more, little, less) are used as subjects, they take a Singular Verb. As—
 - 1. **Much has** already been done.
 - 2. Little has been done so far.
 - 3. **Much more is** still needed.
 - 4. Much less was expected.

Exercise

Correct the following sentences:

- 1. The meek is blessed.
- 2. The rich lacks in human sympathy.
- 3. The noble is respected in society.
- 4. The poor deserves our sympathy.
- 5. The blind needs to get social recognition.
- 6. We, your admirers, wants to hear you.
- 7. He, your employer, are highly pleased with you.
- 8. You, my cousin, is my only supporter.
- 9. I, your guardian, is not pleased with your behaviour.
- 10. Mohan, your ward, have been absenting himself for the last four days.
- 11. Much remain to be done.
- 12. Little progress have been made since July this year.
- 13. Less than this were not acceptable.
- 14. More were expected from a friend like you.
- 15. More need to be done.

Hints— 1. are; 2. lack; 3. are; 4. deserve; 5. need; 6. want; 7. is; 8. are; 9. am; 10. has; 11. remains; 12. has been; 13. was; 14. was; 15. needs.

Numeral Expressions and the Verbs

Rule 21—Indefinite Number/Definite Number + of A number of/The number of

- (a) A number of is Indefinite number.
- (b) **The number of** is Definite number.

Therefore A number of + Noun always takes the verb in the Plural Number because Indefinite Number is believed to be Plural. The number of + Noun takes Singular Verb because Definite Number is believed to be in the Singular Number. As—

- (a) 1. A number of boys have come.
 - 2. A number of books have been purchased.
 - 3. A number of children are playing.
 - 4. A number of students are absent.
- (b) 1. The number of students is going down.
 - 2. The number of graduates is increasing.
 - 3. The number of employees is fixed.
 - 4. The number of guests varies.

In the same way the following are some more phrases showing Indefinite Number / Definite Number in which the same rule applies—

(many of, a handful of, the rest of, half of, a quarter of, some of, most of, majority of, minority of, part of, percent of, none of, all of, a few of, etc.)

Quantitative Expressions and the Verbs

Rule 22—Indefinite Quantity/Definite Quantity.

Some expressions suggest Indefinite / Definite quantity. Quantity whether definite or indefinite is always taken to be in Singular Number. The verb used with it is always in the Singular Number. As—

- 1. Much of milk has turned sour.
- 2. Plenty of tea **has** gone waste.
- 3. A lot of butter **has** been purchased.
- 4. A good deal of food **was** found to be tasteless.

In the same way some other expressions showing Indefinite / Definite Quantity are—a lot of, lots of, heap of, plenty of, half of, a quarter of, some of, much of, most of, part of, all of, rest of, a great deal of.

Note—Some expressions given above under Rules 21 and 22 can express both Number and Quantity. If the noun used after of in these expressions is countable, it would show Number; if it is uncountable, it would show Quantity. A Plural Verb is used with countable nouns, and a Singular Verb with uncountable nouns.

Exercise

Choose the correct alternative verb in the following sentences:

- A number of agitators has / have been arrested.
- 2. Some of the books **is/are** useless.
- 3. A handful of strikers **was/were** agitating.
- 4. Many of them **is/are** known to me.
- 5. Half of my old friends has/have retired.
- 6. The number of seats **is/are** fixed.
- 7. The number of my followers **is/are** increasing.
- 8. The number of books **is/are** not known.

- 9. The number of visitors **has/have** considerably increased.
- 10. The number of members in the Parliament **does/do** not increase every time.
- 11. Much of time has/have been wasted.
- 12. A lot of energy has/have gone waste.
- 13. A great deal of patience **was/were** shown by him.
- A lot of labour is/are needed to complete this task.
- A great amount of suffering was/were involved in it.
- Some of the milk has/have been set apart.
- Some of the people has/have already gone back.
- 18. Plenty of time **has/have** been spent.
- 19. Plenty of men **has/have** already turned up.
- 20. None of my friends has/have arrived.

Hints—1. have; 2. are; 3. were; 4. are; 5. have; 6. is; 7. is; 8. is; 9. has; 10. does; 11. has; 12. has; 13. was; 14. is; 15. was; 16. has; 17. have; 18. has; 19. have; 20. both are correct—has in the singular sense and have in the plural.

Rule 23—Many a/an + Singular Noun, More than one

Look at expressions like these—Many a boy, Many an opportunity, More than one chance. They are all correct expressions. They are Singular in form, but Plural in meaning. Therefore according to their form, they take a Singular Verbs. As—

- 1. Many a boy **is** absent today.
- 2. Many a ship **is** lost in the ocean.
- 3. Many an **opportunity** is missed by negligence.
- 4. More than one chance was given to him.

Note—The above noted expressions can be changed and formed thus also—More boys than one, More opportunities than one, More chances than one. The Subject in all these expressions is Plural, therefore, they require a Plural Verb.

Rule 24—Singular Collective Noun + of + Plural Noun

There are some expressions in which Plural Nouns are used after Singular Collective Nouns joined with of, as a group of boys, a team of players, a band of singers. In these expressions the Subjects are group, team, band, and not boys, players, singers (they being Objects of the Preposition of.) Moreover, they are joined into one unit by a Singular Collective Noun. All these will take Singular Verb. As—

- 1. A team of players is staying here.
- 2. A garland of flowers **is** ready.
- 3. A batch of students **is** studying here.
- 4. A bunch of grapes **has** fallen from the creeper.

Some other singular collective nouns are these—

a chain of, a garland of, a class of, a bunch of, a series of, a herd of, a flock of, a band of, a set of, a bouquet of, a galaxy of, a fleet of, a pair of, a gang of, etc.

Exercise

Correct the following sentences:

- 1. Many a chance were given to him.
- 2. Many a beggar sleep here.
- 3. Many a player were injured.
- Many a game are lost for want of coordination.
- 5. Many a life are saved by timely help.
- 6. More chances than one was given to him.
- 7. More beggars than one sleeps here.
- 8. More games than one is lost for want of coordination.
- A team of actors are going to give a demonstration.
- 10. A chain of pearls have been broken.
- 11. A flock of birds nest here every year.
- 12. A band of robbers were detected by the police.
- 13. A pair of shoes are urgently needed.
- 14. A galaxy of stars are visible in the sky.
- 15. A series of questions were put to me.

Hints – 1. was; 2. sleeps; 3. was; 4. is; 5. is; 6. were; 7. sleep; 8. are; 9. is;

10. has; 11. nests; 12. was; 13. is; 14. is; 15. was.

Rule 25—Hyphenated Expressions/Singular Noun repeated after a Preposition

There are some expressions in which the same Singular Noun is repeated after a certain Preposition. As—wave after wave, ship after ship, brick upon brick, row upon row. With all such expressions Singular Verb is used.

- 1. Ship after ship **arrives** here.
- 2. Wave after wave **follows**.
- 3. Brick upon brick is laid.
- 4. Shot after shot was heard.

Rule 26—Verb 'to be' + Complement

The verbs 'to be' are—am, is, are, was, were. These verbs always take a complement after them. This complement cannot be the subject of the verb 'to be'. The subject comes before the verb 'to be' and the complement comes after it. In all such sentences the verb should be used according to the subject, and not according to the complement of the verb 'to be'. As—

- 1. It **is** I. (Not—**It am I**.)
- 2. It is they. (Not—It are they.)
- 3. It **is** my students who won the match. (Not—**It are my students**)
- 4. My great hope **is** my sons.
- 5. Here the greatest danger **is** the snakes.

Exercise

Choose the correct alternative verb in the following sentences:

- Question after question was/were asked to me
- Problem after problem was/were brought before me.
- Box into box was/were placed and locked.
- 4. Attempt after attempt was/were made.
- 5. Storey upon storey **is/are** being built.
- 6. It **is/are** they who will help.
- 7. My great disappointment **is/are** my repeated failures.
- 8. It **is/are** we who have to take the responsibility.
- 9. It **is/are** they who have deceived me.
- 10. It **is/are** I who shall have to go.

Hints—1. was; 2. was; 3. was; 4. was; 5. is; 6. is; 7. is; 8. is; 9. is; 10. is.

Rule 27—As follows

As follows is always used in the Singular Number. Therefore we can never say 'As follow'. As—

- 1. The conditions are as follows.
- 2. The details of the case are as follows.
- 3. The account of expenditure is **as follows**.
- 4. The main points are **as follows**.

Rule 28—Not only but.

If two subjects are connected by 'Not only but', the verb should agree in Person and Number with the second subject. As—

- 1. **Not only** the teacher **but** all his students were injured.
- 2. **Not only** I **but** all my brothers are worried about him.
- 3. **Not only** his sons **but** he himself is a great artist.
- 4. **Not only** they **but** you are also to blame.

Rule 29—Nothing but + Noun Singular/Plural

Some sentences begin with 'Nothing but', and after this phrase a Singular or a Plural noun comes. In such sentences a Singular Verb is always used whether the noun following it is singular or Plural. The reason is that its subject is Nothing which is always Singular. As—

- 1. Nothing but blue waters was seen.
- 2. Nothing but smoke was there.
- 3. Nothing but ceaseless toil was his lot.
- 4. Nothing but hills **is** seen there.

Verb 'to be' and the Complement

Rule 30—There is/There are

In sentences beginning with **There**, the verb **is** or **are** is used according to the Number of the Noun coming after the verb. As—

- 1. There **is** a book on the table.
- 2. There **are** some books on the table.
- 3. There **are** many chairs.
- 4. There **is** a chair in the room.

In the sentences given above, in sentences at No. 1 and 4 the Nouns **book** and **chair** are singular, therefore the verb is singular (**is**); in sentences at No. 2 and 3 the Nouns **books** and **chairs** are Plural, therefore the verb is also Plural (**are**).

Exercise

Correct the following sentences:

- 1. My comments are as follow.
- 2. His observations were as follow.

- 3. My story is as follow.
- 4. The details of the accident are as follow.
- 5. His concluding remarks were as follow.
- 6. Not only I but all my sons am ready to go.
- Not only the strikers but also their leader were arrested.
- 8. Not only my watch but all my belongings has been stolen.
- 9. Not only Mahatma Gandhi but all his followers in the march was arrested.
- 10. Not only my sister but I also is innocent.
- 11. Nothing but green fields were seen over the whole area.
- 12. Nothing but darkness prevail there.
- 13. Nothing but heads of men were seen over the field.
- 14. Nothing but peak over peak appear over there.
- 15. Nothing but memories of the past last in the end.
- 16. There are a lion in the cage.
- 17. There is parrots of all colours in the cage.
- 18. There are no fact to hide.
- 19. There is no facts to hide.
- 20. There are my son with his friends.
- Hints—1. follows; 2. follows; 3. follows; 4. follows; 5. follows; 6. are; 7. was; 8. have; 9. were; 10. am 11. was; 12. prevails; 13. was; 14. appears, 15. lasts; 16. is; 17. are; 18. is; 19. are; 20. is.

Miscellaneous: Test Exercise I

Correct the following sentences:

- 1. Our only guide were the teachers.
- 2. Fifty years are a long period.
- 3. His friend and benefactor are dead.
- 4. Many a man have read this book.
- 5. He, as well as his friends, have come.
- 6. What is wanted are not buildings but good students.
- 7. **Arabian Nights** are a book for children.
- 8. Our followers is but a handful.
- 9. The great poet and dramatist are dead.
- You, who is my friend, should support me.
- 11. The father, with his two sons, are standing outside.

- 12. Each of these brothers have started a good business.
- 13. The cattle is theirs.
- 14. Not only silver but also gold are widely popular in our country.
- 15. Every bush and tree were blossoming.
- 16. This is one of the best novels that has appeared this year.
- 17. Every one of the boys were on the playground.
- The number of men employed were very small.
- 19. The sum and substance of the matter are that he is wrong.
- 20. Nothing but funny stories delight him.
- 21. Those who lives in glass houses should not throw stones.
- 22. A variety of charming scenes appear before the eye.
- 23. Good news have come today.
- 24. Neither of the sisters were liked.
- 25. Five thousand rupees a month are a good income.
- 26. Either of these books are worth reading.
- 27. Neither you nor Ram seem to be interested in the matter.
- 28. One of my cousins have settled in America.
- 29. The quality of the mangoes were not good.
- 30. Justice, as well as mercy, allow it.
- Hints—1. was; 2. is; 3. is; 4. has; 5. has; 6. is; 7. is; 8. are; 9. is; 10. are; 11. is; 12. has; 13. are; 14. is; 15. was; 16. have; 17. was; 18. was; 19. is; 20. delights; 21. live; 22. appears, 23. has; 24. was; 25. is; 26. is; 27. seems; 28. has; 29. was; 30. allows.

Test Exercise II

Supply a verb in agreement with its subject:

- 1. Two and two four.
- 2. There many proposals before us.
- 3. There no provision for it.
- 4. Neither his father nor his mother any knowledge of it.
- 5. The Board chosen its chairman.

- 6. The public requested not to cross the Railway track.
- 7. The popular leader with his followers been arrested.
- 8. Not one of you capable of doing this.
- 9. No news good news.
- 10. One or the other of those boys stolen my watch.
- 11. Neither of the guests known to me.
- 12. Two-thirds of the city in ruins.
- 13. Neither pleasure nor profit my weakness.
- 14. Milton was one of the greatest poets that ever lived.
- 15. The cost of all these articles risen.

Test Exercise III

Explain why the following sentences are correct or incorrect:

- 1. Much of time has been wasted.
- 2. Every one of them were present.
- 3. Mohan, with all his friends, have missed the train
- 4. Three parts of the work still remains to be completed.
- 5. Three-fourths of the books has been eaten by white-ants.
- 6. Either he or I has to go.
- One of the most serious accidents has occurred.
- 8. Many a passenger have missed the train.
- 9. The Parliament have been debating on the Bill since the morning.
- 10. She and I was playing in the garden.
- 11. Mystery within mystery was revealed before me.
- 12. A chain of accidents have occurred.

Concord of Nouns, Pronouns and Possessive Adjectives

We have explained above the rules of agreement of Subject and Verb. In addition to these, there are also some rules of agreement between **Noun**, **Pronoun** and **Possessive Adjectives**. We give below these rules.

Rule 1—First Person Pronoun

- (a) First Person Pronoun Singular Number I takes me, my, mine, myself.
- (b) First Person Plural We, takes our, us, ours, ourselves. As—
- 1. I shall do it myself.
- 2. **I** shall have **my** chance.
- 3. We shall do it ourselves.
- 4. **We** shall have **our** chance.

Rule 2—Second Person Pronoun

Second Person Pronoun **you** remains the same both in Singular and Plural Numbers. It takes **your**, **yours**, **yourself**, **yourselves**. As—

- 1. You can do it yourself.
- 2. You should do your work.

Rule 3—Third Person Pronoun: Masculine/ Feminine, Singular/ Plural Number.

- (i) Third Person, Singular Number, Masculine Gender takes **he, him, his, himself**.
- (ii) Third Person, Singular Number, Feminine Gender takes **she**, **her**, **hers**, **herself**.
- (iii) Nouns of Neuter Gender and most of the animals in the Singular Number take It, Its, Itself.
- (iv) Third Person Plural Number, both in Masculine and Feminine genders, all neuter nouns and all animals in Plural Number take They, them, their, theirs, themselves. As—
 - 1. **He** will do **his** work **himself**.
 - 2. **She** will do **her** work **herself.**
 - 3. Those **boys** will do **their** work **them- selves.**
 - 4. Those girls will do their work themselves.
 - 5. This **book** is mine. I lent **it** to you some time back.
 - 6. Those **books** are mine. I lent **them** to you some time back.
 - 7. **Every student** has completed **his** work.

Rule 4—Common Gender

Some Nouns are of **Common Gender**, *i.e.*, they can be used both in the Masculine and Feminine Genders. With such nouns **Masculine Pronoun** is mostly used. These Nouns of Common Gender are:

Person, student, pupil, candidate, member, scholar, reader, etc. As—

- 1. A candidate should know **his** strong and weak points.
- 2. A student should do **his** home work regularly.
- 3. Readers are advised to keep **their** belongings outside.

But if in a definite context the suggestion is clearly for a girl or a woman, **Feminine Pronoun** can be used. As—

- 1. A **student** of the Women's College should be regular in **her** work.
- Every member of our club should pay her fee in time.

Rule 5—Baby, child,

The words **Baby** and **child** connote no sense of Gender. Therefore, for them we generally use **It**. As—

- 1. The small **child** was crying for **its** mother.
- 2. The **baby** fell down from **its** cradle.

Rule 6—Animals

Neuter Gender (It) is generally used for animals, As—

- 1. The cow is not in **its** shed.
- 2. The dog has hurt **its** leg.

Note—For pet domestic animals **He / his** or **She / her** are used.

Rule 7—Possessives: His, Her, Its

The Gender of a Possessive Pronoun / Adjective is determined by the gender of the noun that comes before it, and not by the one that comes after it. As—

- A son must obey his mother. (not her mother)
- 2. A **girl** can learn many things from her father. (not **his father**)
- 3. The purse has been returned to **its** owner. (not **his owner**)

Note—The difference between a Possessive Pronoun and a Possessive Adjective is that—

- (a) Possessive Adjective takes a Noun after it—
 - My book, your house, his pen, their college.
- (b) Possessive Pronoun has no Noun after it.This book is mine. This house is yours.This pen is his. This college is theirs.

On the basis of the rules explained above the following **two Tables** can be made for the correct use of **Pronouns**—

Table I: Third Person Pronoun

Noun	Corresponding Pronoun
man, boy, everyone, everybody, every	he, him, his, himself
person	
woman, girl, every	she, her, hers, herself
woman, every girl	
a thing, an animal	it, its, itself
one	one, one's, oneself
men, women, people,	they, them, their,
animals, things	theirs,
	themselves.

Table II: All Forms of Personal Pronouns

Personal Pronoun				
Nomi- native	Accus- ative	Posses -sive Adjective	Posses- sive Pro- noun	Reflexive Pronoun
I	me	my	mine	myself
you	you	your	yours	yourself
he	him	his	his	himself
she	her	her	hers	herself'
it	it	its	its	itself
one	one	one's	one's	oneself
we	us	our	ours	ourselves
you	you	your	yours	yourselves
they	them	their	theirs	themselves

Exercise

Fill in the blanks in the following sentences with correct pronouns or possessive adjectives :

- 1. You must write essays more carefully.
- 2. The dog is very faithful to master.
- 3. The children have gone on a picnic with parents.
- 4. Sheela has misplaced books somewhere.
- 5. Could you please lend.....your dictionary for a day?

6. She speaks so softly that we cannot hear 5. The pet dog is playing with..... master. The street dog has hidden behind 7. We offered to help.....in their difficulty. the wall. 8. They will go there 7. She received a beautiful present from 9. My sister and friends have come. husband. 10. She cannot go against the wishes of 8. One should honour word. father. 11. The baby is in mother's arms. 9. Visitors are requested to put..... signatures in the register. 12. The train is running on track. Hints— 1. your; 2. its; 3. their; 4. her; 5. me; 6. her; 7. them; 8. themselves. 9. her. 10. 11. They should not have spent that money, her: 11. its: 12. its. as it was not Test Exercise 12. We should be very careful in spending money. Insert suitable pronouns or possessive adjectives in the blank spaces in the following 13. Do you remember......and......address? sentences: 14. house is bigger than 1. The baby was crying because was 15. The principal asked the students to meet hungry. in office. 2. Neeru is two years older than 16. A reader has left.....book on the table. These children are waiting for Hints—1. it; 2. her; 3. their; 4. their; 5. his; 6. father to return. itself; 7. her; 8. one's; 9. their; 10. mine, yours; 11. theirs; 12. our; 13. her, her; 14. 4. He and his two sons have gone to visit her, his; 15. him, his; 16. his. grandfather.

3 Articles

Kinds of Articles

There are **two** kinds of Articles—

- (i) Indefinite Article—A or An
- (ii) Definite Article—The

Indefinite Article (A/An) shows indefiniteness and Definite Article (The) shows definiteness.

Articles (A, An, The) are used before Nouns under some rules. When a Singular Countable Noun is used for the first time, Article A or An is used before it. But when a Countable Noun, whether Singular or Plural, is used for a definite thing, or refers to a thing or person that has already been referred to earlier, Article The is used before it. Thus when a Singular Countable Noun is used for the first time, Article a or an is used before it, but when the same noun is repeated in the same sentence or in the subsequent sentences, Article The is used before it because then it becomes a definite thing already referred to earlier. As—

- 1. I have a book. **The** book is very informative
- 2. I have a book, though **the** book is not very informative.
- 3. There was a house. The house was very large.
- 4. There was a house and the house was very large.

Singular Indefinite Noun	A or An
Singular/Plural Definite Noun	The

Forms of Indefinite Article

Indefinite Article has two forms—A and An. Which one of these two forms will be used before a certain Noun depends upon the spellings, sound or pronunciation of the Noun under reference. The following are its rules—

(i) Article **A** is used before Nouns of which the spellings begin with a consonant. As—

A boy, a table, a house, a book.

(ii) Article **A** is also used before words which begin with a vowel but are pronounced as with a consonant. As—

A European, **a** unique chance, **a** one-rupee note, **a** usual sight, **a** universal truth.

Such other words are—University, utensil, uniform, union, unity, unit, united, unitarian, useful, one.

Note—You will see that all these words begin with the sound of **y** or **w** (which are consonants) and not with the sound of any yowel.

(iii) Article **An** is used before those words which begin with a vowel (a, e, i, o, u). As—

An enemy, an ox, an inkpot, an ass.

(iv) Article **An** is also used before those words which begin with silent / mute **h**. As—

an hour, an honourable man, an honest person.

Such other words are—heir, heiress, heir-loom, honest, honesty, honorarium, honorary, honour, honourable, hour, hourly.

Note—Earlier humble, humility, hotel, hostel, hospital were also supposed to begin with silent h, and article an was used before them. But now these words are pronounced with the consonant sound of h, and therefore article a is used before them.

(v) Some **Abbreviations** are there which are pronounced with a Vowel sound and therefore article **an** is used before them. As—

an M. A.; an M. P.; an M. L. A.; an F. I. R; an S. D. O.; an H. M. T.; an R. T. O. etc.

- Note—If the above noted Abbreviations are used in their full form, they take article **a**. As—
 - A Member of Parliament (an M. P.)
 - A Master of Arts (an M. A.)

Exercise

Fill in the blanks with a/an in the following sentences:

- 1. He is University Professor.
- 2. The workers have formed union.
- 3. Here is egg.
- 4. He is M. A. in English.
- 5. I want to purchase H. M. T. watch.
- 6. He gave the beggar one-rupee note.
- 7. This is usual sight.
- 8. This is useful medicine.
- 9. We shall stay in hotel.
- 10. There is hospital in our colony.
- 11. He reached there hour late.
- 12. I have to make humble proposal.
- 13. This is honorary job.
- 14. My brother is M. P.
- 15. He is strong like ox.
- 16. boy is waiting for you.
- 17. He wrote article for the paper.
- 18. There is inkpot on the table.
- Hints—(1) a; (2) a; (3) an; (4) an; (5) an; (6) a; (7) a; (8) a; (9) a; (10) a; (11) an; (12) a; (13) an; (14) an; (15) an; (16) A; (17) an; (18)

(i) Use of Indefinite Article—'A'/ 'An'

The following are the rules of correct use of Indefinite Article A or An:—

Rule 1—Singular Countable Noun

When a **Singular Countable Noun** is used for the first time, Article A or An is used before it. As—

- 1. I have a book.
- 2. He is a boy.
- 3. There is **an** eagle.
- 4. Delhi is a city.
- Rule 2—When a Singular Countable Noun represents a whole class, Article A, or An is used before it. As—

- 1. **A** cow has horns. (*i.e.*, All cows have horns.)
- 2. **An** eagle flies very high. (*i.e.*, All eagles fly very high.)
- 3. A dog is a faithful animal.
- 4. **A** rose smells very sweet.

Rule 3—Article A or An is used before a Noun Complement. As—

- 1. He is a lawyer.
- 2. He became a great sportsman.
- 3. She is **an** expert in this field.
- 4. You are a good companion.

Rule 4—a/an + Adjective/Adverb + Noun

If an Adjective /Adverb comes before a Noun, Article **A** or **An** is used before the Adjective / Adverb, and its form is determined by the nearest word. As—

- 1. She is a beautiful girl.
- 2. He is **an honest** man.
- 3. He is a very honest man.
- 4. This is **an old rare** book.

Rule 5—a/an + more than one Noun

- (a) When more than one Noun or Adjective points to one Person or Thing only, Article A or An is used before the first word only, and its form is also determined by the same first word.
- (b) But if they point to different Persons or Things, Article **A** or **An** is used before each word, and its form is determined by each word separately. As—
- 1. He gave me a red and blue pencil. (Only one pencil)
- 2. He gave me a red and a blue pencil. (Two pencils)
- 3. Here is **an ugly and foolish** man. (One person)
- 4. Here is **an ugly and a foolish** man. (Two persons)

Exercise

Correct the following sentences:

- 1. She has beautiful toy.
- 2. I take egg every morning with breakfast.
- 3. I saw large a lion in the zoo.
- 4. Elephant has a long trunk.
- 5. Hungry lion would attack.

- 6. Duck swims on water.
- 7. Eagle is a bird of prey.
- 8. My father is doctor.
- 9. His brother is a M. P.
- 10. He has become great a man.
- 11. He is an very industrious student.
- 12. Shakespeare is renowned dramatist.
- 13. This is a ancient monument.
- 14. He lives in old ancestral a house.
- 15. My teacher is a poet and a novelist.
- 16. A poet and novelist write differently.
- 17. He is honest and a dependable man.
- 18. There can be no friendship between a clever and selfish man.

Hints—(1) a beautiful; (2) an egg; (3) a large lion; (4) An elephant; (5) A hungry lion; (6) A duck; (7) An eagle; (8) a doctor; (9) an M. P.; (10) a great man; (11) a very; (12) a renowned; (13) an ancient; (14) an old ancestral house; (15) a poet and novelist; (16) a novelist; (17) an honest and dependable; (18) a selfish man.

Rule 6—Such + a/an

When **such** is used with a Countable Noun, Article **A** or **An** is used after **such**. As—

- 1. I have never seen **such a beautiful** picture. (not **a such beautiful**)
- 2. **Such a** thing has never happened before.
- 3. It was **such a** fine show.
- 4. He gave us **such a** pleasant surprise.

Rule 7—So + Adjective + a/an + Noun

When so comes before an Adjective, Article A or An is used between the Noun and Adjective. As—

- 1. I have never seen so beautiful a picture. (not a so beautiful picture)
- 2. It was so fine a show.
- 3. He gave us so pleasant a surprise.
- 4. I have never read so interesting a novel.

Rule 8—Exclamations

Article **A** or **An** is used before a Singular Countable Noun in **Exclamatory sentences** also. As—

- 1. What a hot day!
- 2. What a cruel act!
- 3. What a pretty child!
- 4. What a good chance!

Rule 9—Numerical expressions

Article **A** or **An** is used before some **Numerical Expressions** also. The more common of such expressions are—

a couple, a dozen, a score, a hundred, a thousand, a million, a lot of, a great many of, etc. As—

- 1. **A** couple of people were there.
- 2. He gave me **a** thousand rupees.
- 3. A great many visitors had turned up.
- 4. A score of houses had been damaged.

Rule 10—Expressions of price, speed, ratio, etc.

Article **A** or **An** is also used with expressions of price, speed, ratio, etc. As—

- 1. The train is running at ninety kilometers an hour.
- Bananas are available at ten rupees a dozen.
- 3. Sugar sells at ten rupees a kilogram.
- 4. Colour and water are mixed at **a ratio** of one to five.
- 5. Take this medicine three times a day.

Rule 11 – a/an + Mr. /Mrs./Miss + Surname

If we know only the surname of a person, and know nothing more, we use Article **A** or **An** before the surname. As—

- 1. **A Mr. Sharma** came in the morning.
- 2. I met a Mrs. Peters in the train.
- 3. **A Miss Renick** is a regular visitor here.
- 4. **A Ms. Puri** is waiting for you.

Rule 12—A few/a little

We should use **a few** for a small number, and **a little** for small quantity. As—

- 1. Here is a little milk.
- 2. Here are **a few** pencils.
- 3. He is a little tired.
- 4. There is **a little** time left.

Rule 13—a/an with some phrases

Article **A** or **An** is also used before some typical expressions. The more common of them are—

to make a noise, to take a fancy to, to have a headache/a pain, to take a liking to, to have a cold, to have a mind, to have an eye to, to make a fire, to be in a hurry, to be in a temper, to have a taste for.

Exercise

Correct the following sentences:

- 1. I have never gone to a such place.
- 2. A such accident never occurred before.
- 3. It gave us such rude shock.
- 4. I have never seen such attractive a picture.
- 5. He has given me a so beautiful prize.
- 6. We never believed he could do so a cruel deed
- 7. It was so exciting match.
- 8. What noble deed was done!
- 9. A what shame was it!
- 10. How a vast desert was there!
- 11. He gave them lot of books.
- 12. We saw score of houses in the new colony.
- 13. He earns an about thousand rupees per month.
- 14. Rajdhani Express runs at a speed of 200 kilometers hour.
- 15. I go on my tours twice week.
- 16. Wheat sells at four rupees kilogram.
- 17. There is a call from Miss Sharma.
- 18. Mr. Wahi is waiting for you.
- 19. I saw him little while ago.
- 20. There are only few books left.
- 21. We found him little upset.
- 22. He has caught severe cold.
- 23. He is rather in hurry.
- 24. Please don't make noise.
- 25. I have mind to purchase this scooter.

Hints—(1) such a place; (2) such an accident; (3) such a; (4) such an attractive; (5) so beautiful a; (6) so cruel a; (7) so exciting a; (8) a noble deed; (9) What a; (10) How vast a; (11) a lot of; (12) a score of; (13) about a thousand; (14) an hour; (15) a week; (16) a kilogram; (17) a Miss Sharma; (18) A Mr. Wahi; (19) a little while; (20) a few books; (21) a little; (22) a severe; (23) a hurry; (24) a noise; (25) a mind.

Exercise: Revision

Tell whether the use of article a/an in the following sentences is right or wrong. If wrong, correct it.

- 1. He is a very honourable man.
- 2. He is a N. C. C. officer.
- 3. He is a extremely liberal man.
- 4. A cobra is poisonous.
- 5. He is a blind and a lame man.
- 6. I saw a blind and a lame man.
- 7. She is such a cultured girl.
- 8. She is a such cultured a girl.
- 9. She is such cultured girl.
- 10. It was so a wonderful sight.
- 11. It was a so wonderful sight.
- 12. It was so wonderful a sight.
- 13. What a beautiful catch!
- 14. What beautiful a catch!
- 15. He will get a couple of chances more.
- 16. He will get a couples of chances more.
- 17. I can drive at an 80 kilometers hour.
- 18. Few a men are still there.
- 19. I have a liking for a old model.
- 20. Please make an fire.
- 21. I found him in bad a temper.
- 22. I am in no a hurry.

(II) Article—'The'

Article **The** is used under the following Rules and conditions—

Rule 1—Definite Person or Thing

As has been explained above at the beginning of this Chapter, Article **The** is used before a definitely specified person or thing. In other words, **the** is used before a person or a thing which has already been referred to earlier, or which has been specified in some other way. As—

- 1. This is **the house** in which my friend lives.
 - (Here **a house** cannot be used because the house has been specified as the one where my friend lives.)
- 2. **The place** where I was born is far away from here.

- 3. This is **the book** I purchased yesterday.
- 4. He is **the gentleman** whom I introduced to you last year.
- Rule 2—Before all those Common Nouns which are **only one** or believed to be only one, but which are not Proper Nouns. As—
 - 1. **The earth** is round.
 - 2. **The sky** is blue.
 - 3. The sun has risen.
 - 4. **The moon** shines.
- Rule 3—Before all those Singular Nouns which represent their whole class. As—
 - 1. **The** cow is a gentle animal.
 - 2. **The** rose is a sweet smelling flower.
 - 3. **The** apple is good for children.
 - 4. **The** horse lives on grass.
- Note—But Article the is not used before Man, Woman, or Mankind even if they may represent the whole class. As—

Man is a social animal. (Not **The** man)

Woman is man's partner. (Not **The** woman)

- Rule 4—Before the names of mountains, rivers, oceans, lakes, bays, islands article **The** is used. As—
 - 1. **The** Ganges is a holy river.
 - 2. **The** Himalayas are the highest mountains.
 - 3. The Red Sea is a small sea.
 - 4. **The** British Isles are in Europe.
- **Note**—But article **The** is not used before a single specified Peak or Hill. As—

Mount Everest (**The** will not be used.)

Mount Abu

Rule 5—Article **The** is used before the titles of books, magazines or News-papers. As—

The Ramayan, The Iliad, The Vedas, The Gulliver's Travels.

Note—But if the author's name is mentioned with the title of a book, article **the** is not used.

As—

Homer's **Iliad**, Tulsi's **Ramcharitmanas**; Shakespeare's **Tempest**.

Exercise

Correct the following sentences:

- 1. An advice you gave me has brought me great success.
- 2. I have never seen a house where I spent my childhood.
- 3. Sun rises in the east.
- 4. There are dark clouds in sky.
- 5. The man cannot do without work.
- 6. The woman is confined to the kitchen.
- 7. Himalayas are spread all along the north of India.
- 8. Man has climbed to the top of the Mount Everest.
- 9. I read **Indian Express**.
- 10. Dickens's the **David Copperfield** is a great novel.
- Hints—(1) The advice; (2) the house; (3) the sun; (4) the sky; (5) 'The' not to be used; (6) 'The' not to be used; (7) The Himalayas; (8) no 'the' before Mount Everest; (9) the Indian Express; (10) 'the' not to be used.
- Rule 6—Before musical instruments. As—

The flute, the guitar, the orchestra.

Rule 7—Before Superlative Adjective/Adverb.

The highest mountain, the longest river, the best boy, the most important point, the most honourable man.

Rule 8—Before that Proper Noun which carries its qualifying adjective before it. As—

The great Caesar, the immortal Shakespeare, the gentle-hearted Lamb, the brave Rana Pratap, the late Mrs. Indira Gandhi.

- **Rule 9—** Before the Common Noun which expresses the sense of Abstract Noun. As—
 - 1. **The patriot** in him did not let him yield.
 - The warrior in him kept his morale high.
 - 3. **The father** in him came to his support at last.
- Rule 10—Before the Adjective which is used as Collective Noun. As—
 - 1. We should help the poor.
 - 2. The meek are blessed.
 - 3. **The noble** are always respected.

- Rule 11—With Double Comparative Adverb.
 As—
 - The more he gets, the more he desires.
 (Remember that the Article the is used before each Adverb separately.)
 - 2. The more, the merrier.
 - 3. **The harder** he works, **the better** returns he will get.
- Rule 12—Article the is also used before those Proper Nouns which stand for some Nation or People. As—
 - 1. **The English** are very hard working.
 - 2. **The French** are very fashionable.
 - 3. **The German** are heroic people.
- Note—If Article the is not used before such countries or nations, they would mean the Language of those countries or nations. Thus English means English Language, and The English means English People.
- Rule 13—Article the is also used before a noun to give it the force of the **Superlative**.

 As—
 - 1. He is **the** scholar of the day.
 - 2. He is **the** historian on this period.
- Rule 14—Before Ordinal Number the. As—

The first, the Fifth, the fourth, the 4th, the 8th, the 3rd, the 2nd, the 15th of April/the fifteenth of April, George the Fifth, Henry the 8th.

Note—But if these Ordinal Numbers are written in Roman figures Article **the** is not used. I, II, III, IV, V, IX, etc. are in Roman figures. As—

V Chapter, Canto XII, George V, Henry VIII.

Rule 15—Before Professions. As—

- 1. He has joined **the** Bar.
- 2. He has gone to **the** navy.
- 3. I am interested in **the** teaching profession.
- 4. He is a member of **the** Bench.
- Rule 16—Before Common Nouns used as appositions to Proper Nouns. As—

Delhi, **the** capital of India; Nehru, **the** great patriot; Rana Pratap, **the** great warrior.

Exercise

Correct the following sentences:

- 1. She can very well play on guitar.
- 2. Now I come to most important point.
- 3. He has scored highest marks.
- 4. The last speaker was great Gandhi.
- 5. Late Mrs. Indira Gandhi lived here.
- 6. He was last to come.
- 7. Mother in her could not bear it.
- 8. Warrior in him stood undaunted.
- 9. This is the school for blind.
- 10. Blessed are poor.
- 11. The faster you go, earlier you reach.
- 12. Faster you go, the earlier you reach.
- 13. Faster you go, earlier you reach.
- 14. He knows the French.
- 15. English are traditionalists.
- 16. He is scientist of the day.
- 17. The marriage takes place on 12th of December.
- 18. Richard Second was murdered in his own country.
- 19. You will find this topic in the V chapter.
- 20. You will find this topic in fifth chapter.
- 21. He has joined Navy.
- 22. He has opted to join legal profession.
- 23. Akbar, great Moghul, was a liberal monarch.
- 24. Nehru, Prime Minister of India, was a great man.
- 25. Caesar, Roman hero, was killed by his own friends.

Hints—(1) the guitar; (2) the most; (3) the highest; (4) the great; (5) the late; (6) the last; (7) The mother; (8) The warrior; (9) the blind; (10) the poor; (11) the earlier; (12) The faster; (13) The faster, the earlier; (14) 'the' not to be used; (15) The English; (16) the scientist; (17) the 12th; (18) the Second; (19) 'the' not to be used; (20) the fifth; (21) the Navy; (22) the legal; (23) the great; (24) the Prime Minister; (25) the Roman hero.

(III) Omission of Articles

No Articles are used in the following cases—

Rule 1—Before Plural Noun

Normally no Articles are used before Plural Nouns. As—

- 1. Birds fly.
- 2. Cows give milk.
- 3. I love books.

Note—But if the Plural Noun points to some specific or special thing, Article **The** is used. As—

- 1. **The** birds of Africa are large in size.
- 2. The cows of Haryana give much milk.

Rule 2—Before a Proper Noun, As—

- 1. Ram is coming.
- 2. Mohan loves his sister.

Rule 3—Before an Abstract Noun, As—

- 1. Love is blind.
- 2. Wisdom comes with age.
- 3. This is real beauty.

Rule 4—Before a Material Noun, As—

- 1. Gold is costly.
- 2. Silver is white.
- 3. Cotton grows in our country.
- 4. Water is life.

(Gold, silver, iron, glass, wood, stone, paper, wine, coffee, tea, etc. are called **Material Noun**)

Note—All the Nouns mentioned under Rules No. 2, 3 and 4 above are called Uncountable Nouns. Normally, as has been explained above, no Article is used before them. But if these nouns are used as **Countable Nouns**, Article **the** is used before them. If these nouns are followed by some Prepositional Phrase (with **in** or **of**), they become Countable Nouns. In such cases Article **The** is used before them. As—

- 1. Kalidas is **the** Shakespeare of India.
- 2. **The** beauty of Kashmir is remarkable.
- 3. **The** gold of Kollar fields is not of high quality.
- 4. **The** milk in the cup has turned sour.
- The wisdom of Solomon was known far and wide.

Rule 5—No Article is used before Collective Nouns, As—

- 1. Society will not permit it.
- 2. Parliament is in session.
- 3. Jury has given its verdict.
- 4. Army is on the move.

Rule 6—Normally no Article is used before the names of countries or States. But Article The is used before the names of the following Countries / States—

The U. S. A., The U. S. S. R., The Sudan, The Netherlands, The Punjab, The Congo.

- Rule 7—No Article is used before the names of Languages. As—
 - 1. I know English.
 - 2. He knows French.

Rule 8—No Article is used before the names of Diseases, Festivals, and Seasons. As—

- 1. Cholera has broken out.
- 2. He is coming on Christmas.
- 3. These are winter sports.
- 4. Let us visit Shimla in spring.
- 5. I don't travel in summer.

Rule 9—No Article is used before the names of Games, Sports and Meals/Breakfast. As—

- 1. I am late for dinner.
- 2. I take breakfast quite early.
- 3. I shall return for supper.
- 4. He plays cricket.
- 5. They are fond of football.

Rule 10—No Article is used before Relations such as father, mother, brother, sister, aunt, uncle, etc. cook and nurse are also to be included in this list. As—

- 1. Father is coming today.
- 2. Mother is not well today.
- 3. Cook is in the kitchen.
- 4. Nurse is very kind.

Rule 11—School, college, church, chapel, court, work, hospital, market, bed, table, sea, prison also take no Article before them when they are used for their specific purpose or function. For example, schools / Colleges for education, church for prayer, and market for purchase or sale. When used in this sense, they take no Article. As—

- 1. I am going to college. (for study)
- 2. I am going to church. (for prayer or worship)

But when they mean only building or place for visit or sight-seeing or any other purpose, they take appropriate Article. As—

- 1. **The** college is at the next crossing.
- 2. **The** church is magnificent.
- 3. **The** market is closed.

Rule 12—Distributive Adjective + Noun require no Article. As—

- 1. Each boy got a prize. (not, a/the each boy)
- 2. I love every student. (not, a/the every student)

Rule 13—Possessive Adjective + Noun also require no Article. As—

- 1. This is **my** house. (not, **the/a** my house)
- 2. He is **your** friend. (not, **a/the** your friend.)
- 3. These are **our** cows. (not, **the** our cows)

Rule 14—Proper Noun + Apostrophe's + Noun take no Article. As—

- 1. This is Ram's house. (not, a Ram's house)
- 2. That was Mohan's mistake. (not, a/the Mohan's mistake)

Note—But if a Common Noun has Apostrophe s ('s), it takes an appropriate Article. As—

- 1. This is **an** old man's house. (not, old man's house)
- 2. That is **a** beggar's cottage. (not, beggar's cottage)

Rule 15—No/Not any + Noun need no Article.

- 1. There is no boy in the class. (not, a no boy)
- 2. She has not any chance. (not, **a** not any chance)
- 3. There is not any egg. (not, not **an** any egg)

Exercise

Correct the following sentences:

- 1. I love the children.
- 2. Children of this school are very smart.

- 3. Horses of Kabul are very famous.
- 4. The mercy is a Divine virtue.
- 5. He was afflicted with the blindness.
- 6. Have the pity on him.
- 7. The beauty is a gift of God.
- 8. Beauty of the rising sun is so exciting.
- 9. The water is very scarce here.
- 10. Tea of the Malabar Hills is of good quality.
- 11. The Parliament has passed this bill.
- 12. U. S. S. R. has been split up into several countries.
- 13. Punjab is a very fertile state.
- 14. He has been afflicted by the cholera.
- 15. We go to some hill station in the summer.
- 16. He takes the dinner after 10 p. m.
- 17. I have received a letter from the father.
- 18. I have to go to the college today.
- 19. College building is very impressive.
- 20. The each boy participated in the games.
- 21. Each the boy participated in the games.
- 22. I know the every student by name.
- 23. We are all going to the church.
- 24. We are all going to church to see the carvings on its walls.
- 25. That is a Nehru's statue.
- 26. This is lion's cave.
- 27. This is farmer's plough.
- 28. There is a no book on the table.
- 29. He has a not any new suit.
- 30. I did not find a any friend there.

Hints—(1) 'the' not to be used; (2) The children (3) The horses; (4) 'the' not to be used; (5) 'the' not to be used; (6) No 'the'; (7) No 'the'; (8) the beauty; (9) No 'the'; (10) The tea; (11) No 'the'; (12) the U. S. S. R.; (13) the Punjab; (14) No 'the'; (15) No 'the'; (16) No 'the'; (17) No 'the'; (18) No 'the'; (19) The college; (20) No 'The'; (21) No 'the'; (22) No 'the'; (23) No 'the'; (24) the church; (25) No 'a'; (26) a lion's; (27) a farmer's; (28) No 'a'; (29) No 'a'; (30) No 'a'.

Rule 16—The Noun (complement) used after Elect / appoint / make / crown requires no Article. Such nouns refer to men of unique position. As—

- 1. He was appointed principal.
- 2. They made him chairman.
- 3. They are going to crown him king.
- 4. He was elected Speaker of the Assembly.

Rule 17—The noun used after kind of / sort of also takes no Article. As—

- 1. What kind of chair do you want to buy?
- 2. I cannot deal with this sort of man.

Note—But if **kind of / sort of** refers to some special quality or talent, it would take an appropriate Article. As—

- 1. What kind of a musician is he?
- 2. What sort of **a** problem would you discuss?

Rule 18—Nouns coming in pairs also take no Article. As—

They are wife and husband.

Other such pairs are—

Father and mother; brother and sister; father and son; from door to door; from house to house; face to face; hand to hand; from man to man; from village to village, etc.

Rule 19—Some popular Phrases, Idiomatic expressions, places and things also take no Article before the Noun in them. They are—

- 1. to go to school, college, court, church, market, bed, home, hospital, prison.
- 2. by road, by train, by air, by sea, by ship/steamer, by train, by bus, by car.
- 3. at home, at church, at school, at college, at office, at dawn, at night, at noon, all day, all night, at fault, at present, at all, at will.
- 4. for sale, for fear, for favour, for leave, for mercy.
- 5. in bed, in debt, in fact, in trouble, in hand, at hand, in favour of, in front of, in opposition to, in earnest.
- 6. under consideration, under trial, under ground, under pressure.
- 7. on demand, on trial, on sale, on foot, on earth, on behalf of.
- 8. to catch fire, to send word, to give ear, to set sail, to lose heart, to set foot, to take offence.

Exercise

Correct the following sentences:

- 1. He has been appointed the Vice-Chancellor.
- 2. He has been elected the Speaker of the Parliament.
- 3. They made him the Chief Guest.
- 4. What kind of a house do you want to buy?
- 5. What sort of a man is he?
- 6. They are the brother and sister.
- 7. They went round from the house to house.
- 8. They knocked from the door to door.
- 9. I travelled by the road.
- 10. This house is for the sale.
- 11. I have no work in the hand.
- 12. Your demand is under the consideration.
- 13. He is in the trouble.
- 14. He was at the fault.
- 15. He is in America at the present.

Hints—(1, 2, 3)—No 'the'; (4, 5)—No 'a'; (6 to 15)—No 'the'.

(IV) Position of Articles

It is equally necessary to know the place / position in a sentence where the Article (a, an or the) should be used. The following are the Rules for it—

Rule 1—Before a Noun

Normally Article (a, an or the) is used before a Noun. As—

A book, an enemy, the horse

Rule 2—Adjective + Noun

If an Adjective comes before a noun, the Article is used before the Adjective. As—

A good book, a beautiful girl, the black horse.

Rule 3—Adverb + Adjective + Noun

If there is Adjective before a Noun, and also an Adverb before the Adjective, the Article is used before the Adverb. As—

A very good book, an extremely beautiful girl, the most intelligent boy.

Rule 4—Many/such/what

If there is use of **many**, **such**, **what** in a sentence, the Article is used after them. As—

Many a man, such a beautiful, such a house, what a man, what a place.

Rule 5—As/how

If in a sentence **as / how** are used before an Adjective, the Article is used after the Adjective. As—

As gentle **a** girl as she; as brave **a** man as he; how good **a** boy; how excellent **an** opportunity.

Rule 6-So/too

If in a sentence **so / too** are used before an Adjective, Article is used after the Adjective. As—

So serious an attempt.

So brave a man.

Too clear **an** answer.

Too far a place.

Note—Under this Rule, sometimes, Article is used before **so/too**, though this use is not popular.

Exercise

Correct the following sentences—

- 1. This is sharp a pen.
- 2. He has placed good an example.
- 3. You have lost great the chance offered to you last year.
- 4. We saw highly an exciting sport at the stadium.
- 5. The **Mayor of Casterbridge** is very interesting a novel.
- 6. A many man was standing on the stage.
- 7. I had never seen a such magnificent building.
- 8. A what great chance was given to you.
- 9. We never saw an as cultured man as he.
- 10. There had never been as a successful debate as that.
- 11. There had never been so a great fair ever held here before.
- 12. You cannot give a too clear evidence on this issue.

Hints—(1) a sharp; (2) a good example; (3) the great; (4) a highly exciting; (5) a very interesting; (6) Many a man; (7) such a magnificent; (8) What a great; (9) as cultured a man; (10) as successful a debate; (11) so great a fair; (12) too clear an evidence.

Exercise: Revision 1

Fill in the blanks in the following sentences with appropriate articles:

- 1. Iron is useful metal.
- 2. He always speaks truth.
- 3.sky is overcast.
- 4. I first saw the Himalayas year ago.
- 5. Ganga is sacred river.
- 6. She is untidy girl.
- 7. I bought pen, inkpot and pencil.
- 8. Let us discuss problem seriously.
- 9. What piece of work is man!
- 10. He scored highest marks.
- 11. John, Manager of the factory, has gone on tour.
- 12. He reads Bible twice day.
- 13. He was driving the car at 80 Km.
- 14. March is third month of the year.
- 15. Which is nearest station from here?
- 16. It is sheer delight to talk to him.

Hints—(1) a; (2) the; (3) The; (4) a; (5) The; a; (6) an; (7) a, an, a; (8) the; (9) a; (10) the; (11) the; a; (12) the, a; (13) an; (14) the; (15) the; (16) a.

Exercise: Revision 2

- 1. This is an university college.
- 2. He is ablest boy of the class.
- 3. The man is mortal.
- 4. He lives in an hostel.
- 5. The water is not available here.
- 6. Bible is the holy book of the Christians.
- 7. I am learning the English these days.
- 8. He will always help poor.

- 9. Harder you work, better success you will get.
- 10. I have lost a pen I purchased yesterday.
- 11. Don't make noise.
- 12. Here is the English and the Hindi version of the Gita.
- 13. Sweet are the uses of the adversity.
- 14. He is the proprietor and the manager of the firm.
- 15. I am the father and the guardian of this girl.
- 16. The audience attentively listened to the scholarly and the interesting speech of the president.
- 17. The honesty is the best policy.
- 18. What cold day is this!
- 19. I have never seen a so exciting game.
- 20. It was a such shocking news.

Exercise: Revision 3

Fill in the blanks with suitable articles 'a', 'an', or 'the' in the following sentences:

- 1. French is difficult language.
- 2. Indian is good host.
- 3. You are honourable person.
- 4. French are more fashionable than Germans.
- 5. Bombay is very expensive city.
- 6. I bought pen, inkpot, and penstand from this shop.
- 7. I first saw Taj year ago.
- 8. Your watch is hour late.
- 9. It is honour to be his follower.
- 10. Draw map of India.
- 11. The guide knows way to the caves.
- 12. Let us consider whole matter from beginning.
- 13. Bible is holy book.

- 14. What is best solution of the problem?
- 15. sky is quite clear today.
- 16. Punjab is prosperous state.
- 17. Mahatma Gandhi was hailed as...... father of country.
- 18. Read sixth chapter carefully.
- 19. I have liking for this kind of dress.
- 20. He is in hurry to go.

Exercise: Revision 4

Insert appropriate articles where necessary:

- 1. Set your watch again; it is hour late.
- 2. Moon will shine all night today.
- 3. He is honourable man.
- 4. It is very old book.
- 5. He went to sea to collect pebbles from shore.
- 6. How beautiful scene is this!
- 7. He started late in afternoon.
- 8. Buy for me best book on Grammar.
- 9. Would you go for walk with me.
- 10. That was proudest moment of my life.
- 11. Rose is my favourite flower.
- 12. They never fail who fall in noble cause.
- 13. I had pleasure of his company for last four days.
- 14. Time is best healer.
- 15. He has caught cold.
- 16. He has headache since morning.
- 17. They made fire to keep off wild animals.
- 18. I go for walk every morning.
- 19. He spends ten rupees day.
- 20. This is H. M. T. watch.
- 21. He is M. P.
- 22. Proud go down in end.

4

Nouns

The correct use of **Noun** is not a difficult task. We have already explained some of the rules of Noun in the Second Chapter on Syntax. The main difficulty in the use of Noun arises in the correct use of Gender, Number and Possessive case. Therefore, before taking up the Rules of Noun, it is essential to understand the rules regarding the formation of Gender, Number and Possessive case. The following are their Rules—

Formation of Gender

The following are the three Rules of formation of **Feminine Gender** from the Masculine Gender—

1. By adding-ess,- ine,- trix, -a to the word in the Masculine Gender. The addition of-ess is most popular. As—

(a)

Masculine	Feminine	Masculine	Feminine
Author	Authoress	Mayor	Mayoress
Baron	Baroness	Patron	Patroness
Count	Countess	Peer	Peeress
Giant	Giantess	Poet	Poetess
Heir	Heiress	Priest	Priestess
Host	Hostess	Prophet	Prophetess
Jew	Jewess	Shepherd	Shepherdess
Lion	Lioness	Steward	Stewardess
Manager	Manageress	Viscount	Viscountess

(b) By removing the last Vowel in the Masculine word before adding-ess in the following words—

Masculine	Feminine	Masculine	Feminine
Actor	Actress	Preceptor	Preceptress
Benefactor	Benefactress	Prince	Princess
Conductor	Conductress	Songster	Songstress
Enchanter	Enchantress	Temptor	Temptress
Founder	Foundress	Seamaster	Seamistress

Hunter	Huntress	Tiger	Tigress
Instructor	Instructress	Traitor	Traitress
Negro	Negress	Waitor	Waitress
Abbot	Abbess	Master	Mistress
Duke	Duchess	Murderer	Murdress
Emperor	Empress	Sorcerer	Sorceress
Marquis	Marchioness		

(c) By adding **-ine**, **-trix**, **-a**—

Masculine	Feminine	Masculine	Feminine
Hero	Heroine	Czar	Czarina
Administra-	Administra-	Sultan	Sultana
tor	trix		
Executor	Executrix	Signor	Signora
Testator	Testatrix	Fox	Vixen

2. By adding an entirely new word before or after the Masculine word. As—

Masculine	Feminine	Masculine	Feminine
Bull-calf	Cow-calf	Grandfather	Grandmo -ther
Cock- sparrow	Hen- sparrow	Great-uncle	Great- aunt
He-goat	She-goat	Landlord	Landlady
He-bear	She-bear	Milkman	Milkmaid
Jack-ass	Jenny-ass	Peacock	Peahen
Man-servant	Maid- servant	Washerman	Washer- woman

3. The Feminines of the following Masculines are quite different from their originals. As — $\,$

Masculine	Feminine	Masculine	Feminine
Bachelor	Maid/spinster	Hart	Roe
Boy	Girl	Horse	Mare
Brother	Sister	Husband	Wife
Buck	Doe	King	Queen
Bull/ox	Cow	Lord	Lady
Bullock	Heifer	Man	Woman
Cock	Hen	Monk/Friar	Nun

Colt	Filly	Nephew	Niece
Dog	Bitch	Papa	Mamma
Drake	Duck	Sir	Madam
Drone	Bee	Ram	Ewe
Earl	Countess	Stay	Hind
Father	Mother	Son	Daughter
Gander	Goose	Uncle	Aunt
Gentleman	Lady	Wizard	Witch

Conversion of Number

The following are the Rules of formation of Plural Number—

(1) In most cases by adding -s to the Singular Number. As —

Singular	Plural	Singular	Plural
Boy	Boys	Question	Questions
Girl	Girls	Problem	Problems
Pen	Pens	Book	Books
Table	Tables	House	Houses

2. By adding **-es** to the Singular Number in words ending in **-s**, **-sh**, **-ch**, or **-x**. As—

Singular	Plural	Singular	Plural
Class	Classes	Match	Matches
Kiss	Kisses	Watch	Watches
Lass	Lasses	Branch	Branches
Dish	Dishes	Tax	Taxes
Brush	Brushes	Box	Boxes

3. In words ending in $-\mathbf{o}$ generally $-\mathbf{e}\mathbf{s}$ is added. As—

Singular	Plural	Singular	Plural
Buffalo	Buffaloes	Mango	Mangoes
Potato	Potatoes	Cargo	Cargoes
Negro	Negroes	Volcano	Volcanoes
Hero	Heroes	Motto	Mottoes
Echo	Echoes	Mosquito	Mosquitoes
Zero	Zeroes		

Exceptions:

Singular	Plural
Canto	Cantos
Piano	Pianos
Dynamo	Dynamos
Solo	Solos
Memento	Mementos
Photo	Photos
Ratio	Ratios
Quarto	Quartos

4. But in words ending in **-oo**, **-io**, **-eo** or **-yo** only **-s** is added. As—

Singular	Plural	Singular	Plural
Bamboo	Bamboos	Portfolio	Portfolios
Cuckoo	Cuckoos	Embryo	Embryos
Curio	Curios	Ratio	Ratios
Cameo	Cameos	Stereo	Stereos

5. When a word ends in **-y**, and before **-y** there is a consonant, **-y** is replaced by **-ies**. As—

Singular	Plural	Singular	Plural
Baby	Babies	City	Cities
Army	Armies	Pony	Ponies
Lady	Ladies	Duty	Duties
Story	Stories	Fly	Flies

But if there is a Vowel before **-y**, (as **-ay**, **-ey**, **-oy**) only **-s** is added. As—

Singular	Plural	Singular	Plural
Day	Days	Boy	Boys
Play	Plays	Toy	Toys
Key	Keys	Monkey	Monkeys

6. In words ending in **-f** or **-fe** in the Singular Number, **-f** or **-fe** are replaced by **-ves**. As—

Singular	Plural	Singular	Plural
Knife	Knives	Leaf	Leaves
Life	Lives	Myself	Ourselves
Wife	Wives	Sheaf	Sheaves
Calf	Calves	Shelf	Shelves
Elf	Elves	Thief	Thieves
Half	Halves	Wolf	Wolves
Loaf	Loaves		

Exceptions -

Singular	Plural	Singular	Plural
Belief	Beliefs	Proof	Proofs
Chief	Chiefs	Roof	Roofs
Cliff	Cliffs	Safe	Safes
Dwarf	Dwarfs	Scarf	Scarfs
Grief	Griefs	Strife	Strifes
Gulf	Gulfs	Turf	Turfs
Hoof	Hoofs	Wharf	Wharfs
Brief	Briefs	Serf	Serfs

7. In the following **eight** Nouns changes are made in the Vowels used withen them. They are—

Singular	Plural	Singular	Plural
Man	Men	Mouse	Mice
Woman	Women	Louse	Lice
Foot	Feet	Goose	Geese
Tooth	Teeth	Dormouse	Dormices

8. In the following four Nouns -en or -ne are added. They are -

Singular	Plural	Singular	Plural
Child	Children	Cow	Kine
			(but also cows)
Ox	Oxen	Brother	Brethren
			(but also brothers)

9. Some **Nouns** remain the same both in the Singular and Plural forms. As—

Public, police, innings, gross, yoke, brace, sheep, deer, fish, swine, hair, dozen, score, hundred, thousand, pound, kilogram, series, species, means

10. The Plurals of Compound Nouns are formed by adding **-s** to the **Principal word** in the compound form. As—

Singular	Plural	Singular	Plural
Commander-	Commanders-	Maid- servant	Maid- servants
-in-chief	-in-chief	Servant	Ser varies
Son-in-law	Sons-in-law	Passer- by	Passers- by
Daughter-in- law	Daughters-in- law	Looker- on	Lookers- on
Brother-in- law	Brothers-in- law	Man-of- war	Men-of- war
Father-in- law	Fathers-in- law	Step-son	Step- sons

11. For forming the Plurals of Letters / Alphabet, Figures, Abbreviations and Symbols, Apostrophe -'s is added. As—

a's, b's, r's, 5's, 3's,

5 M. A.'s, 3 M. L.A.'s, 2 B. A.'s; Dot your i's and cut your t's.

Your b's are not clear. His R's are peculiar. Your 5's look like 3's

Note—The Plural of \mathbf{p} (page) is \mathbf{pp} and of \mathbf{l} (line) is \mathbf{ll} .

12. Sometimes Surnames can be used in the Plural Number, as—

Miss Smith—the Miss Smiths or the Misses Smith.

Mr. Ray—the Rays.

13. We give below the Plurals of some popular foreign words (Greek, Latin, etc.)

Singular	Plural	Singular	Plural
Agendum	Agenda	Medium	Media
Alumnus	Alumni	Memorandum	Memoranda
Appendix	Appendices	Radius	Radii
Axis	Axes	Analysis	Analyses
Datum	Data	Basis	Bases
Dictum	Dicta	Crisis	Crises
Erratum	Errata	Criterion	Criteria
Formula	Formulae	Oasis	Oases
	(also formulas)	Phenomenon	Phenomena
Fungus	Fungi	Thesis	Theses
Genius	Genii	Cherub	Cherubim
Index	Indices	Seraph	Seraphim

Note—In English **Agenda** is used as a Singular Number only.

Formation of Possessive (or Genitive) Case

Rules of Formation of Possessive (or Genitive) Case—

(1) By adding Apostrophe 's

(a) By adding 's to the Singular Nouns standing for **Persons**. As—

Ram's book, the teacher's desk, the doctor's clinic, the lawyer's office.

(b) Apostrophe 's is also used with bigger animals and those very familiar. As — $\,$

Elephant's trunk, horse's colour, lion's share, tiger's den, bull's horns, dog's tail.

Note—Apostrophe 's is not used with small animals and insects.

(c) Apostrophe 's is also used with personified objects. As—

Nature's laws, Fortune's favour, Death's sting.

(d) Apostrophe 's is also used with Neuter Gender Nouns showing time, place, distance, weight or value.

One day's leave, at week's end, at a stone's throw, by month's end, at a pound's cost, a minute's rest, at a yard's distance.

(e) With some special phrases. As—

at arm's length, at fingers'tips, for heaven's sake, for goodness' sake

(f) Double Apostrophe 's should not be used. As —

This is Ram's father's house.

The above sentence has double Apostrophe -'s which is wrong. It should be written thus—

This is the house of Ram's father.

Here one Possessive has been formed by using -'s and the other by the use of connective of. This is the correct way.

The father of Ram's friend has come. (Not Ram's friend's father...)

- (g) Some words are there which are left out after Apostrophe 's, because their sense is implied in the sentence itself. As—church, cathedral, school, shop, house, etc.
 - 1. I bought this book from Mac Millan's. (shop is understood)
 - 2. I am a student of St. John's. (School or College is understood)
 - 3. I have my dinner today at my friend's. (house is understood)

Exercise

1. Correct the Possessive Case in the following sentences:

- 1. Ram's friend's father is a Professor.
- 2. Mohan's father's contacts are very wide.
- 3. He got share of lion in the distribution of the property.
- 4. I am on a day leave.
- 5. Let us have a few minutes rest.
- 6. I have the points at the tips of my fingers.
- 2. If there are several hissing sounds (sound of **s** or **sh**) at the end of a word, only the mark of Apostrophe (') is used without **s** after it. As—

For conscience' sake; for justice' sake; Moses' laws.

Note—Keats's poetry or Keats' poetry, or Collins's poetry or Collins' poetry are both correct.

3. If a **Plural Noun** has **s** at the end, only the mark of Apostrophe' is used without **s** after it. As—

Girls' hostel; boys' school, horses'tails.

4. If the Noun is in Plural Number but without ${\bf s}$ at its end, full Apostrophe (' ${\bf s}$) is used. As—

Men's club; Children's books.

5. If a Noun or a title is made of several words, Apostrophe 's is used only with the last word. As—

The Rana of Mewar's palace,

The Government of India's orders.

6. If two or more Nouns are inseparably joined together, Apostrophe 's is used only with the last word. As—

Legouis and Cazamian's History of English Literature.

Rowe and Webb's Book of Grammar.

7. If two or more Nouns have their own separate possessives, Apostrophe 's is used each time. As—

Marlowe's and Shakespeare's Plays,

Ram's and Mohan's houses.

8. Possessive case by 'of'

(a) Possessives of inanimate things are made by using **of**, not by Apostrophe 's. As—

Leg of the table (not, table's leg)

Lock **of the door** (not, door's lock)

Pages of the book (not, book's pages)

Nib of the pen (not, pen's nib)

(b) For small animals and insects also **of** is used (not 's) for their possessives. As—

wings of a butterfly, sting of a scorpion, legs of a stag, etc.

(c) If a Possessive Noun is qualified by a phrase or a clause, Possessive is made by the use of **of**. As—

These are the toys of the children who are sleeping.

The milk of the cow which is black.

- **9. Double Genitives**—Sometimes **Double Genitives** are also used. In such cases Apostrophe 's is used with the noun coming after of, or Possessive Pronoun (mine, yours, theirs, hers) is used without any further possessive mark or word. As—
 - 1. This is a book **of mine**.
 - 2. Ram is a friend of Mohan's.
 - 3. **Tempest** is a play of Shakespeare's.

Note—With such structures it is important to note that they give the suggestion of **one of the**

many. Thus, the sentence: This is a book of mine means this is one of my many books. Therefore, this structure should not be used where the reference is to one thing or one person only. As such, the following sentence is wrong—

He is a father of mine.

She is a mother of mine.

These sentences would mean that 'he is one of my many fathers' or 'she is one of my many mothers.' This would be just absurd. These sentences should be written thus—

He is my father.

She is my mother.

Rules of Nouns

The following are the Rules of Nouns—

Rule 1—Nouns always Plural

The under noted Nouns are always used in the Plural Number. They always take Plural verbs. They cannot be used as Singular Nouns by removing s. They are—

Alms, thanks, riches, caves, species, scissors, trousers, pants, clippers, tongs, bellows, gallows, fangs, measels, eyeglasses, goggles, amends, annals, archives, ashes, arrears, athletics, auspices, belongings, breeches, bowels, braces, binoculars, billiards, customs, congratulations, dregs, earnings, entrails, embers, fetters, fireworks, lodgings, lees, mumps, odds, outskirts, particulars, proceeds, proceedings, regards, remains, savings, shambles, shears, spectacles, surroundings, tidings, troops, tactics, vegetables, valuables, wages, works, innings.

These Nouns are always used as Plural Nouns with Plural verbs. As—

- He gave him alms.
 ('He gave him an alm' is wrong)
- 2. His trousers are dirty.

 ('His trouser is dirty' is wrong)
- 3. He lives on the outskirts of the town.
- 4. What are your monthly earnings?

Rule 2—Nouns always Singular

Some Nouns are always used in the Singular Number. They are—Poetry, scenery, machinery, stationery, crockery, luggage, baggage,

postage, knowledge, breakage, jewellery, information, furniture, money, wastage. As—

- 1. Kashmir is famous for its colourful scenery. (not sceneries)
- It is an anthology of poetry. (not poetries)
- 3. He has imported all his machinery from Germany. (**not machineries**)
- 4. I have no information from him. (not informations)

Note—If it is necessary to indicate the Singular or the Plural number of these nouns, the method is this: (a) for Singular Number, we say a piece of, an item of, an article of, and (b) for Plural Number we use pieces of, items of, articles of, kinds of, etc. These phrases are placed before these Nouns, but the Noun is retained in the Singular number. As—

- (a) (i) I have a piece of information for you.
 - (ii) This item of your furniture is really beautiful.
 - (iii) I don't like this article of jewellery.
- (b) (i) All kinds of furniture are available here.
 - (ii) I want only a few articles of stationery.
 - (iii) All pieces of information given by him are wrong.

Rule 3—Nouns Plural in Form but Singular in Use

There are some Nouns which are Plural in form but Singular in usage. They always take a Singular verb. They are—News, Innings, Physics, Politics, Mathematics, Mechanics, Ethics, Economics, etc. As—

- 1. Mathematics is a difficult subject.
- 2. Ethics **makes** the basis of good life.
- 3. Politics has lost its moral character.
- 4. Economics is an optional subject.
- 5. The **news is** good.

Exercise

- 1. We should not be miserly in giving alm to the beggars.
- 2. I send herewith my hearty thank for your timely help.

- 3. I have sent my trouser to the laundry.
- 4. He has built a house on the outskirt of the city.
- 5. The cottage was thrown into shamble by the earthquake.
- 6. He immersed the remain of his father into the Ganges.
- 7. He has lost all his valuable.
- Please accept my congratulation for your success.
- 9. He sucked the liquor to the last dreg.
- 10. The prisoner was kept in fetter.
- 11. I have no liking for pastoral poetries.
- 12. I have to purchase all kinds of stationeries for the school.
- 13. She is very fond of sparkling jewelleries.
- 14. I don't travel with heavy luggages.
- 15. I receive all necessary informations from him.
- 16. Please show me all items of crockeries.
- 17. The letter is short of postages.
- 18. Can you not reduce your wastages?
- 19. No news are good news.
- 20. The mechanics of this instrument are very complicated.
- 21. Their performance in the first inning was very poor.
- 22. He is very weak in Physic.
- 23. Politics are the game of fortune hunters.
- 24. What are the latest newses?
- 25. He is a man of low ethic.
- Hints—(1) alms; (2) thanks; (3) trousers; (4) outskirts; (5) shambles; (6) remains; (7) valuables; (8) congratulations; (9) dregs; (10) fetters; (11) poetry; (12) stationery; (13) jewellery; (14) luggage; (15) information; (16) crockery; (17) postage; (18) wastage; (19) is; (20) is; (21) innings; (22) Physics; (23) is; (24) is, news; (25) ethics.

Rule 4—Nouns Singular in Form but Plural in Use

There are some Nouns which are Singular in form but Plural in meaning. They always take a Plural verb. They are—Cattle, gentry, clergy, cavalry, infantry, nobility, poultry, peasantry, children, admiralty, yeomantry, etc. Family is used both in the Singular and Plural numbers according to sense. As—

- 1. The **cattle are** grazing in the field.
- 2. The **peasantry are** very happy.
- 3. Our **cavalry are** very strong.
- Note—(1) Since these Nouns are used only in Plural Number (though singular in form), they should not be made Plural by adding -s or -es. For example, the following sentences are wrong—

The gentries have come.

Our poultries are healthy.

- (2) The following Nouns remain the same in both Singular and Plural numbers and they can be used both as Singular and Plural in the same form. They should not be made Plural by adding -s or -es. They are—Swine, vermin, mankind, police, public, etc. As—
 - 1. The **police has** been informed.

or

The police have taken action.

2. The **swine are** dirty animals.

or

You are a dirty swine.

(3) 'People' in the sense of group of persons is always used in the **Plural** number. But when the word 'People' is used in the sense of a Nation, it can be used both as Singular (a **people**) and Plural as—'The Peoples of India and China are on friendly terms.'

Rule 5—Noun with Numeral Adjective

Some Nouns coming after Definite Numeral Adjectives are always used in the Singular Number. They are—Pair, dozen, score, gross, stone, hundred, thousand, million, billion, etc. As—

Two pair of shoes (not two pairs of shoes); four dozen pencils; three score and ten; five thousand rupees, ten million people, etc.

But if the Numeral Adjective is Indefinite, all the Nouns given above will be used in the Plural Number. As—

Dozens of people; thousands of workers; millions of pounds; scores of houses; many pairs of shoes; in millions, etc.

Rule 6—Numeral Adjective + Hyphen + Noun

If a compound word is formed by joining a Definite Numeral Adjective and a Noun (by a hyphen), the Noun so used will always be in the Singular Number. As—

1. Here is a **five-rupee** note.

Here you will see that a Definite Numeral Adjective (**five**) is joined with a Noun (**rupee**) by a hyphen, and the Noun (rupee) is in Singular Number. It will be wrong to say **five-rupees note**.

Similarly the following sentences are correct—

- 1. Please lend me a **ten-rupee** note.
- 2. He gave me a **hundred-rupee** note.
- 3. This is included in our **five-year** plan.
- 4. He fell down from a **ten-foot** high wall.
- 5. A **three-man** enquiry committee has been set up.
- 6. There was a **twenty-foot** deep ditch.
- 7. A **five-judge** bench will hear this case.

Exercise

Choose the correct alternative from those given within the brackets in the following sentences:

- 1. The Indian (peasantry/peasantries) are still backward.
- 2. Our cavalry (is/are) highly trained.
- 3. The (gentry / gentries) have already arrived.
- 4. There is a large herd of (swine/swines).
- 5. All the (people/peoples) were happy.
- 6. I have several (pair/pairs) of shoes.
- 7. There are three (thousand / thousands) workers in this factory.
- 8. (Thousand / thousands) of workers are working in this factory.
- 9. I have four (pair/pairs) of shoes.
- 10. He is now three (scores/score) and ten.
- 11. (Scores / score) of houses have been gutted in fire.
- 12. He is rolling in (million/millions).
- 13. A (five-man/five-men) commission has been set up.
- 14. He jumped into a (forty-foot/forty-feet) deep well.
- 15. This is our eighth (five-year/five-years) plan.

Hints—(1) peasantry; (2) are; (3) gentry; (4) swine; (5) people. (6) pairs; (7) thousand; (8) thousands; (9) pair; (10) score; (11) scores; (12) millions; (13) five-man; (14) forty-foot; (15) five-year.

Rule 7—Noun + Preposition + the same Noun repeated

If the same Noun is repeated before and after a Preposition, the Noun is used in the Singular Number each time. In such cases the verb is also used in the Singular Number. As—

Ship after ship arrived at the port. Here **ships after ships** will be wrong. Similarly the following sentences are correct—

- Mistake after mistake was committed.
- 2. Chance after chance was lost.
- 3. He begged from **door to door.**
- 4. Wave upon wave rose in the sea.
- 5. We can read **meaning within meaning** in this poem.

Rule 8—Article + several Adjectives + Noun

If two or more than two **Adjectives** are connected with **and** and the **Article** has been used only before the first Adjective, the **Noun** used after them will be in the Plural Number. But if the Article is used before each Adjective, the Noun will be in the Singular Number. As—

- Shakespeare was very popular in the sixteenth and seventeenth centuries.
- 2. Shakespeare was very popular in the sixteenth and the seventeenth century.
- 3. Very heavy wigs were worn in the Elizabethan and Jacobean Ages.
- 4. Very heavy wigs were worn in the Elizabethan and the Jacobean Age.

Exercise

- 1. He made attempt after attempts but failed.
- 2. There is no difference from men to men.
- 3. He knocked from doors to doors for help.
- 4. There are circles within circles in this painting.
- 5. I can read meanings within meaning in what you say.
- 6. There is no absentee in the Fifth and the Sixth classes.
- 7. There is no post-office in the first and second lane.

- 8. Many great scientists were born in the eighteenth and nineteenth century.
- 9. There is no mistake in the fourth and the fifth pages.
- No berth is available in the first and last coach.

Hints—(1) attempt after attempt; (2) man to man; (3) door to door; (4) circle within circle; (5) meaning within meaning; (6) class; (7) lanes; (8) centuries; (9) page; (10) coaches.

Rule 9—Numeral Adjective + Noun + Fraction

If a Numeral Adjective and a fraction (a half, a quarter, three quarters, etc.) are to be used with a Noun, the structure of the sentence will be as follows—

- 1. The train is late by **one hour** and **a half**.
- 2. The train is late by **two hours** and **a half.** The following structure will be wrong—
- 1. The train is late by **one and a half hour.**
- The train is late by two and a half hours.

Under this Rule the correct structure is this—Noun is used after the Numeral Adjective, and the Number of the Noun is Singular or Plural according to the Numeral Adjective (i. e. the Noun is Singular with a / an / one, and Plural with two, three, etc.) And after the Noun the Fractions (and a half, and a quarter, and three quarters, etc.) should be used. The following are some more examples—

- 1. I have **one rupee** and **a half.**
- 2. I have read five chapters and a half.
- 3. I have been waiting for **five hours** and a **quarter**.
- 4. The distance is **four kilometres** and **three quarters**.
- 5. Its weight is a kilo and a half.

Expressions such as One and a half rupee; five and a half chapters; five and a quarter hours; four and three quarters kilometres; one and a half kilo are wrong.

Note—If a Numeral Adjective and a fraction are joined by **and** and they are used in the sense of multiplication, the Noun is placed after them, and the Noun is always used in the Plural Number. As—

 The amount will grow one and a half times. 2. The amount will grow **two and a half times**.

In such cases One time and a half or two times and a half are wrong.

Rule 10—Adjectives used as Plural Nouns

Some Adjectives preceded by **the** are used as Plural Nouns. As—**The poor; the rich; the sick; the down-trodden; the meak,** etc. As—

- 1. We should help **the poor**.
- 2. **The rich** should not be proud.
- 3. The meak are blessed.
- 4. **The sick** should be carefully looked after.

It is wrong to try to make these Adjectives Plural by adding -s or -es to them. They are already Plural in their sense. As—the poors, the riches, the meaks, or the sicks. All these are wrong expressions.

Rule 11—Nouns/Pronouns of Common Gender (Dual Gender)

(a) The following Nouns are of Common Gender, *i.e.*, they can be used both as Masculine or Feminine Genders. Thus, they are of Dual Gender. They are—

Child, baby, friend, student, teacher, lecturer, professor, pupil, artist, author, reader, servant, worker, poet, speaker, writer, typist, engineer, lawyer, advocate, client, clerk, conductor, musician, politician, minister, leader, dealer, secretary, enemy, parent, relation, cousin, orphan, neighbour, person, president, monarch, statesman, publicman, chairman, sportsman, spokesman, spokesperson, chairperson.

As-

- 1. She is my friend.
- 2. He is my friend.
- 3. My teacher is Miss Bose.
- 4. My teacher is Mr. Bose.
- 5. He is our Finance Minister.
- 6. She is our Finance Minister.

Note—(1) Some Grammarians hold that Nouns of Common Gender which have—man joined with them should not be used with Feminine Gender Nouns. Such a use would appear odd. As—

She is a sportsman / chairman / spokesman/publicman/statesman.

In such cases **–person** has come to be used in place of **–man**. As –

chairperson, spokesperson, sportsperson, publicperson, statesperson, mediaperson, etc.

- (2) Sometimes **Poetess** and **Authoress** are also used for Feminine Gender.
- (3) A typical difficulty arises when a Pronoun is to be used with a Common Gender Noun in the Singular Number. For example, which of the following pronouns (**his** or **her**) is correct.
- 1. Every teacher should do **his** duty.

or

Every teacher should do her duty.

In all such cases Third Person, Masculine Gender (his) should be used.

- 1. Every teacher should do his duty.
- 2. No student should waste **his** time.

Some scholars hold that both genders connected with **or** (**his** or **her**) should be used.

Every teacher should do **his** or **her** duty.

But this can be desirable in legal language only. In the normal routine case only Third Person Masculine (**He**, **His**, **Him**) should be used.

Exercise

Correct the following sentences:

- 1. Apples sell at ten and a half rupees a kilo.
- He reached late by one and a quarter hours.
- 3. I have two and a quarter hours at my disposal.
- 4. He covered twenty and a half kilometers in one and a half hours.
- 5. At this rate of interest your money will grow two times and a half.
- 6. My income has risen one and a half time.
- 7. My income has risen one time and a half.
- 8. The poors deserve all our sympathy.
- 9. The wounded was admitted in hospital.
- 10. The riches are not always merciless.
- 11. Every teacher should know her students.
- 12. She is a good lady teacher.

- 13. He is my man-servant.
- 14. She is a lady doctor.
- 15. She is a renowned poetess.
- 16. Go to the Ladies common-room.
- 17. This is Ladies Training College.
- 18. No one should neglect its duty.
- 19. Neither of them has done her work.20. She is a fearless spokeswoman.
- 21. Mrs. Gandhi was the chairwoman.
- 22. Elizabeth was a great monarchess.
- 23. She is my cousin sister.
- 24. My mother is my guardianess.

Hints—(1) ten rupees and a half; (2) one hour and a quarter; (3) two hours and a quarter; (4) twenty kilometres and a half... one hour and a half; (5) two and a half times; (6) one and a half times; (7) one and a half times; (8) the poor; (9) were; (10) the rich; (11) his; (12) teacher, not lady teacher; (13) servant; (14) doctor, not lady doctor; (15) poet; (16) Women's; (17) Women's Training College; (18) his; (19) his; (20) spokesman or spokesperson; (21) chairman or chairperson; (22) monarch; (23) cousin, not cousin sister, (24) guardian.

Rule 12—Nouns with one meaning in Singular and another in Plural.

Some Nouns have one meaning in the Singular Number and another and quite different meaning in the Plural Number. They are—

Singular	Plural
(Normal Meaning)	(Typical Meaning)
Abuse (misuse)	Abuses (Bad habits and customs)
Advice (counsel, opinion)	Advices (items of information)
Air	Airs (arrogant show)
Alphabet	Alphabets (languages)
Compass (limit)	Compasses (a geometrical instrument)
Colour	Colours (flag)
Custom	Customs (levies on goods imported)
Effect (as noun)	Effects (household luggage)
Force	Forces (armies)

Good	Goods (luggage)
Iron	Irons (chains, fetters)
Manner	Manners (behaviour)
Number	Numbers (feet or rhythm in poetry)
Pain	Pains (efforts)
Premise (supposition,	Premises (site, situation)
Introduction)	
Physic (medicine)	Physics (a branch of science)
Quarter (fourth part)	Quarters (small houses)
Return	Returns (accounting)
Sand	Sands (desert)
Water	Waters (oceans)
Wood	Woods (jungle)
Letter	Letters (Literature, scholarship)
Ground	Grounds (reasons)

Exercise

Choose the correct alternative from those given within brackets in each sentence :

- 1. I love to walk in the fresh morning (air/airs).
- 2. I shall spare no (pain/pains) to give entire satisfaction to you.
- 3. Please submit your income-tax (return/returns) immediately.
- 4. This stool is made of (iron/irons).
- 5. I shall shift all my household (effect/ effects) from here.
- 6. I have booked my (good/goods) by passenger train.
- 7. He struck the ball with great (force / forces).
- 8. You have to pay your (custom/customs) duty.
- 9. He has gone to the (wood/woods) in search of his lost cattle.
- 10. He has built a small temple in the (premises/premise) of his new house.

Hints—(1) air; (2) pains; (3) returns; (4) iron; (5) effects; (6) goods; (7) force; (8) customs; (9) woods; (10) premises.

Miscellaneous Revision Exercises

Revision Exercise 1

Choose the correct forms of the nouns from those given in brackets in the following sentences:

- 1. He gave me two ten (-rupee/-rupees) notes.
- 2. Most men live to the age of three (score/scores) and ten.
- 3. I like the (scenery/sceneries) of this place.
- 4. My car costs me fifty (thousand/ thousands) rupees.
- 5. Our score in the first (inning/innings) was very encouraging.
- 6. Pray and give (thank/thanks) to God that you have been saved.
- 7. There was a herd of (deer/deers) in the wood.
- 8. Their (offspring/offsprings) are all sickly.
- 9. Whose (cattle/cattles) are these?
- 10. The child is suffering from (measel/ measels).
- 11. Five (hundred/hundreds) years have passed since then.
- 12. (Tiding/Tidings) came very late.
- 13. The (Jury/Juries) found him guilty.
- 14. (Dozen/Dozens) of men were injured.
- 15. I bought two (dozen/dozens) pencils.
- 16. He gave (alm/alms) to every beggar.

Hints—(1) rupee; (2) score; (3) scenery; (4) thousand; (5) innings; (6) thanks; (7) deer; (8) offspring; (9) cattle; (10) measels; (11) hundred; (12) tidings; (13) Jury; (14) dozens; (15) dozen; (16) alms.

Revision Exercise 2

Choose the correct forms of the verbs from those given within brackets, keeping in view the sense of the nouns which should be in agreement with the verbs:

- 1. Where (is/are) the scissors?
- 2. The police (has/have) made no arrests.
- 3. Economics (is/are) taught by Dr. Jain.
- 4. The clergy (is/are) opposed to closing the church today.
- 5. A huge crowd (has/have) assembled.
- 6. No news (has/have) come from my brother.

- 7. Sheep blindly (follow/follows) the leader.
- The jury (has/have) not come to a unanimous verdict.
- 9. Measels (is/are) a bad disease.
- 10. No cattle (is/are) allowed to graze here.
- 11. My family (is/are) early risers.
- 12. Three dozen pencils (has/have) been distributed.
- 13. The government (is/are) determined to implement the plan.
- 14. The majority of workers (has/have) come on duty.
- 15. The rich (is/are) not always happy.
- Hints—(1) are; (2) have; (3) is; (4) are; (5) has; (6) has; (7) follow; (8) have; (9) are; (10) are; (11) are; (12) have; (13) are; (14) have; (15) are.

Revision Exercise 3

Correct the following sentences:

- 1. I have bought a new spectacle.
- 2. Have you installed new machineries?
- 3. Please pay my regard to your father.
- 4. These paultry is mine.
- 5. You can select from these three pairs of shoes.
- 6. So many pair of shoes are here before you.
- 7. I have all these points at the ends of my fingers.
- 8. He gets a monthly allowance of two thousands rupees.
- 9. His hairs have turned grey.
- 10. You must follow my advices.
- 11. I have not yet brought my furnitures.
- 12. The news are not authentic.
- 13. He attended King George's the Fifth coronation ceremony.
- 14. The wages of sin are death.
- 15. His weekly earning is very poor.
- 16. This is my uncle's, the engineer, office.
- 17. My pen's colour is black.
- 18. This is a Ladies' College.
- 19. No man can enter the Women's Hostel.
- 20. A three-men enquiry committee will look into the matter.
- 21. No more informations are available.

- 22. My father's friend's son is coming today.
- 23. He is a father of mine.
- 24. A kite's wings are large.
- 25. I have sent him my congratulation for his success.
- 26. The mechanics of this instrument are not difficult to understand.
- 27. There was a fifty-feet deep valley.
- 28. Trucks after trucks crossed the prohibited line.
- 29. There is no light in the fifth and sixth house.
- 30. The police has already taken search of the fourth and the fifth rooms.
- 31. His score was one and a half centuries.
- 32. Houses after houses were looted by the dacoits.
- 33. I can run for two mile and a half.
- 34. His profits have grown one and a half time.
- 35. Mrs. Jacob is my lady-teacher.
- 36. This student has spoilt her paper.
- 37. Indian force is strong enough to face the challenge.
- 38. Gandhi has left his foot-marks on the sand of time.
- 39. Both his daughter-in-laws are beautiful.
- 40. There are 5 M. A. among the applicants.

Hints—(1) pair of spectacles; (2) machinery; (3) regards; (4) are; (5) pair; (6) pairs; (7) at my finger-ends; (8) thousand; (9) hair has turned; (10) advice; (11) furniture; (12) is; (13) King George the Fifth's; (14) is; (15) earnings are; (16) my uncle, the engineer's, (17) the colour of my pen; (18) Women's College; (19) Women's Hostel; (20) three-man; (21) information is; (22) the son of my father's friend; (23) my father; (24) the wings of a kite; (25) congratulations; (26) is; (27) fifty-foot deep; (28) truck after truck; (29) houses; (30) room; (31) one century and a half; (32) house after house; (33) two miles and a half; (34) one and a half times; (35) teacher; (36) his; (37) forces are; (38) sands; (39) daughters-in-law; (40) 5 M. A.'s.

5

Pronouns

Forms of Pronouns

Personal Pronouns

There are three Persons of Personal Pronouns—

- (i) First Person
- (ii) Second Person
- (iii) Third Person

All these three Persons have different forms in different cases (Nominative, Objective and Possessive). Every student must know these different forms very clearly, because without this knowledge they cannot be used correctly. The different forms are these—

(i) Forms of First Person (Both Masculine and Feminine)

Case	Singular	Plural
Nominative	I	We
Objective (Accusative)	Me	Us
Possessive (Genitive)	My, Mine	Our, Ours

(ii) Forms of Second Person (Both Masculine and Feminine)

Case	Singular	Plural
Nominative	You, thou	You, ye
Objective (Accusative)	You, thee	You
Possessive (Genitive)	Your, yours	Your, yours
	Thy, thine	

Note—Thou, thee, thy, thine and ye are no longer in popular use.

(iii) Forms of Third Person (in different Genders)

C	Singular			Plural
Case	Mas- culine	Femi- nine	Neuter	All genders
Nominative	Не	She	It	They
Objective	Him	Her	It	Them
(Accusative)				
Possessive	His	Her,	Its	Their,
(Genitive)		Hers		Theirs

(iv) Forms of Relative and Interrogative Pronouns

Relative Pronouns and Interrogative Pronouns have the same forms—

	Singular and Plural	Singular and Plural
Case	Masculine and Feminine	Neuter
Nominative	Who	Which
Objective	Whom	Which
(Accusative)		
Genitive	Whose	Whose, of which
(Possessive)		

Note—Relative Pronoun 'That' has the same form in Singular and Plural Numbers and also in the Nominative and Accusative cases. It has no Genitive case.

(v) Forms of Reflexive and Emphatic Pronouns

Pronoun	Reflexive and Emphatic Form
I	Myself
You	Yourself (in Singular)
	Yourselves (in Plural)
Не	Himself
She	Herself
It	Itself
We	Ourselves
They	Themselves

Rules of Pronoun

The following are the Rules of correct use of Pronouns —

Personal Pronoun

Rule 1-Number, Person and Gender

The first and basic rule of the use of Pronoun is that it must have the same **Number**, **Person**, and **Gender** as the **Number**, **Person** and

Gender of the Noun for which it has been used. As—

- 1. **He** has done **his** work.
- 2. **She** has done **her** work.
- 3. You have done your work.
- 4. I have done my work.
- 5. We have done our work.
- 6. **They** have done **their** work.

Rule 2—Nominative Pronoun

Nominative Pronouns are used as the Subject of a Verb.

(**He**, **She**, **I**, **You**, **We**, **They** are in the Nominative Form). As—

- 1. **He** is a good boy.
- 2. **She** is going there.
- 3. They are coming.
- 4. You can go.

Rule 3—Complement of the Verb 'to be'

If a Verb 'to be' has a Pronoun for its complement, the Pronoun must be used in the Nominative form. As—

- 1. It is **I** (not **me**) who came yesterday.
- 2. It is **he** (not **him**) who will help you.
- 3. If I were **she** (not **her**), I wouldn't do it.
- 4. It is **thev** (not **them**) who saved us.

Note—It should be remembered that in Exclamatory and Predicative use, Personal Pronoun can be used in the Objective form. As—

It is **me**! It wasn't **him**!

Rule 4—Objective Form

If a Personal Pronoun is the **Object** of a **Verb** or a **Preposition**, it must be used in the Objective form. (**Me**, **Us**, **Him**, **Them**, **Her**, **You** are in the Objective Form). As—

- 1. I know **him** (not **he**) well.
- 2. She comes to **me** (not **I**) for help.
- 3. Our teacher has asked **us** (not **we**) to remain in the class.
- 4. I have told **them** (not **they**) to go away from here.
- 5. He depends upon **me** (not **I**)
- 6. I go to **them** (not **they**) for guidance.

Rule 5—Pronouns of Different Persons

If Pronouns of different Persons are to be used with the same Verb, they must be used in the following order—

A. In Singular Number, You (Second Person) should come first, He (Third Person) should come next, and I (First Person) should come last. This order is indicative of refined culture and good behaviour. In brief—

You + He + I, i.e., 2 + 3 + 1

- B. In Plural Number—
 - We + You + They, *i.e.*, 1 + 2 + 3
- C. But if the sentence has a bad sense, or is expressive of some error or fault, the order should be thus—

I/We + You + He/They, i.e., 1 + 2 + 3As —

(A) You and he and I are good friends.

We and you and they can live together.

You and he were class-mates.

Ram and **I** lived in the same house.

You and I can travel together.

- (B) We and you and they can work together.
 We and they were in the same class.
- (C) I and you and he have to accept our fault

You and he will be punished.

Exercise

- 1. Ram has lost their books.
- 2. She loves his husband.
- 3. He has sent her sister to school.
- 4. They have passed his examination.
- 5. Us are students of this school.
- 6. Your can do your work.
- 7. It is me who have to go.
- 8. It is him who is to blame.
- 9. Please ask he to bring his book.
- 10. It is for he to take the responsibility.
- 11. I have told they to reach in time.
- 12. He depends upon they to help him.
- 13. If I were him, I wouldn't accept the terms.
- 14. He did not accept she proposals.
- 15. Them are dependable people.

Hints—(1) his; (2) her; (3) his; (4) their; (5) We; (6) You; (7) I; (8) he; (9) him; (10) him; (11) them; (12) them; (13) he; (14) her; (15) they.

(B) Arrange the personal pronouns in the following sentences in their proper order:

- 1. I, you and he have been selected for scholarship.
- 2. You, I and he will go together to the fair.
- 3. You, they and we should remain united.
- 4. All those boys, all of you and all of us can make a good team.
- 5. He, you and I have been found guilty.
- 6. I, he and you must tender an apology for the mistake.

Hints—(1) You, he and I; (2) You, he and I; (3) We, you and they; (4) All of us, all of you and all those boys; (5) I, you and he; (6) I, you and he.

Rule 6—Pronoun for a Collective Noun

With a Collective Noun the Pronoun used is Singular or Plural according to the sense. In the Singular Number we use It/Its and in Plural They /Them. As—

Singular

- 1. The fleet has sailed away on **its** voyage.
- 2. The jury has given **its** verdict.
- 3. The crew is ready. **It** is boarding the ship within minutes.
- 4. The jury are divided in **their** opinion.

Plural

5. The Government are ready to revise **their** proposals.

Rule 7—Pronoun for more than two Nouns

When **two or more Nouns** are joined by **and**, the Pronoun used for them is always Plural. As—

- 1. Ram and Mohan are friends. **They** go to **their** school together.
- 2. Hari and his friends have completed **their** work.

Rule 8—Pronoun for Each or Every + Noun

When two or more Nouns are joined by **and**, and before each Noun there comes **each** or **every**, the Pronoun used is always Singular. As—

- Each worker and each mason has come on his work.
- Each clerk and each typist has left his seat.

Exercise

Correct the following sentences—

- 1. The jury delivered their verdict unanimously.
- 2. The committee is one in their opinion in this matter.
- 3. The Government is not divided in their view in this matter.
- 4. The jury gave a majority decision after its last meeting.
- 5. The crew tried to save itself by their lifeboats.
- 6. Ram and Shyam lost his way in the wood.
- 7. All the students and their teacher neglected his work.
- 8. Each boy and each man received their share in time.
- 9. Each of Ram, Mohan and Shyam has done their duty.
- 10. Each of the girls will sing a song of their choice.
- 11. Mohan and Sohan has each decided to go to their village.
- 12. Every one of them has to sit in their own seat.

Hints—(1) its; (2) its; (3) its; (4) their; (5) themselves; (6) their; (7) their; (8) his; (9) his; (10) her; (11) his; (12) his.

Rule 9—Each, Either, Neither

They always take **Singular Verb** and **Singular Possessive**. As—

- 1. **Each** of them **is** sure to get **his** chance.
- 2. **Either** of them **is** free to bring **his** book.
- 3. **Neither** of the workers has brought **his** tools.

Rule 10—Either and Neither

Either and **Neither** are used for **Two** things only, not for more than two. As—

- You can choose either of these two (not more than two) pens.
- 2. **Neither** of the **two** brothers was selected.

Rule 11—Anyone and None

When more than two things are referred to, we use **anyone** in place of **either** and **none** in place of **neither**. As—

- 1. **Anyone** of these **four boys** can go with
- None of these ten applicants is qualified.

Rule 12—Each other/One another

They are called Reciprocal Pronouns. Each other is used for two things or persons, and one another for more than two. As—

- 1. The **two brothers** help **each other**.
- 2. All the **five brothers** help **one another.**
- 3. The two wheels rub against each other.

Note—In the modern usage there is believed to be little difference between Each other and One another. Now, sometimes, Each other is used for more than two, and One another for only two. As—

- 1. These three sisters really love each other.
- 2. Let us all help each other.

Rule 13—Both and All

Both is used for **two**, and **All** for **more than two**. As—

- 1. **Both** the pens are good. (*i.e.*, only two pens)
- 2. **Both** the men (*i.e.*, **two men**) are idle.
- 3. **All** the pens (*i.e.*, **more than two**) are good.
- 4. All the men (more than two) are idle.

Exercise

Correct the following sentences:

- Each of the workers have to bring their own tools.
- 2. Every one of them were given their uniform.
- 3. Either of the brothers have a right to check their father's account.
- 4. Neither of the sisters are like their mother.
- 5. Either of these five books are good enough to serve your purpose.
- 6. Neither of these four horses can win the prize.
- 7. Anyone of these two applicants can be appointed.
- 8. None of these two students can pass their qualifying test.

- 9. These two friends will surely help one another.
- 10. All these ten workers can consult each other.
- 11. Both of the three brothers has taken his share.
- 12. All of the two cows are black.

Hints—(1) has, his; (2) was, his; (3) has, his; (4) is, her; (5) two, is; (6) two; (7) either; (8) Neither, his; (9) each other; (10) one another; (11) two, have, their; (12) four or All of the cows.

Rule 14—Pronoun for 'or', 'either or' / 'neither nor' + Noun

When two or more than two Nouns are joined with **or**, **either** ... **or**, **neither** ... **nor**, the Pronoun used for them is always **Singular**.

- 1. Ram or Hari has lost **his** book.
- 2. Either the lawyer or his clerk will be in **his** office.
- Neither Mohan nor Sohan has done his work.

Rule 15—Pronoun for or/nor + Singular and Plural Nouns

When a Singular Noun and a Plural Noun are joined by **or** / **nor**, the Pronoun used for them is always **Plural**. As—

- 1. Either the Principal or the teachers had neglected **their** duty.
- 2. Neither the father nor his sons had kept **their** promise.

Rule 16—Pronouns for different Persons

When more than one Pronoun are of different Persons, and only one Pronoun is later to be used for them, there should be **First Plural** for First + Third, again **First Plural** for First + Second, and **Second Person** for Second + Third. As—

- 1. You and I have done **our** duty.
- 2. You and Hari have done **your** duty.

Exercise

- 1. Either Ram or Mohan has left their bag.
- 2. Neither Sita nor Geeta has attended their class
- 3. Either the supervisor or his workers have left his store-room unlocked.

- 4. Neither the soldiers nor their captain have left his post.
- 5. You and I have done my best.
- 6. You and he have tried his utmost.
- 7. We and you can play your role so well.
- 8. You and Rakesh can take his chance once again.
- 9. Hari and I have done whatever I could.
- I and my friend have spared no efforts on his part.

Hints—(1) his; (2) her; (3) their; (4) their; (5) our; (6) your; (7) our; (8) your; (9) we; (10)

Rule 17—Pronoun after than/as

A peculiar difficulty arises in the correct use of Pronoun after than or as. The problem is to decide whether the Pronoun to be used after than or as should be in the Nominative form or Objective/Accusative form. In this connection it should be remembered that the Pronoun used after than or as is the short form of a whole clause. Thus, the full form of 'I am taller than he' will be 'I am taller than he is'. Therefore, in order to decide whether the Nominative or the Objective form of the Pronoun should come after than or as, we should mentally speak the whole clause beginning with than or as, and as soon as we do so, the correct form of the Pronoun will come in our mind. As-

- 1. I am stronger than he (is)
- 2. I am as strong **as he** (is).
- 3. He loves you more **than I** (love you).
- 4. I love you more **than he** (loves you).
- 5. He gave you more marks **than** (he gave) **me.**
- 6. I shall give you as many books **as** (I shall give) **him**.

Note—In sentences containing the Verbs of Incomplete Predication (suggesting the idea of being, becoming or seeming), Pronouns of Objective form can also be used in place of Nominative form after than or as. As—

He is taller than me.

This form is also acceptable as correct.

Exercise

Correct the following sentences:

- 1. He is as willing to go as me.
- 2. You are more intelligent than him.
- 3. They love their country more than him.
- 4. I can serve you better than him.
- 5. He gave you larger share than I.
- 6. I shall get as many chances as her.
- 7. They have as many cows as us.
- 8. I have as good a house as their.
- 9. Our chances are as bright as you.
- 10. We hope to be more successful than them.

Hints—(1) I; (2) he; (3) he; (4) he; (5) me; (6) she; (7) we; (8) they; (9) yours; (10) they.

Pronoun 'It'/'This'

Rule 18—Pronoun 'It'

Pronoun It is used in the following cases—

- (a) For Inanimate things. As—
 This is your house. It is a big house.
- (b) For small animals, birds and insects. As—
 - 1. There is a parrot. It is green.
 - 2. I have a dog. It is very active.
- (c) For very little children—
 The child has wetted **its** napkin.
- (d) For such statements as have already been referred to earlier—
 - 1. He is giving a false statement; as he knows it.
 - 2. He deserved his demotion; as he knew it.
- (e) For the **imaginary subject** of the verb '**to be**', while its real subject comes later. As—
 - 1. **It** is certain that he will come.
 - 2. It is easy to find its solution.
 - 3. **It** is doubtful whether he will succeed.
- (f) For laying emphasis on some **Noun** or **Pronoun** which comes after it. As—
 - 1. It was you who first made the offer.
 - 2. **It** was I who first pointed out the mistake.
 - 3. It was this place where we met first.

- 4. **It** must be a foolish man who has been cheated twice by the same man.
- 5. **It** is this kind of behaviour that annoys everybody.
- (g) For an **imaginary** or **uncertain** Nominative of an **impersonal verb**. As—

It rains. It thunders.

It snows. It blows.

- (h) For referring to **weather** or **time**. As—
 - 1. It is a fine weather.
 - 2. It is 9 O'Clock.
 - 3. It is winter.
 - 4. It is half past two.

Rule 19—Pronoun 'This' or 'It'

A difficulty often arises with regard to the use of **This** or **It** in a sentence. It has been made amply clear above that **It** is only an **imaginary** Nominative, while **This** is a **real** Nominative, or gives some definite reference or information about the real Nominative. **This** is used to give the **name**, **introduction** or any **other information** about some one. **It** is used only for **weather**, **season**, **time** or some **impersonal subject**. **This** refers to a person, thing, any specific information or quality, or nearness / closeness. As—

- 1. **This** is my brother.
- 2. This is a cow.
- 3. **This** is All India Radio.
- 4. **This** is my point of view.
- 5. **This** is 351557. (Telephone Number)

Exercise

Correct the following sentences:

- 1. Take the cow to her shed.
- 2. My pen is a new one, yet this is not smooth.
- 3. The dog has hurt his leg.
- 4. The child is crying in his cradle.
- 5. He has broken his promise, as he knows this.
- 6. This is not difficult to know the real facts.
- This is improbable that he should tell a lie.
- 8. This is easy to win him over.
- 9. This was he who first broke the news.

- 10. There is this college where I studied.
- 11. That is only a wise man who can give you such an advice.
- 12. This rains and thunders every evening.
- 13. This is a very hot day.
- 14. This is 7 O'clock.
- 15. It is All India Radio giving you the news.
- 16. It is my house.
- 17. It is my offer to you.
- 18. It is to certify that he is in my class.

Hints—(1) its; (2) it; (3) its; (4) its; (5) it; (6) It; (7) It; (8) It; (9) It; (10) It; (11) It; (12) It; (13) It; (14) It; (15) This; (16) This; (17) This; (18) This.

Relative Pronouns

The more popular Relative Pronouns are—Who, Whom, Whose, Which, That, What.

The following are the Rules of their correct use—

Rule 20—Who

Who is used in the Nominative case only for **Persons**, both in the **Singular** and **Plural** Numbers. Who is not used for inanimate things. For animals also who is not generally used. Who is also used for **People** and **Those**. As—

- 1. I know the man **who** came here yesterday.
- He is the thief who was caught redhanded.
- 3. All the people **who** came here were happy.
- 4. I know all those **who** were invited.

Rule 21—Whom

Whom is used only for **Persons** in the Objective / Accusative case both in Singular and Plural Numbers, As—

- The man whom I met yesterday has come.
- 2. The boy **whom** I gave the books has secured first division.

Rule 22—Which

Which is used for animals and inanimate things. As—

1. The pen **which** I purchased yesterday has been lost.

- 2. The cow which stands there is very gentle.
- 3. The house **which** has a high gate is mine.

Note—In Prepositional Cases the Preposition is always used before **which**. As—

- 1. The post **for which** I applied is temporary.
- I don't remember the date on which he was born.
- 3. This is the book **about which** I told you.
- This is the last chance on which I depend.
- 5. The book **of which** the cover is torn is not mine.

Rule 23—Whose

Whose is used in Possessive Case both for Persons and Animals. As—

- 1. The boy **whose** father is the Principal is my friend.
- The girl whose eyes are blue is very sweet.
- 3. Mohan **whose** brother came yesterday has gone home.

Note—Sometimes **whose** is used for inanimate things also. As—

The sun whose rays give us light also give us life.

Rule 24—That

(A) That is used both for animate and inanimate things both in Singular and Plural Numbers.

That has no Possessive / Genitive Case and therefore no Preposition can be used before it. If it is very necessary to use a Preposition, it can be placed at the end of the sentence. In such a case the sentence can be completed without 'That' also. As—

1. I know the **house that** he lives **in**.

or

I know the **house** λ he lives in.

2. I catch the **point that** you are hinting at.

or

I catch the **point** λ you are hinting at.

- 3. I have not yet read the **book that** you suggested to me.
- 4. I have lost the **pen that** you gave me.

- (B) In the following cases the use of **that** is preferred to that of **who** or **which**. As—
- (i) After the **Superlative Degree**—
- 1. Gandhi was the **greatest** man **that** modern India produced.
- 2. He is the **best** speaker **that** I have ever heard.
- (ii) After these words—all, same, any, none, nothing, only, anything, anybody, nobody, little, somebody, no one—
- 1. This is **all** the statement **that** he gave.
- 2. He is **the same** boy **that** came yesterday.
- 3. It is **only** the fools **that** talk that way.
- 4. It is not for **nothing that** I have been labouring so hard.
- 5. There was not **any that** could be heard.
- 6. There was **none that** was not moved to tears.
- (iii) After Interrogative Pronoun who/what—
- 1. What is it that troubles you so much?
- 2. What is there that I cannot do?
- 3. Who am I that you should care for ?
- (iv) After two Antecedents, one of which stands for a Person and the other for an animal or a thing. As—
- 1. The **rider** and his **horse that** tried to cross the river were drowned.
- 2. The **driver** and his **bus that** crossed the lane struck against a tree.

Rule 25—What

Relative Pronoun **What** is used for things only. It is used without an **Antecedent**, and it means **that which**. As—

- 1. What cannot be cured must be endured.
- 2. What I told you is correct.
- 3. I know **what** you want to say.

It would be wrong to use an **Antecedent** before **what**. As—

The story what I read was good.

This sentence is wrong because Antecedent 'story' has been used before 'what'. Its correct form would be—

The story that I read was good.

Rule 26—'But' as a Relative Pronoun

Sometimes **But** is used as a **Relative Pronoun**, in which case it means **who not/which not**. As—

- There is none but admires you.
 (but admires = who does not admire)
- There is no problem but can be solved.
 (but can be solved = which cannot be solved)
- There is none but loves his country.
 (but loves = who does not love)

Exercise

Correct the following sentences:

- 1. The boy whom was lazy has failed.
- 2. The flowers who grow in our garden are very beautiful.
- 3. Those whose live in glass houses should not throw stones.
- 4. The men which have assembled in the lawn are our partymen.
- 5. I who am my benefactor must help you in time.
- 6. You are the person which are responsible for this deed.
- 7. The hen who laid a golden egg was killed by the greedy man.
- 8. The people which do not love their country are not respected.
- 9. Only those boys should be promoted whom are intelligent.
- 10. The cycle of which I purchased is very heavy.
- 11. I always buy the book which is the best in the market.
- 12. Our sweetest songs are those which tell of saddest thought.
- 13. All which he said was correct.
- 14. Nothing which is not true can impress me.
- 15. Only the ink which is blue is allowed.
- 16. None who are poor can afford it.
- 17. What was the answer which he gave?
- 18. Who was the man who came to see me?
- 19. What is the utility of the book which has been damaged by white-ants?

- 20. What is your opinion about the work which I am doing?
- 21. That is the house which in I live.
- 22. You are my only friend I can depend.
- 23. I know the book you are looking.
- 24. This is the only attempt in that I have failed.
- 25. This is the same question which was asked last year.
- 26. There was not any who could be trusted.
- 27. Who are you who can scold me like this?
- 28. I know which you want from me.
- 29. That what is true is always true.
- 30. There is none but who trusts me.

Hints—(1) who; (2) which; (3) who; (4) who; (5) your in place of my; (6) who; (7) which; (8) who; (9) who; (10) which in place of of which; (11) that; (12) that; (13) that; (14) that; (15) that; (16) that; (17) that; (18) that came; (19) that; (20) that; (21) in which in place of which in; (22) depend upon; (23) looking for; (24) that I have failed in in place of in that I have failed; (25) that; (26) that; (27) that can scold; (28) what; (29) what in place of that what; (30) but in place of but who.

Compound Relative Pronouns

Rule 27—Compound Relative Pronouns are— Whoever, whoso, whosoever, whomsoever, whichever, whatever, whatsoever.

All these Compound Pronouns are used without **Antecedents**, because the Antecedents are contained within them. They are supposed to be complete in themselves. As—

- 1. You can do whatever (i.e., anything which) you like.
- 2. You can take whichever (i.e., anything which) you like.
- Whoever/whosoever/whoso (i.e., any person who) comes here is most welcome.
- 4. I shall employ **whomsoever** (*i.e.*, **any person whom**) you recommend.

Agreement of the Relative Pronoun with its Antecedent

- Rule 28—As we know, a Relative Pronoun agrees with its **Antecedent** in **Number** and **Person**. Therefore, it is supposed to have the same **Number** and **Person** as its Antecedent. The verb is also used according to the same Number and Person. As—
 - 1. A **boy who is** good is loved by all.
 - 2. **Boys who are** good are loved by all.
 - 3. You who are my friend must help me.
 - 4. **Those who are** loyal are also honest.
 - 5. **We who are** colleagues must help each other.
 - 6. **Those who act** like this can never be successful.
 - 7. The **flowers which grow** in spring are very beautiful.
 - 8. **I who am** your brother must warn you.

Exercise

Correct the following sentences:

- 1. You can go wherever place you like.
- 2. Whosoever man wishes to come can come.
- You can choose whichever thing you prefer.
- 4. I shall go with whomsoever person you suggest.
- 5. I who is your pupil must obey you.
- 6. You who is my pupil must obey me.
- 7. He who are your pupil must obey you.
- 8. The books which is old are useless.
- 9. Those who believes in God are trustworthy.
- 10. We who has lost our chance have to suffer.
- Hints—(1) place not required; (2) man not required; (3) thing not required; (4) person not required; (5) who am; (6) who are; (7) who is; (8) which are; (9) who believe; (10) who have.

Omission of Relative Pronoun

Rule 29—The **Relative Pronoun** is omitted in the following cases—

- (i) The Relative Pronoun 'that' can be omitted in the **Objective Case**. The sentence is correct in both cases, with or without 'that'. As—
- 1. The picture **that** I saw yesterday was good.

or

The picture λ I saw yesterday was good.

2. The man **that** you interviewed yesterday has come again.

or

The man λ you interviewed yesterday has come again.

- (ii) The Relative Pronoun can be omitted in **Prepositional Cases** also. The sentence is correct in both forms. As—
- 1. That is the house that I lived in.

or

That is the house λ I lived **in**.

2. That is the man **that** I talked **to.**

or

That is the man λ I talked **to**.

Note—In the above sentences λ shows the place from where a Relative Pronoun has been omitted.

Some other Pronouns and their uses

Rule 30—Such/As

As is always used after **such**, **the same** or **as**. As—

- 1. His behaviour was **such as** was well expected.
- 2. His problem was **such as** could not be easily solved.
- 3. My difficulty is **the same as** yours.
- 4. This is **as** good **as** that.

Rule 31—Who and Which as connectives

Sometimes **who** and **which** can be used as **connectives** only. As—

- I met my friend, who gave me this advice.
 - (i.e., I met my friend **and he** gave me this advice.)
- 2. I have bought a dictionary, **which** helps me a lot.
 - (*i.e.*, I have bought a dictionary **and it** helps me a lot).

Rule 32—Which in restricted sense

In the Restricted sense / choice **which** can be used both for Persons and Things.

- Which of them is your father.
 (Here choice is limited within 'them')
- 2. Which between these books is better, this one or that.

(Here again choice is limited within 'this one or that.')

Rule 33—The same that/as

If in a certain sentence **the same** comes before a Noun, the same Noun is suggested by **as** or **that** in the following clause. But if in the following clause, the verb is **understood** (*i.e.* not expressed), only **as** will be used, not **that**. As—

- 1. This is **the same** book **as/that** I bought last year.
- He is the same man as/that came this morning.
- 3. This is **the same** watch **as** yours.

Exercise

Correct the following sentences:

- 1. The treatment given to me was such which could not be expected.
- This is as easy a problem which there could be.
- 3. He is passing through the same situation which I am passing through.
- 4. His expectation is the same which is mine
- 5. I met my teacher, and who directed me to meet the principal.
- 6. Who of them is your elder brother?
- 7. Who is your father, this gentleman or that ?
- 8. What book do you want, the old one or the new?
- 9. Is it not the same car what we saw yesterday?
- 10. The same problem which we faced last time has come up again.

Hints—(1) as; (2) as; (3) as/that; (4) **as** in place of **which is**; (5) drop **and**; (6) which; (7) which; (8) which; (9) as/that; (10) that /as.

Rule 34—Who in the Objective Form

Strictly from grammatical point of view **who** is used in the Nominative form, and **whom** in the objective form. But nowadays, specially in conversational language, **who** is being used in the objective form in place of **whom**. Or, otherwise, **who** or **whom** are both omitted from their objective place. As—

- 1. **Who** did you talk to?
- 2. **Who** did you help?
- My brother, who you wanted to talk to, is here.

or

My brother λ you wanted to talk to is here.

 Here is my friend who you wanted to meet.

or

Here is my friend λ you wanted to meet.

Note — In all these sentences who has been used in place of whom. In such sentences who or whom are both correct.

Rule 35—Independent Possessives

Mine, ours, yours, theirs, his are called Independent Possessives.

No **Noun** is used after them. The sense of Noun comes from the context.

- 1. This book is mine/yours.
- 2. These cows are ours/theirs.
- 3. This house is **his**.

Rule 36—One, One's, Oneself

One is an Indefinite Pronoun. It is used in its own form in all the three cases. In Nominative and Objective cases it is used as one, in Possessive case it is one's, and in Reflexive form it is oneself. It is wrong to use Personal Pronoun with it. As—

- One should mind one's (not his) own business.
- One should avail oneself (not himself) of every opportunity.
- One cannot succeed unless one (not he) works hard.

Rule 37—Reflexive Pronoun

Reflexive Pronouns are formed by the addition of **-self** or **-selves**. They are—

themselves, myself, ourselves, itself.

- (i) They cannot be used independently. The related Noun or Pronoun must be used with them, As—
- 1. I can do it myself.

or

I myself can do it.

It is wrong to use it thus—Myself can do it.

- 2. **He himself** came to the office
- 3. You can see it yourself.
- 4. We discovered the facts ourselves.
- 5. They themselves were there on the scene.
- 6. No **machine** can move by **itself.**
- (ii) There are some **Transitive verbs** which take some Reflexive Pronoun for their object if there is no other object to complete them. These verbs are—avail, absent, revenge, enjoy. As—
- 1. I **availed myself** of this opportunity.
- 2. I revenged myself upon him.
- 3. He **absented himself** from the class.
- You must have enjoyed yourself during the vacation.

Exercise

Correct the following sentences:

- 1. This house is mine house.
- 2. That book is yours book.
- 3. Mine office is there.
- 4. Yours father came yesterday.
- 5. All theirs cows have returned from the wood.
- 6. One cannot bear his insult like this.
- 7. One should take care of his own interests.
- 8. One will never repent if he is honest.
- 9. I meself can do it.
- 10. Myself never knew the facts.
- 11. Himself is strong enough to defend him-
- 12. Themselves were absent.
- 13. He could not avail of the great opportu-
- 14. I must revenge upon my opponent.
- 15. He has again absented from duty.

Himself, herself, yourselves, Hints—(1) drop house; (2) drop book; (3) My; (4) Your; (5) their; (6) one's; (7) one's; (8) One in place of he; (9) myself; (10) I myself; (11) He himself is; (12) They themselves; (13) avail himself; (14) revenge myself; (15) absented himself.

Interrogative Pronoun

- Rule 38—Interrogative Pronouns are these—Who, whom, whose, which, what. The following are the Rules of their use—
 - (i) What is used for inanimate things. As— What is that ? What was there ? What happened? What had appeared there?
 - (ii) What is used for Persons also when the question is about their Position or Profession. As-
 - 1. **What** is your father? i.e., What is the post or profession of vour father?
 - 2. **What** is he?
 - 3. What are you?
 - (iii) Who, whose, whom are used for Persons. Who is used in the Nominative case, whom in the Objective case, and whose in Possessive case. As—
 - 1. Who are you?
 - 2. **Who** comes there?
 - 3. **Whose** book is this?
 - 4. **Whom** do you want to meet? Since whom is a little inconvenient to use, who has come to be used in place of whom in the objective case. As—
 - 1. Who have you invited?
 - 2. **Who** do you want to meet?
 - 3. **Who** are you speaking to?
 - 4. **Who** did you find there?
 - (iv) Which is used for Persons and things in restricted choice. As-
 - 1. Which is your father?
 - 2. Which pen is yours?
 - 3. Which book do you like most?
 - (v) Sometimes it becomes essential to use some Preposition with which or what. In such a situation the **Preposition** is placed

- at the **end** of the sentence, not at the **beginning**. As—
- 1. **What** is this table made **of**?
- 2. Which house do you live in?
- 3. What place are you going to?
- 4. Which book are you looking for?

Exercise

Correct the following sentences:

- 1. Whom is your father?
- 2. Whose are you?
- 3. Whom comes there?
- 4. Whom house is that?
- 5. Whose have you invited to tea?
- 6. Of what is this toy made?
- 7. For whom are you waiting?
- 8. In which street do you have your house?
- 9. What car is yours?
- 10. At what are you aiming?

Hints—(1) What;

- (2) Who;
- (3) Who;
- (4) Whose;
- (5) Who, Whom;
- (6) Preposition of to be placed at the end made of;
- (7) Who/Whom waiting for ?
- (8) Which street your house in?
- (9) Which; (10) What are aiming at?

Revision Exercise: 1

Choose the appropriate form of the Pronoun from those given in brackets:

- 1. (I/me) shall go with (himself/him).
- 2. (Our/ours) is a long and sad tale.
- 3. My house is larger than (their/theirs).
- 4. I met a brother of (him/his) in the market.
- 5. It is (they/them) who have done it.
- 6. This is a secret between you and (I/me).
- 7. They praised his brother and (he/him).
- 8. He has no pencil; can you lend him (your/yours)?
- 9. Are these (your/you) books ? No, they are (her/hers).

- 10. It is not (we/us) who are to blame.
- 11. He is older than (me/I).
- 12. Let you and (she/her) be friends again.
- 13. You are as good as (him/he).
- 14. There is enough room for you and (me/I).
- 15. Nobody but (he/him) was present.
- 16. I know that it was (she/her).
- 17. You and (me/I) can do this work together.
- 18. Each of the students gave (his/their) own version of the incident.
- 19. I am not one of those who cannot keep (my/their) word.
- 20. Every day and every night has (its/their) own importance.

Hints—(1) I, him; (2) ours; (3) theirs; (4) his; (5) they; (6) me; (7) him; (8) yours; (9) your; hers; (10) we; (11) I; (12) she; (13) he; (14) me; (15) he; (16) she; (17) I; (18) his; (19) their; (20) its.

Revision Exercise: 2

Fill in the blanks with appropriate interrogative pronoun :

- 1.are you doing?
- 2.is yours, the pen or pencil?
- 3. of them is your sister?
- 4. This is my book; is that?
- 5. did you send to hospital?
- 6. is the chain made of?
- 7. is this letter from?
- 8.is she writing to?
- 9.is he talking about?
- 10.do you prefer, milk or tea?
- 11.is this coat, mine or yours?
- 12. is better, this one or that?
- Hints—(1) What; (2) What; (3) Which; (4) whose; (5) Who/Whom; (6) What; (7) Where; (8) Who; (9) What; (10) What; (11) Whose; (12) Which.

Revision Exercise: 3

- 1. Man is the only animal who can talk.
- Neither of the three brothers have done their work.

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- 3. They that are healthy have no need of a doctor.
- 4. Let you and I do this work.
- 5. One should always remain loyal to his country.
- 6. The candidate, who is a graduate, he is eligible for the post.
- 7. He is one of those people who can sacrifice his all for the nation.
- 8. My sister and myself are happy to accept your invitation.
- 9. He is as clever as her.
- 10. He is a friend of our.
- 11. I have nothing which would suit you.
- 12. I and my friend will go together.
- 13. Show me the man whom did it.
- 14. Who is your father, this gentleman or that?
- 15. The two friends like one another.

- 16. They enjoyed during the holidays.
- 17. Myself saw the robber.
- 18. There are my books. I am giving the same to you.
- 19. You are stronger than him.
- 20. He and myself are great friends.
- 21. This is the best which we can do.
- 22. It was me that gave you the information.
- 23. The boy whom you spoke to in the market is my cousin.
- 24. They can do it themself.
- 25. These pencils are for you and I.

Hints—(1) that; (2) None; (3) Those who; (4) me; (5) one's; (6) drop he; (7) their; (8) I; (9) she; (10) ours; (11) that; (12) My friend and I; (13) who; (14) Which; (15) each other; (16) themselves; (17) I myself; (18) them in place of the same; (19) he; (20) I; (21) that; (22) I; (23) who; (24) themselves; (25) me.

6

Adjectives

Kinds of Adjectives

There are **Ten** kinds of Adjectives—

1. Proper Adjectives—The Adjectives formed from **Proper Nouns** are called Proper Adjectives. As—

Indian coast, French wine, American culture, English language, Shakespearean plays.

2. Descriptive or Qualitative Adjectives—
The Adjectives which describe the merits or demerits, shape and size, colour and form, good qualities or bad ones, of a person or a thing are called Qualitative Adjectives. As—

A great man, a beautiful girl, a brave boy, a small toy, a white cow, cold water.

3. Quantitative Adjectives—The Adjectives which express the **quantity** (not number) of a thing are called Quantitative Adjectives.

These Adjectives are always applied to uncountable Nouns in the Singular Number. The Nouns which they qualify can never be in the Plural Number.

These Adjectives are—Much, little, no, none, some, any, enough, sufficient, all, whole, half, less, a good deal of, a lot of, plenty of, a kilo/pound/ton/quintal, a litre/metre. As—

- 1. This is all the milk in the cup.
- 2. There is **enough** sugar for the evening tea.
- 3. There is **no** bread in the cupboard.
- 4. There is one **litre** milk in the jug.
- 4. Numeral or Numerical Adjectives— These Adjectives show Number. They are— One/two/three, etc.; first/second/third, etc.; a, an, many, few, some, several, a few, all, any, a number of, a lot of, a heap of, plenty of.

These Adjectives are always applied to Countable things in both Singular and Plural Numbers. Amongst these, those which refer to

definite Numbers (as **one** / **two** / **three**. etc. or **I**, **II**, **III** etc.) are called Definite Numeral Adjectives, and those which refer to Indefinite Number (as **many**, **several**, **few**, etc.) are called Indefinite Numeral Adjectives. As—

- 1. He has four books.
- 2. He has **one house.**
- 3. He has many books.
- 4. He has **several houses.**
- 5. **Five workers** are there.
- 6. There are **no workers**.
- 7. **All workers** have gone.

Note—The examples given above under Rules No. 3 and 4 above will show that some Adjectives are both Adjective of Quantity and Adjective of Number. They are—all, some, enough, no, none, more, any, plenty of, etc. They are common to both. They become Adjective of Quantity or Adjective of Number (Numeral Adjective) according to their use. If they show quantity, they become Quantitative, and if they show Number, they become Numeral Adjectives. As—

	Quantitative		Numeral
1.	He has drunk all the milk	1.	He has read all the books.
2.	He has drunk some milk.	2.	He has read some books.
3.	He has no milk.	3.	He has no books.
4.	He hasn't drunk any milk.	4.	He hasn't read any book.
5.	He has a lot/plenty of milk.	5.	He has a lot/plenty of books.
6.	He has enough milk.	6.	He has enough books.
7.	He has spoilt most of the milk.	7.	He has read most of the books.

5. Demonstrative Adjectives—The Adjectives which point to some Person or thing are called Demonstrative Adjectives. They are of two types—Definite Demonstratives and Indefinite Demonstratives. The more common Definite Demonstratives are these—

This, that (with Singular Noun)

These, those (with Plural Noun)

Any, Such, Some (with both Numbers according to sense)

Indefinite Demonstratives are these—Any, some, such, other, any other, a certain, etc.

Here it should be remembered that a Singular Demonstrative should go with a Singular Noun, and a Plural Demonstrative with a Plural Noun. Therefore, we cannot write **this boys** or **these boy**.

The Demonstratives which are common in both Singular and Plural Numbers are these—

a certain book, certain books
the other book, the other books
such a boy, such boys
any man, any men
the same boy, the same boys

- **6. Distributive** Adjectives—Distributive Adjectives are those that point to Persons or Things Singly or Collectively. They are—each, every, either, neither. As—
 - 1. **Each boy** will show his work.
 - 2. Every man had gone in time.
 - 3. You can take **either road**, this or that.
 - 4. **Neither road** is safe at this hour.
 - 5. You have to take this medicine **every four hours** (*i.e.*, every period of four hours).
 - 6. **Every four teams** will give a demonstration turn by turn (*i.e.*, in groups of four teams).
- **7. Interrogative Adjectives**—Interrogative Adjectives are those that ask Questions. As—**What, which, whose,** etc. As—
 - 1. Which book do you want?
 - 2. What book was that?
 - 3. Whose book was that?
- **8.** Possessive Adjectives—Possessive Adjectives show relationships. They are—My, Our,

Your, thy, his, her, its, their. In Attributive form they are used before the Nouns they qualify. As—My book/ books, Your book/ books, Our house/ houses, its wings.

But the **Possessive Adjectives** can be **Possessive Pronouns** also. In that case they are used Predicatively, *i.e.* after the Nouns they qualify. As—

This is **my book.** (Possessive Adjective)

This **book** is **mine** (Possessive Pronoun)

In the same way mine, ours, yours, theirs, hers are also Possessive Pronouns (not Possessive Adjectives).

- **9. Emphasizing Adjectives**—These Adjectives are used to lay **emphasis** on the Noun. They are—**own**, **very**. As—
 - 1. I saw it with my own eyes.
 - 2. This happened before my very eyes.
 - 3. His **own book** was lost.
 - 4. He came this very day.
- **10.** Exclamatory Adjectives What can be used as Exclamatory Adjective also. As —

What joke that was!

What nonsense this is!

What a beautiful house you have !

Exercise

- 1. There is none bread on the counter.
- 2. We shall need 5 litres milk for the party.
- 3. Whole students are present on the field.
- 4. A good deal of passengers are waiting for the train.
- 5. All the fourth books are in our course.
- 6. All fourth student will come forward.
- 7. I have no liking for this kinds of games.
- 8. None of these two alternatives is acceptable to me.
- 9. All the sides of the coin are rusty.
- 10. He can read with none of his eyes.
- 11. He has injured all his hands.
- 12. Each and every books has been damaged.
- 13. Each of this book is difficult for me.
- 14. We are all yours students.
- 15. This is mine house. Which is your?
- 16. He likes very this type of pen.

- 17. He fought in very my presence.
- 18. My son own can do it easily.
- 19. Which a beautiful girl this is!
- 20. Which a fun was that!
- Hints—(1) no; (2) 5 litre; (3) All; (4) 'number of' in place of 'good deal of'; (5) four; (6) Every; (7) this kind or these kinds; (8) Neither; (9) Both; (10) neither; (11) both; (12) book; (13) these books; (14) your; (15) my; yours; (16) this very type; (17) my very presence; (18) own son; (19) What; (20) What.

Position of Adjectives

- (a) There are **two ways** of using Adjectives—
- (1) Attributive use
- (2) Predicative use

In **Attributive** use Adjectives are placed **before** the Nouns they qualify. As—He is a **good boy**. In Predicative use Adjectives are placed **after** the Nouns they qualify. As—The **boy** is good.

The following are the Rules of **Attributive** and **Predicative** use of Adjectives—

- 1. **Proper and Qualitative Adjectives** These Adjectives can be used in both Attributive and Predicative ways. As—
 - 1. This is an **Indian dish**. (Attributive)
 - 2. This **dish** is **Indian**. (Predicative)
 - 3. This is a **good book** (Attributive)
 - 4. This **book** is **good**. (Predicative)
- 2. But the following Adjectives are used **only Predicatively** (not attributively)—

asleep, alive, ill, awake, afraid, ashamed, alike, alone. As—

- The baby is asleep.
 (cannot say—He is an asleep baby)
- 2. The child is awake. (Not awake child)
- 3. **He** is **afraid** of you.
- 4. I am alone.
- 5. Their appearances are alike.
- (b) Adjective is used after Indefinite Pronoun (something, nothing, anything, somebody, anybody, no one). As—
 - 1. He is somebody important.

- 2. Tell me something interesting.
- 3. I have **nothing new** to say.
- 4. Is there **anything new**?
- (c) If several Adjectives qualify the same Noun, it is better to use them after the Noun, though their use before the Noun is also not wrong. As—

A man, strong, young and brave.

- I love all things—good and useful, colourful and beautiful.
- (d) When an Adjective is used for a title, it is used after the Noun. As—Akbar the Great; Alexander the Great, Louis the Pious.
- (e) In some phrases the Adjective is used after the Noun. As—
 the body politic, heir apparent, the sum total, chairman elect, a God incarnate, Governor-General, from time immemorial.
- (f) Ordinal and Cardinal Numbers—If Numerical Adjectives of both kinds (Cardinal —one / two / three, etc. and Ordinal —I / II / II, etc.) are to be used before a Noun, the Ordinal numbers should be used first and Cardinal numbers later. I, II, III are read is First, Second, Third, etc. As—
 - 1. I have read the **first two** chapters (not **two first** chapters) of this book.
 - 2. The **first five** poems of this book are in our course. (Not **five first**)
- (g) If both Numeral and Possessive Adjectives are to be applied to a Noun, the Numeral Adjective should be used before the Possessive Adjective. As—
 - All my brothers are well settled. (Not My all brothers)
 - 2. **Half my friends** have already gone. (Not **My half friends**)
- (h) **The, this, that** are used after the Numeral Adjective. As—
 - 1. All the books (Not the all books)
 - 2. **Both** the books, (Not **the both books**)
 - 3. **All this** is wrong. (Not **this all**)
- (i) For emphasis the Adjective is used after the Noun. As—

Things eternal are more precious than things temporal.

- (j) If several Adjectives qualify the same Noun, they should be arranged in such a way that the Adjectives suggesting the basic qualities of the Noun concerned should come nearest to it serially. As—
 - 1. A dirty, ugly old man. (Not old, dirty ugly man)
 - 2. A weak, hungry, green parrot.
- (k) **Determiners/Determinatives**—They are the Adjectives that point to the **Number** or **Quantity** of a Noun, or **limit the range** of a thing by making a definite suggestion towards it (as—**this**, **that**, **these**, **those**, **my**, **your**, etc.) These determiners are always placed **before the Noun**. As—
 - 1. There are **five horses** (Not **horses five**)
 - 2. Here is a cup.
 - 3. This is my cup.
 - 4. I like this/that cup.
 - 5. I don't like these/those boys.
- (1) If an Article (a, an, or the) and an Adjective are both to be used for a Noun, the Adjective is placed after the Article.
 - 1. He is a good boy. (Not good a boy)
 - 2. This is the best book. (Not best the book)

Exercise

Correct the following sentences:

- 1. This is very beautiful a scene.
- 2. I bought colourful two sets of curtains.
- 3. He ashamed felt at his discourteous behaviour.
- 4. I alone live in such a big house.
- 5. I found the whole awake family at midnight.
- 6. We found interesting nothing there.
- 7. Have you new anything to tell me about this case?
- 8. The Great Akbar was the Emperor of India.
- 9. Lord Krishna was an incarnate God.

- This custom has been coming down from immemorial time.
- 11. The eldest prince is the apparent heir to the throne.
- 12. He is among the three first position holders.
- 13. The five last candidates could not be interviewed today.
- 14. Our all friends are very sincere.
- 15. His all books have been stolen.
- 16. The both friends have come.
- 17. The all books are equally good.
- 18. A young, well-dressed and smart man is waiting for you.
- 19. I bought tickets five for Bombay.
- 20. I always choose best the everything.
- Hints—(1) a very beautiful; (2) two sets of colourful; (3) felt ashamed; (4) live alone; (5) family awake; (6) nothing interesting; (7) anything new; (8) Akbar the Great; (9) God incarnate (drop 'an'); (10) time immemorial; (11) heir apparent; (12) first three; (13) last five; (14) All our; (15) All his; (16) Both the; (17) All the; (18) well-dressed and smart young man; (19) five tickets; (20) everything the best.

Degrees of Adjectives

There are **three Degrees** of Adjectives—

- 1. Positive Degree
- 2. Comparative Degree
- 3. Superlative Degree

In the Positive Degree some special quality of a thing is pointed out, **not the Degree** of the special quality. As—

Ram is a **brave** boy.

In the Comparative Degree the **second lower or higher** degree of the quality is suggested, and in it there is a **sense of comparison** of the same quality in two things. As—

Ram is **braver** than Shyam.

In the Superlative Degree the third and highest Degree of the quality is suggested, and in it there is the sense of the highest Degree of the same quality amongst at least three or more things. As—

- 1. Ram is the **bravest** of these **five** boys.
- 2. Ram is the **bravest** of all.

- Note—(1) Absolute Superlative—Sometimes Superlatives formed by most are used in such a way that they do not carry the sense of the highest Degree of comparison; they only lay emphasis on the quality concerned. They are called Absolute Superlatives. As—
 - 1. That was a most unfortunate event.
 - 2. It was a most moving speech.

Formation of Comparative and Superlative Degree Adjectives

Signs of Recognition

There are some signs of recognition of Comparative or Superlative Degrees. They are—

- 1. Comparative Degree—
- (a) Comparative Degree Adjectives have generally - r, - er, - or at the end.
 - (b) Superlative Degree—
- Superlative Degree Adjectives have generally - st or - est at the end.
- (c) **More** is the sign of Comparative Degree and Most of the Superlative Degree.

The following are the ways of making Comparative or Superlative Degrees from the Positive Degree -

1. Comparative Degree is formed by adding er and Superlative by adding -est to the Positive Degree of Adjectives of one syllable and some of more than one syllable also. As—

	•	
Positive	Comparative	Superlative
Tall	Taller	Tallest
Sweet	Sweeter	Sweetest
Young	Younger	Youngest
Smart	Smarter	Smartest
Great	Greater	Greatest
Small	Smaller	Smallest

2. In Adjectives ending with e in the Positive Degree, Comparative Degree is formed by adding -r and Superlative by adding -st to the Positive Degree. As-

Positive	Comparative	Superlative
Brave	Braver	Bravest
Fine	Finer	Finest
Large	Larger	Largest
Able	Abler	Ablest
Noble	Nobler	Noblest
Wise	Wiser	Wisest

Pure	Purer	Purest
White	Whiter	Whitest
Sane	Saner	Sanest

3. In Adjectives ending with v in the Positive Degree and also having a **Consonant** before y, the Comparative and Superlative Degrees are formed by first converting v into i, and then adding -er for the Comparative and -est for the Superlative Degree, As—

Positive	Comparative	Superlative
Easy	Easier	Easiest
Heavy	Heavier	Heaviest
Нарру	Happier	Happiest
Merry	Merrier	Merriest
Wealthy	Wealthier	Wealthiest
Healthy	Healthier	Healthiest
Pretty	Prettier	Prettiest

4. If an Adjective ends with y in the Positive Degree, but has a Vowel (not a consonant) before v, the v is not converted into i, and the comparative and Superlative Degrees are formed by adding - er and - est respectively. As—

Positive	Comparative	Superlative
Gay	Gayer	Gayest
Grey	Greyer	Greyest

5. In Adjectives ending with double consonants, or with one consonant preceded by two **Vowels**, the Comparative and Superlative Degrees are formed by adding - er or - est respectively without doubling the last consonant. As-

Positive	Comparative	Superlative
Deep	Deeper	Deepest
Great	Greater	Greatest
Thick	Thicker	Thickest
Small	Smaller	Smallest
Dull	Duller	Dullest

6. When an Adjective of one syllable has one consonant at the end, and this last consonant is preceded by one short vowel, the last consonant is doubled before adding - er or - est for making Comparative or Superlative Degrees. As-

Positive	Comparative	Superlative
Hot	Hotter	Hottest
Big	Bigger	Biggest
Thin	Thinner	Thinnest
Sad	Sadder	Saddest
Fat	Fatter	Fattest
Red	Redder	Reddest

7. Some Adjectives have **more than two** syllables in their Positive Degree (including a few of only two syllables also). The Comparative or Superlative Degrees of such Adjectives are made by using **more** or **most** before them. As—

Positive	Comparative	Superlative
Beautiful	More beautiful	Most beautiful
Courageous	More courageous	Most courageous
Learned	More learned	Most learned
Splendid	More splendid	Most splendid
Difficult	More difficult	Most difficult
Industrious	More industrious	Most industrious
Proper	More proper	Most proper
Honourable	More honourable	Most honourable
Honest	More honest	Most honest

8. **Irregular Formation**—The Comparative or Superlative Degrees of some Adjectives are irregular. They are not governed by any rules, and their Comparative or Superlative Degrees are not formed from their Positive Degrees. As—

Positive	Comparative	Superlative
Good	Better	Best
Bad	Worse	Worst
Little	Less/Lesser	Least
Much	More	Most
Many	More	Most
Late	Later/Latter	Latest/last
Old	Older/Elder	Oldest/eldest
Far	Farther	Farthest (for distance)
Fore	Former	Foremost
In	Inner	Inmost/innermost
Up	Upper	Uppermost/upmost
Out	Outer	Outermost

Exercise

Give the Comparative and Superlative Degrees of the following Adjectives:

- (a) Easy, merry, healthy, wealthy, pretty.
- (b) Small, great, high, low, gay, fine, grey, slow, fast, lazy, bright.
- (c) Sad, thin, red, fat, big.
- (d) Gracious, wonderful, respectable, remarkable, intelligent, loyal, prudent, impressive, industrious, sorry.
- (e) Good, bad, little, much, many.

Correct Use of Adjectives

(A) Positive Degree

Rule 1—Comparison of Equality

When equality or similarity is shown through comparison between two Persons, Things or Qualities, we use the pattern—

as + Adjective + as

As-

- 1. She is **as beautiful as** her sister.
- 2. Ram is as tall as Shyam.

Rule 2—Comparison of Inequality

When **inequality** or **dissimilarity** through comparison is shown between two **Persons**, **Things** or **Qualities**, we follow the following two patterns—

not as + Adjective + as

or

not so + Adjective + as

These comparisons are called **Negative comparisons**. As—

1. She is **not as beautiful as** her sister.

or

She is **not so beautiful as** her sister.

2. Ram is **not as tall as** Shyam.

or

Ram is **not so tall as** Shyam.

Note—If we wish to lay more emphasis on inequality, we can use quite before so. As—

- 1. She is **not quite so beautiful as** her sister
- 2. Ram is **not quite so tall as** Shyam.

Rule 3—Concealed Comparison

In some sentences **comparison is not explicit** but concealed in its sense. In such sentences we use—

not all that + Adjectives. As—

- 1. He is **not all that intelligent**.
 - (*i.e.* He is not **as intelligent as** he was believed to be.)
- 2. Its price is **not all that** high.
- 3. The swimming pool is **not all that deep.**

Rule 4—Comparison of Actions (Verbs)

In Positive Degree **two actions can be compared** in the following ways—

- (i) By using **Gerund.** as—
 - 1. Writing is as easy as reading.
 - 2. Walking is as difficult as running.
- (ii) By using Infinitive. as—
 - 1. It is not as easy to write as read.
 - 2. It is as difficult to walk as run.

In this construction it should be remembered that the first Infinitive is used **with to**, and the second **without to**.

- (iii) By using had better/had rather/had sooner. as
 - 1. I had rather go than wait.
 - 2. You had rather read than write.
 - 3. You had better work than sit idle.
 - 4. We had better sit there than stand here.
 - 5. They had sooner die than surrender.
 - 6. They would sooner die than surrender.
 - They would as soon die as surrender.

In this construction Infinitive is used twice, and each time **without to**. This is the correct pattern.

Exercise

Correct the following sentences:

- 1. Sita is as taller as her sister.
- 2. This book is useful as the other one.
- 3. Ram is not more merciful as Shyam.
- 4. I was not so tired than my brother.
- 5. He is not very so industrious as your servant.
- 6. You are not highly so tall as your friend.
- 7. He is not that all trustworthy.
- 8. His achievement was not all so great.
- 9. To drive is as difficult as swimming.
- Public speaking requires as much courage as to dance.
- 11. It is as difficult to ride as driving.
- 12. They had better paid the penalty.
- 13. We would soon pay the money than suffer this insult.
- 14. I would as soon as die as beg like you.
- 15. You had better vacated the house than gone for litigation.

Hints—(1) as tall as; (2) as useful as; (3) so merciful; or as merciful; (4) as my brother; (5) quite so; (6) quite so tall; (7) not all that; (8) not all that; (9) driving; (10) as dancing; (11) to drive; (12) pay; (13) sooner; (14) as soon die; (15) vacate, go.

(B) Comparative Degree

Rule 5—Comparison between two

Comparative Degree Adjective is used for comparison between **two** Persons, Things or Qualities, not for more than two. As—

- 1. Ram is **nobler** than Mohan.
- 2. Which is the **better** between these **two pens**? (not **better** among these **five** pens.)

Rule 6—Use of than

The connective 'than' is used to show comparison for all Adjectives except those Adjectives shown below under Rule 7. As—

- 1. Ram is **taller than** Shyam.
- 2. This house is **better than** that.
- 3. Sita is more beautiful than Geeta.

Rule 7—Use of to—

For all Adjectives of Latin origin, comparison is shown by 'to' (not by 'than'). The more common Adjectives of Latin origin are—Superior, inferior, junior, senior, prior, anterior, posterior. It may be remembered that generally these Adjectives end with - or. By this sign they can be recognised. It may be remembered that 'to' is used after Prefer / Preferable also, though they are not of Latin origin. As—

- 1. He is junior/senior to me. (not than me)
- 2. This is **superior/inferior to** that. (not **than that**)
- 3. His turn comes **prior to** mine. (not **than** mine)
- 4. Milk is **preferable to** tea. (not **than**)

Rule 8—Originally Comparative Degree

The above noted Adjectives of Latin origin (Superior, inferior, junior, senior, prior, anterior, posterior) are already of Comparative Degree. Therefore no attempt should be made to make their comparative degree by adding more / less or any other comparative

word. Therefore, it is wrong to use such expressions as 'more superior' or 'less superior', 'more preferable' or 'less preferable' and so on. Also, as has been explained above, 'to' is used with them, not 'than'. As—

- 1. He is junior to me. (Not more junior than)
- She is senior to her. (Not more senior than)
- 3. Milk is **preferable to** tea. (Not **better preferable**)

Rule 9—Double Comparatives

Double comparatives should not be used. Therefore, the following expressions are wrong—more cleverer; more better; more stronger; less braver; greater higher, etc. The correct expressions would be—

- 1. He is **cleverer** (not **more cleverer**) than you.
- 2. An elephant is **stronger** (not **more stronger**) than a horse.

Rule 10—When two qualities

of the same person or thing are to be compared, the Comparative Degree formed by **-er** should not be used. In their place comparative degree should be made by adding **more** or **less** to the Adjective concerned. As—

- 1. He is more brave than strong. (Not braver than stronger)
- 2. Mohan is **more good** than **wise** (Not **better** than **wise**)
- He is more industrious than intelligent. (Not more industrious than more intelligent)

Rule 11—Correct Comparisons

When two persons, things or qualities are to be compared, care should be taken to see that comparison is made between correct persons or things. No wrong comparison should be made. As—

My horse is better than Ram.

This sentence is wrong because in this sentence the comparison is wrong. The sentence as it is would mean as if comparison is made between 'my horse' and 'Ram'. The correct comparison would be between 'my horse' and 'Rams's horse' (not Ram himself). Therefore, the correct form of the above sentence would be—

My horse is better than Ram's. (i.e., Ram's horse)

Similarly—

- 1. The climate of Punjab is better than that of Bihar. (Not than Bihar)
- 2. The markets of Delhi are larger than those of (or than the markets of) Agra. (Not than Agra)

Exercise

Correct the following sentences:

- 1. This T.V. set is less inferior to your set.
- 2. His performance was superior than mine.
- 3. This cloth is much more superior to the other one.
- 4. His turn comes priorer to yours.
- 5. Ram is more cleverer than Mohan.
- 6. You can do still more better work.
- No man could have done it in less shorter time.
- 8. Ram is more industrious than more intelligent.
- 9. He is stronger than cleverer.
- 10. His writing is better than you.
- 11. The scenery of Kashmir is more beautiful than Bihar.
- 12. The cows of Haryana are better than Panjab.
- 13. Calcutta is larger than that of Bombay.
- 14. His house is bigger than her.
- 15. My school is nearer than their.

Hints—(1) drop 'less'; (2) to mine; (3) drop 'more'; (4) prior; (5) drop 'more'; (6) drop 'more'; (7) drop 'less'; (8) drop 'more' before 'intelligent'; (9) 'more strong than clever'; (10) yours; (11) that of Bihar; (12) those of Panjab; (13) drop 'that of'; (14) hers; (15) theirs.

Rule 12—Proper Comparisons

There may be another error in correct comparison which should be avoided. When a person or thing is to be compared with another person or thing of **the same class or category**, and if the comparison is to be shown by a comparative Adjective followed by **'than'**, the person orthing coming after **'than'** should have **'any other'**/**'all others'** or **'else'** before it, otherwise the comparison

would be wrong and the sentence will have no meaning. For example, look at the following sentence—

Ram is more intelligent than any other student in the class.

This sentence is correct. But if we delete the word **other** from the sentence and write it as follows—

Ram is more intelligent than any student in the class.

The sentence becomes wrong on account of wrong comparison. This sentence would mean as if Ram is not a student (may be a peon) and he is being compared with the students of the class. But when we say **any other** student, the meaning becomes clear that Ram is himself a student and he is being compared with **other** students of the class.

Similarly the following sentences are correct—

- 1. This book is better than **any other** book in the stock.
- 2. An elephant is stronger than **all other** animals in the wood.
- 3. I respect **you** more than **any one else** in the college.

If we write these sentences as follows (after removing **any other/all other/anyone else**), they will all be wrong.

- 1. This book is better than any book in the stock
- 2. An elephant is stronger than all animals in the wood.
- 3. I respect you more than anyone in the college.

Note—It may further be remembered in this context that other is used with a Noun and else with a Pronoun. As—any other teacher, any other pen, any other doctor; anyother else, anyone else, everybody else, etc.

Exercise

Correct the following sentences:

- 1. Dara Singh was stronger than any man in his youth.
- He works harder than any student in his class.
- 3. He is more learned than any teacher in the college.

- 4. I love you more than any boy in the class.
- 5. He is dearer to me than anyone in the family.
- 6. He was in time while everyone was late.
- 7. I cannot accept you, though I can accept anybody.
- 8. I cannot believe in your promises, though I can believe in anybody else.

Hints—(1) any other; (2) any other; (3) any other; (4) any other; (5) anyone else; (6) everyone else; (7) anybody else; (8) else's.

Rule 13—Comparison of Number/Quantity

Another error is often committed in the comparisons of **Number** and **Quantity**. It should be remembered that **fewer** is used for **Number**, and **less** for **Quantity**. **Fewer** is always followed by **Countable Plural Noun** and **less** by **uncountable Singular Noun**. But **more** can be used both for **Number** and **Quantity**. As—

- 1. I have **fewer pens** than **pencils**.
- She gave me fewer books than magazines.
- 3. He eats **less butter** than **sugar**.
- 4. She bought less gold than silver.
- 5. There are more cows than goats.
- 6. There is more sugar than salt.

Never use **fewer** in place of **less**, or **less** in place of **fewer**. For example, the following sentences are **wrong**—

- 1. She bought **fewer gold** than **silver**.
- 2. I have less pens than pencils.

Rule 14—Comparatively + Positive Degree

If an **Adjective** (or an **Adverb**) has **Comparatively** before it, the **Adjective** (or **Adverb**) should be used in the **Positive Degree**, **not in the Comparative Degree**. As—

- 1. This is **comparatively easy** (not **easier**).
- 2. He is now comparatively well (not better).
- 3. This is **comparatively difficult** (not **more difficult**).

Exercise

- There are less rooms in his house than in mine.
- 2. He has read less books than I.

- 3. Only a few milk would be sufficient.
- 4. Take this medicine with a few tea.
- 5. Very less guests have come yet.
- 6. I will have a little fewer sugar in my tea.
- 7. He is now comparatively better off.
- 8. Today he came comparatively earlier.
- 9. Your problem is comparatively easier.
- 10. He is comparatively a better man.

Hints—(1) fewer; (2) fewer; (3) little; (4) little; (5) few; (6) less; (7) well off; (8) early; (9) easy; (10) good.

Rule 15—Parallel/ Gradual Increase or Decrease

- (a) Some sentences are so constructed that its **Comparative Degree Adjective** is split up and used in the two **Parts** of the sentence as a balance. In such sentences, **Comparative Degree** should be used in **both the parts**, **not comparative in one part** and **Positive or Superlative in the other**. As—
- 1. The **higher** a man rises, the **humbler** he grows.

We should not say—

The **higher** a man rises, the **humble** or **humblest** he grows.)

- 2. The **nobler** a man is, the **more respect** he gets.
- (b) In some sentences the same Comparative Adjective is repeated one after the other. The form of such sentences is as follows—
- 1. He is getting weaker and weaker.
- 2. He is working **harder and harder**.
- 3. The price-index is rising **higher and higher**.

Rule 16—Positive Degree+Comparative Degree

There are also some sentences in which both the **Comparative** and **Positive** Degree Adjectives are used. In such sentences, the **Positive Degree** Adjective should be used with **as**as (not with **one as** only) and Comparative Degree Adjective with **than**. As—

- 1. He runs **as fast as,** if not **faster than** you.
- She is as good as, if not better than her mother.
- 3. This hall is as large as, if not larger than that.

In the above noted sentences if **as** is used **only once** with the Positive Degree Adjective, they would be wrong. For example, the following sentences are **wrong**—

- 1. He runs **as** fast, if not faster than you.
- 2. She is **as** good, if not better than her mother.
- 3. This hall is **as** large, if not larger than that.

Rule 17—Emphatic Comparatives

Emphatic Comparatives can be used in the following **three** ways—

- (a) By using much / far / by far / still before the Comparative Degree (but not by using very). As—
- 1. This house is much larger than that.
- 2. This is **far better** than that.
- 3. This is **by far more** important than the other.
- 4. This book is **still better.**

or.

This book is better still.

(b) By using rather.

As-

- 1. This book is **rather cheaper.**
- 2. This hall is **rather better.**
- (c) By using all the.

As-

- 1. This is all the better.
- 2. That was **all the** worse.
- 3. That was all the more disappointing.

Exercise

- 1. The harder a man labours, the best returns he gets.
- 2. The more contented a man is, the happy he feels.
- 3. The more you amass, the greediest you grow.
- 4. The most you conceal, the more you expose yourself.
- 5. The valley goes deep and deeper from here.

- 6. The mountain peaks rise high and high from this terrain.
- 7. He is sinking deeper and deepest into debts.
- 8. He is as intelligent, if not more intelligent than his father.
- 9. His position is as bad as, if not worst than yours.
- 10. He is very better now.
- 11. This is all the good for me.
- 12. This cloth is very inferior.

Hints—(1) better; (2) happier; (3) greedier; (4) more you conceal; (5) deeper and deeper; (6) higher and higher; (7) deeper and deeper; (8) as intelligent as; (9) worse; (10) much better; (11) better; (12) much inferior.

(C) Superlative Degree

Rule 18—The + Superlative

Article **The** must be used before a Superlative Degree Adjective. As—

- 1. He is **the best** student of the class.
- 2. This is **the highest** peak.
- 3. He is **the most powerful** man.

The following sentences are wrong because Article **a** (not **the**) or **no article** has been used before the Superlative Adjective. As—

He is a best student.

or

He is **best** student.

- Note—But if some Possessive Adjective (my, our, your, his, her, their) or Possessive Case (Noun + 's) has come before the Superlative, we don't use the Article the. As—
 - 1. He is **my best** friend.
 - 2. He is **our dearest** child.
 - 3. He is **Ram's best** friend.

Rule 19—Three or more Nouns

Superlative Adjective is used for comparison amongst at least **three** or **more** things or persons. As—

- She is the **best** of the **three** sisters. (Not **best** of the **two sisters**)
- 2. This is the cheapest of all. (Not cheapest of both)

Rule 20—Superlative + of/ in

Preposition of or in is used to show comparison amongst three or more persons or things. As—

- 1. He is the richest **of all men** here.
- 2. This is the cheapest of all books.
- 3. This is the best building in the town.
- 4. He is the most intelligent boy in the class.

Remember that **of** is used with most of the Superlative Adjectives, but with the Superlatives showing **place** we use **in** instead of **of**. As—in the **town** or in the **class** in the above noted sentences.

Rule 21—Superlative + one of/among

When **one of** or **among** is used with a Superlative, the noun coming after it must be of **Plural Number**. As—

- 1. Ram is **one of the** best **boys** in the class.
- 2. This is **one of the** cheapest **books** available in the market.
- 3. He is the best **among** these **boys**.
- 4. This is the cheapest **among** these **books**.

Rule 22—Superlative and other

We don't use **other** with a Superlative Degree Adjective. (It may be remembered that with a **Comparative Degree** Adjective **other** is used when the comparison is within the same class or category, but it is not so with a Superlative Adjective.) As—

- 1. He is the strongest of all boys. (Not of all other boys)
- 2. This is the best of all buildings. (Not of all other buildings)

Rule 23—One of......if not/Superlative

In some sentences **Superlative** is used **twice** once with **one of the** and again with **if not the**. In such sentences **Plural Noun** comes after **one of the** + **Superlative**, and **Singular Noun** after **if not the** + **Superlative**. As—

This is **one of the best books**, **if not the best book** on Indian philosophy.

The following are some more sentences—

1. He is one of the greatest **historians**, if not the greatest (**historian**) alive today.

- 2. This is one of the highest **peaks**, if not the highest (**peak**) of these mountains.
- 3. This is one of the largest **halls**, if not the largest **(hall)** in the town.

Note—In such sentences the Singular Noun coming after if not the + Superlative is often concealed.

Exercise

Correct the following sentences:

- 1. He is noblest man I have ever met.
- 2. This is longest chapter in my book.
- 3. This is my the most favourite dish.
- 4. This is Mohan's the highest ambition.
- 5. She is the tallest of the two sisters.
- 6. The best of the two will be given the prize.
- 7. The best of both will be given a chance.
- This is the most fashionable market of the town.
- 9. He is the most scholarly of all other teachers.
- 10. He is the ablest of any other candidates.
- 11. He is one of the greatest scientists if not the great of this century.
- Ram is one of the most mischievous boys, if not the more mischievous in the class.
- 13. You can choose the best of either of these pens.
- 14. I will live in the bigger of all these houses.
- 15. He reached the earliest of both.

Hints—(1) the noblest; (2) the longest; (3) drop 'the'; (4) drop 'the'; (5) of the three (or more); (6) Three or more/all; (7) of all; (8) in the town; (9) drop 'other'; (10) 'all' in place of 'any other' (11) the greatest; (12) 'most mischievous' in place of 'more mischievous. (13) 'all' in place of 'either'; (14) the biggest; (15) 'all' in place of 'both'.

Rule 24—Double Superlative

Double Superlatives should not be used. The following sentences are **wrong** because **double superlatives** have been used in them.

- He is the most brightest student.
 (Only brightest student should be there.)
- 2. He is the **most richest** man.
- 3. This is the **most worst job.**

Rule 25—Emphatic Superlative

In order to give additional **emphasis** to a Superlative Adjective, we can use **by far the** / **much the / the very / out and out the**. As—

- 1. Bangalore is **by far the most beautiful** city.
- 2. This is **much the best** school.
- 3. This is **the very best** school.
- 4. This is **out and out the best** school.

Rule 26—Adjectives of the same degree

If the same Noun is qualified by two or more than two Adjectives, all these Adjectives must be of the same Degree. As—

- She is the best and most talented girl. (We can't say best and talented or good and most talented)
- 2. This is the **deepest** and **longest** valley.
- 3. I have the **best** and **cheapest** book.

Rule 27—Non-gradable Adjectives

The undernoted Adjectives are already of the **Superlative Degree**. They cannot be used as Comparative Degree Adjectives, nor can the emphasising expressions such as **very** / **extremely** / **highly** / **much** can be used with them. These Adjectives are—

Unique, perfect, matchless, excellent, ideal, absolute, universal, impossible, entire, whole, full, complete, round, extreme, eternal, chief. Now see their use—

- He is an ideal leader.
 (We can't say more ideal or most ideal)
- 2. This is a unique chance. (not, more unique or most unique)
- 3. This plan is **perfect.**
- 4. I have **full** sympathy with him.

Note—However, these days full and perfect are being used in Comparative and Superlative Degrees also. Now we can use full, fuller, and fullest, or perfect, more perfect or most perfect. This use is coming into vogue. As—

- 1. I have the **fullest** sympathy with you.
- This is the more perfect/ most perfect plan.
- Please give me a fuller account of the incident.

Rule 28—Like best/like most

Both these uses are correct.

- 1. Which of these books do you like most?
- 2. Which of these books do you like best?

Some Other Typical Adjectives

Rule 29—Kind and sort

Kind and **sort** are of Singular Number. Therefore, **this** or **that** should be used with them, **not these** or **those**.

1. I don't like **this/that kind** of men.

01

I don't like men of this/that kind.

2. I don't like **this/that sort** of men.

or

I don't like men of this/that sort.

Note—These / those sort or these / those kind are wrong expressions, though some authors have started using them.

Rule 30—Adjective/Adverb

Sometimes **Adjectives** are used **with verbs** also, but in that case the **Adjectives** qualify **the subject** of the verb. If, however, they qualify the **action** (**verb**), they should be used **Adverbially**. As—

- 1. The flowers smell **sweet** (not **sweetly**)
- 2. He looked **angry** (not **angrily**)
- 3. The ship appeared **suddenly** (not **sudden**)
- 4. He looked **coldly** at us. (not **cold**)

Rule 31—Adjective used as Nouns

Sometimes **Adjectives** are used as **Nouns** in the following cases—

(a) Represent a class of people

Sometimes a particular **class of people** in the Plural Number can be represented by an **Adjective** preceded by the definite Article **The**. As—

- 1. **The rich** should not be proud. (*i.e.* rich people)
- 2. **The poor** should not be derided. (*i.e.* poor people)

- 3. **The humble** are blessed.
- 4. The wicked always come to grief.
- (b) As a Singular Noun representing some abstract quality.

As-

- 1. Keats was a poet of the beautiful.
- 2. **The future** is bright.
- (c) Adjectives actually becoming Nouns.
 - (i) **Proper Nouns**—Canadians, Africans, Asians, Italians.
 - (ii) Denoting Persons—Juniors, seniors, elders, nobles, inferiors, superiors, criminals, savages, betters.
 - (iii) In Plural Number only—sweets, valuables, eatables.
- (d) In some phrases

for good, at best, black and white, through thick and thin, for better/for worse/worst, before long, in short, from bad to worse, the long and short.

- 1. He has left India for good.
- 2. **At best,** we shall get marginal profit.
- 3. The agreement was made in black and white.
- 4. We shall remain friends through thick and thin.
- 5. We shall not part company for better or for worse.
- 6. Nothing **better** can come.
- 7. Nothing **worse** can happen.
- 8. I am prepared for the worst.
- 9. I shall start a new business **before** long.
- 10. **In short**, I have lost the chance.
- His condition is getting from bad to worse.
- The long and short of the whole matter is that the match had to be cancelled.

Exercise

(a) Correct the following sentences:

- 1. He is the most richest man in the town.
- 2. He is the least slowest worker.
- 3. He has committed the most worst crime.

- 4. He is the noblest man by far in our family.
- 5. This is the much best book on the subject.
- 6. She is the out and out most fashionable lady.
- 7. This is the best and easy of all exercises.
- 8. She is the sweetest and noble girl.
- 9. We live in the richest and fertile valley.
- 10. He is the most ideal teacher.
- 11. You will never get a very unique chance like this.
- 12. That was a most excellent opportunity.
- 13. He found it most impossible to swim across the flooded river.
- 14. He has left the work more incomplete.
- It is difficult to deal with this kinds of customers.
- 16. These kind of books are not available here.
- 17. These sort of men are dangerous.
- 18. She appears very sweetly in her red frock.
- 19. I found her smilingly at the door.
- 20. She looked coldly and indifferently.

Hints—(1) drop 'most'; (2) drop 'least'; (3) drop 'most'; (4) by far the noblest man; (5) much the best book; (6) out and out the most fashionable; (7) easiest; (8) noblest; (9) most fertile; (10) drop 'most'; (11) drop 'very'; (12) 'an' in place of 'a most'; (13) drop 'most'; (14) drop 'more'; (15) these; (16) kinds; (17) sorts; (18) sweet; (19) smiling; (20) cold and indifferent.

(b) Use the following Adjectives or Adjectival phrases as Nouns—

Rich, poor, beautiful, junior, senior, elder, sweet, valuable, good, better, best, long and short, bad, worse, worst, black and white, thick and thin, short, from bad to worse.

We give below some typical Adjectives in the use of which there is always some doubt and a mistake is often committed. See their correct use carefully—

Later and Latter

Later is the Comparative Degree of late, while latter is antonym of former. Later gives the sense of time, while latter expresses place or position. As—

- 1. Ram came later than Hari.
- 2. This event is of a **later** date.
- 3. Ram and Shyam are brothers but the **latter** is more cultured than the former.

Former and Latter

When there is reference to **only two** persons or things, we use **former** for the first and **latter** for the second. But when the reference is for **three** or **more** persons or things, we use **first** for the first and **last** for the last. As—

- 1. Ram and Shyam are brothers but the **former** is very rich and the **latter** very poor.
- 2. In a list of fifty candidates Ram's name is at the **first** place and **Mohan's** at the last.

First and Foremost

First is first merely in serial order without any suggestion of **more** or **less** in importance, while **foremost** means **most important** without any reference to serial order. As—

- 1. He was the **first** man to reach here.
- 2. Pt. Jawaharlal Nehru was the **foremost** statesman of his time.

Last and Latest

Last is the antonym of **first**, while **latest** is the antonym of **earliest**. Therefore, **last** has the sense of **place** in serial order, while **latest** has the sense of **Time**. As—

- 1. The **last** person in the queue is my friend.
- 2. What is the **latest** news about his condition?

Nearest and Next

Nearest means nearest in distance, while **next** means **after this / that** in serial order. As—

- 1. Which is the nearest railway station from here?
- 2. My seat was **next** from the door.

Farther and Further

Farther means away in distance, while further means 'in addition to'. But further is also used sometimes for distance. As—

- 1. Lucknow is **farther** from Agra than Kanpur.
- 2. There is nothing **further** to say.
- 3. **Further** he said that he was ill.

Fewer, Less and Lesser

Fewer is used for **number**, **less** for quantity, and **lesser** for **less in importance**. As—

- Fewer visitors came to see the Taj this year.
- 2. **Fewer** candidates have applied for the post this time.
- 3. There is **less** milk in the jar.
- 4. He has now **less** time.
- 5. Many **lesser** speakers also spoke from the platform.
- 6. I have not read the **lesser** poets of the Elizabethan Age.

Note—If in a certain sentence there is a **Definite** Numeral Adjective, followed by a **Plural** Noun, we use less in place of fewer. As—

- 1. I have **ten rupees less** at the moment.
- 2. There are **two members less** in the team.

Elder and Eldest: Older and Oldest

Elder and **Eldest** are used for members of the same family. **Elder** means senior in age and **eldest** means senior-most in age. **Older** and **oldest** are used for other people or things, in the same sense of age. As—

- 1. He is my **elder brother.**
- 2. My **eldest** brother is like my father.
- 3. I am **older than** my friend.
- 4. He is the **oldest** man in the village.
- 5. This is the **oldest** Church.
- **Note** It may be remembered that **older** is followed by **than**, while **elder** is followed by **to**. As—

I am **elder to** my sister, while she is **older than** her friend.

Exercise

(a) Fill in the blanks in the following sentences with 'later' or 'latter':

- 1.on he said that he could not help me.
- 2. The majority accepted theproposal.
- 3. Thehalf of the century produced no great poet.
- 4. I can come at somedate.
- 5. At adate, he was also promoted as the chief engineer.
- Hints—(1) Later; (2) latter; (3) latter; (4) later; (5) later.

(b) Fill in the blanks in the following sentences with 'former' or 'latter' or 'first', or 'foremost', or 'last':

- 1. Ram and Shyam are both good students but the.....is more cultured than the....
- 2. Johnson is ourmanager.
- 3. Ramu is so weak that he stands.....in the list.
- 4. Homer was the.....great Greek poet..
- 5. Wordsworth was the.....romantic poet.

Hints—(1) former, latter; (2) former; (3) last; (4) first; (5) foremost.

(c) Fill in the blanks in the following sentences with 'last' or 'latest', 'next' or 'nearest', 'farther' or 'further', 'fewer' or 'less':

- 1. The man who camecould not get a
- 2. The.....and concluding chapter is the most important one.
- 3. The.....news from the war front is very disappointing.
- 4. This is the.....issue of the magazine.
- 5. Bahadur Shah was the.....King of the Mugal dynasty.
- 6. Bombay Central is the.....station from our locality.
- 7. Roorki isfrom here than Delhi.
- 8. The.....hospital from here is five kilometres away.
- 9. Turn to the left from the.....crossing.
- 10. I shall give you a good book.....time.
- 11. He could not speak any......
- 12. He could not go any
- 13. Ram's house is.....to mine.
- 14. No.....argument is needed.
- 15. Please come without any delay.
- 16. Don't go any.....into the wood.
- 17. He has.....friends than you.
- 18. This market iscrowded.
- 19. His chances are.....than mine.
- 20. There is.....risk in this business.
- Hints—(1) last; (2) last; (3) latest; (4) latest; (5) last; (6) nearest; (7) farther; (8) nearest; (9) next; (10) next; (11) further; (12) farther; (13) next; (14) further; (15) further; (16) farther; (17) fewer; (18) less; (19) fewer; (20) less.

- (d) Fill in the blanks in the following sentences with 'elder' or 'eldest', 'older' or 'oldest':
 - 1. My friend isthan me.
 - 2. My brother is coming today.
 - 3. Our were highly respectable.
 - 4. I have no sister.
 - 5. This is the edition of this book.
 - 6. This is our house.
 - 7. My sister has two sons.
 - 8. This is the temple in the town.

Hints—(1) older; (2) elder or eldest; (3) elders; (4) elder; (5) oldest; (6) oldest; (7) elder or eldest; (8) oldest.

Some and Any

Some is used in Affirmative and Interrogative sentences for request or invitation.

Any is used in **Negative** and **Interrogative** sentences. As—

- I have some letters for you.
 (Since it is an affirmative sentence, we cannot say 'any letters for you')
- 2. I do not have **any letters** for you. (Since it is a **negative sentence**, we cannot say 'some letters for you'.)
- 3. I want to read **some** more books.
- 4. I don't want to read **anv** more books.
- 5. Do you have **some** friends with you?
- 6. Do you not have **any** friend with you?
- 7. Will you please have **some** tea?
- 8. No, I will not have any.

or

Yes, I will have some.

Little, a little, the little

- (a) Little means almost nil / nothing. It has a negative sense. As—
 - There is little hope of his success.
 (i.e. There is almost no hope of his success.)
 - 2. I have **little** time to waste.
- (b) A little means small in quantity.
 - 1. There is **a little** money left. (*i.e.* small amount)
 - 2. I have only a little sugar left.
 - We had only a little time to complete the work.

- (c) The little means not much but all that is there.
 - 1. He has wasted **the little money he had.** (*i.e.* **not much**, **but all that he had.**)
 - Make the best use of the little time you have.

Few, a few, the few

- (a) 'Few' means 'almost nil'. It has a negative sense.
 - 1. He has **few chances** of success. (*i.e.* almost no chances of success.)
 - 2. He has **few enemies**.
- (b) A few means 'small in number'.
 - 1. I can give you a few books.
 - 2. I have only a few friends.
- (c) 'The few' means 'small in number', but all that are there.
 - I have lost the **few books I had**.
 (i.e. **very few** in number, but all those that I had.)
 - 2. Carefully read **the few books** you have.

Exercise

- (a) Fill in the blanks in the following sentences with some or any; little, a little, or the little:
 - 1. I don't have money in my pocket.
 - 2. Can you lend me money?
 - 3. He could not lend me money.
 - 4. I have not invited of my friends.
 - 5. Do you want to invite of your friends?
 - 6. Do you have time to help me?
 - 7. No, I don't have time.
 - 8. There is hope of his recovery.
 - 9. There is milk left in the pot.
 - 10. milk he had has turned sour.
 - 11. A poor man has money to waste.
 - 12. There is work left to complete.
 - 13. work left yesterday has been completed.
 - 14. There is time now left.
- Hints—(1) any; (2) some; (3) any; (4) any; (5) some; (6) some; (7) any; (8) little; (9) a little; (10) The little; (11) little; (12) a little; (13) The little; (14) little.

- (b) Fill in the blanks in the following sentences with few, a few, or the few:
 - There are friends who remain faithful in hard times.
 - 2. He has only friends.
 - 3. friends he has are really faithful to him.
 - 4. A good man has enemies.
 - passengers were injured in the accident.
 - 6. passengers injured in the accident have been given first-aid.
 - 7. books would serve my purpose.
 - 8. books I had have all gone out of course.

Hints—(1) few; (2) a few; (3) The few; (4) few; (5) A few; (6) The few; (7) A few; (8) The few.

Each and Every

Each is used for two or more than two.

Every is used for at least three or more. Every should not be used for two. As—

- 1. **Each** of you must reach in time.
- 2. Each of the two brothers is highly cultured. (not 'every one of the two')
- 3. **Every** one of them was ready to go.
- 4. I know every street of Calcutta.

Either and Neither

Either means 'one of the two'; Neither means 'neither this nor that of the two.' Neither is antonym of either. Neither / Either are not used for more than two. As—

- 1. You can take **either** side.
- 2. **Either** of the two brothers can come.
- 3. You should take **neither** side.
- 4. **Neither** of the two brothers is likely to come.

'Due to' and 'owing to'

'Due to' means **'caused by'**. It is related with the action of a verb. As—

- 1. His demotion was **due to** his negligence of duty.
- 2. He has risen so high **due to** his hard labour

'Owing to' is only a Prepositional phrase. It only governs a **Noun** or a **Nominal**. It is generally placed **at the beginning** of the sentence.

- Owing to his illness, he could not appear at the examination.
- 2. **Owing to heavy rain,** the programme was badly disturbed.

Many a

It is used like a **Singular Numeral Adjective**, though it is **Plural** in sense. It takes a **Singular Noun** and a **Singular Verb** after it. It means many (one by one). As—

- 1. **Many a young man has** laid down his life for the country.
- Many a great occasion has come in my life.

Verbal and Oral

Verbal means **of** or **in words**. It is opposite of 'written'. As—

- 1. There is no **verbal** difference between the two documents.
- 2. There is a striking **verbal** similarity between the two poems.

'Oral' means by 'mouth', not in writing.

- 1. There will be an **oral** test.
- 2. He has failed in the **oral** examination.

Note—Nowadays 'Verbal' is also used in the sense of 'Oral' (by mouth).

1. We have received a **verbal** message.

'Common' and 'Mutual'

'Common' means belonging to **two** or **more** persons or things.

- 1. There is nothing **common** between them.
- 2. This is our **common** property.

'Mutual' means 'between two', 'for each other'.

- 1. There was **mutual exchange** of views between them.
- 2. There was little **mutual understanding** between them.

Exercise

(a) Fill in the blanks in the following sentences with appropriate adjectives:

- 1. one of the villagers had to vacate his house.
- 2. of Ram, Shyam and Mohan was fined for coming late.
- 3. of the two friends is answerable for it.

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- 4. of them is a hard worker.
- 5. of the two candidates can be selected.
- 6. of the two candidates is fit for appointment.
- 7. You may join party.
- 8. He found party acceptable.
- 9. The roof collapsed heavy load.
- 10. heavy load the roof collapsed.
- 11. patriot has laid down his life.
- 12. good student has failed this year.
- 13. He did not come for his test.
- 14. I cannot accept your assurance.
- 15. We live in a house.
- 16. This is a Community Hall.
- 17. This will serve our interests.
- Let there be give and take between friends.
- 19. We can share a room.
- 20. We have no friend.
- Hints—(1) Every; (2) Each; (3) Each; (4) Every one; (5) Either; (6) Neither; (7) either; (8) neither; (9) due to; (10) Owing to; (11) Many a; (12) Many a; (13) oral; (14) verbal; (15) common; (16) common; (17) mutual; (18) mutual; (19) common; (20) common.

Revision Exercise

Correct the following sentences:

- 1. Very little students are present in the class today.
- 2. There is few milk in the pot.
- 3. He is junior than I.
- 4. This scheme is more preferable than the old one.
- 5. This is the most saddest news.
- 6. Of these four persons he is more intelligent.
- 7. Between these two books this is the best.
- 8. Read the chapter farther.
- 9. Do you have any farther scheme?

- 10. He rose very high in his latter days.
- 11. The later half of this book is better.
- 12. This is the best and late discovery.
- 13. My friend is elder to me.
- 14. He is the most ideal student.
- 15. My watch is more costly than you.
- 16. The population of Kanpur is more than Agra.
- 17. She is the gentlest and beautiful girl.
- 18. He has wasted the few money he had.
- 19. The flowers smell so sweetly.
- 20. These kind of persons should be avoided.
- 21. Is he wiser than any man?
- 22. He is the wisest of all other men present here.
- 23. He made the most unkindest remark.
- 24. He has done a most unique work.
- 25. I have no farther demand.
- 26. The three first chapters of this book are in our course.
- 27. Ram is our mutual friend.
- 28. He has the little hope of recovering his money.
- 29. He hasn't done nothing.
- 30. This sorts of houses do not meet our requirements.
- 31. A dog is more faithful than any animal.
- 32. She is as beautiful if not more than her sister.
- 33. This is one of the good, if not the best house available on rent here.
- 34. Who is the richest between the two brothers?
- 35. He hasn't some room to spare for my studies.
- I have any books you need for your studies.
- 37. He has brought some sweet from the market.
- 38. We must all respect our elder.
- 39. Tell the whole story in briefly.
- 40. I have lost all money I had.

7

Adverbs

Kinds of Adverbs

There are **9 kinds** of Adverbs—

1. Adverb of Time (showing 'time')—The following are the more common Adverbs of Time—

Now, then, before, after, since, ago, soon, late, early, presently, instantly, immediately, already, afterwards, never, when, whenever, today, tomorrow, yesterday, ever.

2. Adverb of Place (showing 'place'/
'Where')—The following are the more common
Adverbs of Place—

Here, there, where, hence, thence, hither, thither, in, out, within, without, above, below, inside, outside, far, near, everywhere, away, forward, backward.

3. Adverb of Number (showing 'how often'/ 'frequency')—The following are the more common Adverbs of Number—

How often, once, twice, thrice, often, seldom, frequently, rarely, again, always, firstly, secondly, thirdly, sometimes.

4. Adverb of Quantity/Degree (showing 'how much')— The following are the more common Adverbs of Quantity or Degree—

Too, almost, fully, very, enough, so, altogether, no better, pretty well, any, quite, rather, partly, wholly, as..as.

5. Adverb of Manner (showing 'how' or 'in what manner')—The following are the more common Adverbs of Manner—

Cheerfully, unwillingly, clearly, soundly, strongly, bravely, hard, thus, so, cowardly, slowly, quickly, actively, fast, nobly, proudly, lovingly.

6. Adverb of Reason or Cause (showing 'reason'/'cause')—The following are the more common Adverbs of Reason or cause—

Owing to, due to, consequently, hence, therefore.

7. Adverb of Affirmation or Negation (showing 'yes' or 'no')—The following are the more common Adverbs of Affirmation or Negation—

yes, no, not, certainly, certainly not, yea, may, by all means.

8. Interrogative Adverb (for asking questions)—The following are the more common Interrogative Adverbs—

Why, when, what, where, how, how many, how long, how far, whence, whither, what, wherefore.

9. Relative Adverb (showing 'relationship')

—These Adverbs show 'relationship'. In form they are like Interrogative Adverbs. Like Relative Adjectives, they must have an **Antecedent**, and the Adverb must refer to this Antecedent. If there is no Antecedent before it, it would become Interrogative Adverb, and not Relative Adverb. The more common Relative Adverbs are these—

What, when, where, why, how, whence, whither, whatever, wherever.

Degrees of Comparison in Adverbs

Some Adverbs, specially **Adverbs of Manner**, **Degree** and **Time** have **three Degrees of comparison** like Adjectives. The **three Degrees** are—

Positive Degree, Comparative Degree and Superlative Degree.

Their Degrees are formed in the following three ways.

1. The Adverbs of **one syllable** in their Positive Degree become **Comparative** or **Superlative** by adding **-er** or **-est** respectively. As—

Positive	Comparative	Superlative
Late	Later	Latest
Long	Longer	Longest
Short	Shorter	Shortest
Loud	Louder	Loudest
Near	Nearer	Nearest
Soon	Sooner	Soonest
Hard	Harder	Hardest

 The Adverbs which end with ly, become Comparative or Superlative by using more or most before them. As—

Positive	Comparative	Superlative
Swiftly	more swiftly	most swiftly
Skilfully	more skilfully	most skilfully
Wisely	more wisely	most wisely
Intelligently	more intelligently	most intelligently
Regularly	more regularly	most regularly
Diligently	more diligently	most diligently
Slowly	more slowly	most slowly
Powerfully	more powerfully	most powerfully

Note—But with early we use earlier or earliest.

3. But some **Adverbs** are there the **Comparative** or **Superlative** Degrees of which are formed under **no rules**. They are called **irregular Adverbs**. As—

Positive	Comparative	Superlative
Much	more	most
Little	less	least
Bad	worse	worst
Well	better	best
Far	farther	farthest
Forth	further	furthest
Late	later	last

Position of Adverbs

Rule 1—Position of Adverbs—

It is very important to know the correct **place** or **position** at which an **Adverb** should be used in a **Sentence**. If the **Adverb** is not placed at the correct position in a sentence, the meaning of the sentence would **change**, or it may even become **absurd** or **meaningless**. For example, see the **position** of **only** in the following sentence. You will see that the meaning of the sentence changes with the change of position of the Adverb **only** in it.

- (i) Only he can read. (i.e. no other person except he)
- (ii) He can only read.(i.e. he can only read, but can neither write nor speak.)
- (iii) He can read only.

(i.e. He can do nothing except reading)

The following are the **Rules of correct position** of an Adverb in a Sentence—

- (a) **Adverb of Manner**—It is generally used **after the Verb**, but if the verb has its **object** also, the Adverb is used **after the Object**. As—
 - He speaks softly.
 (Not, He softly speaks)
 - 2. He drives cautiously.
 (Not, He cautiously drives)
 - He reads his book carefully.
 (Not, He reads carefully his book)
 - 4. I visit him regularly.
 (Not, I regularly visit him)
 - She loves him heartily.
 (Not, She heartily loves him)
- (b) **Adverbs** or **Adverb phrases** of **Time** and **Place.** They are also used **after the Verb**. As—
 - 1. He will return soon.
 (Not, He soon will return)
 - 2. He goes there. (Not, He there goes)
 - 3. I go home next week.
 (Not, I next week go home)
 - 4. There were flowers everywhere. (Not, There were everywhere flowers)

- (c) If after the verb or its object **two** or **more than two** Adverbs are to be used, they should be placed in this **order**—**adverb of manner**, **adverb of place**, **adverb of time**. As—
 - 1. He spoke impressively at the function vesterday.
 - 2. She wept bitterly at the playground last evening.
 - 3. He comes regularly at the stadium every morning.
 - 4. You should reach home by this evening.
- (d) Adverbs of frequency (e.g. always, never, often, rarely, usually, generally, almost, already, hardly, nearly, just, quite) They are used between the Subject and Verb if the verb is of one word only (as, goes, runs, play, etc.), but if the verb has more than one word (as, is going, has been working), the Adverb is placed after the first word of the verb. As—
 - 1. I **just** saw him at the gate.
 - 2. He has **already** finished his work.
 - 3. He has **rarely** been coming to me.
 - 4. He has **frequently** been absenting himself from the class.
 - 5. We **usually** go there.
- (e) All the Adverbs listed above (under **d**) are placed **after** the **Auxiliary Verbs** (*i.e.* **is, are, am, was, were**), but **before** other verbs. As—
 - 1. I am **always** ready.
 - 2. He is **often** late.
 - 3. We were **never** happy there.
 - 4. He **seldom** comes here.
 - 5. He **generally** travels by bus.
 - 6. I **frequently** meet him in the market.
- (f) If some **stress** is to be laid on a verb, or if a reply is to be given in a **short form**, all the **Adverbs** (listed above under **d**) should be placed **before** the **Auxiliary Verbs** or single verb **be**. As—
 - 1. "He has again forgotten to bring his books."
 - "Yes, he **always** does forget to bring his books."
 - 2. "Are you free this evening?"
 - "Yes, I usually am free in the evenings."
 - 3. "When does he go to Bombay?"
 - "He already has gone to Bombay."

- 4. "Do you travel by plane?"
 - "Yes, I **sometimes do**." (short form answer)
- (g) The Adverb is placed before the Auxiliaries **have to / used to**. As—
 - 1. I often have to go by bus.
 - 2. He **always used to** be kind to me.
 - 3. He **never has to** go alone.
- (h) The Adverb is placed before the **Adjective** or **another adverb** which it modifies. As—
 - 1. His lecture was **very** interesting.
 - 2. He is **very** highly qualified.
 - 3. Do you drive **so** fast?
 - 4. He is **wonderfully** intelligent.
- (i) Adverb **enough** is always placed **after the** word it modifies. As—
 - 1. He was **good enough** to help me.
 - 2. This house is **large enough** for our purpose.
 - 3. He is **brave enough** to face the situation.
- (j) Adverb **only** is placed just **before** the word it modifies. As—
 - 1. He worked **only** for two hours yesterday.
 - 2. I attempted **only** twice to climb to the top.
- Note—But in spoken English **only** can be used before the **Verb**. As—
 - 1. He **only** worked for two hours yesterday.
 - 2. I **only** attempted twice to climb to the top.
- (k) Negative Adverb 'not' is always placed between the Auxiliary Verb and the Principal Verb. As—
 - 1. He did **not** reach in time.
 - 2. I shall **not** meet him.
 - 3. He has **not** spoken a word.

Exercise I

Correct the position of the Adverb in the following sentences:

- 1. He **only** died a month ago.
- 2. He **soon** will finish his work.
- 3. He is **enough** rich to set up a new factory.
- 4. I **almost** have finished my course.

- 5. The rain began to fall **suddenly**.
- 6. I have met **often** that man.
- 7. He explained **clearly** his point of view.
- 8. I go **seldom** after sunset.
- 9. He **merely** came to return my book.
- 10. He bore his losses patiently.
- 11. Ram is a lazy boy rather.
- 12. I **never** am late for school.
- 13. He does **carefully** all his work.
- 14. The mother **heartily** loves her daughter.
- 15. He has spoken **not** a word.

Hints—(1) only a month; (2) will soon; (3) rich enough; (4) have almost finished; (5) suddenly began to fall; (6) have often met; (7) clearly explained; (8) seldom go; (9) came merely to return; (10) patiently bore; (11) rather a lazy; (12) never late; (13) all his work carefully; (14) daughter heartily; (15) has not spoken.

Exercise II

Insert the given Adverbs (or Adverb Phrases) in their right position in the following sentences:

- 1. This is not bright (enough).
- 2. You should behave like this (never).
- 3. Will he be found (there, still)?
- 4. He goes to the market (seldom).
- 5. I am late for the office (never).
- 6. He is lecturing (tomorrow morning, at the auditorium).
- 7. I saw him going out (just).
- 8. He was standing (at the gate, a little while ago).
- 9. I go to school on foot (usually).
- 10. He is angry with me (rarely).
- 11. Please meet me (this evening, in the park).
- 12. He invites me to tea (often).
- 13. The plane has landed (just).
- 14. We go to Church (regularly).
- 15. I shall be meeting you (frequently).

Hints—(1) bright enough; (2) should never behave; (3) found still there; (4) seldom goes; (5) am never late; (6) lecturing at

the auditorium tomorrow morning; (7) just saw; (8) standing at the gate a little while ago; (9) usually go; (10) rarely angry; (11) me in the park this evening; (12) often invites me; (13) has just landed; (14) regularly go; (15) shall frequently be meeting.

- Rule 2—If an Adverb modifies (a) the whole sentence or (b) if it is meant to give very great stress, it is placed at the very beginning of the sentence. As—
 - Unfortunately a very serious accident occurred.
 - 2. Luckily no one was killed.
 - 3. **Out** came the lion from the den and stood before us.

Rule 3—Double Negative

Double Negatives should not be used in a sentence. Double Negatives give either **Affirmative meaning** or **no meaning** at all. Their use is, therefore, wrong.

- I cannot walk no further now.
 (There should be 'any further' is place of 'no further'.)
- Nothing never happened.
 (There should be 'ever' in place of 'never'.)
- I don't want nothing.
 (There should be 'anything' in place of 'nothing'.)
- He was not honest neither.
 (There should be 'either' in place of 'neither')
- 5. I **forbid** you **not** to go there.

 (**'not'** should be removed from here because **'forbid'** is already **negative**.)

Exercise III

Correct the following sentences:

- 1. A great tragedy luckily has been averted.
- 2. All the passengers were unfortunately killed.
- 3. We cannot bear it no longer.
- 4. We could not find him nowhere.
- 5. I don't see no sense in it.
- 6. Scarcely no one would believe in your story.

- 7. I don't have no one to go with me.
- 8. You are forbidden not to touch my books.
- 9. He cannot neither deny or accept it.
- 10. He is no longer in no need of it.

Hints—(1) Luckily to come at the beginning of the sentence; (2) Unfortu-nately to come at the beginning; (3) any longer in place of no longer; (4) anywhere in place of nowhere; (5) any in place of no; (6) anyone in place of no one; (7) anyone in place of no one; (8) drop not; (9) either in place of no inther; (10) any need in place of no need.

Use of Some Typical Adverbs

1. Too

'Too' means more than enough. Therefore **too** should not be used in place of **very** or **much**, otherwise it would give absurd meaning. For example, if we say. "I am too happy to hear of your success", it would mean that "I am happy to the extent I should not have been." Certainly this cannot be the intention of the speaker. The correct form of this sentence would be, "I am **very** happy to hear of your success." It should be remembered that '**too**' has a **negative sense** or the sense of **undesirability**. **Too** should be used keeping in mind this sense of its meaning and implication. For example, the following sentences are wrong—

- 1. You are **too** kind to me.
- 2. She is **too** beautiful.
- 3. He is **too** intelligent.
- 4. You are **too** faithful to me.

Against these the following sentences are correct—

- 1. The day is **too** hot.
- 2. The price is **too** high for me.
- 3. The house is **too** small for my family.
- 4. You are still **too** weak.
- 5. The weather is **too** cold.
- 6. It is **too** much for me to bear.

2. Too + Infinitive

In some sentences an **Infinitive** is used after **too**. In such sentences also the sense of **too** is negative. In these sentences the use of **too** would be correct if it is meant to be **negative**, but its use would be wrong if it is meant to be **affirmative**. For example, see the following sentences—

- 1. He is **too poor to buy** a car.
- 2. He is **too rich to buy** a car.

The first of these sentences is correct because it means that—

"He is so poor that he cannot buy a car." But the second sentence is wrong because it would mean "He is so rich that he cannot buy a car." The correct form of the second sentence would be, "He is **rich enough** to buy a car." The following sentences are correct—

- 1. He is **too** weak **to run**.
- 2. The river is **too** deep for me **to cross**.
- 3. The enemy is **too** strong **to be overcome** easily.
- 4. The problem is **too** difficult for me **to** solve.

3. Very and Much

'Very' is used with Present Participle, and 'much' with Past Parti-ciple or Verb. As—

- 1. It was **very surprising**.
- 2. The game was **very exciting**.
- 3. He was **much surprised**.
- 4. I was **much shocked** to hear the news.
- 5. He was **much confused**.
- 6. He talks much.
- 7. He drinks much.

Note—But with some **Past Participles** the use of **very** is correct. As—

- 1. I was **very pleased** to hear the news.
- 2. He was **very tired** at the end of the journey.

4. Very and Much

There is one more difference in the use of very and much. Very is used before the Positive Degree of an Adjective or an Adverb, and much before the Comparative Degree of an Adjective or an Adverb. As—

- 1. Ram's house is **much bigger** than Mohan's.
- 2. Mohan is **much more trustworthy** than Sohan.
- 3. Hari is **much better placed** than Rajesh.
- 4. Ram is **very intelligent**.
- 5. Mahesh is **very poor**.

Note—Under the above rule very much can also be used (in place of much) in the Comparative Degree, but not in the Positive Degree.

5. Very and Much

Very and Much can both be used in the Superlative Degree also but the rule is that Very is used after the Article the, and much before the.

- 1. He is **much the best** boy of the class.
- 2. Rakesh is **much the richest** man of the town.
- 3. Cow is **the very gentlest** animal.
- 4. This is **the very best** book available here.

6. Much and Very Much

Very much can be used with the Verb in Affirmative sentences only, but in the Negative sentences only much can be used. As—

- 1. I love him very much.
- I don't love him much.
 (Wrong to say—"I don't love him very much")

7. Very much, Too much, Much too and only too

All these **four** phrases have different meanings. 'Very much' means **'completely'**, **'too much'** and **'much too'** mean **'more than necessary or desirable'**, **only too** means **'much**'. As—

- 1. I am **very much** obliged to you.
- 2. His performance is **very much** disappointing.
- 3. It gives me too much pain.
- 4. It is **much too** painful.
- 5. I am **only too** glad to be here.

Exercise IV

Correct the use of Adverbs in the following sentences:

- 1. She loves her only son too much.
- 2. My old servant is too faithful to me.
- 3. He is too gracious to help me.
- 4. He is too kind to forgive me.
- 5. My father is too generous to his servants.
- She was very shocked to see the scene of accident.

- 7. I was very surprised to see him in this condition.
- 8. The scene of accident was much shocking.
- She was much pleased to see her son's result card.
- 10. He felt much tired after the day's hard labour.
- 11. This book is very better than the other one.
- 12. He appears to be much ambitious.
- His achievement is really much creditable.
- 14. This is the much biggest house available here.
- 15. This is very the best I could do for you.
- 16. We have given you the much largest share of the profit.
- 17. You have now very the first chance of purchasing this house.
- 18. I could not appreciate his efforts very much.
- 19. This could not give me very much satisfaction.
- 20. This medicine has given me too much relief.

Hints—(1) 'much' in place of 'too much'; (2) very faithful; (3) 'gracious enough' in place of 'too gracious'; (4) 'kind enough' in place of 'too kind'; (5) 'very generous'; (6) 'much shocked'; (7) 'much surprised'; (8) 'very shocking'; (9) 'very pleased'; (10) 'very tired'; (11) 'much better'; (12) 'very ambitious'; (13) 'very creditable'; (14) 'much the biggest'; (15) 'the very best'; (16) 'much the largest'; (17) 'the very first'; (18) 'much' in place of 'very much'; (20) 'much' in place of 'very much'; (20) 'much' in place of 'too much.'

8. Too and Even

The difference between **too** and **even** is that **too** is used only for **empha-sis**, while **even** is used in the sense of **'against or contrary to hope or expectation.'** For example, a brother is normally expected to help a brother, but if a brother does not help, we shall say—

'Even my brother did not help me.'
Similarly—

- 1. He helped me and my friend **too**.
- 2. He is intelligent and industrious **too**.
- 3. **Even** my father did not support me.
- 4. I could not even recognize him.

9. Little and A Little

Little and a little as Adverbs have the same meaning as Adjectives. Little is negative in sense meaning 'almost nothing' while a little means 'not much'. As—

- 1. I **little** expected that he would pass. (*i.e.* There was **almost no hope**.)
- 2. I was a little disappointed. (*i.e.* The disappointment was **not much**.)

10. Since and Ever Since

They are both **Abverbs of time**. Since means from a **certain point of time** in the Past, while **ever since** means from a **certain point of time to the Present**. They are used with the **Present Perfect Tense**, but in the **Indirect Narration** they are used with **Past Perfect Tense**. As—

- I met him five years ago and have remembered him ever since.
- 2. We were together in school days but we have met only twice **since.**
- 3. He assured me that he had never done so since.
- 4. We lived in Kashmir several years ago but we have remembered those happy days **ever since**.

Exercise

Fill in the blanks with correct alternatives from those given in the brackets:

- 1. I bought a pen and an inkpot (too, even)
- 2. He lost his security. (too, even)
- 3. My brother came and with him his friend (too, even)
- 4. the best doctors failed to diagnose his disease. (**Too**, **Even**)
- 5. He is displeased with me. (little, a little)
- 6. I doubted his sincerity. (little, a little)

- 7. There is still hope of his survival. (little, a little)
- 8. There is hope of his survival. (little, a little)
- 9. There is I can do to help you. (little, a little)
- 10. I came to Kanpur five years ago but I have not been to my home-town (since, ever since)
- 11. I came to Kanpur five years ago but I have been to my home-town only once (since, ever since)
- 12. I had injured my knee **four** years ago but I have been feeling pain in it (**since**, **ever since**)

Hints—(1) too; (2) even; (3) too; (4) Even; (5) a little; (6) little; (7) a little; (8) little; (9) little; (10) ever since; (11) since; (12) ever since.

11. Else but

Else is followed by but, not than.

- None else but the Prime Minister will inaugurate the Seminar.
- 2. I met none **else but** your father.
- 3. It is nothing **else but** arrogance.

12. Seldom or never/Seldom if ever

The correct expressions are **seldom or never** (not **ever**) and **seldom if ever** (not **never**).

- 1. He **seldom or never** misbehaves with anybody.
- 2. He **seldom if ever** drinks.

13. Before and Ago

Both these are **Adverbs of Time**. **Before** is used with **Simple Past Tense** or **Present Perfect Tense**, while **Ago** is used with **Simple Past Tense** only (not with **Present Perfect Tense**). As—

- 1. I never **before** met such a rude man.
- 2. I have seen Jaipur **before** also.
- 3. I met him a month ago.
- 4. His father died a month **ago**.

Note—Ago suggests Past Tense, therefore it should not be used with any form of the Present Tense. Therefore the following sentences are wrong—

- 1. I have arrived here only a little ago.
- 2. I have completed my work an hour ago.

14. Yet and Still

Yet means 'till now' and still means 'even now'. Generally yet is used at the end of a sentence, and still after an auxiliary or before single verbs.

- 1. He is **still** in service.
- 2. You are **still** a student.
- 3. I **still** love you.
- 4. He **still** needs my help.
- 5. He has not come **vet**.
- 6. He is sleeping **yet**.

15. Yet and Already

Already is used in Affirmative sentences and it means before this point of time. Yet is used in Negative or Interrogative sentences, and it means even now or not till now. As—

- 1. I have **already** finished my work.
- 2. He has left for office already.
- 3. I have **not yet** finished my work.
- 4. He has **not yet** left for office.
- 5. Are you **not yet** ready?

16. Yet/Already/So far/uptil now

All these are generally used with **Present Perfect Tense**. As—

- 1. He has not yet come.
- 2. I have already met him.
- 3. He has not met me so far.
- 4. He **has** not **met** me **uptil** now.

Exercise

Correct the use of adverbs in the following sentences:

- None else except I will come to your help in the end.
- 2. None else than my father appeared at the scene.
- 3. It is nothing else except your pride that spoilt the game.
- 4. He seldom or ever is true to his word.
- 5. He seldom if never comes to the alehouse.
- 6. I have met him two years ago.
- I have been to Bombay several times ago also.
- 8. I played tennis ago.

- 9. He has started a new business some time ago.
- 10. He has left office only a minute ago.
- 11. I have not seen him for a long time but he is yet my friend.
- 12. He has not still gone on duty.
- 13. I have yet given your share to you.
- 14. The child has yet gone to sleep.
- 15. He has not already reserved his berth.
- She has not already shifted to her new house.

Hints—(1) 'but' in place of 'except'; (2) 'but' in place of 'than'; (3) 'but' in place of 'except'; (4) seldom or never; (5) if ever; (6) 'before' in place of 'ago'; (7) 'before' in place of 'ago'; (8) 'before' in place of 'ago'; (10) 'before' in place of 'ago'; (11) 'still' in place of 'yet'; (12) 'yet' in place of 'still'; (13) 'already' in place of 'yet'; (14) 'already' in place of 'yet'; (15) 'yet' in place of 'already'; (16) 'yet' in place of 'already'.

17. Just

- (a) **Just** means **right now** / **not long before**. Normally it is used with **Present Perfect Tense**. As—
 - 1. He has **just** arrived.
 - 2. I have **just** finished my story.
- (b) **Just** can be used with **simple past tense** also, and there it means **only** / **barely**. As—
 - 1. He **just** caught the train.
 - 2. He **just** managed to escape.
- (c) **Just** has one more meaning suggesting the sense of **at this very moment** / **exactly**. As—
 - 1. The clock has **just** struck two.
 - 2. He has **just** gone out.
 - 3. This is **just** what I wanted.

18. Fairly/Rather

Both these are **Adverbs of Quantity**. The difference between them is that **fairly** has the sense of **liking / appreciation**, while **rather** has the sense of **disliking / disapproval**. Therefore, care should be taken not to use expressions in which there may be **mingling of liking and**

disliking. For example, the following expressions are **wrong**—

- (a) Fairly dull, fairly ugly, fairly bad, fairly slow, fairly cunning
- (b) rather intelligent, rather beautiful, rather good, rather quick, rather honest, rather gentle

In the expressions given above **fairly** should be used in place of **rather**, and **rather** in place of **fairly**.

- 1. The weather is **fairly pleasant**. (Not **rather pleasant**)
- 2. The day is **rather** hot. (Not **fairly hot**)
- 3. The house is **fairly** comfortable.
- 4. The house is **rather** uncomfortable.

19. No/Not

- (a) 'No' is used like an Adjective before a Noun—
 - 1. I have **no** pen.
 - 2. There is **no** boy in the class.
 - (b) Not is used after an auxiliary—
 - 1. He does **not** read.
 - 2. He is **not** there.
- (c) After the under-noted verbs **Not** is used in place of a **Noun Clause**. By this use the sentence becomes **short** also.

Hope, believe, think, expect, suppose, be afraid

- 1. Can you go there ? I am afraid not.
- 2. Will he pass ? I expect not.
- 3. Is he fair ? I suppose not.
- (d) ${f Not}$ is also used before an ${f Infinitive}$ or a ${f gerund}$.
 - 1. I request you **not to disturb** me.
 - 2. You are wrong **in not inviting** him.

20. No/Not/None

- (a) **No** is also used before a **Positive** or **Comparative** Degree **Adjective** or a **Comparative** Degree **Adverb**.
 - 1. This is **no good** pen.
 - 2. There is **no better** pen.
 - 3. You can travel **no faster** by any means.
- (b) We should use **not** in place of **no** if the Article **a** or **an** has been used before the **Noun** or **Adjective**. As—

- 1. **Not a** tree or bush was there.
- 2. There was **not a** man in the hall.
- (c) We should use ${\bf no}$ (not ${\bf not}$) before ${\bf good}$ or ${\bf different}$. As—
 - 1. This is **no good** abusing him.
 - 2. This is **no different** from that.
- (d) We should use **none** before **too + Adjective / Adverb** or **the + Comparative Adjective/ Adverb** used in a sentence. As—
 - His behaviour towards us was none too good.
 - 2. He is **none the better** in spite of my help.

Exercise

Insert correct alternatives from those given in the brackets :

- 1. The train hasstarted. (just, lately)
- 2. The bell has.....been rung.

(immediately, just)

- 3. It is a good day. (fairly, rather)
- 4. His condition is worse today.

(fairly, rather)

5. She can speak English well.

(fairly, rather)

6. He is a intelligent boy.

(fairly, rather)

7. It was foolish on his part to say so.

(fairly, rather)

8. She is a silly kind of girl.

(fairly, rather)

- 9. This bread is dry. (fairly, rather)
- 10. There is sound coming from the room. (no, not)
- 11. This book is better than the other one. (no, not)
- 12. Can you think of.....better plan?

(no, not)

13. a star was to be seen in the sky.

(no, not)

14. The show was very impressive.

(no, not)

15. a word was spoken by anybody.

(no, not)

16. This is too good for you.

(no, none, nothing)

- 17. His health is too good for his age.
 - (no,none,nothing)
- 18. There is a cleverer girl than Rita.

(not, none, nothing)

- 19. There is the slightest truth in this story. (no, none, not)
- 20. There is like that in this shop.

(no, none, nothing)

Hints—(1) just; (2) just; (3) fairly; (4) rather; (5) fairly; (6) fairly; (7) rather; (8) rather; (9) rather; (10) no; (11) no; (12) no; (13) Not; (14) not; (15) Not; (16) none; (17) none; (18) not; (19) not; (20) nothing.

21. Hard/Hardly

Normally **Hard** is an **Adjective**, but it can also be used as an **Adverb**. As an **Adverb** it means **hard labour**. It is used after the **Verb**. As—

- He worked hard (not hardly) for the examination.
- 2. He tried **hard** (**not hardly**) to win the prize.

Hardly is an **Adverb of Degree**. It means 'very little' / scarcely. It is used before a **Single verb** or after the **First auxiliary** in a **Compound Verb**. As—

- I have seen him only once and therefore I hardly know what type of man he is.
- 2. He was so changed that I **could hardly** recognize him.
- 3. It is a new medicine; it has **hardly** been tried yet.

Note—For **emphasis** 'Hardly' can be used at the beginning of a sentence also. As—

Hardly had the train stopped when he jumped out.

22. Late/Lately

Late as Adverb means late in time. As—

- 1. He comes **late** every day.
- 2. The theft was committed late at night.
- 3. He married **late** in life.

Lately means 'recently'. As—

- 1. He has **lately** started a new business.
- 2. He has **lately** shifted to a new house.

23. Most/Mostly

Most as Adverb means 'maximum'/ 'greatest'. As—

- 1. The man whom I like **most** is John.
- 2. The man who talks **most** is often hollow.

Mostly means 'largely'. As—

- The audience consisted mostly of students.
- 2. The students were **mostly** inattentive.
- 3. His stock consists **mostly** of outdated things.

Exercise

Fill in the blanks with the correct alternatives given in the brackets—

- 1. She has eaten anything today.
 - (hard, hardly)
- 2. He tried very but did not succeed. (hard, hardly)
 - all day
- 3. They have been working all day.
 - (hard, hardly)
- 4. He had alighted from the bus when he was caught by the police.
 - (hard, hardly)
- 5. We ever meet now. (hard, hardly)
- 6. His marriage takes place..... in October. (late.lately)
- 7. Have you received any letter from your son? (late, lately)
- 8. I have not been to my village
 - (late, lately)
- 9. I study till in the night. (late, lately)
- 10. The train is running an hour

(late, lately)

- 11. The books in his library are novels.
 - (most, mostly)
- 12. He helped me to get over my difficulties. (most, mostly)
- 13. The greatest scholars have been men. (most, mostly)
- 14. The candidates are inexperienced.
 - (most, mostly)
- 15. She loves her (most, mostly)

- Hints—(1) hardly; (2) hard; (3) hard; (4) hardly.
 - (5) hardly; (6) late; (7) lately; (8) lately;
 - (9) late; (10) late; (11) mostly; (12) most;
 - (13) mostly; (14) mostly; (15) most.

Some Common Rules

24. The Split Infinitive

An **Infinitive**, as we know, consists of **to + verb**. Therefore no **adverb** should be placed between **to** and the **Verb**. If we do so, we shall be splitting the Infinitive. In Grammar it is called **split infinitive fault**. For example, look at this sentence—

"I request you to kindly grant me leave." In this sentence kindly has been placed between to and grant. This is a grammatical fault. The correct form of this sentence would be—'I request you kindly to grant me leave.'

Accordingly, the following sentences are correct—

- 1. I advise you **to read** the book carefully.
- I instruct you to call the doctor immediately.
- 3. I direct you **to reach** the office punctually every day.

25. Present Perfect and Adverb

In a sentence in the **Present Tense**, no **Adverb** or **Adverbial phrase** suggestive of **Past Tense** should be used. As such the following sentences are **wrong**—

- 1. I have arrived here **yesterday**.
- 2. I have joined my duties last month.
- 3. I have passed M. A. last year.

The above noted sentences are in the **Present Perfect Tense**, while the **adverbs** connected with them are suggestive of Past Tense. Therefore, they are all **wrong**. The **correct form** of these sentences would be as follows—

- 1. I arrived here yesterday.
- 2. I joined my duties last month.
- 3. I passed M. A. last year.

26. Introductory 'There'

Some sentences begin with **There**. In these sentences **There**, has no significance, nor is it an **Adverb of Place**. In these sentences after **There** comes an **Intransitive** verb or verb **to be**, and after that comes the **Subject**. As—

1. **There** is a book on the table.

- 2. **There** is a man in the room.
- 3. **There** came a tiger from the wood.
- 4. **There** is a function tomorrow.

27. Adverb and Preposition

- (a) Normally no **Preposition** is used before an **Adverb**. Therefore no **Preposition** should be used before such **Adverbs** as—**Respectfully**, **humbly**, **politely**, **kindly**, **slowly**, etc. Therefore the following sentences are **wrong**.
 - 1. With respectfully I beg to submit.
 - 2. With humbly I state.
 - 3. With politely I reply as under.

With should be removed from all these sentences.

- (b) Sometimes some time-showing words, such as morning, evening, day, night, month, year, etc. have such qualifying words before them as this, that, next, last, all, etc. In that case no Preposition is used before them. As—
 - 1. He came **last evening**.
 - 2. He left the **next morning**.
 - 3. He worked all day.
 - 4. He is coming **this evening**.
 - 5. He did not go **that day**.
- (c) But if the **time showing words** are used **without** the qualifying words (**this, that, next, last**, etc.), proper **Preposition** should be used before them. As—
 - 1. I shall meet you in the evening.
 - 2. I don't sleep in the day.
 - 3. I shall come on sunday.
 - 4. Don't come in the night.
- (d) **Home** is normally a **Noun**. But it is also used as an **Adverb of Place**. In that case, neither a **Preposition** nor a **relative Adjective** should be used before it. As—

"I am going home."

This sentence is correct. But we cannot say—I am going **to** home. or I am going **my** home.

The following sentences are **correct**—

- 1. Now we should return **home**.
- 2. When do you go **home**?
- 3. I go **home** by bus.

Exercise

Correct the following sentences:

- 1. You are instructed to not make a noise.
- 2. I warn you to regularly do your work.
- 3. I request you to kindly recommend my application.
- 4. I have applied for this post last year.
- 5. You have come to the office only yesterday.
- 6. He has received his Degree at the last convocation.
- 7. With most respectfully I offer my services to you.
- 8. On most humbly I bow to your grace.
- 9. There is a meeting in this evening.
- 10. He is returning in tomorrow night.
- 11. I have to go to home before sunset.
- 12. He did not return on that day.
- Hints—(1) not to make; (2) regularly to do; (3) kindly to recommend; (4) 'applied' in place of 'have applied'; (5) 'came' in place of 'have come'; (6) 'received' in place of 'has received'; (7) Most respectfully; (8) Most humbly; (9) 'this evening' without 'in'; (10) 'tomorrow night' without 'in'; (11) 'go home' without 'to'; (12) 'that day' without 'on'.

Revision Exercise I

Correct the following sentences:

- 1. I hear that your mother has been much ill.
- I have many often wished I could visit America.
- 3. Is the message much urgent?
- 4. He could make not greater mistake than that.
- There is no the slightest sense in what he says.
- 6. They arrived not too soon.
- 7. He is fairly unkind to his subordinates.
- 8. His performance is fairly unsatisfactory.
- 9. His performance is rather satisfactory.
- 10. Her birthday falls lately in November.
- 11. The mangoes are most unripe.

- 12. The police officer looked hardly at me.
- 13. There was hard light when we set out.
- 14. We hard ever go together.
- 15. He only retired last month.
- 16. Please watch carefully his actions.
- 17. I go at 10 O'clock to my office.
- 18. I see him rarely these days.
- 19. He rarely is seen these days.
- You have always been enough kind to me.

Hints—(1) very ill; (2) very often; (3) very urgent; (4) no greater; (5) not the slightest; (6) none too soon; (7) rather unkind; (8) rather unsatisfactory; (9) fairly satisfactory; (10) late in November; (11) mostly unripe; (12) looked hard; (13) hardly light; (14) hardly ever; (15) only last month; (16) his actions carefully; (17) to my office at 10 O'clock; (18) rarely see him; (19) is rarely seen; (20) kind enough.

Revision Exercise II

Fill in the blanks with suitable adverbs from those given in the brackets—

- 1. This drink tastes (bitter, bitterly)
- They received us very at the airport. (warm, warmly)
- 3. His story does not sound

(true, truly)

4. He has recovered from his illness.

(hard, hardly)

5. he has started a new business.

(late, lately)

6. Young men are careless.

(most, mostly)

7. He is serious about his health.

(most, mostly)

8. I find this exercise difficult.

(fairly, rather)

9. His behaviour is too good.

(no, none)

10. This medicine does me good.

(no, not)

11. The examination paper is too easy.

(not, none)

12. She is not feeling today.

(very well, much well)

13. She is feeling today.

(very better, much better)

14. I feared this would happen.

(rather, never)

15. A horse is like an elephant.

(none, nothing)

Hints—(1) bitter; (2) warmly; (3) true; (4) hardly; (5) lately; (6) mostly; (7) most; (8) rather; (9) none; (10) no; (11) none; (12) very well; (13) much better; (14) rather; (15) nothing.

Revision Exercise III

(a) Write sentences of your own using the following words or expressions preceded by 'rather' or 'fairly'—

Lazy, intelligent, too expensive, sooner, generous person, thoughtless person, beautiful, ugly, a clever girl, a sensible girl.

(b) Write sentences of your own using the following words with 'hard' or 'hardly', 'late' or 'lately', 'most' or 'mostly'—

Study, work, drink, believe, arrive, marriage, new adventure, peasants, labour, indecent.

(c) Use the following adverbs in sentences of your own— $\,$

Sooner, none, often, enough, too, even, very much, too much, much too, only too, since, ever since, little, seldom, so far, uptil now, just.

8

Prepositions

Preposition—This is made of two words— Pre + position. Here Pre means before and position means placed. Hence Preposition is that word or phrase which is placed before a Noun or a Pronoun. A Preposition or a Prepositional Phrase shows the relationship of that Noun or Pronoun with some other word in the sentence.

Forms of Preposition

A **Preposition** has the following forms—

1. Simple Prepositions—Prepositions of one word are called Simple Prepositions. As—

In, of, to, at, by, for, from, off, on, out, through, till, up, with, down.

2. Compound Prepositions—Prepositions formed by adding a Prefix to a Noun, Adjective or Adverb are called Compound Prepositions. Outwardly they look like one-word Prepositions, but in fact they are compound words. As—

About, above, across, along, amidst, among, amongst, around, before, behind, below, beneath, beside, between, beyond, inside, outside, underneath, within, without.

3. Phrase Prepositions—Some Phrases also serve as Single Prepositions. As—

According to	in consequence of
agreeably to	in course of
along with	in favour of
away from	in front of
because of	in lieu of
by dint of	in order to
by means of	in place of
by reason of	in reference to
by virtue of	in regard to
by way of	in spite of
conformably to	instead of
for the sake of	in the event of

in accordance with on account of in addition to owing to in (on) behalf of with a view to in case of with an eye to in comparison to with reference to in compliance with with regard to

4. Participle Prepositions—Some Present Participles are also used as Prepositions. As—

Concerning, considering, barring, during, notwithstanding, pending, regarding, respecting, touching.

Functional Types of Prepositions

As we have said above, Prepositions show relationships. In different forms they show relationship of Place, Time, Cause, Result, Purpose, Meeting or Parting. On this basis Prepositions can be classified under the following groups—

(1) Prepositions of Place

On, at, in, against, above, across, before, behind, over, under, among, below, between, upon, etc.

(2) Prepositions of Time

After, before, at, on, by, behind, during, in, for, since, through, till, until, with, within, from, etc.

(3) Prepositions of Cause / Purpose

For, of, from, through, with, etc.

(4) Prepositions of Agency

By, in, with, without, at, through, with, etc.

(5) Prepositions of Manner

Like, with, by

(6) Prepositions of Possession

Of, by, with

(7) Prepositions of Measure / Rate / Value

At, by, for, to

- (8) Prepositions of contrast / Concession
 In spite of, notwithstanding, nevertheless
- (9) Prepositions of Separation From, of, off
- (10) Prepositions of Relationship
 With, together with, in company with, along with
- (11) **Prepositions of support / Opposition**For, against
- (12) Prepositions of Exception
 But, except, barring
- (13) Prepositions of Motive/ Inference/ Source/ Origin

From, of

(14) Prepositions of Direction

To, towards, into, up, down, above, on

Note—From the above classification it would appear that no Preposition has a definite or fixed sense of relationship. The same Preposition may express different ideas or relationships. This depends upon their use in different situations.

Use of Preposition

Generally Prepositions are used **before their objects**.

- 1. The book is **on** the table.
- 2. He is **in** his office.
- 3. He is fond of tea.
- 4. She comes **from** Delhi.

In the above sentences **on**, **in**, **of**, **from** are Prepositions and they have all been used before their objects (**table**, **office**, **tea**, **Delhi**). A Preposition may have **two** or **more than two objects**. The Preposition will be used **before** the first of all these objects. As—

- 1. The cattle graze in valleys and pastures.
- 2. She is very fond **of grapes**, **apples** and **oranges**.

But in the following conditions Preposition is used **after the Object**—

- (1) When the object is **Relative Pronoun 'that'**, the Preposition is placed at the **end** of the sentence. As—
 - 1. This is the book **that** you asked **for**.
 - 2. That is the car **that** you travelled **by**.
 - 3. I know the man **that** you were talking **to**.

- (2) Also when the **object is some under-stood** (hidden) **Relative Pronoun**, the Preposition is placed at the end of the sentence. As—
 - That is the house λ I lived in.
 (In this sentence Relative Pronoun 'that' or 'which' is understood at the point marked λ)
 - 2. That is the man (**whom**) I was speaking **of**.
 - 3. There is the book (that) you were looking for.
- (3) When the object is an **Interrogative Pronoun** (who/whom/what/which), the Preposition is placed at the **end** of the sentence. As—
 - 1. What are you looking at?
 - 2. What are you thinking of?
 - 3. Which of these houses do you live in?
 - 4. Whom are you going with?
- (4) Sometimes for the sake of **emphasis** the **object** is placed at the **beginning** of the sentence. In that case also the **Preposition** is placed at the **end** of the sentence. As—
 - 1. **Him** I depend **on**.
 - 2. **This** I insist **on**.
 - 3. **That** you must speak **out**.
- (5) In the **Passive Voice** also the **Preposition** is placed at the **end** of the sentence.
 - 1. He can be relied **upon**.
 - 2. Was the proposal agreed **to**?

Exercise

Correct the following sentences:

- 1. This is the point on that I insist.
- 2. This is the post that for I have applied.
- 3. That is the goal after that he is running.
- 4. Of who are you thinking?
- 5. On which chair did you sit?
- 6. That is the thief after the police was running.
- 7. In which house do you live?
- 8. Against whom are you complaining?
- 9. Of that I am really proud.
- 10. Of what do you accuse him?
- Hints—(1) that I insist on; (2) that I have applied for; (3) that he is running after; (4) Who

are you thinking of ? (5) did you sit on ? (6) the police was running after; (7) do you live in; (8) Whom are you complaining against? (9) that I am really proud of; (10) do you accuse him of.

Omission of Preposition

In some situations the Preposition is **not used**. There either it is **not required**, or it is **omitted**

- (1) No Preposition is required before the object of a **Transitive verb**. As—
 - 1. I shall **meet you** again. ('meet with you' is wrong.)
 - 2. They **caught** the **thief**. (**'caught to the thief'** is wrong.)
 - 3. I read a book. ('read of a book' is wrong.)
 - We have done our work.
 ('have done of our work' is wrong.)
- (2) Before expressions of **Place** and **Time** no Preposition (**for**, **from**, **in**, **on**) is used. As—
 - 1. I came here **last week**. (Not, 'in last week')
 - 2. I am going **abroad**. (Not, 'for abroad')
 - 3. Please wait a minute. (Not, 'wait for a minute')
 - 4. She is waiting outside. (Not, 'waiting on outside')
- (3) When some expressions of **Time** (as **morning, evening, day, night, month, year**, etc.) have some qualifying words as **this, that, next, every, last, all** used before them, **no Preposition** is needed before them. As—
 - 1. He went this morning.
 - 2. He met me **last evening**.
 - 3. He is coming again **next Sunday**.

Note—But if these expressions of **Time** have no qualifying words before them, they take necessary Prepositions before them. As—

- 1. He went **in** the **morning**.
- 2. He met me in the evening.
- 3. He is coming again on Sunday.
- (4) No Preposition is required before **yester-day**, **today**, **tomorrow**. As—

- Please come tomorrow. (not 'on tomorrow')
- 2. He is returning today. (not 'on today')
- 3. He came **yesterday** also. (not **'on yesterday'**)
- (5) No Preposition is used before ${\bf Home}.$ As—
 - 1. I am going home. (not 'to home')
 - 2. I go home every Sunday. (not 'to home')
- Note—But if there is a **Possessive Adjective** before **Home**, or if **Home** is used in the sense of **House**, we use appropriate Preposition before it.
- (6) If **two Verbs** are to be used in a sentence, and both the verbs have to take different Prepositions, we must use **appropriate** Preposition for each verb separately. As—
 - 1. I have been **thinking about** and **waiting for** you since the morning.
 - 2. He has been **looking for** and **enquiring after** you for a long time.

Exercise

Correct the following sentences—

- 1. I met to him yesterday.
- 2. I reached at the station a little late.
- 3. I can never forget to you.
- 4. He ran me.
- 5. Now I shall never speak him.
- 6. I met him in last month.
- 7. It was very cold in this morning.
- 8. I cannot wait for any longer.
- 9. He cannot go for a step further.
- 10. Please return my book on tomorrow.
- 11. He was absent on yesterday.
- 12. I go on a walk the morning.
- 13. I don't read the night.
- 14. Now I must go back to home.
- 15. He is not home.
- Hints—(1) no 'to'; (2) no 'at'. (3) no 'to'; (4) 'to me' / 'after me'; (5) 'speak to him'; (6) no 'in'; (7) no 'in'; (8) no 'for'; (9) no 'for'; (10) no 'on'; (11) no 'on'; (12) in the morning; (13) in the night; (14) no 'to'; (15) not at home.

Wrong Use of Prepositions

There are some Verbs which take no Preposition after them. They are—

attack, await, accompany, assist, request, investigate, inform, obey, comprise, order, reach, resemble, resist, violate.

It is **wrong** to use any Preposition after the above noted verbs, but this error is often committed.

- 1. America attacked on Iraq. (no 'on')
- 2. I **await for** your instructions. (no **'for'**)
- 3. I shall accompany with you. (no 'with')
- 4. I shall **assist to** you. (no 'to')
- (no 'to') 5. I **request to** you.
- 6. We shall **investigate into** the case.

(no 'into')

- 7. I shall **inform to** you. (no 'to')
- 8. I shall **obey to** you. (no 'to')
- 9. The group **comprises of** ten boys.

(no 'of')

- 10. I **order to** you. (no 'to')
- 11. I **reached at** the station. (no 'at')
- 12. He **resembles to** you. (no 'to')
- 13. He will **resist to** you. (no 'to')
- 14. He **violated to** the rule. (no **'to'**)

Some Typical Prepositions

In / Into

In is used to show the position of rest of a thing within another thing, while into shows a thing in motion, something moving inside something else.

In = Position of rest

Into = Position of motion

As-

- (a) 1. The table **is in** the room.
 - 2. We shall **sit in** the hall.
 - 3. There is a tiger in the cage.
- (b) 1. The ball **fell into** the well.
 - 2. The thief **broke into** my room.
 - 3. The tiger **moves into** the cave.

In / Within

'In' expresses the time-range up to the last point / moment of the given period, while within expresses the limit before the last moment of the given period. As—

- 1. He will return in (at the close of) a week's time.
- 2. He will return within (in less than / **before the close of**) a week's time.
- 3. You must finish the work **in** a month. (by the close of a month)
- You must finish the work within a month. (before the month closes)

In / At

'In' points to a large area of Time or Place, while 'at' refers to a small area or fixed point of Time and Place. Therefore, we use 'in' for countries, states and bigger cities, and 'at' for villages and towns. Similarly, we use 'in' for larger range of time, and at for a fixed point of time. As—

- 1. He lives at Agra.
- 2. He lives in Uttar Pradesh.
- 3. He will come at six O'clock.
- 4. He will come in the morning.
- 5. He lives in Bombay.
- 6. He lives at Hathras.

In / At

There is one more difference between 'at' and 'in'. At refers to a stationary position, while in refers to a state of motion. As—

- 1. The train is **in motion**.
- He stands at the top of the hill.
- The work is **in progress**.
- 4. He is at home.

On / upon

'On' refers to a state of rest or stationary position, while 'upon' refers to a state of motion. As—

- The book is on the table. 1.
- He jumped upon the table.

Exercise

Fill in the blanks in the following sentences with the correct preposition from those given in brackets:

- 1. The frog jumped.....the well. (in / into)
- There is no boy the class. (in / into)
- 3. There is no ink my pen. (in / into)
- 4. He rode straight.....the arena. (in / into)

5. He is sitting.....the drawing room.

(in / into)

- 6. He lives London. (**in** / **at**)
- 7. He lives Hathras Aligarh District. (in / at)
- 8. You have a big house Bombay.

(in/at)

9. You have a big house Salempur.

(in/at)

- 10. He comes 4 O'clock. (in / at)
- 11. He comes the evening. (in / at)
- 12. Please close the office carefully 8.30. (at / in)
- 13. Please close the office carefully the afternoon. (in / at)
- 14. The work is well progress. (in / at)
- 15. The plane is already the air. (in / at)
- 16. He is already the top. (in / at)
- 17. Please sit the next chair.

(on / upon)

18. The tiger jumped.....the stag.

(on / upon)

- 19. He is sitting the roof. (on / upon)
- 20. Please put the photo the stand.

(on / upon)

Hints—(1) into; (2) in; (3) in; (4) into; (5) in; (6) in; (7) at Hathras in Aligarh; (8) in; (9) at; (10) at; (11) in; (12) at; (13) in; (14) in; (15) in; (16) at; (17) on; (18) upon; (19) on; (20) on.

With / By

'With' is used for **Instrument** (lifeless), while **by** is used for **living Person or Agent**. As—

- 1. The letter was written with a ball-pen.
- 2. The letter was written **by Ram**.
- 3. The branch of the tree was cut with an
- 4. The branch of the tree was cut by the servant.

Between / Among

'Between' is used for **two** persons, things or ideas, while **'among'** is used for **more than two**. As—

- Divide this property between the two brothers.
- Divide this property among the three brothers.
- 3. There is a passage between the two lanes.
- 4. He passed the night **among** the **aliens**.

Till / To

Till is used for time, and to for place. As—

- 1. He worked till 8 O'clock.
- 2. He came to the outer gate.

Since / From

'Since' is used before a Noun or a phrase to show a certain point of time. It is used in Perfect tense only. From is also used to show a point of time but it is used in non-perfect tense. Remember that both since and from show only a point of time, not a period of time. We can say since Friday, or since 1995, or since today, but we cannot say since four days or from a week. As—

- 1. I have been living in Canada since 1990.
- 2. I studied English from the age of six.
- 3. I shall start working **from Friday**.
- 4. He has been working very hard since July.

Note—For Period of time we use for. As—

- I have been living in Canada for five vears.
- 2. I worked in this office **for six months**.

Beside / Besides

'Beside' means by the side of, while **'besides'** means in addition to. As—

- The Fort stands beside the river Yamuna.
- 2. He came and stood **beside me**.
- 3. He has a scooter **besides a car**.
- He has written two short stories besides a novel.

Exercise

Fill in the blanks in the following sentences with the correct preposition from those given in brackets:

1. The letter was carelessly typed my secretary. (with / by)

- 11. 1990.
- 2. The pit was dug spades two labourers. (with / by)
- 3. He sharpened the pencil a blade.

(with / by)

- 4. He turned pale fear. (with / by)
- 5. He faced the danger courage.

(with / by)

- 6. The profits will be equally divided the two partners. (between / among)
- 7. The profits will be equally divided all the share holders. (between / among)
- 8. He had to work twelve and two in the night. (between / among)
- 9. He found himself helpless the strangers. (between / among)
- 10. You have to choose these two courses only. (between / among)
- 11. Please wait for me 10 O'clock.

(till / to)

12. He accompanied me.....the station.

(till / to)

- 13. He will remain at home you reach there. (till / to)
- 14. He came with me the main road.

(till / to)

- 15. He has been living in this house 1990. (since / from)
- 16. I shall start attending the office
 Monday. (since / from)
- 17. He has not seen me July.

(since / from)

18. I started painting my childhood.

(since / from)

19. There is a small cottage my farm.

(beside / besides)

20. I know German English.

(beside / besides)

Hints—(1) by; (2) with spades by two labourers.
(3) with; (4) with; (5) with; (6) between;
(7) among; (8) between; (9) among; (10) between; (11) till; (12) to; (13) till; (14) to; (15) since; (16) from; (17) since; (18) from; (19) beside; (20) besides.

Among / Amongst

Both these words have almost the same meaning and usage, but **among** is more popularly used. But there is one difference in their usage. **Amongst** must be used in those sentences in which the word coming after it begins with a **Vowel**. As—

He is very popular amongst us.

He is very popular among the students.

On / At

Both these can show **time**. But **on** is used for a fixed **day** or **date**, while **at** is used for **hour**. As—

- 1. I shall come **on** Sunday.
- 2. I shall come on July 15.
- 3. I shall come at 5 p.m.

For / During

Both these show **period of time**, but the difference between them is that **for** is used for an **indefinite period**, while **during** is used for a **definite period**. As—

- 1. He has gone for a long time.
- He is on leave for a month.
 (There is no reference to a definite month)
- He will be here during Christmas holidays.
- 4. He will stay with me **during June**.

Of / Off

'Of' is a Preposition of **joining**, while **off** is a Preposition of **separation**. As—

- 1. A member of the family, page of a book, student of a college, one of many, etc.
 - 2. He is **off** duty today. (Not on duty)
 - 3. He jumped **off** the roof.

Preposition + Gerund

There are certain **Verbs** and **Adjectives** after which **Infinitives** are never used. In place of Infinitives we use **Preposition + Gerund** (verb + ing) after these words. We give below a list of such **Verbs** and **Adjectives** along with the **Prepositions** which are used with them—

Abstain from, aim at, assist in, based on, confident of, debar from, desirous of, desist from, despair of, disqualified from, dissuade from, excel in, excuse for, fortunate in, hinder from, hopeful of, insist on, intend on, meditate on, negligent in, passion for, perceive in, persist in, prevent from, (to take) pride in, prohibit from, proud of, refrain from, repent of, succeed in, successful in, think of.

See these sentences. They are all **correct**—

- He is confident of winning the prize.
 ('confident to win the prize' would be wrong.)
- 2. He **insists on going** there.

('insists to go' is wrong.)

- 3. I cannot **think of displeasing** him. ('think to displease' is wrong.)
- 4. **He is fortunate in having** a friend like you.

('fortunate to have' is wrong.)

Note—Nowadays Infinitives have also come to be used after aim.

- 1. I aim to win the first prize.
- 2. He aims to rise to the top.

Exercise

- (a) Fill in the blanks in the following sentences with the correct preposition from those given in the brackets:
 - 1. He has the widest knowledge \dots us all.

(among / amongst)

2. He comes from us.

(among / amongst)

3. He is the most brilliant boy them.

 $(among \ / \ amongst)$

4. The college opens 10 O'clock.

(at / on)

5. He will not be here Sunday.

(at / on)

- 6. Can you come.....Sunday morning 8.30 ? (on / at)
- 7. He offers prayers dawn. (at / on)
- 8. He will be away about a month.

(for / during)

- 9. I will come again Diwali holidays. (for / during)
- 10. He fell ill examination days.

(for / during)

11. He has left India ever.

(for / during)

- 12. I shall not leave you alone your illness. (for / during)
- 13. He is a teacher our school. (of / off)
- 14. He comes a good family. (of / off)
- 15. Your arguments are the point.

 (of / off)

(01 / (

16. He jumped the running train.

(of / off)

Hints—(1) amongst; (2) amongst; (3) among; (4) at; (5) on; (6) on sunday morning at 8.30; (7) at; (8) for; (9) during; (10) during; (11) for; (12) during; (13) of; (14) of; (15) off; (16) off.

(b) Correct the following sentences:

- 1. Can you assist me with completing my home work?
- 2. He is hopeful to win the prize.
- 3. He succeeded to reach to the top position.
- 4. He persists to say so.
- 5. I cannot prevent you to go there.
- 6. He excels to paint.
- 7. You have no excuse to stay at home.
- 8. I did my best to dissuade him to drink.
- 9. He is disqualified to appear at the examination.
- 10. He is debarred to apply for the post.
- 11. You probibited him to enter here.
- 12. He is fortunate to get out unhurt.
- 13. You must refrain to drink so much.
- 14. I cannot think to live in these dirty surroundings.
- 15. He is confident to pass in the first attempt.

Hints—(1) in completing; (2) of winning; (3) in reaching; (4) in saying; (5) from going; (6) in painting; (7) for staying; (8) from drinking; (9) from appearing; (10) from applying; (11) from entering; (12) in getting out; (13) from drinking; (14) of living; (15) of passing.

The Same Words With Different **Prepositions**

There are certain words with which different Prepositions can be used, but their meaning changes with the change of Prepositions. Different Prepositions have come into usage with them. As-

I had the advantage of you.

You gained an advantage over me.

I waited upon him at his office.

I waited for him yesterday.

He prevailed upon me to agree.

He **prevailed over** me in the dispute.

No argument prevailed with him.

You agree with me.

You agree to my proposal.

I **commence by** observing.

I **commence with** the observation.

You attended upon his leisure.

You attended to his command.

He was **invested with** the crown.

All his money was invested in business.

He is **afflicted with** fever.

He was afflicted at your failure.

I blush for her.

I blush at her misconduct.

What is the cause / reason / occasion / **ground** of this delay?

Is there any cause / reason / occasion / **ground for** this delay?

This is the **subject of** inquiry.

This is a **subject for** inquiry.

He is **disqualified from** competing.

He is **disqualified for** the post.

He is **liable for** damages.

He is **liable to** a fine. I concur with you.

I concur in your decision.

The statesman **deals with** politics.

The shopkeeper **deals in** stationery.

He lent money at high interest.

He lent money on safe security.

We are **responsible to** God.

We are **responsible for** our actions.

I charge my failure to / upon you.

I charge you with my failure.

His face is **familiar to** me.

I am **familiar with** his face.

Let us now **proceed to** business.

Let us now **proceed with** the business.

He is the **slave** / **victim of** his passions.

He is a **slave** / **victim to** his passions.

He is **possessed of** property.

He is **possessed with** an idea.

I **differ with** you on this issue.

I **differ from** you in temperament.

Compare a town **with** a city. (similar things)

Compare anger to madness. (dissimilar

things)

Many Hindus were converted to Buddhism.

His sorrow was **converted into** joy.

I am **tired of** sitting idle.

I am **tired with** double duty.

What is the **use of** discussing?

There is no **use in** discussing.

I have no **use for** this.

He made war upon luxury.

He made war with superstitions.

This behaviour was not **expected from** you.

It is not **expected of** us to solve this problem.

He has done his **duty by** his parents.

He has done his **duty in** this matter.

You will **think of** me when I am not here.

Think over / on my proposal carefully.

He is **destined for** business.

He is **destined to** misery.

I am disappointed in you.

He was **disappointed of** success.

He demanded vengeance upon you.

He demanded **vengeance for** your deed.

God will **provide for** our needs.

We must **provide against** the rainy day.

Communicate with him on this issue.

Communicate this to him.

I am not **concerned in** the business.

I am much concerned at your losses.

I **except** you **from** this responsibility.

I take exception to your language.

He parted from his family.

He parted with his property.

I am reconciled with my brother.

I am reconciled to my fate.

This discovery was credited to Newton.

Newton was credited with this discovery.

Different Forms of Words followed by Different Prepositions

I sympathise with you.

I feel much sympathy for you.

I **solicited** him **for** his help.

I am solicitous of his help.

He is **descended from** King Arthur.

He is a **descendant of** King Arthur.

I am regardful of his interests.

I have **regard for** his interest.

He is **fond of** colourful dresses.

He has **fondness for** colourful dresses.

Pursuant to my wishes.

In pursuance of my wishes.

According to your directions.

In accordance with your directions.

I am satisfied with your progress.

I feel great satisfaction in / at your success.

He is on leave **preparatory to** retirement.

He has made all **preparations for** retirement.

He is **proud of** his position.

He takes **pride** in his position.

I am hopeful of success.

I hope for success.

I am delighted with him.

I take delight in him.

I am ashamed of him.

I feel shame at his conduct.

I am going in search of him.

I am going to search for him.

I have a dislike to him.

I have a **liking for** him.

I am sensible of pain.

I am **insensible to** pain.

He is equal to me.

He is co-equal with me.

He is qualified to compete.

He is **disqualified from** competing.

He encouraged me to go forward.

He discouraged me from going forward.

I have trust in you.

I have distrust of you.

This is **contrary to** that.

This is **contrasted with** that.

This is **subsequent to** his application.

This is **consequent upon** his application.

She is **different from** you.

She is **indifferent to** you.

He is **neglectful of** his studies.

He is **negligent** in his studies.

Revision Exercise I

Fill in the blanks with appropriate prepositions:

- 1. The river flows the bridge.
- 2. The work was done haste.
- 3. I am fond reading novels.
- 4. He died his country.
- 5. The house was destroyed fire.
- 6. What is that me?
- 7. He has not met me Sunday last.
- 8. I have known him a long time.
- 9. This is a matter little interest to me.
- 10. I am tired sitting idle.
- 11. I shall do it pleasure.
- 12. I sold it ten rupees.
- 13. It is five O'clock my watch.
- 14. Do not cry spilt milk.
- 15. The public are cautioned pick-pockets.
- 16. The tiger was killed the hunter the sword.
- 17. He does not go to office.....10 O'clock.

- 18. He travelled ten miles two hours.
- 19. He started seven the morning.
- 20. He was born a small village Rajasthan.

Hints—(1) under; (2) in; (3) of; (4) for; (5) by; (6) to; (7) since; (8) for; (9) of; (10) of; (11) with; (12) for; (13) by; (14) over; (15) against; (16) by the hunter with the sword; (17) before; (18) in; (19) at seven in the morning; (20) at a small village in Rajasthan.

Revision Exercise II

Fill in the blanks in the following sentences with appropriate prepositions:

- 1. He quarrelled me nothing.
- 2. He readily complied my request.
- 3. He supplies the poor food.
- 4. He is always true me.
- 5. He is involved many difficulties.
- 6. I prefer milk tea.
- 7. I find no exception this rule.
- 8. One has to rely one's own efforts.
- I inquired the servant whether the office was closed.
- 10. He insisted complaining against you.
- 11. You have to conform the rules of the hostel.
- 12. Smoking is injurious health.
- 13. He is innocent of the crime.
- 14. Do not indulge strong drinks.
- 15. I am very grateful you.
- 16. He is dependent his uncle.
- 17. He is deficient calculations.
- 18. He is indifferent even his children.
- 19. He is very proficient grammar.
- 20. Are you not ashamed your conduct?
- 21. He is completely devoid the sense of mercy.
- 22. He has a passion natural beauty.
- 23. I can never prove false you.
- 24. He comes a rich family.
- 25. Your views don't accord mine.

Hints—(1) with me for nothing; (2) with; (3) with; (4) to; (5) in; (6) to; (7) to; (8) on; (9) of; (10) on; (11) to; (12) to; (13) of; (14) in; (15) to; (16) on; (17) in; (18) to; (19) in; (20) of; (21) of; (22) for; (23) to; (24) of; (25) with.

Revision Exercise III

Fill in the blanks in the following sentences with appropriate prepositions:

- 1. Our path is beset difficulties.
- 2. Morning walk is beneficial health.
- 3. He is not eligible the post.
- 4. Foreigners are debarred appearing at this test.
- This rule is not applicable the present case.
- 6. Parents should not connive their children's follies.
- 7. Public men should not be sensitive criticism.
- 8. He is addicted drinking.
- 9. Why are you so angry me?
- 10. His plans are adverse my career.
- 11. They scoffed my suggestion.
- 12. He has been reverted his former post.
- 13. I shall restore the property its rightful owner.
- 14. He will impart the secret of his trade only his son.
- 15. He could not prevail me to revise my plans.
- 16. Do not confide your secrets anyone.
- 17. He is absolutely ignorant the whole affair.
- 18. He is weak Chemistry.
- 19. He was rewarded for rescuing a child danger.
- 20. Reward is the most important incentive hard labour.
- 21. Industry and sincerity are indispensable success.
- 22. He is too miserly to part his money.
- 23. I am sick the whole development.
- 24. The battle resulted the victory for India.
- 25. One should be sure what one plans to do.

Hints—(1) with; (2) to; (3) for; (4) from; (5) to; (6) at; (7) to; (8) to; (9) with; (10) to; (11) at; (12) to; (13) to; (14) to; (15) upon; (16) to; (17) of; (18) in; (19) from; (20) to; (21) to; (22) with; (23) of; (24) in; (25) of.

Revision Exercise IV

Fill in the blanks in the following sentences with appropriate prepositions:

- 1. I shall act your advice.
- 2. My grandmother is equally affectionate all.
- 3. He has great ambition fame.
- 4. He is highly ambitious fame.
- 5. He is not capable doing this work.
- 6. I have no confidence you.
- 7. He is fully confident his success.
- 8. He rose equal the occasion.
- 9. I take exception your language.
- 10. Every child is fond sweets.
- 11. He has no liking any sport.
- 12. Don't be neglectful your dress.
- 13. I always find him negligent his studies.
- 14. I am prepared the worst.
- 15. Have trust God and do your best.
- 16. He is wanting common sense
- 17. I shall call you tomorrow.
- 18. I called your office yesterday.
- 19. I always count your advice.
- 20. He deals stationery.
- 21. His appeal for help met little success.
- 22. He is averse my advice.
- 23. He has a knack good painting.
- 24. I refrained him acting in haste.
- 25. He is intent going to hill station.

Hints—(1) according to; (2) to; (3) for; (4) of; (5) of; (6) in; (7) of; (8) to; (9) to; (10) of; (11) for; (12) of; (13) in; (14) for; (15) in; (16) in; (17) on; (18) at; (19) upon; (20) in; (21) with; (22) to; (23) of; (24) from; (25) on.

Words Followed By Appropriate Prepositions

We give below a list of some **Nouns**, **Adjectives**, **Participles** and **Verbs** which are followed by some appropriate **Prepositions**. The use of wrong prepositions after certain words is a very common error with English writers and speakers. The student is advised to commit the given list to memory and to consult it in case of any doubt or difficulty. The list is adapted from J.C. Nesfield's "**English Grammar**" (Macmillan).

(a) Nouns Followed By Prepositions

Abhorrence of ingratitude.

Ability for or in some work.

Abstinence *from* wine.

Abundance of food.

Access to a person or place.

Accession to the throne.

(In) accordance with rule.

Accusation of theft.

Acquaintance *with* a person or a thing. But make the acquaintance *of* a person.

Adherence to a plan or cause.

Admission to a society of persons or class or things.

Admission into or to a place.

Advance (progress) of learning.

Advance (of a person) in knowledge.

(To take) advantage of some one's mistake.

(To gain) an advantage over someone.

(To have) the advantage of anyone.

Affection for a person.

Allegiance to a person.

Alliance *with* a person or state.

Allusion to something.

Ambition for distinction.

Amends for some fault.

Antidote to some poison.

Antidote against infection.

Anxiety for anyone's safety.

Apology for some fault.

Appetite for food.

Application to books.

Application for employment.

Apprehension of danger.

Approach to (step towards) anything.

Aptitude for mathematics.

Arrival at a place.

Arrival in a country or large town.

Arrival in London, Paris, etc.

Aspiration after or for fame. Assent to an opinion.

Assurance of help.

Atonement for sin.

Attachment to a person or thing.

Attack on a person or place.

Attendance on a person.

Attendance at a place.

Attention to study.

Attraction to or towards a thing.

Authority *over* a person.

Authority on a subject.

Authority for saying or doing.

Aversion to or from a person or thing.

Bar to success.

Bargain with a person.

Bargain for a thing.

Battle with anyone.

Beneficence to the poor.

Benevolence *towards* the poor.

Bias towards a thing.

Blindness to one's own faults.

Candidate for election.

Capacity for mathematics.

Care for his safety.

Care of his books.

Cause for anxiety.

Cause of trouble.

Caution against error.

Certainty *about* a matter.

Certificate of good conduct.

Cessation from work.

Charge of murder (Noun)

Charge with murder. (Verb)

Claim on or against someone.

Cloak for vice.

Comment on something said.

Commerce with a country.

Compact with a person.

Comparison to or with a person or thing.

Compassion for a person.

Compensation for a loss.

Competition with a person.

Competition for a thing.

Complaint against a person.

Complaint about a thing.

Compliance with a request.

Complicity in a crime.

Concession to a demand.

Concurrence with a person.

Concurrence in a proposal.

Condemnation to death.

Condolence with a person.

Confidence in a person.

Conformity with anyone's views.

Conformity to rule.

Connection with a person or thing.

Consciousness of guilt.

Consideration for a person.

Consideration of a thing.

Contact with something.

(A) contemporary of some person.

Contempt for a person or thing.

(A) contrast to a person or thing.

(In) contrast with a person or thing.

Contribution to a fund.

Contribution towards some project.

Control over a person or thing.

Controversy with a person.

Controversy on or about something.

Conversation with a person.

Conviction of guilt.

Co-partner with a person.

Co-partner in something.

Copy from nature.

Correspondence with a person.

Correspondence to a thing.

Craving for anything.

Decision on some case.

Delight in a person or thing.

Deliverance from a danger.

Dependence on a person or thing.

Descent from ancestors.

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Desire *for* wealth.

Deviation *from* rule.

Digression *from* a subject.

Disagreement *with* a person.

Discouragement *of* a person.

Disgrace *to* a person. Disgust *at* meanness.

Dislike of or for a person or thing.

(A) discouragement to a person.

Dissent *from* a proposal.

Distaste *for* mathematics.

Distrust *of* a person or thing.

Dominion *over* sea and land.

Doubt *of* or *about* a thing.

Drawback *to* success.

Duty *to* a person.

Eagerness for distinction.

Economy *of* time. Eminence *in* painting.

Encroachment *on* one's rights. Endeavour *after* happiness.

Endurance of pain.

Engagement *in* a business. Engagement *with* a person. Engagement (to marry) *to*. Enmity *for* or *with* a person.

Entrance into a place.

Envy at (or of) another's success.

Equality *with* a person. Escape *from* punishment. Esteem *for* a person.

Estrangement from a person.

Evasion *of* a rule. Exception *to* a rule.

(Make) an exception of some person or thing.

Excuse for a fault.

Exemption *from* a penalty. Experience *of* a thing.

Experience in doing something.

Exposure *to* danger. Failure *of* a plan.

Failure of a person in something.

Faith *in* a person or thing.

Familiarity with a person or thing.

Fine *for* an offence. Fitness *for* some position. Fondness *for* anything.

Freedom *from* care. Freedom *of* action.

(Has) a genius *for* mathematics. (Is) a genius *in* mathematics. Glance *at* a person or thing. Glance *over* a wide surface. Gratitude *for* a thing.

Gratitude for a thing.
Gratitude to a person.
Greediness for a thing.
Grief at an event.
Grief for a person.

Guarantee for or of a man's honesty.

Guess at the truth.

Harmony *with* anything. Hatred *of* or *for* a person.

Hatred *of* a thing.
Heir *to* some property.
Heir *of* some person.
Hindrance *to* anything.
Hint *at* some reward.
Hope *of* better luck. (*Noun*)
Hope *for* better luck. (*Verb*)
Hostility *to* a person or cause.
Identity *with* a person or thing.

Immersion *in* water.
Impediment *to* progress.
Imputation *of* guilt.

Imputation against someone.

Incentive *to* industry.
Inclination *for* or *to* study
Independence *of* help.
Indifference *to* heat or cold.

Indulgence *in* wine.
Indulgence *to* a person.
Inference *from* facts.
Infliction *of* punishment.

Influence *over* or *with* a person. Influence *on* anyone's actions.

Inkling of a secret.

Inquiry *into* circumstances. Insight *into* a man's character.

Instruction *in* music.
Intercourse *with* a person.

Interest in a subject.

Interest (influence) *with* a person. Interference *in* or *with* a man's affairs.

Interview *with* a person. Intimacy *with* a person.

Intrusion into a man's house.

Invitation *to* a dinner. Irruption *into* a country.

Irruption *by* invaders.

Jest *at* a man's bad luck.

Joy *in* his good luck.

Judge *of* a matter.

Jurisdiction *over* a province. Jurisdiction *in* a lawsuit. Justification *of* or *for* crime.

Key to a mystery.
Laxity in morals.
Lecture on a subject.
Leisure for amusement.
Leniency to prisoners.
Liability to an illness.

Libel *on* a person. Libel *against* his character.

Likeness *to* a person or thing. Liking *for* a person or thing.

Limit to a man's zeal. Longing for or after a thing.

Look *at* a thing. Lust *for* money.

Malice against a person.

Margin for losses.

Martyr *for* a certain cause. Match *for* a person.

Menace *to* public health. Motive *for* action. Necessity *for* anything.

Necessity of the case.

Need *for* assistance. (In) need *of* assistance.

Neglect of duty.

Neglect in doing a thing.

Nerve for riding.

Nomination *of* a person.

Nomination to a post.

Obedience to orders, parents, etc.

Objection *to* a proposal. Obligation *to* a person.

Obstruction *to* traffic.
Offence *against* morality.

(Take) offence *at* something done. Operation *on* a person or thing.

Opportunity *for* action. Opposition *to* a person.

Order for or against doing a thing.

Outlook *from* a window.
Outlook *on* the sea.
Partiality *for* flatterers.

Partnership *in* a thing.
Partnership *with* a person.
Passion *for* gambling.
(At) peace *with* all men.
Penance *for* some fault.
Penetration *into* motives.

Penitence *for* some fault.

Perseverance *in* well-doing.

Persistence *in* an attempt.

Piety *towards* God. Pity *for* sufferers.

Popularity with neighbours.

Postscript *to* a letter. Power *over* a person.

Precaution against infection.

Preface to a book.

Preference for one thing.

Preference to or over another thing.

Prejudice *against* a person. Preparation *for* action. Pretension *to* learning. Pretext *for* interference. Pride *in* his wealth. (*Noun*)

Prides himself *on* his wealth. (*Verb*)

Proficiency in mathematics.

Profit *to* the seller. Progress *in* study. Proof *of* guilt. (*Noun*)

Proof against temptation. (Adj.)

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Proportion of three to one.

Protest against proceedings, decision, etc.

Qualification for office. Ouarrel with another person.

Quarrel between two persons.

Question on a point. Ratio of one to five. Readiness at figures. Readiness in answering. Readiness for a journey. Reason for a thing. Reason against a thing. Recompense for labour.

Reference to a person or thing. Reflections on a man's honesty. Regard for a man's feelings.

(In or With) regard to that matter. Regret for something done.

Relapse into idleness.

Relation of one thing to another. Relation between two things. Relations with a person. Reliance on a man's word.

Relish for food.

Remedy for or against snakebite. Remonstrance with a person. Remonstrance *against* his conduct.

Remorse for a crime. Repentance for sin. Reply to a letter. Reputation for honesty. Request for a thing.

Resemblance to a person or thing.

Resignation to fate. Resistance to injustice. Resolution into elements. Resolution on a matter.

Respect for a man or his office. (In) respect of some quality. (With) respect (to) a matter. Responsibility to the law. Responsibility for action.

Result of a proceeding.

Revolt against authority. (In) Pursuance of an object. Rival in anything.

Rival *for* a position. Rivalry with a person.

Reverence for age.

Satire on or upon a person, book, etc.

Satisfaction for some fault. Search for or after wealth. (In) search of wealth. Shame at or for his fault.

Share of a thing. Share with a person. Sin against God. (A) slave to avarice. (The) slave of avarice. Slur on his character. Sneer at good men.

Sorrow for his misfortunes. Specific for or against fever. Speculation in bank shares. Stain on one's character. Subjection to the laws. Submission to authority. Subscription to a fund. Subsistence on rice. Succession to an estate. Supplement to a book. Surety for a person.

Suspicion of his intentions. Sympathy with or for the poor.

Sympathy with a cause or with a person's views.

Taste (experience) of hard work. Taste (liking) for hard work.

Temperance in diet. Temptation to evil.

Testimony to his character. Testimony against his character.

Traitor to his country. Trespass *against* the law. Trust in his honesty.

(In) unison with his character. (We have no) use for that. (What is the) use of that? (There is no) use in that.

(At) variance with a person.

(A) victim *to* oppression. (The) victim *of* oppression. Victory *over* his passions.

Want of money.
Warrant for his arrest.
Witness of or to an event.
Wonder at his rudeness.
yearning for his home.
Zeal for a cause.

Zest for enjoyment.

(b) Adjectives and Participles followed by Prepositions

Abandoned *to* his fate. Abounding *in* or *with* fish.

Absorbed *in* study.

Acceptable *to* a person.

Accomplished *in* an art.

Accountable *to* a person.

Accountable *for* a thing.

Accurate *in* his statistics.

Accused *of* a crime.

Accustomed *to* riding.

Acquainted with a person or thing.

Acquitted of a charge.
Adapted to his tastes.
Adapted for an occupation.
Addicted to bad habits.
Adequate to his wants.
Affectionate to a person.
Afflicted with rheumatism.

Afraid of death.

Agreeable *to* his wishes. Alarmed *at* a rumour. Alien *to* his character. Alienated *from* a friend. Alive *to* the consequences.

Allied to a thing.

Allied with a person or country.

Amazed *at* anything. Ambitious *of* distinction.

Angry *at* a thing. Angry *with* a person. Annoyed *at* a thing. Annoyed with a person for saying or doing some-

thing.

Answerable *to* a person. Answerable *for* his conduct. Anxious *for* his safety. Anxious *about* the result. Applicable *to* a case.

Appropriate *to* an occasion. Ashamed *of* his dullness. Associated *with* a person. Associated *in* some business

Assured of the truth.

Astonished *at* his rudeness. Averse *to* hard work. Aware *of* his intentions. Backward *in* mathematics.

Based *on* sound principles. Bent *on* doing something. Beset *with* difficulties. Betrayed *to* the enemy.

Betrayed *into* the enemy's hands.

Blessed with good health.
Blessed in his children.
Blind to his own faults.
Blind in one eye.

Boastful of his wealth.
Born of rich parents.
Born in England.
Bought of a person.
Bound in honour.
Bound by a contract.
(Ship) bound for England.
Busy with or at his lessons.
Capable of improvement.
Careful of his money.
Careful about his dress.
Cautious of giving advice.

Certain of success.

Characteristic *of* a person. Charged *to* his account.

Charged (loaded) *with* a bullet. Charged *with* (accused of) a crime.

Clear of blame.

Close to a person or thing.

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Clothed in purple.

Committed to a course of action.

Common to several persons or things.

Comparable *to* something else. Competent *for* certain work.

Composed of a material.

Concerned *at* or *about* some mishap. Concerned *for* a person's welfare.

Concerned in some business.

Condemned *to* death. Conducive *to* success.

Confident *of* success. Congenial *to* one's tastes.

Congratulated on his success.

Conscious *of* a fault. Consistent *with* the facts. Conspicuous *for* honesty.

Contemporary with a person or event.

Contented *with* a little. Contrary *to* rule.

Contrasted *with* something else. Conversant *with* persons or things.

Convicted *of* a crime. Convinced *of* a fact.

Correct *in* a statement. Coupled *with* something else.

Covetous *of* other men's goods. Creditable *to* his judgment.

Cured *of* a disease. Customary *for* a person. Deaf *to* entreaties.

Defeated *in* battle.

Defective in point of style.

Deficient *in* energy.
Delighted *with* success.

Dependent *on* a person or thing.

Deprived *of* some good thing. Deserving *of* praise.

Designed for a purpose. Desirous of success. Despairing of success.

Destined *for* the bad.

Destitute *of* money.

Determined *on* doing a thing.

Detrimental *to* health. Devoid *of* foundation.

Different from something else.

Diffident *of* success. Diligent *in* business.

Disappointed *of* a thing not obtained. Disappointed *in* a thing obtained. Disappointed *with* a person or thing.

Disgusted with a thing.

Disgusted at or with a person.

Dismayed at a result.
Displeased with a person.
Disqualified for a post.
Disqualified from competing.
Distinct from something else.

Distracted with pain.

Distrustful of a man's motives.

Divested of office.

Doubtful or dubious of success.

Due *to* some cause. Dull *of* understanding. Eager *for* distinction.

Eager in the pursuit of knowledge.

Earnest in his endeavours.

Easy of access.
Educated in the law.
Educated for the bar.
Effective for a purpose.
Eligible for employment.
Eminent for his learning.
Employed in gardening.

Empty of its contents.

Endeared *to* all men.
Endowed *with* natural ability.
Engaged *to* some person.
Engaged *in* some business.
Engraved *on* the memory.

Enraged *at* something done. Entangled *in* a plot. Entitled *to* a hearing. Enveloped *in* mist.

Envious of another's success.

Equal *to* the occasion. Essential *to* happiness.

Exclusive *of* certain items. Hostile *to* my endeavours. Exempted or exempt *from* a fine. Hungry *after* or *for* wealth.

Exhausted *with* labour. Hurtful *to* health.

Exonerated *from* blame. Identical *with* anything.

Exposed *to* danger. Ignorant *of* English.

Expressive *of* his feelings. Ill *with* fever.

Faithful to a master.

False of heart.

False to his friends.

Familiar with a language.

Familiar (well known) to a person.

Impatient of the point.

Impatient of reproof.

Impatient at an event.

Familiar (well known) to a person. Impatient at an event Famous for his learning. Impatient for results.

Fascinated with or by a person or thing.

Fatal to his prospects.

Fatigued with travelling.

Favourable to his prospects.

Favourable for action.

Fearful of consequences.

Impertinent to his master.

Implicated in a crime.

Inclined to laziness.

Inclusive of extras.

Incumbent on a person.

Fertile *in* resources.

Fit *for* a position.

Fit *for* a position.

Flushed *with* victory.

Foiled *in* an attempt.

Fond *of* music.

Indebted *to* a person.

Indebted *for* some kindness.

Indebted *in* a large sum.

Independent *of* his parents.

Indifferent *to* heat or cold.

Foreign *to* the purpose.

Indignant *at* something done.

Founded on fact.

Fraught with danger.

Free from blame.

Fruitless of results.

Full of persons or things.

Indignant with a person.

Indignant with a person.

Indulgent to his children.

Infatuated with a person.

Infatuated with smallpox.

Gifted *with* abilities.

Glad *of* his assistance.

Glad *at* a result.

Good *for* nothing.

Infested *with* rats.

Inflicted *on* a person.

Informed *of* a fact.

Inherent *in* his disposition.

Good for nothing.

Good at cricket.

Grateful for past kindness.

Greedy of or after or for riches.

Guilty of theft

Inherent in his disposition

Inimical to a person.

Innocent of a charge.

Insensible to shame.

Inspired with hope

Guilty of theft.

Healed of a disease.

Inspired with hope.

Intent on his studies.

Heedless *of* consequences. Interested *in* a person or thing. Held *in* high esteem. Intimate *with* a person.

Honest *in* his dealings.

Honoured *with* your friendship.

Hopeful *of* success.

Introduced *into* a place.

Invested *with* full powers.

Hopeful *of* success. Invested *with* full powers. Horrified *at* the sight. Invested *in* stocks and shares.

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Involved in difficulties.

Irrelevant to the question.

Irrespective of consequences.

Jealous of his reputation.

Lame in one leg.

Lavish of money.

Lavish *in* his expenditure.

Lax in his morals.

Level with the ground.

Liable to error.

Liable for payment.

Liberal of his advice.

Limited to a certain area.

Lost to all sense of shame.

Loyal to the government.

Mad with disappointment.

Made for a teacher.

Made of iron.

Meet for a rich man.

Mindful of his promise.

Mistaken for a traveller.

Mistaken in a belief.

Moved to tears.

Moved with pity.

Moved at the sight.

Moved by entreaties.

Natural to a person.

Necessary to happiness.

Neglectful *of* his interests.

Negligent of duty.

Negligent *in* his work.

Notorious for his misdeeds.

Obedient to parents.

Obligatory on a person.

Obliged to a person.

Obliged for some kindness.

Obstinate *in* his resistance.

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Occupied with some work.

Occupied in reading a book.

Offended with a person.

Offended at something done.

Offensive to a person.

Open to flattery.

Opposed to facts.

Overcome with sorrow.

Overwhelmed with grief.

Painful to one's feelings.

Parallel to or with anything.

Partial to the youngest son.

Patient to suffering.

Peculiar to a person or thing.

Polite in manners.

Polite to strangers.

Poor in spirit.

Popular with schoolfellows.

Popular *for* his pluck.

Possessed of wealth.

Possessed with a notion.

Precious to a person.

Pre-eminent above the rest.

Pre-eminent in cleverness.

Preferable to something else.

referable to something else.

Prejudicial to his interests.

Preliminary *to* an inquiry.

Prepared for the worst.

(A) preventive *of* fever (*noun*)

Previous *to* some event.

Productive *of* wealth.

Proficient in mathematics.

Profitable to an investor.

Profuse with his money.

Profuse in his offers.

Prone to idleness.

Proper for or to the occasion.

Proud of his position.

Pursuant to an inquiry.

Qualified for teaching music.

Quick of understanding.

Ouick at mathematics.

Radiant with smiles.

Ready for action.

Ready *in* his answers.

Reconciled to a position.

Reconciled *with* an opponent.

Reduced to poverty.

Regardless of consequences.

Related to a person.

Relative to a question.

Relevant *to* the point. Remiss *in* his duties.

Remote from one's intentions.

Repentant *of* his sin.
Repugnant *to* his wishes.
Repulsive *to* his feelings.
Requisite *to* happiness.
Requisite *for* a purpose.

Resolved into its elements.

Resolved *on* doing a thing. Respectful *to* or *towards* one's superiors.

Responsible *to* a person. Responsible *for* his actions. Restricted *in* means, ability, etc. Restricted *to* certain persons.

Revenged on a person for doing something.

Rich in house property.

Rid of trouble.

Sacred *to* a man's memory. Sanguine *of* success. Satisfactory *to* a person. Satisfied *with* his income.

Secure from harm.

Secure *against* an attack. Sensible *of* kindness.

Sensitive *to* blame. Serviceable *to* a person.

Shocked *at* your behaviour. Shocking *to* everyone.

Short of money.

Silent *about* or *on* a subject. Similar *to* a person or thing. Skilful *in* doing a thing.

Slow of speech.

Slow in making up his mind.

Slow at accounts.

Solicitous for your safety.

Sorry for someone.

Sorry about an occurrence.

Sparing *of* praise. Stained *with* crimes. Startled *at* a sight. Steeped *in* vice. Strange *to* a person. Strange *in* appearance.

Subject to authority.

Subordinate *to* a person. Subsequent *to* another event.

Sufficient *for* a purpose.

Suitable to or for the occasion.

Suited *to* the occasion. Suited *for* a post.

Sure of success.

Suspicious *of* his intentions. Sympathetic *with* sufferers. Tantamount *to* a falsehood. Temperate *in* his habits. Thankful *for* past favours. Tired *of* doing nothing.

Tired with his exertions.

Transported with joy.

True to his convictions.

Uneasy about consequences.

Useful *for* a certain purpose. Vain *of* his appearance. Veiled *in* mystery. Versed *in* a subject.

Vested *in* a person.

Vexed with a person for doing something.

Vexed *at* or *about* a thing. Victorious *over* difficulties.

Void of meaning.

Wanting *in* common sense. Wary *of* telling secrets. Weak *of* understanding. Weak *in* his head. Weary *of* doing nothing. Welcome *to* my house. Worthy *of* praise.

Zealous for improvement.

Zealous in a cause.

(c) Verbs Followed By Prepositions

Abide *by* a promise. Abound *in* or *with* fish. Absolve *of* or *from* a charge.

Abstain *from* wine. Accede *to* a request. Accord *with* a thing.

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Account *for* a fact.

Accrue *to* a person.

Accuse *of* some misdeed.

Acquiesce *in* a decision.

Acquit *of* blame.

Adapt *to* circumstances. Adhere *to* a plan.

Admit *of* an excuse. Admit *to* or *into* secret.

Admonish of or for a fault.

Agree to a proposal.

Agree *with* a person. Aim *at* a mark.

Alight *from* a carriage. Alight *on* the ground.

Allow of delay.
Allude to a fact.

Alternate with something else.

Anchor *off* the shore. Answer *to* a person. Answer *for* conduct. Apologise *to* a person.

Applogise *for* rudeness. Appeal *to* a person. Appeal *for* redress or help.

Appeal *against* a sentence.

Apply *to* a person *for* a thing. Appoint *to* a situation. Apprise *of* a fact. Approve *of* an action.

Arbitrate between two persons.

Argue with a person for or against a point.

Arrive at a small place.

Arrive in a country or a large city, e.g., Arrive in

London.

Ascribe *to* a cause. Ask *for* a thing.

Ask of or from a person.

Aspire after or to worldly greatness.

Assent to your terms.

Associate *with* a person or thing. Assure a person *of* a fact.

Atone for a fault.

Attain to a high place.

Attend to a speaker.

Attend *on* a person. Attribute *to* a cause.

Avail oneself of an offer.

Avenge oneself *on* a person. Bark *at* a person or thing.

Bask in sunshine.

Bear with someone's faults.

Beat *against* the rocks (the waves).

Beat on one's head.

Become *of* you (what will)? Beg pardon *of* a person. Beg a person *to* do a thing.

Beg *for* something *from* someone.

Begin *with* the first.
Believe *in* one's honesty.
Belong *to* a person.

Bequeath a thing *to* a person. Bestow a thing *on* a person. Bethink oneself *of* something.

Beware *of* the dog.

Blame a person *for* something.
Blush *at* an embarrassing remark.
Blush *for* anyone who is at fault.
Boast or brag *of* one's cleverness.

Border on a place.

Borrow *of* or *from* a person.

Break *into* a house (thieves).

Break oneself *of* a habit.

Break *through* restraint.

Break bad news *to* a person.

Break (sever relations) with a person.

Bring a thing to light.
Bring to one's notice.
Brood over past grievances.

Burst into tears.

Buy a thing *from* person or shop.

Calculate on success.

Call on a person (visit him at his house or sum-

mon to do something).
Call *to* (shout to) a person.
Call *for* (require) punishment.

Canvass for votes.

Care for (value, love, or attend upon) a person or

thing.

Caution a person against danger.

Cease from quarrelling.

Charge a person *to* combat. Charge a person *with* a crime. Charge payment *to* a person.

Charge a person *for* goods supplied.

Charge goods to a person's account.

Cheat a person of his due.

Clamour *for* higher wages. Clash *with* another (of colours).

Clear a person *of* blame. Cling *to* a person or thing.

Close *with* (accept) an offer. Combat *with* difficulties.

Come *across* (accidentally meet) anyone.

Come into fashion.

Come *by* (obtain) a thing. Come *of* (result from) something.

Come *to* (amount to) forty.

Commence *with* a thing.
Comment *on* a matter.

Communicate something *to* a person. Communicate *with* a person *on* a subject.

Compare similars with similars—as one fruit with

another.

Compare things dissimilar, by way of illustration

as genius to a lightning flash.
Compensate a person for his loss.
Compete with a person for a prize.

Complain of some annoyance to a person.

Complain *against* a person. Comply *with* one's wishes. Conceal facts *from* anyone. Concur *with* a person. Concur *in* an opinion.

Condemn a person *to* death *for* murder.

Condole *with* a person.
Conduce *to* happiness.

Confer (Trans.) a thing on anyone.

Confer (Intrans.) with a person about something.

Confide (*Trans*.) a secret *to* anyone. Confide (*Intrans*.) *in* a person. Conform *to* (follow) a rule. Conform with one's views.

Confront a person *with* his accusers. Congratulate a person *on* his success. Connive *at* other men's misdeeds.

Consent *to* some proposal. Consign *to* destruction. Consist *of* materials.

Consist in (be comprising in), e.g., 'Virtue con-

sists in being uncomfortable.'

Consult with a person on or about some matter.

Contend *with* or *against* a person. Contend *for* or *about* a thing.

Contribute *to* a fund. Converge *to* a point.

Converse with a person about a thing.

Convict a person *of* a crime. Convince a person *of* a fact. Cope *with* a person or task. Correspond *with* a person (write). Correspond *to* something (agree).

Count on a person or thing (rely on) e.g., I count

on you to see this done.

Crave for or after happiness.

Crow over a defeated rival.

Cure a man of a disease.

Cut a thing in or into pieces

Cut a thing *in* half.

Dabble *in* politics.

Dash *against* anything.

Dash *over* anything.

Dawn *on* a person.

Deal well or ill by a person

Deal in (trade in) cloth, tea, spices, etc.

Deal *with* a person (have dealings in trade etc.). Deal *with* a subject (write or speak about it).

Debar *from* doing anything.
Debit *with* a sum of money.
Decide *on* something.
Decide *against* something.
Declare *for* something.
Declare *against* something.
Defend a person *from* harm.
Defraud a person *of* his due.

Deliberate *on* a matter. Delight *in* music.

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Deliver from some evil.Enjoin on a person.Demand a thing of a person.Enlarge on a subject.Depend on a person or thing.Enlist in the army.

Deprive a person *of* a thing. Enlist a person *in* some project.

Desist *from* an attempt. Enter *upon* a career.

Despair of success.

Deter a person from an action.

Determine on doing something.

Detract from one's reputation.

Entrust anyone with a thing.

Detract from a certain course.

Entrust a thing to anyone.

Err on the side of leniency.

Die of a disease. Escape from jail.

Die *from* some cause, as overwork. Exact payment *from* a person.

Die by violence. Excel in languages.

Differ with a porson on a subject. Exchange one thing for another.

Differ *from* anything (to be unlike). Exchange *with* a person.

Digress *from* the point. Excuse (pardon) *for* something. Dip *into* a book. Exempt a person *from* a rule.

Disable one *from* doing something. Exonerate a person *from* blame.

Disagree *with* a person. Explain *to* a person.

Disapprove *of* anything. Exult *in* a victory *over* a rival.

Dispense with a man's services. Fail in an attempt.

Dispose of (sell) property. Fail of a purpose.

Dispute *with* a person *about* anything. Fall *among* thieves.

Dissent *from* an opinion. Fall *in love with* a person.

Dissuade *from* an action. Fall *in with* one's views.

Distinguish one thing *from* another.

Distinguish *between* two things.

Divert a person *from* a purpose.

Fall *into* error.

Fall *on* the enemy (attack).

Fall *under* someone's pleasure.

Divest one's mind of fear.

Divide in half, into four parts.

Pote upon a person or thing

Fall upon evil days.

Fawn on a person.

Feed (Intrans.) on grass.

Dote *upon* a person or thing.

Draw *for* money *on* a bank.

Feed (*Intrans.*) *on* grass.

Feed (*Trans*) a cow *with* grass, or grass *to* a cow.

Draw money *from* a bank. Feel *for* a person *in* his trouble.

Dream of strange things. Fight for the weak against the strong.

Drive at some point. Fight with or against a person.

Drop *off* a tree.

Drop *out of* the ranks.

Dwell *on* a subject.

Eat *into* iron.

Fill *with* anything.

Fire *on* or *at* the enemy.

Fish *for* compliments.

Flirt *with* a person.

Elicit *from* a person. Fly *at* (attack) anyone. Emerge *from* the forest. Fly *into* a rage.

Encroach *on* one's authority. Free *of* or *from* anything. Endorse *with* a signature. Furnish a person *with* a thing. Endow a hospital money. Furnish a thing *to* a person.

Gain on someone in a race.

Get *at* (find out) the facts. Get *away* from (escape).

Get on with a person (live or work smoothly

with him).

Get out of debt.

Get over (recover from) an illness.

Get to a journey's end. Glance at an object. Glance over a letter. Glory in success.

Grapple with difficulties.

Grasp *at* (try to seize) something. Grieve *at* or *for* or *about* an event.

Grieve for a person.

Grow upon one = (a habit grows upon one).

Grumble at one's lot.
Guard against a bad habit.
Guess at something.
Hanker after riches.
Happen to a person.

Heal of a disease. Hear of an event. Hesitate at nothing.

Hide a thing from a person.

Hinder one *from* doing something. Hinge *on* (depend on) some event.

Hint *at* an intention. Hope *for* something. Hover *over* a nest.

Hunt after or for anything.

Identify one person or thing with another.

Impart a thing *to* a person. Import goods *into* a country. Import things *from* a country.

Impose *on* (deceive) a person.
Impress an idea *on* a person.
Impress a person *with* an idea.
Impute blame *to* a person.

Incite a person *to* some action. Infer one fact *from* another. Inflict punishment *on* a person. Inform a person *of* a thing.

Inform against a person.

Infuse an ingredient *into* some mixture.

Initiate a man into an office or society.

Inquire into a matter.

Inquire of a person about or concerning some

matter.

Insist on a point.

Inspire a man *with* courage. Instil a thing *into* the mind.

Intercede *with* a superior *for* someone else. Interfere *with* a person *in* some matter. Intermingle one thing *with* another.

Intersect *with* each other. Introduce a person *to* someone. Introduce *into* a place or society.

Intrude *on* one's leisure.
Intrude *into* one's house.
Invest money *in* some project.
Invest a person *with* authority.
Invite a person *to* dinner.
Involve a person *in* debt.
Issue *from* some source.

Issue *in* a result.

Jar *against* an object.

Jar *on* one's nerves.

Jeer *at* a person.

Jest at (make fun of) a person.

Join in a game.

Join one thing to another.

Judge *of* something *by* something. Jump *at* (eagerly accept) an offer.

Jump to a conclusion.

Keep *back* (hold back) a secret. Keep (abstain) *from* wine.

Keep off the grass.

Keep *to* (adhere to) a point.
Keep *under* (hold in subjection).
Keep *up* (prevent from sinking) prices.
Knock one's head *against* a wall.

Knock at a door.

Know of (be aware of) a person.

Labour under a misapprehension.

Labour for the public good.

Labour in a good cause.

Labour at some task.

Lament for the dead.

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Languish *for* home. Lapse *into* disuse.

Laugh at a person or thing.

Laugh to scorn.

Lay by (save money, etc.) for future needs.

Lay down one's arms (surrender).

Lay facts *before* a person. Lead *to* Calcutta (a road). Lean *against* a wall. Lean *on* a staff.

Lean *to* a certain opinion. Level a city *with* the ground.

Lie in one's power.

Light on a person or object.

Listen to complaints.
Live for riches or fame.
Live by honest labour.
Live on a small income.
Live within one's means.
Long for anything.

Look after (take care of) a person or business.

Look at a person or thing.

Look *into* (closely examine) a matter. Look *for* (search for) something lost. Look *over* (inspect one by one) an account.

Look *through* (glance through) a book.

Look to (be careful about) your movement.

Look up a reference.

Make *away with* (kill) a person. Make *for* (conduce to) happiness.

Make for (proceed in the direction of) home, the

shore. etc.

Make off (run away) with stolen goods.

Make *up* (supply) deficiency.

Make *up* (compensate), as 'make *up* for lost time'; 'We must make it *up* to (compensate) him some-

how.'

Make *up* (invent) a story.

Make some meaning *of* a thing.

Marry one person *to* another.

Marvel *at* some *sight* or report.

Match one thing *with* another.

Meddle *with* other people's business.

Meditate on some subject.

Meet with a rebuff.

Merge into or with anything.

Mourn for the dead.

Murmur *at* or *against* anything. Muse *upon* the beauties of nature.

Object to some proposal.

Occur to one's mind.

Offend against good taste.

Officiate for someone in a post.

Operate on a patient.

Originate *in* a thing or place. Originate *with* a person. Overwhelm *with* kindness. Part *with* a person or thing. Partake *of* some food.

Participate *with* a person *in* his gains. Pass *away* (die, come to an end).

Pass by someone's house.

Pass from one thing into another.

Pass for a clever man.

Pass on (hand round, transfer), as 'Read this and

pass it on.'

Pass over (make no remark upon) his subsequent

conduct.

Pay (suffer) for one's folly.

Perish by the sword. Perish with cold.

Persevere *in* an effort.

Persist *in* doing something. Pine *for* something lost.

Play on or upon the guitar.

Play (trick, joke, prank) on a person.

Play (trifle with, treat lightly) with one's health.

Plot against a man.

Plunge into a river, work, etc.

Point at a person.

Point to some result.

Ponder *on* or *over* a subject. Possess oneself *of* an estate.

Pounce on or upon a person or thing.

Pray *to* God *for* guidance. Prefer one thing *to* another.

Prejudice anyone against some person or thing.

Prepare *for* the worst.

Prepare *against* disaster.

Present anyone *with* a book.

Preserve *from* harm. Preside *at* a meeting.

Preside over a meeting.

Prevail on (persuade) a person to do something.

Prevail against or over an adversary.

Prevail with a person (have more influence than

anything else). Prevent *from* going.

Prey *upon* one's health (or mind).

Pride oneself *on* a thing.

Proceed *with* a business already begun. Proceed *to* a business not yet begun. Proceed *from* one point *to* another. Proceed *against* (prosecute) a person.

Prohibit *from* doing something.

Protect *from* harm.

Protest *against* injustice.

Provide *for* one's children.

Provide *against* a rainy day.

Provide oneself *with* something.

Provoke one *to* anger. Pry *into* a secret.

Punish anyone *for* a fault. Purge the mind *of* false notions.

Ouake with fear.

Qualify oneself for a post.

Quarrel with someone over or about something.

Quote something *from* an author. Reason *with* a person *about* something.

Rebel against authority.

Reckon *on* (confidently expect) something. Reckon *with* (settle accounts with) a person.

Recompense one for some service.

Reconcile *to* a loss. Reconciled *with* an enemy. Recover *from* an illness. Refer *to* a subject.

Reflect credit on a person.

Reflect (Intrans.) on a man's conduct.

Refrain from tears.

Rejoice *at* the success of another. Rejoice *in* one's own success.

Relieve one *of* a task. Rely *on* a person or thing. Remind a person *of* a thing. Remonstrate with a person against some proceed-

ing.

Render (translate) into English.

Repose (*Intrans*.) *on* a bed. Repose confidence *in* a person. Reprimand a person *for* a fault. Require something *of* someone.

Resolve on a course of action.

Rest on a couch.

(It) rests with a person to do, etc.

Result *from* a cause. Result *in* a consequence. Retaliate *on* an enemy.

Revenge myself of someone for some injury.

Revolt against government.

Reward a man with something for some services

done.

Ride at anchor.

Rob a person *of* something. Rule *over* a country.

Run after (eagerly follow) new fashions.

Run into debt.

Run over (read rapidly) an account.

Run through one's money.

Save a person or thing *from* harm.

Scoff at religion.

Search for something lost.

Search into (carefully examine) a matter.

See *about* (consider) a matter. See *into* (investigate) a matter.

See *through* (understand) his meaning.

See *to* (attend to) a matter. Seek *after* or *for* happiness.

Send for a doctor.

Sentence a man to imprisonment (or death).

Set *about* (begin working at) a task. Set *down* (put in writting) your terms. Set *forth* (begin journey or expedition).

Set *in*, as 'A reaction set in' Set *out* (begin journey).

Set a person over (in charge of) a business.

Set upon (attack) a traveller.

Show a person *over* a house *into* a room.

Shudder at cruelty.

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Side with a person in a dispute.

Smile at (deride) a person's threats.

Smile *on* (favour) a person. Snatch *at* (try to seize) a thing. Speak *of* a subject (briefly).

Speak on a subject (at great length).

Speculate in shares.

Speculate *on* a possible future. Stand *against* (resist) an enemy. Stand by (support) a friend.

Stand on one's dignity.

Stand up for (defend) something or someone.

Stare at a person.

Stare a person in the face.

Start *for* Calcutta. Stick *at* nothing. Stick *to* his point. Stoop *to* meanness.

Strike at (aim a blow at) someone.

Strike *for* higher pay. Strike *on* a rock (of a ship). Strike *up* (begin playing). Struggle *against* difficulties. Subject a person *to* censure.

Submit to authority.

Subscribe to a fund or a doctrine.

Subsist *on* scanty food. Succeed *to* a property. Succeed *in* an undertaking. Succumb *to* difficulties.

Sue for peace.

Supply a thing *to* a person. Supply a person *with* a thing. Surrender *to* the enemy.

Sympathise *with* a person *in* his troubles.

Take after (resemble) his father.

Take a person for a spy.

Take off (of an aeroplane leaving the ground).

Take to (acquire the habit of) gambling.

Take *upon* oneself to do a thing.

Talk *of* or *about* an event. Talk *over* (discuss) a matter Talk *to* or *with* a person. Tamper with statistics.

Taste of salt.

Tell of or about an event.

Testify to a fact.

Think *of* or *about* anything. Think *over* (consider) a matter. Threaten anyone *with* a lawsuit. Throw a stone *at* anyone.

Tide over losses.

Touch at Gibraltar (ships).

Touch upon (briefly allude to) a subject.

Tower *over* everyone else.

Trade *with* a country *in* oranges.

Tremble *with* fear *at* a lion.

Trespass *against* rules.

Trespass *on* a person's time or land. Trifle *with* anyone's feelings. Triumph *over* obstacles.

Trust in a person.

Trust to someone's honesty.

Trust someone with money. (Trans.)

Turn verse *into* prose.

Turn *to* a friend *for* help.

Turn *upon* (hinge on) evidence.

Upbraid a person *with* ingratitude.

Urge a fact *on* one's attention.

Venture *upon* an undertaking.

Vie *with* another (person).

Vote for (in favour of) anything.

Vote *against* a thing.

Wait at table.

Wait *for* a person or thing. Wait *on* (attend) a person.

Warn a person of danger or consequences.

Warn a person against a person or thing or doing.

Wink *at* one's faults. Wish *for* anything. Work *at* mathematics. Work *for* small pay.

Worm oneself into another man's confidence.

Wrestle *with* an adversary. Yearn *for* affection.

Yield to persuasion.

9

Conjunctions

Conjunctions join two words or sentences. They have no other function except joining. Some Relative Adjectives, Relative Adverbs and Prepositions also do the function of joining, but they are not called conjunctions because besides joining they perform the functions of Adjectives, Adverbs and Prepositions also. Conjunctions only join and perform no other function.

The following are the Rules of their correct use—

Correlative Conjunctions

Rule 1— Correlative Conjunctions

Some conjunctions, called **Correlative Conjunctions**, are used in **pairs** only. Their use is correct only in pairs, not otherwise. The more popular pairs are these—

Either	or
Neither	nor
Both	and
Though / Although	yet
Whether	or
Not only	but also
Lest	should
No sooner	than
Scarcely / hardly	when
As much	as

As-

- 1. I shall **either** read **or** write a story.
- 2. He is **neither** strong **nor** courageous.
- 3. **Both** Mohan **and** Ram have passed.
- 4. **Though** he is poor **yet** he is honest.
- 5. I will go whether he comes or not.
- 6. He will **not only** encourage you **but also** help you.
- 7. Work hard **lest** you **should** fail.

- 8. **No sooner** had he reached the station **than** the train started.
- It was hardly / scarcely ten O'clock when I called on him.
- 10. He is **as much** greedy **as** miserable.

Rule 2—Position of Correlative Conjunctions

The above noted Correlative Conjunctions are not only used in pairs but the position of their use in a sentence is also governed by some rules. The basic rule of their use is that one part of the Pair is used in one part of the sentence and the **other part** of the pair in the other part of the sentence. Further, if the first part of the pair is used before a Noun, the second part should also be used before a Noun, not before a Verb, Adjective or Adverb. Likewise, if the first part is used before a Verb, Adjective or Adverb, the second part should also be used accordingly. It is a very important rule. Errors are often committed in their correct application. Sometimes even great authors commit errors in their application. For example, see this sentence-

"He gave me **not only food but also shelter.**" In this sentence the use of **not only** and **but also** is correct because in the first part of the sentence **not only** is used before the Noun **food**, and **but also** is used in the second part of the sentence before the Noun **shelter**. The above sentence would be **wrong** if we write it as follows—

"He not only gave me food but also shelter." The error in this sentence is that not only is used before a Verb and but also before a Noun.

Exercise

Correct the use of connectives in the following sentences:

1. He either is a fool or a knave.

- 2. He neither knows English nor French.
- 3. He can write both in Hindi and English.
- 4. He is though old yet he is very active.
- 5. I do not know he will whether help or harm you.
- 6. He is my friend not only but also my benefactor.
- 7. He drove very fast lest should miss the train.
- 8. No sooner did I enter the room than saw I a thief jumping out.
- I had hardly opened my eyes when did he break the news to me.
- 10. He is as much honest as is he industrious.
- Hints—(1) is either a fool or; (2) neither English nor French: (3) write in both Hindi and English; (4) though old yet very active; (5) whether he will help or harm you; (6) not only my friend but also; (7) lest he should miss; (8) than I saw a thief; (9) when he broke the news; (10) as much honest as industrious.

Exercise

Correct the following sentences:

- 1. Either you help me otherwise I shall fail.
- 2. He had scarcely finished his work then he was called away.
- No sooner did I hear the bell when I set out.
- 4. Start at once lest you may miss the train.
- 5. He is not only a coward but even a fool.
- 6. Neither you pay or return my goods.
- You must come whether I write to you but not.
- 8. I had hardly opened my eyes then I saw him standing before me.
- 9. He had hardly heard the news then he wept aloud.
- No sooner had he reached the station when the train started.
- He was not only insulted and also deceived.
- 12. He is neither honest or industrious.
- Either you return my books neither pay their cost.
- 14. He is both a knave but a scoundrel.

- 15. Although he labours very hard but he fails every time.
- 16. Though he is not my friend but even then I can trust him.
- Hints—(1) or I shall fail; (2) when he was called away; (3) than I set out; (4) you should miss the train; (5) but also a fool; (6) nor return my goods; (7) or not; (8) when I saw him; (9) when he wept aloud; (10) than the train started; (11) but also deceived; (12) nor industrious; (13) or pay their cost; (14) and a scoundrel; (15) yet he fails; (16) yet I can trust him.

Uses of Conjunctions

Rule 3—Either..... or / Neither nor

Either or and neither nor can be used as Conjunctions and also as Pronouns and Adjectives. As Pronouns and Adjectives they are used only for two persons or things, but as Conjunctions they can be used for two or more than two. In other words, as Correlative Conjunctions they can be used for two or more than two persons or things. As—

- 1. **Neither** Ram **nor** his father, **nor** even his friend could be of any help to me.
- 2. **Neither** power **nor** wealth, **nor** position can hold back the march of law.
- 3. **Either** my father **or** my brother **or** my uncle will help me in my hour of need.
- Either Kanpur or Lucknow or Agra will be good enough to settle down after retirement.

Rule 4—Not either or

After **Not either** we should use 'or' (not 'nor').

- Your friend is **not either** reasonable **or** fair. ('**nor fair'** is wrong.)
- 2. This book is **not either** exhaustive **or** up-to-date. (**'nor up-to-date'** is wrong.)

Rule 5—No / Not / Never or

If in a sentence there comes **no / not / never**, and after them **a full clause**, the clause would be connected by the conjunction **or**, not **nor**. As—

- 1. He has **no** relation **or** friend who can support him. (not '**nor**')
- 2. He has **not** a relation **or** a friend who can support him. (not '**nor**')

Ωt

He **does not** have a relation **or** a friend who can support him. (not '**nor**')

I never lived there or even went there before. (not 'nor')

Rule 6—Until / Unless

Both these are **negative conjunctions**, therefore **no negative expression** (as **not, never,** etc.) should be used with them, otherwise there would be the fault of **double negatives**. Therefore, such expressions as 'unless he **does not help**' or 'until he **does not come**' are wrong. Their correct forms would be 'unless he helps' or 'until he comes.'

Note—Here it should also be remembered that until is a Conjunction of time, while unless is a Conjunction of condition. They should not be used in each other's place.

As—

- 1. I shall wait until you come. (Showing time)
- 2. I shall fail unless you help me. (Showing condition)

Exercise

Correct the following sentences:

- 1. Either the answer given by you is right or wrong.
- Either he is a fool or a very cunning person.
- 3. Either you nor your brother will have to do it.
- 4. Neither your wealth or your influence can save him now.
- Neither he has worked nor slept since the morning.
- 6. Neither the captain or his team turned up in time.
- 7. Your argument neither is logical nor acceptabe.
- 8. He is not either loyal nor faithful to me.
- Your language is not either correct nor fluent.
- 10. There was no tree nor bush that could give him some shade.
- 11. There was not a man nor a woman that survived the flood.
- 12. I never met him nor even heard of him before.

- I shall not go unless I have finished my work.
- He did not reach the station unless the train had left.
- 15. I cannot solve this problem until you help me.
- 16. Unless you are not very careful you will get into difficulties.
- 17. You will not succeed unless you are not regular in your work.
- 18. He did not reach there unless I did not show him the way.

Hints—(1) is either right or wrong; (2) either a fool or a very cunning person; (3) or your brother; (4) nor your influence; (5) neither worked nor slept; (6) nor his team; (7) is neither logical nor acceptable; (8) or faithful; (9) or fluent; (10) or bush; (11) or a woman; (12) or even heard of him; (13) until; (14) until; (15) unless; (16) Unless you are very careful; (17) unless you are regular; (18) until I showed him.

Rule 7—Other / Rather than

After Other/rather and most of Comparative Degree Adjectives the conjunction 'than' is used. As—

- 1. I would **rather** go **than** stay at home.
- 2. I would **rather** have a car **than** a scooter.
- 3. I was helped by no **other than** the Principal himself.
- 4. He is **stronger than** you.
- 5. She is more beautiful **than** your sister.

Rule 8—Whether / If

After **whether/if** we use the Conjunctions **'or not'** or **'or no'**. As—

- 1. I do not know **whether** (or **if**) he has gone **or not**.
- 2. I doubt **whether** he will help me **or not**.
- 3. **Whether** he will help me **or not** is doubtful

Note-

- (i) If a **Negative** or an **Interrogative** sentence has to be made with **doubt** or **doubtful**, we should use the conjunction **'that'** in place of **whether / or**. As—
- 1. I **do not doubt that** he will help me.
- 2. Is it not **doubtful that** he will help you?

- (ii) Sometimes by mistake some people use **as to** before **whether**. This is a mistake. For example, the use of **as to** in the following sentences is **wrong**—
- I doubt as to whether he will help me or not.
- I do not know as to whether he is honest or not.

Rule 9—The reason is / the reason why

Some sentences begin with 'The reason is' or 'The reason why'. In such sentences the clause coming after them should be connected with the conjunction 'that', not with because, due to or owing to. As—

- 1. **The reason why** he failed is **that** he did not study seriously.
 - (Not 'because he did not study' or due to / owing to he did not study')
- The reason is that he did not study seriously. (Not, because, due to / owing to')

Rule 10—Before

When 'Before' is used as a Conjunction, it points to some future event or statement, but future tense is not used with it, even if its Principal clause is in the future tense. As—

- 1. The sun will set before you **reach.** (Not 'before you will reach')
- He will retire before a month has passed. (Not, 'will pass' or 'will have passed')

Exercise

Correct the following sentences:

- 1. He would rather starve to beg.
- 2. I would rather die then surrender before you.
- 3. He should rather resign to enduring such humiliation.
- 4. The seminar is going to be inaugurated by no other to the Chairman himself.
- 5. There I saw no other except your father.
- 6. The agitators met none other to the Prime Minister himself.
- 7. He was rescued by no other over the Commandant himself.
- 8. He runs much faster to Mohan.
- 9. He would not accept anything other to this.

- He would not accept any amount less to this.
- 11. He lives in a house much bigger to yours.
- 12. He is more careful above you in all his actions.
- 13. I am not sure whether he will come but not.
- 14. You decide finally whether you accept my offer nor not.
- 15. I am still undecided if I should accept this offer whether not.
- You should not doubt whether I am your well-wisher.
- 17. Do you doubt whether I am your well-wisher?
- 18. I have no idea as to whether he is coming or not.
- 19. The reason why he often comes late is because there is no regular bus service from his colony.
- 20. The reason of his failure is since he was not serious about his studies.
- 21. The train cannot arrive before we will reach.
- 22. He will not vacate the house before a month will have passed.

Hints—(1) than beg; (2) than surrender; (3) than endure; (4) than the Chairman himself; (5) than your father; (6) none other than the Prime Minister; (7) no other than the Commandant; (8) much faster than Mohan; (9) other than this; (10) less than this; (11) much bigger than yours; (12) more careful than; (13) come or not; (14) or not; (15) accept this offer or not; (16) that I am your well-wisher; (17) that I am your well-wisher; (18) whether he is coming or not; no 'as to'; (19) that there is no regular bus service; (20) that he was not serious; (21) before we reach; (22) before a month has passed.

Rule 11—As if / As though

Both these are **imaginary** or **conditional** expressions. We should, therefore, use **Past Conditional Tense** after them, not Present or Future Tense. As—

1. He behaved **as if** (or **as though**) he **were** the king.

- 2. He danced with joy as if (or as though) he had won the first prize.
- 3. He helped me as though (or as if) he were my son.

Rule 12—Because / in order that

We use 'because' to show reason and 'in order that' to show purpose. As—

- 1. He failed **because** he did not work hard.
- 2. He worked hard **in order that** he may secure first division.

Exercise

Correct the following sentences:

- He behaved with me as if he was my boss.
- I served him with all sincerity as if I am his son.
- 3. He jumped into the well as though he is a frog.
- He was punished in order that he was dishonest.
- 5. He served me because I should help him.
- 6. I came so early because I may meet you.

Hints—(1) he were my boss; (2) I were his son; (3) he were a frog; (4) punished because he was dishonest; (5) in order that I should help him; (6) so early in order that I may meet you.

Rule 13—Since (showing time)

When 'Since' is used as a conjunction, we should use the verb in the Present Perfect Tense before it and in Past Indefinite Tense after it. As—

- 1. Many new developments have taken place since I left home.
- 2. I have never seen him since his father died.

Rule 14—Or (showing alternative or choice)

Conjunction 'or' is used to choose **one** of two or more than two things. As—

- 1. You can have apples or grapes.
- 2. You can go to Kanpur or Lucknow.
- 3. Go at once **or** you will be late.

Rule 15—While

While is used in two senses—

- (i) To show **time** or **period of time**.
- (ii) To suggest at the same time or along with.

As-

- 1. While I was in service, I never saw him.
- While he lived with me, he laboured very hard.
- 3. **While** there is life there is hope.
- 4. **While** the students slept, the maid cooked the food.
- 5. **While** the boys sang, the girls danced.

Exercise

Correct the following sentences—

- Two years have passed since he has left Kanpur.
- 2. Two hours have elapsed since he had fallen asleep.
- 3. Three months have been over since the result has been declared.
- 4. I have never visited Hyderabad since I have closed my business there.
- You can book a room and a suite in this hotel.
- 6. You can go by train and bus from here.
- 7. Work hard and don't join this course.
- 8. Are you his boss but his subordinate?
- 9. I never drank when I studied in England.
- 10. I had to keep awake when she slept.
- 11. I kept busy with my studies when they played.
- 12. We stayed at home when it rained.

Hints—(1) since he left Kanpur; (2) since he fell asleep; (3) since the result was declared; (4) since I closed my business there; (5) a room or a suite; (6) by train or bus; (7) or don't join; (8) boss or his subordinate; (9) while I studied; (10) while she slept; (11) while they played; (12) while it rained.

Rule 16—Because / For / Since

All these **three** words show **cause** or **reason**. The difference in their use is that **because** has **very great** force in it, **for** has the **least** force, and **since** comes **between** the two. As—

- 1. I must go **because** my mother is ill.
- 2. He failed **because** he did not work hard.
- He could not catch me up since he was lazy.
- 4. He cannot be trusted **for** he takes everything casually.

Rule 17—That

Conjunction **that** is used in the following forms—

(a) In Indirect Narration

As Conjunction 'that' is used only in **Indirect Narration**, not in Direct Narration. As—

He said that he was ill.

(Indirect Narration)

It is wrong to write— He said **that** "I am ill."

(Direct Narration)

- (b) 'That' as Conjunction is not used is Interrogative, Imperative, Optative or Exclamatory clauses, whether the whole sentence is in the Direct or Indirect Narration. The use of 'that' is wrong in all the following sentences—
 - 1. He asked me **that** why I was late.
 - 2. He asked me **that** "Why are you late?"
 - 3. He said to the servant **that** "Bring me a glass of water."
 - 4. He said **that** how beautiful was the scene!
 - 5. He said **that** may God bless you!
- (c) 'That' as Conjunction is not used in clauses beginning with Interrogative Pronouns (which, who, what, etc.) or Interrogative Adverbs (where, why, when, how, etc.). The use of 'that' in all the following sentences is wrong—
- 1. He asked **that what** the time was?
- 2. He asked **that who** he was?
- 3. I do not know **that when** he will come?
- 4. He does not know **that where** he is?
- Note—But if after the clauses beginning with Interrogative Pronouns or Interrogative Adverbs, there comes the Principal clause, the Conjunction 'that' will be used. As—
- 1. I promise **that when** I come next I will bring your book.

In this sentence the use of **that** before **when** is **correct** because after the clause beginning with **when**, there comes the Principal clause "I will bring your book."

2. I know **that what** he says is not true.

In this sentence also the use of **that** before **what** is correct because after that comes the Principal clause "..... is not true."

- (d) There are some Verbs (as, believe, think, hope, presume, suppose, be afraid) the that-clause coming after which has the Conjunction that concealed or understood. As—
- 1. I believe λ he is right. (**That** is understood at the mark λ)
- 2. I hope λ he is now well.
- 3. I am afraid λ he is wrong.

Exercise

Correct the following sentences:

- 1. The train was derailed for the track had been damaged.
- 2. The child could not sleep because it was very hot.
- 3. We did not go out for it was raining.
- 4. He was sad since he had suffered a great loss.
- 5. He asked that why he was going there.
- 6. He asked me that whether I had seen the thief running out.
- 7. I requested my friend that to lend me his book for a day.
- 8. He said that, "I shall not go to office today."
- 9. I hope that you are well and happy.
- 10. I believe that he will come.
- 11. I don't think that he will return your book
- 12. I am afraid that he is a cheat.
- 13. My idea is where he has hidden the treasure is known to you.
- 14. I know what you have you will never give to anyone.
- 15. He promises when he comes next he will return your money.

Hints—(1) because the track had been damaged;
(2) for it was very hot; (3) since it was rainning; (4) because he had suffered; (5)
Drop 'that'; (6) Drop 'that'; (7) Drop 'that'; (8) Drop 'that'; (9) Drop 'that'; (10) Drop 'that'; (11) Drop 'that'; (12) Drop 'that'; (13) that where he has hidden; (14) that what you have; (15) that when he comes......

Functional Conjunctions

Rule 18—Conjunctions of Comparison

The following Conjunctions show Comparison—

as as; not so/asas; than (with Comparative Degree Adjective) As—

- 1. This book is **as** good **as** that.
- 2. This book is **not so** (as) good as that.
- 3. This book is **better than** that.

Rule 19—Conjunctions of Concession

They are—

Though, although, even if, for all, no matter, however, whatever, adjective / adverb + as. As—

- 1. **Though** he is poor, he is honest.
- 2. **Even if** he is selfish, I will help him.
- For all they say about him, he is a good man.
- 4. **No matter** what you say, I will go ahead.
- However fast he may drive, he cannot reach in time.
- Whatever be the case, he will remain my friend.
- 7. **Simple as** he is, he is not a fool.
- 8. **Roughly as** he behaves, he is not a cruel man

Exercise

Correct the following sentences:

- 1. He can speak so fluently as she.
- 2. He is not so rich so your father.
- 3. She cannot walk as fast so you.
- 4. This house is certainly bigger as that.
- 5. Gentle so he is, he is not credulous.
- 6. Rich though he is, so he is not proud.
- 7. Fast so he drives, he is not careless.
- 8. Even if he is so powerful, as he will not harm you.
- 9. Whatever be the matter, that we shall settle it amicably.
- 10. For all they say about him, yet he is a thorough gentleman.

Hints—(1) as fluently as she; (2) so rich as your father; (3) as fast as you; (4) bigger than that; (5) gentle as he is; (6) drop 'so'; (7) Fast as he drives; (8) drop 'as'; (9) drop 'that'; (10) drop 'yet'.

Rule 20—Conjunctions of Condition

The following are Conjunctions of ${\bf condition}$ —

If, unless, provided, provided that, in case, supposing that.

As-

- 1. **If** you are honest, you will succeed.
- Unless you are honest, you will not succeed.
- You will succeed provided you are honest.
- He will succeed provided that he deals honestly.
- 5. I will go alone **in case** he doesn't come.
- 6. **Supposing that** he is honest, he will succeed.

Rule 21—Conjunctions of Cause

The following Conjunctions show cause—

Because, since, as, for, that, considering that, seeing that, now that, in that, in as much as, noun + that, adjective + that.

As—

- He failed because he did not study regularly.
- 2. **Since** it is raining, I cannot go.
- 3. **As** it is raining, I cannot go.
- 4. **Considering that** it was very cold, he did not go for swimming.
- 5. We started late **for** the morning was very cold
- 6. I am glad **that** he has passed.
- Seeing that the morning was very foggy, we started late.
- 8. **Now that** you have come, I can take a little rest.
- 9. He deserves praise **in that** he has secured first position.
- 10. He must suffer **in as much as** he is so lazy.
- 11. A **fool that** he is, he must suffer.
- 12. **Foolish that** his actions are, he must suffer.

Exercise

Fill in the blanks in the following sentences:

-you are efficient, you will be promoted.
- 2.you are efficient, you will not be promoted.

- 3. You will be promoted that you are efficient.
- 4. that he is honest, he will be promoted.
- 5. I will do it alone he does not come for my help.
- that it was very dark, we did not move out.
- 7. I was surprised.....he behaved so rudely.
- 8. An honest man he is, he must be respected.
- 9. Now your examination is over, you must return home without any delay.
- He was fined he had misbehaved with his boss.
- Hints—(1) If; (2) Unless; (3) provided; (4)
 Provided / Supposing; (5) in case; (6)
 Considering; (7) that; (8) that; (9) that; (10) because.

Rule 22—Conjunctions of Time

The following are conjunctions of **Time**—

When, while, before, after, till, until, since, as, as soon as.

As-

- 1. I will go when you come.
- 2. She cooks her food **while** the child sleeps.
- 3. I shall get up **before** the sun rises.
- 4. He retired to bed **after** the show was over.
- 5. Wait for me **till** I return.
- 6. Don't go home **until** I come.
- 7. I have known him **since** he was a child.
- 8. He woke up as the clock struck six.
- 9. He got up as soon as he saw me.
- 10. I shall meet you when you come next.
- Note—(1) If the **Principal Clause** is in the **Future Tense**, the sub-ordinate clauses beginning with Conjunctions of **Time** should be used in the **Simple Present** or **Present Perfect Tense** (not in **Future Tense**). For example, see sentences No. 1, 3, 10 above.
 - (2) The clause following **after** is usually in the **Present Perfect Tense** (not in **Simple Present**). As—

He will return after the train has left.

Exercise

Correct the following sentences:

- 1. We shall shift to our new house before the rains will begin.
- 2. He will not board the train until you will reach there.
- 3. I shall get ready before the bell rang.
- 4. We shall go together when your summer vacation began.
- He closed the door as soon as his son arrives.
- I shall come to you after the office had been closed.
- 7. He stopped writing as soon as the bell rings.
- 8. We shall try again when the college will open.
- The train will start after it gives three whistles.
- 10. He has been in contact with me since he has been a college student.
- Hints—(1) before the rains begin; (2) until you reach there; (3) before the bell rings; (4) when your summer vacation begins; (5) as soon as his son arrived; (6) after the office has been closed; (7) as soon as the bell rang; (8) when the college opens; (9) after it has given three whistles; (10) since he was a college student.

Rule 23—Use of Tense in Conditional Sentences

Conditional or **Supposition** sentences can be written in **three** tenses—

(a) Simple Future Tense

- 1. If you start early, you will reach in time.
- 2. If you are honest, you will be respected.

In these sentences the **Principal Clause** is in **Simple Future Tense**, while the Subordinate **Conditional Clause** is in **Present Tense** (not in **Future Tense**). As—

If you will start early, you will reach in time.

This sentence is **wrong** because the conditional clause beginning with **If** is in **Future Tense**.

(b) Simple Past Tense

- 1. If he **built** two houses, he **would give** you one.
- 2. If I **secured** first position, he **would give** me a golden watch.
- 3. If you **discovered** the treasure, you **would get** your share.

Note-

- In these sentences Past Tense shows Present or Future Tense.
- (c) Past Perfect Tense
 - 1. If I had built two houses, I would have given you one.
 - 2. If I had secured first position, he would have given me a golden watch.
 - 3. If you had discovered the treasure, you would have got your share.

Note—These sentences can also begin with 'Had' in place of 'If'. As—

Had I **discovered** the treasure, I **would have got** my share.

Exercise

Correct the following sentences:

- 1. If your conduct will be good, you will be forgiven.
- 2. If you will be careless about your duties, you will come to grief.
- 3. If you will be loyal to me, I shall stand by you.
- 4. If I won a lottery, I will give half the money to you.
- 5. If I built a market-complex, I will give you a shop free of cost.
- 6. If you had dived to the bottom of the ocean, you had collected many pearls.
- 7. Had I the wings of a dove, I will fly to you.
- 8. Had I crossed the British Channel, I had been a hero.
- 9. Had I been a graduate, I had got a good job.
- 10. If I had known him before, I could have learnt much from him.
- Hints—(1) If your conduct is good; (2) If you are careless; (3) If you are loyal; (4) I would give; (5) I would give; (6) you would have

collected; (7) I would have flown; (8) I would have been a hero; (9) I would have got; (10) I would have learnt.

Revision Exercise I

Correct the following sentences:

- 1. Though he was angry but he listened to me patiently.
- 2. He stole for he badly needed money.
- 3. I did it since I was angry.
- 4. He both has time and money to spare.
- 5. Both it was cold and wet.
- 6. We either can have milk or tea.
- 7. He didn't go and she didn't go neither.
- 8. I didn't go and either did she.
- 9. While I left the house I locked it carefully.
- 10. When the sun rose the fog dispersed.
- 11. Since it grew darker it became colder.
- Tired he was he carried my luggage on his head.
- 13. Some people waste food when others haven't enough to eat.
- 14. Either you help me otherwise I shall fail.
- 15. Work very hard lest you may fail.
- 16. You must come whether I write to you but not.
- 17. When he came then I was in the bath-
- 18. Don't come until you don't hear from me.
- 19. If you do your work honestly then everyone will trust you.
- 20. Don't count your chickens until they are not hatched.

Hints—(1) yet he listened; (2) because he badly needed; (3) because I was angry; (4) both time and money; (5) both cold and wet; (6) either milk or tea; (7) didn't go either; (8) neither did she; (9) when I left; (10) As the sun rose; (11) As it grew darker; (12) Tired as he was / Tired though he was; (13) while others haven't; (14) drop 'either'; (15) lest you should fail; (16) or not; (17) drop 'then'; (18) until you hear from me; (19) drop 'then'; (20) until they are hatched.

Revision Exercise II

Correct the following sentences:

- 1. Give every man thy ear, and few thy tongue.
- Many things have happened since I have left school.
- 3. You may either take this book or that.
- 4. I would rather suffer to yield before you.
- 5. When there is life there is hope.
- 6. When it is true of some, it is not true of all.
- Let me know that whether you will do it or not.
- 8. Tell me that where he lives.
- 9. Do like he does.
- 10. It is a week since the examinations begin.
- 11. I will go after he will come.
- 12. Not only she lost her purse but also her ticket.
- 13. Neither his action was just nor unjust.
- 14. He is no other but my brother.
- 15. No other but your father can help you.
- Until you are in the workshop, you cannot smoke.
- 17. Take care that you should fall.
- 18. He is rich and discontented.
- 19. Men must work because they may earn a living.
- 20. Until you work hard, you will get no success.
- Hints—(1) but few thy tongue; (2) since I left school; (3) either this book or that; (4) than yield; (5) While there is life; (6) While it is true of some; (7) drop 'that'; (8) drop 'that'; (9) as he does; (10) the examinations began; (11) after he comes; (12) not only her purse but also her ticket; (13) neither just nor unjust; (14) no other than; (15) No other than your father; (16) So long as you are; (17) lest you should fall; (18) but discontented; (19) in order that they may earn; (20) unless you work hard.

Revision Exercise III

Fill in the blanks in the following sentences:

1. Come you please.

- 2. Tell me you have read.
- 3. She writes slowly neatly.
- 4. The jug will break you drop it.
- 5.I were your friend, I would help you.
- 6. the child was sleeping, she was knitting.
- 7. I am tired that I cannot go.
- 8. Do you doubt she is a good lady?
- 9. I would rather resign bear this kind of misconduct.
- 10. I only knew.
- 11. respected, he is not loved and liked.
- 12. He went away I came.
- 13. Take a lamp, the night is dark.
- 14. I shall do it you like it or not.
- 15. Be just fear not.

Hints—(1) if/when; (2) what; (3) but; (4) if; (5) If; (6) While; (7) so; (8) that; (9) than; (10) If; (11) Though; (12) when/before; (13) for; (14) whether; (15) and.

Revision Exercise IV

Explain whether the following sentences are correct or incorrect:

- 1. He is as brave like you.
- 2. No sooner did I see the Principal when I greeted him.
- 3. He explained that why he could not reply in time.
- 4. Until you did not come, I had to wait.
- 5. I shall drown until you help me.
- 6. He got up early lest he should be late.
- 7. He had scarcely opened the eye when he saw a stranger standing before him.
- 8. Explain to me that how you lost the book.
- 9. I am glad why he has passed.
- 10. He cannot read nor write.
- 11. You can sleep when I work.
- 12. Ram is honest but Mohan is dishonest.
- 13. I will go when the rain will stop.
- 14. He is so tired as he cannot go any farther.
- You can stay with me as long you work in Delhi.

10 Verbs

Kinds of Verbs

Verbs can be divided into the following **three** categories—

- (1) Transitive Verbs
- (2) Intransitive Verbs
- (3) Auxiliary Verbs / Modal Verbs

Transitive Verbs:

"A Verb is **Transitive** if the action does not stop with the agent, but passes from the agent to something else."

(J. C. Nesfield)

I read a book.

In this sentence the sense is not complete with 'I read' only, until it is known what I read. The sense is complete only when we say "I read a book". The action, thus, passes on to the book. In this way the Person or Thing with which the action of the verb ends is called its Object. A Transitive Verb must have its Object.

Intransitive Verbs:

"A Verb is **Intransitive** when the action stops with the agent, and does not pass from the agent to anything else." (Nesfield)

I sleep.

The sense of this sentence is **complete**. Its action does not pass on to any other thing. Therefore it needs no object. An **Intransitive Verb has no object**.

Auxiliary / Modal Verbs:

Auxiliary or Modal Verbs are also called Helping Verbs because they help the Principal verb.

"An **Auxiliary Verb** is one which (a) **helps** to form a tense or mood of some Principal Verb, and (b) **forgoes** its own significance as a Principal Verb for that purpose." (**Nesfield**)

As—

He has gone.

In this sentence **has** is auxiliary verb and **gone** Principal Verb. Here **has** has helped the Principal Verb in making its **Present Perfect Tense**, and in so doing it has lost its own identity as a Principal verb.

Number of Auxiliary / Modal Verbs

Auxiliary or Modal Verbs are **27** in number. They are :

Is, was, were, am, are, will, would, shall, should, do, does, did, can, could, may, might, must, ought, has, have, had, need, dare, used, be, been, being.

These verbs (excluding **be**, **been**, **being**) are also called **Anomalous** Verbs.

Transitive and Intransitive Verbs

Regarding **Transitive** and **Intransitive** verbs it is necessary to remember that most verbs are **neither Transitive nor Intransitive** in themselves. This distinction depends upon their use. A Transitive verb can be used as an Intransitive verb, and an Intransitive verb can be used as a Transitive verb. Therefore Wren and Martin observe:

"Most Verbs can be used both as Transitive and as Intransitive Verbs. It is, therefore, better to say that a Verb is used Transitively or Intransitively rather than that it is Transitive or Intransitive."

Rule 1. Transitive and Intransitive Use

As we have said above, most verbs can be used **both as Transitive and Intransitive** verbs. As—

Transitive Use	Intransitive Use
1. He speaks the truth.	He speak s softly.
2. I feel a severe pain in my backbone.	2. How does he feel now?
3. He can drive any car.	 He drives very cautiously.
4. Please ring the bell.	4. The bell rings .
5. He stopped the bus.	5. The bus stopped .
6. They fought the enemy back.	6. They fought bravely.
7. I read a book.	7. I read slowly.
8. They drink country liquor.	8. They never drink .
9. Change your clothes.	9. They will never change.
10. He invited you.	10. I was not invited .

Exercise

Use the following Verbs both Transitively and Intransitively:

Eat, drink, read, write, play, drop, hear, start, break, drive, stop, love, hate, fight, smell, taste.

Rule 2. Intransitive Verbs used as Transitive Verbs

 (i) When an Intransitive Verb is used in the Causal / Causative sense (i.e. in getting or causing an action done), it becomes a Transitive verb. As:

Transitive	Intransitive
1. A bird flies .	1. He flies a kite. (<i>i.e.</i> causes a kite to fly.)
2. He drives very cautiously.	2. He drives the cattle away from the field. (<i>i.e.</i> causes the cattle to run away.)
3. The sportsmen marched in a line.	3. The captain marched the sportsmen in a line. (<i>i.e.</i> caused them to march in a line.)
4. The boat floated.	4. I floated the boat. (<i>i.e.</i> caused the boat to float.)

- (ii) Some Intransitive Verbs become Transitive with the addition of a **Preposition** with them. In that case the Preposition becomes a part of the verb and cannot be separated from it. **As**:
- 1. I have carefully **gone through** (*i.e.* **read**) your representation.
- 2. Please **look into** (*i.e.* **investigate**) the matter carefully.
- 3. He **runs after** (*i.e.* **pursue**s) money at all costs.

- 4. All his friends **laughed at** (*i.e* **derided**) him.
- 5. I **ask for** (*i.e.* **request**) your kind favour.
- 6. There is none to **look after** (*i.e.* **take care of**) him.

Note—Somethimes an Intransitive verb becomes
Transitive with the addition of a **Preposition before it. As**:

- 1. He will **over**come all his difficulties.
- 2. The river is **over**flowing its banks.
- 3. He is bold enough to **with**stand the attack.

Exercise

Use the following Intransitive Verbs as Transitive Verbs :

(i) Drown, sank, fell, dry, grow, burn, return, shout.

Use the following Intransitive Verbs as Transitive Verbs by adding prepositions before or after them—

(ii) come, cry, go, turn, run, look, stand, draw, flow, laugh.

Rule 3. Transitive Verbs used Intransitively

Some **Transitive Verbs** can be used as **Intransitive** verbs under the following conditions:

- (i) When a verb is used in such a wide sense that the need of using its object is not felt. As—
 - 1. Men **eat** to keep alive.
 - 2. On the battlefield soldiers have to kill.
- (ii) When the **Reflexive Pronoun** of the verb is kept concealed. **As**
 - 1. He **turned** (himself) to the door and bolted it.
 - 2. Please keep (yourself) quiet.
 - 3. He **drew** (himself) near her.
 - 4. The **bubble** burst (itself).
- (iii) Some Transitive Verbs can be used as Intransitive verbs also. As—

Transitive	Intransitive
1. He broke the glass.	1. The glass broke.
8 p.m.	2. The market closes at 8 p.m.
3. He burns the dry leaves.	3. Dry leaves burn.
4. He opens the office at 10 a.m.	4. The office opens at 10 a.m.

Exercise

Use the following Transitive Verbs as Intransitive Verbs :

Drink, learn, punish, sing, speak, reply, argue, stop, turn, start, open, grow, strike, melt, freeze.

Auxiliary / Modal Verbs : Their Functions

As we have said above, there are in all **27 Auxiliary / Modal** verbs. They have the following **6 functions**:

1. To form different Tense Forms

Different Tenses are formed with the help of Auxiliary verbs. **As**—

- 1. He is going.
- 2. He will go.
- 3. He has gone.
- 4. He must go.
- 5. He had already gone.
- 6. He does not go.

2. To make Interrogative sentences

Some **Interrogative sentences** are formed with the help of Auxiliary Verbs. **As**—

- 1. **Is** he going?
- 2. Has he gone?
- 3. Will he go?
- 4. **Can** he go?
- 5. Does he go?
- 6. **Did** he go?
- 7. **Do** you go?

3. To form Question-tags and Short Answers

Question-tags and **short answers** are also formed with the help of Auxiliary verbs. **As**—

- 1. He plays football, doesn'the?
- 2. He is a good man, isn't he?
- 3. Are you going home ? Yes, I am / No, I am not.
- 4. Do you like this book ? Yes, I do / No, I don't.
- **4.** They are also used to show **agreement or disagreement** with a certain statement. **As**
 - 1. The weather is very fine. Yes, it is.
 - 2. The day is very hot. Yes, it is.
 - 3. He is a rich man. No, he isn't.
 - 4. He likes to read novels. Yes, he does /

No. he doesn't.

- Certain ideas are also expressed by using them. As—
 - 1. He may come. (Possibility)
 - 2. He can help you. (Ability)
 - 3. He **must** come in time. (Obligatory)
 - 4. He **has** to remain at home. (Obligatory)
 - 5. I have got a good house. (Possession)
 - 6. He **does** not know. (Negative)
- Negative Verbs are also formed with their help. As—
 - 1. He **does** not go. ('He goes not' is wrong.)
 - 2. He **did** not laugh. ('He laughed not' is wrong.)

Uses of Auxiliary Verbs

Verbs "to be": am, is, are, was, were

Rule 1. Is and am

Both these are **Singular Verbs** of the **Present Tense**, but 'is' is used with the **Third Person** and 'am' with the **First Person**. Therefore we cannot use **am** with **He** or **is** with **I**. **As**—

- 1. **He / she is** a student.
- 2. Ram is a lawyer.
- 3. I am a student.
- 4. I am a lawyer.

Rule 2. As Intransitive Verbs without Predicate/ Complement

Structure—Subject + Verb 'to be'

Such sentences show the **existence** of a person or thing. **As**—

- 1. God is. = God exists.
- 2. Stars are. = Stars exist.

Rule 3. As Intransitive Verbs with Predicate / Complement

Structure—Subject + Verb 'to be' + Complement

In these sentences verb 'to be' (is, am, are, was, were) must be followed by a Complement (Noun/Pronoun/Adjective/Adverb).

The sentence would be incomplete without the complement. **As**—

- 1. He is a gentleman. (Complement 'Noun')
- 2. You are a sportsman. (Complement 'Noun')
- 3. This book **is mine.** (Complement 'Pronoun')

- 4. The weather **is fine.** (Complement 'Adjective')
- 5. He was there. (Complement 'Adverb')
- 6. He **is inside.** (Complement 'Adverb')
- 7. They were happy. (Complement 'Adjective')

Rule 4. Subject + Verb 'to be' + Infinitive

The structure of some sentences is as follows—

Subject + is / am / was / were / are + Infinitive (Present or Perfect) As:

- 1. He **is to come** tomorrow.
- 2. I **am to leave** tomorrow.
- 3. They **are to assemble** here.
- 4. They were to play a match here.
- 5. You are to see me tomorrow.
- 6. He was to have come only yesterday.

Rule 5. It + is / was + adjective / infinitive / gerund / clause

Some sentences have the structure as noted above. As—

- 1. It is easy to reach there.
- 2. It was to happen.
- 3. It **is foolish talking** like this.
- 4. It is good that he reached in time.

Rule 6. Subject + Verb to be + Principal Verb + 'ing'

The **continuous** form of every tense is made with the help of **verb to be**. **As**—

- 1. He is reading.
- 2. He was reading.
- 3. He **will be** reading.
- 4. They **are** going.
- 5. They were going.
- 6. I am going.

Rule 7. Passive Voice is also made with the help of **Verb to be. As**—

- 1. The servant was called.
- 2. The servant is being called.
- 3. He was invited.
- 4. They were invited.
- 5. I am invited.

Rule 8. Subject + was / were + Perfect infinitive

Some sentences have the above structure. These sentences express the sense that a

certain work was to have been completed in the past, but this could not be done.

- 1. They **were to have left** yesterday but had to postpone their departure for a week.
- 2. He was to have been promoted only last year but that could not be done.

Rule 9. Making of Interrogative sentences

Some **Interrogative sentences** are also made with the help of **Verbs to be**. An Interrogative sentence begins with a **Verb to be** and then comes its **Subject**. **As**—

- 1. **Is he** a good man?
- 2. Are you going?
- 3. Was he absent?
- 4. **Am I** a fool ?
- 5. Were they invited?

Rule 10. Were for supposition or impossible

Some sentences begin with "were". These sentences express just **imaginary** or **impossible** wishes. These sentences have the following structure.

Were + Subject + Complement / Predicate

As:

- 1. Were I a king!
- 2. Were I a bird!
- 3. Were she young!
- 4. Were I there!

Note— Such sentences are also correct in the following structure:

If + Subject + Were + Complement / Predicate

As:

- 1. If I were a king!
- 2. If I were a bird!
- 3. If she were young!
- 4. If I were there!

Exercise

Make ten sentences on the pattern of each of the following sentences:

- 1. He is a teacher.
- 2. This house is mine.
- 3. He is to attend the meeting.
- 4. It is foolish waiting for him.

- 5. He was required to explain the case.
- 6. He was to have attended the meeting yesterday.
- 7. He was to have been nominated a member of the Commission last year.
- 8. Were I the President of India!
- 9. If I were on the moon!
- 10. Is he well attended?

Exercise

Choose the correct alternative:

- 1. **Has / have** he already gone?
- 2. **Are / am** we fools?
- 3. The day was / were extremely hot.
- 4. They **are / were** to attend the meeting in the afternoon.
- 5. He was / were to have met me here.
- 6. It **is / were** good that he called on you.
- 7. He **be / was** turned back.
- He is / was to have left India only last month.
- 9. I am / was to leave for home just now.
- 10. If I was / were a great scientist!
- 11. Was / were she an Indian citizen!
- 12. Ram or Shyam was / were expected to help you.
- 13. Let him **be** /**is** permitted to bring his goods.
- 14. That were / was to be!

Hints—(1) Has; (2) Are; (3) was; (4) are; (5) was; (6) is; (7) was; (8) was; (9) am; (10) were; (11) were; (12) was; (13) be; (14) was.

Have = have / has / had

Rule 1. Formation of Perfect Tenses

The **Perfect forms** of all the Tenses (**Present**, **Past** and **Future**) are made with the help of **has / have / had**. These sentences have the following structure:

Subject + have / has / had + Past Participle As:

- 1. I **have finished** my work.
- 2. He has gone.
- 3. They **have finished** their work.
- 4. He **had gone** to Kanpur by that time.
- 5. You had already taken your book.

Note—It should be remembered in this connection that 'have' is used with I, you, We and Third Person Plural in the Present Tense, 'has' with Third Person Singular in the Present Tense, and 'had' with all Persons (First, Second, and Third) in the Past Tense in both Singular and Plural Numbers.

Rule 2. Present Perfect + Expressions of Time

Care should be taken not to use any phrase or expression suggestive of Past Tense while writing a sentence in the Present Perfect Tense.

Some popular phrases expressive of **Past Tense** are these:

Yesterday, last evening, / night / week / month / year / summer / winter, the other day, a little while ago, a moment / minute ago, a few moments / minutes / days / months / years / ago, etc.

The use of such phrases / expressions with the Present Perfect Tense would make a funny mingling of the Present and Past Tenses, which must be avoided. The only expression that can be used with the Present Perfect Tense is 'iust now.'

Therefore **never make** sentences such as these:

- 1. I have come **yesterday**.
- 2. I have passed M.A. last year.
- 3. He has left a **few minutes ago**.
- 4. He has met me last winter.

The use of 'expressions of time' in all these sentences is wrong. If these expressions have to be used, the verb should be used in the **Simple Past Tense**. **As**:

- 1. I came yesterday.
- 2. I passed M.A. last year.
- 3. He **left** a few minutes ago.
- 4. He **met** me last winter.

The use of 'just now' is correct. As:

- 1. I have come just now.
- 2. He has left **just now.**

Rule 3. Present Perfect + Adverbial/ Prepositional phrase

Some sentences of the Present Perfect Tense are so constructed that with the help of an

Adverbial or a Prepositional phrase the Past is connected with the Present. In other words, they show an action that started in the Past and continues to the Present moment. Some popular Adverbial or Prepositional phrases that show this continuity are these:

Since, for, yet, just, already, ever, never, often, several times, today, lately, recently, so far, until now, upto the present, this day / week / month, etc.

Their structure is like this:

Subject + have / has + Past Participle + Adverbial / Prepositional phrase

As:

- 1. I have not seen him since July.
- 2. I have lived in Canada for many years.
- 3. He has not yet come.
- 4. He has recently built a new house.

Note — The following Adverbs of Time are always used with the Present Perfect Tense, not with the Simple Past Tense:

Already, yet, since, uptil now, so far

As:

- 1. He has already gone home. (Not, 'already went home')
- You have not done any work so far. (Not, 'did not do any work so far')

Rule 4. Perfect continuous Tense

The **Perfect continuous form** of every Tense is also formed with the help of **have / has / had**. Their structure is as follows:

Subject + have / has / had / will have / shall have + been + Present Participle + Time Phrase

As:

- 1. I have been living in this house since 1990.
- 2. He has been living in this house for many years.
- 3. He had been living in this house for many years before he built his own house.
- 4. He will have been living in this house for five years by now.

Rule 5. Past Perfect Tense

The sentences written in **Past Perfect Tense** have two parts—one part written in the **Past**

Tense, and the other part in the Past of the Past Tense. That is, these sentences indicate the occurrence of two actions at two points of time in the Past. In these sentences one action takes place in the near Past and the other in the distant Past. The action that occurs in the near Past is written in Simple Past Tense and that occurring in distant past is written in Past Perfect Tense. These two parts of the sentence are joined with one of the following Conjunctions—When, before, after.

As:

The train had left before I reached the station.

In this sentence the action of the 'train leaving the station' is earlier in point of time and therefore written in the **Past Perfect Tense**, and the action of 'my reaching the station' is later in point of time and therefore written in **Simple Past Tense**.

Similarly:

- The patient had died before the doctor reached.
- 2. He had left Kanpur before I reached there.
- 3. The fire **had engulfed** the house before the fire-brigade **arrived** there.

Note — Some sentences in the Past Perfect Tense can also be constructed thus:

- 1. He **had already spent** the whole money.
- 2. He **had given** the message much earlier.

Exercise

Correct the following sentences:

- 1. I already finished my work.
- 2. He gone to Kanpur.
- 3. I have met my friend yesterday.
- 4. I have resigned from my post about a month ago.
- 5. He not written to me for several months.
- 6. I served as a teacher for many years.
- 7. Ram already completed his work.
- 8. He has been working in this factory from 1990
- He has been writing a novel since many months.

- 10. They have not been living together from July last.
- 11. The police has arrested the militant before the crowd gathered there.
- 12. The crowd dispersed before the police had reached there.
- 13. I had reached the station after the train left.
- 14. The match finished before the rain started.
- 15. The clock had struck twelve after I reached there.

Hints—(1) have already finished; (2) has gone; (3) met; (4) resigned; (5) has not written; (6) have served; (7) has already completed; (8) since 1990; (9) for many months; (10) since July; (11) had arrested; (12) had dispersed...reached; (13) reached the station...train had left; (14) had finished... started; (15) struck twelve...had reached.

Rule 6. Subject + have / has / had + Infinitive

or

Subject + have/has/had got + Infinitive

Some sentences are constructed as above. These sentences express the idea of **necessity**, **compulsion** or **obligation**.

As:

- 1. He has to obey me. He has got to obey
- 2. He has to borrow money. He has got to borrow money.
- 3. He had to borrow money.
- 4. They will have to follow me.

Note—The **Negative** of the above sentences is formed thus:

(i) Subject + have/has/had + not + Infinitive

or

(ii) Subject + do / does / did + not have + Infinitive

As:

- 1. He has not to obey me.
- 2. He does not have to borrow money.
- 3. They do not have to follow me.
- 4. I do not have to follow you.

Rule 7. Causative use of 'Have': Subject + have + Object + Past Participle

In some sentences the subject does not act himself: he gets the work done by others. Such sentences are constructed as below with the help of have / has / had used causatively:

Subject + have / has / had + Object + Past Participle

As:

- 1. I had him punished for his fault.
- 2. He has a house built.
- 3. I have my essay corrected.
- 4. I **shall have** my letter **typed**.
- 5. They can have their furniture repaired.

Note—In the above construction **get** / **got** can also be used in place of **have**, **has**, **had**. **As**:

- 1. I **got** him punished.
- 2. I shall get my essay corrected.
- 3. He **gets** his furniture **repaired** every year.
- 4. I am getting my house whitewashed.

Rule 8. 'Have' showing possession

Have / has / had are also used to show **'Possession'** in the following form:

Subject + have / has / had + Noun Subject + have / has / had got + Noun

As:

- 1. I have a book.
- 2. He has a pen.
- 3. They have a big house.
- 4. I had a good friend.
- 5. I will have a house very soon.
- 6. I have got a new book.
- 7. They had got many good chances.
- Note—(i) The use of **got** before **have / has / had** increases **emphasis**.
 - (ii) Such sentences also show relationship.As:
 - 1. A chair has four legs.
 - 2. I have two brothers.
 - 3. A cow has two horns.
 - (iii) They also express the idea of take / give / enjoy / experience.
 - 1. I have my breakfast at 8 a.m.
 - 2. He **had** his **bath** very early in the morning.

- 3. I have two years' experience of working in the field.
- 4. We had a good day.
- 5. I have some friends there.
- (iv) When 'have' means give / take / do, it can be used in Present Continuous Tense also. As:
 - 1. We **are having** a party today.
 - 2. They **are having** very difficult times these days.

But we should not write such sentences:

- 1. I am having a book.
- 2. She **is having** a small baby.
- 3. This book is having six chapters.

Exercise

Correct the following sentences:

- 1. You have get to carry out my orders.
- 2. You have to carried out my orders.
- 3. He had to changed his programme.
- He does not had to change his programme.
- 5. He did not has to change his programme.
- 6. I had him reward for good work.
- 7. I can had you rewarded for good work.
- 8. He can has me transferred from here.
- 9. He can got me transferred from here.
- 10. I am getting my scooter paint blue.
- 11. He is having a son.
- 12. My house is having four rooms.
- 13. He was hading a meeting.
- 14. The cow have two horns.
- 15. He having many good friends.
- Hints—(1) got; (2) to carry; (3) to change; (4) have to change; (5) did not have; (6) rewarded; (7) can have; (8) can have; (9) can get; (10) painted blue; (11) has a son; (12) has; (13) was having; (14) has; (15) has.

Rule 9. Negative Sentences with 'Have'

Negative sentences with have / has / had can be framed in the following **two patterns**:

(i) Subject + have / has / had + no + Noun

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Subject + have / has / had + not any + Noun

As:

- 1. I have no house.
- 2. He **has no** house.
- 3. You had no house.
- 4. I have not (haven't) any house.
- 5. He has not (hasn't) any house.
- 6. They had not (hadn't) any house.
- (ii) Subject + do / does / did + not + have + Noun

As:

- 1. I do not have any pen.
- 2. He does not / did not have any pen.
- 3. They do not / did not have any friend.

Note—Remember that after do not / does not / did not we always use 'have' (not has or had) whether the subject is Singular or Plural, or of any Person.

Rule 10. Interrogative sentences with 'Have'

Interrogative sentences are formed in **two** ways with the help of have / has / had :

(i) Have / has / had + Subject + remaining words

As:

- 1. Have you (got) a pen?
- 2. Has he (got) a pen?
- 3. Had they (got) a house?
- (ii) Do / does / did + Subject + have + remaining words

As:

- 1. **Do I have** a big house?
- 2. **Does** he **have** a big house?
- 3. **Do** they **have** no house ?
- 4. **Did** you **have** a big house there ?

Note—As we have said above, we always use 'have' (not has or had) after do / does / did with every kind of subject.

Exercise

Correct the following sentences:

- 1. I have no any friend.
- 2. I don't have no friend.
- 3. He don't have any friend.
- 4. He doesn't has any friend.
- 5. Have you no any house?

- 6. Have I a house?
- 7. Have you get a new scooter?
- 8. Did he had a new scooter?
- 9. Do he has a new scooter?
- 10. Does he have no any new scooter?
- 11. He will not has any prize?
- 12. Will he not got any prize?

Hints—(1) drop 'any'; (2) 'any' in place of 'no'; (3) doesn't have; (4) doesn't have; (5) drop 'any'; (6) got a house; (7) got; (8) Did he have; (9) Does he have; (10) drop 'no'; (11) have; (12) get.

Rule 11. Past Perfect + Infinitive

There are some verbs which, if used in **Past Perfect Tense**, would indicate **incompletion of action**. These verbs express **hope**, **wish**, **desire**, **imagination**. They are:

Wish, hope, want, expect, intend, suppose, think.

Also remember that an **Infinitive** is used after the **Past Perfect form** of these Verbs.

As:

- 1. I had expected to find him here.
 (But could not find him here.)
- She had hoped to pass in the first division.
- 3. I had wished to buy a new car.

Note—In place of simple Infinitives can also be used Perfect Infinitives:

As:

- 1. I had expected **to have found** him here.
- She had hoped to have passed in the first division.
- 3. I had wished **to have bought** a new car.

Rule 12. Have had, has had, had had, will have had

Sometimes have had, has had or had had are used together. First time they are used as Auxiliary Verbs and second time as Finite Verbs. As:

- 1. I have had my breakfast.
- 2. She **has had** her breakfast.
- 3. She **had had** her breakfast very early.
- 4. He will have had his breakfast by now.

Rule 13. Sometimes Had is also used to express condition, wish or imagination.

As:

- 1. **Had** I been a king!
- 2. Had I seen the Olympic games!
- 3. **Had** I won a lottery!
- 4. He behaved as if he **had been** my master.

Rule 14. Has been + Noun / Noun with Preposi-

These sentences show that some action started in the Past and also ended in the Past, and is not continuing in the Present. As:

- 1. I have been a Professor. (i.e. I am not a Professor now.)
- 2. I have been to England. (i.e. I am not there now.)
- 3. He has been a sportsman.

Rule 15. Go = Lose

Sometimes 'Go' is used in the sense of 'Lose'. In that case we should write is gone / was gone or is lost / was lost, but not has / had gone or lost.

As:

- 1. My suitcase is lost / is gone.
- My suitcase was lost / was gone in the train.

Exercise

Correct the following sentences:

- 1. I had expected to meeting you at the club.
- 2. We had supposed getting a house easily.
- 3. You had intended to starting a new business
- 4. I had supposed to have find him at the
- 5. You had hoped to have win the prize.
- 6. You have have your chance.
- 7. She had have her dinner late in the night.
- 8. I will had my turn by now.
- 9. Have I secured first position in the merit list!
- 10. Have he one more friend like you!
- 11. She has being a film-heroine.
- 12. I have be a member of this club.
- 13. My purse has gone.
- 14. My chance had lost.

Hints—(1) to meet; (2) to get; (3) to start; (4) to have found; (5) to have won; (6) have had; (7) had had; (8) will have had; (9) Had I secured; (10) Had he; (11) has been; (12) have been; (13) is gone; (14) was lost.

May / Might

Rule 1. May

May expresses two ideas:

- 1. To give or take **permission**
- 2. To express **Possibility / Probability** or **Doubt**

For taking permission: May + Subject + Verb in the Present Tense

As:

- 1. **May** I come in, sir?
- 2. May I sit on this chair?

For giving **Permission**/expressing **Possibility** or **Doubt**.

Subject + may + Verb in the Present Tense

- 1. You may come in. (Permission)
- 2. You **may** sit on this chair. (Permission)
- 3. It may rain. (Possibility)
- 4. He **mav** be late. (Doubt)

Note—We can also use **can** in place of **May** for giving or taking permission.

Rule 2. Might

Might is the Past Tense of **May**. It is used to express **very little possibility** or **much doubt**. In **May** there is normal possibility or doubt, but in **Might** the possibility is very little or doubt very much. Its **structure** is:

Subject + might + Verb in the Present Tense

As:

- 1. It **might** rain. (very little possibility)
- 2. He **might** come today.
- 3. He might pass.
- 4. He **might** change his mind.

Rule 3. Might in Interrogative Sentences

Might shows **more courtesy** than **May**. This courtesy goes to the extent of doubt and hesitation. Such sentences are always written in **Interrogative form** and begin with **Might**. Their **structure** is:

Might + Subject + Verb + Object / Other words

As:

- 1. **Might** I use your pen, please?
- 2. Might I borrow your pen for an hour?
- 3. **Might** I go now?

Note—**Might** can be used to show more courtesy in giving permission also.

As:

You might go now.

Exercise

Correct the following sentences:

- 1. May we played here, uncle?
- 2. Yes, you may be played.
- 3. He may be come by the next train.
- 4. You may win the prize, though the chances are very few.
- 5. Might I sat by your side?
- 6. Might I be stay with you for a night?
- 7. Yes, you might stayed.
- 8. He will may change his route.

Hints—(1) play; (2) may play; (3) may come; (4) might win; (5) Might I sit; (6) Might I stay; (7) stay; (8) drop 'will'.

Rule 4. May for Purposem or Wish

May is used to express purpose or wish also:

As:

- 1. May you live long! (Wish)
- 2. **May** God help you! (Wish)
- 3. I came so early that I **may** find you at home. (Purpose)
- 4. Workhard so that you **may** pass. (Purpose)

Rule 5. May + Perfect Infinitive

In some sentences May is used with Perfect Infinitive or Past Participle. These sentences express the idea that there was much possibility of an action being completed in the past, but whether the action was really completed or not is not known. The structure of such sentences is this:

Subject + may + Perfect Infinitive ('to' of the Infinitive remaining concealed)

or

Subject + may + have + Past Participle

As:

- 1. He **may** have submitted his application.
- 2. He **may** have given him some help.

Rule 6. Might + Perfect Infinitive

These sentences show that there was much possibility of an action to have been completed in the past, but it could not be. Their structure is:

Subject + might + Perfect Infinitive

or

Subject + might + have + Past Participle

As:

- The robber might have killed him. (He escaped being killed.)
- 2. He **might** have robbed me.
- 3. The thief **might** have escaped from the police custody.

Rule 7. Might in Indirect Narration

While converting a sentence from Direct into Indirect Narration, **May** is changed into **Might** if the Reporting Verb is in the Past Tense.

As:

He said, "My father may come today."

He said that his father **might** come that day.

Rule 8. Might for Dissatisfaction or Reproach

Might is also used to express the sense of dissatisfaction or reproach towards a person for not doing his work satisfactorily or to his full capacity. As:

- 1. You **might** pay a little more attention to your studies.
- 2. You **might** come a little earlier.

Exercise

Correct the following sentences:

- 1. The roof may have fallen.
- 2. There may have been a serious accident.
- 3. Might he live long!
- 4. He might prove a good friend.
- 5. He said that the college may be closed for two days.
- 6. I replied that his suspicion may be true.
- You may be a little more serious in your studies.
- 8. You may reply a little more politely.

Hints—(1) might; (2) might; (3) May; (4) may; (5) might; (6) might; (7) might; (8) might.

Can / Could

Rule 1. Can /Could for Power, Ability or Capacity

Can / Could express someone's Power, Ability or Capacity. The structure of such sentences is this:

(i) Subject + Can + Verb in the Present Tense

As:

- 1. He can read.
- 2. You can play.
- 3. She can sing.
- (ii) Negative Sentences will be formed thus:
- 1. He cannot / can't read.
- 2. You cannot / can't play.
- 3. She cannot / can't sing.
- (iii) Subject + could + Verb in the Present Tense

Could is the **Past Tense** of **Can**. It expresses the idea that someone had the **power**, **ability** or **capacity** in the past. **As**:

- 1. He could read.
- 2. You **could** play.
- 3. She **could** sing.
- (iv) **Negative Form:**
- 1. He could not / couldn't read.
- 2. You could not / couldn't play.
- 3. She **could not / couldn't** sing.

Rule 2. Can / Cannot

Can or **cannot** expresses the idea of a possibility **being** or **not being** there.

- It can rain today. It cannot / can't rain today.
- 2. He **can** win the prize. He **cannot** win the prize.
- 3. He can lose the game. He cannot lose the game.

Rule 3. Can / Could

Can/Could are also used for taking or giving permission like May / Might. In American English can / could are more popular. As:

- 1. Can I go now?
- 2. Yes, you can go. No, you cannot go.

- Rule 4. Can't expresses the sense of negation (no):
 - 1. You can't meet her.
 - 2. You cannot / can't enter the premises.

Rule 5. Can / Could for forming Interrogative sentences

Can/Could are also used for making **Interrogative** sentences. Their structure is:

Can /Could + Subject + Verb in the Present Tense

- 1. **Can** you help me?
- 2. Can a horse swim?
- 3. **Can** he speak French?

Could is used for extreme courtesy.

- 1. **Could** you lend me your pen?
- 2. **Could** you give me a lift by your car?

Rule 6. Can / Could in Indirect speech

Can becomes Could in Indirect Narration when the Reporting Verb is in Past Tense.

As:

- 1. He asked me, "Can you help me? (Direct) He asked me if I could help him. (Indirect)
- 2. He said, "I **cannot** go there." (Direct)
 He said that he **could** not go there. (Indirect)

Exercise

Choose the correct alternative from the bold letters:

- 1. Can you read? No, I couldn't / can't.
- 2. Can this happen ? Yes / no, it can.
- 3. Can this happen? No, it can / can't.
- 4. Can you **lift / lifted** this box ?
- 5. Could you **lift / lifted** this box ?
- 6. He said that he can / could carry the luggage.
- 7. He said, "I cannot / could not reach in time."

Hints—(1) Can't; (2) Yes; (3) can't; (4) lift; (5) lift; (6) could; (7) cannot.

Rule 7. Can have + Past Participle

This structure expresses the idea of **possibility** or **uncertainty** about an action to have been done in the **Past**. **Can have** has the same sense as **may have**. Its **structure** is:

Subject + can have + Past Participle

As:

- He can have reached by now.
 ("He may have reached by now" has also the same meaning.)
- 2. He can have heard the news.
- 3. He can have sold the horse.

Rule 8. Could + have + Past Participle / Perfect Infinitive

Sentences of this structure show that someone or something had the power or ability to do a certain work, but still he could not do it. **As**:

- 1. He **could have passed** the examination. (But he could not.)
- 2. You **could have reached** in time. (But could not.)
- 3. He **could have avoided** the accident.

Rule 9. Can in the Negative sense

Can is used in Negative (as cannot) or Interrogative sentences, but May is used in Affirmative sentences only.

- 1. Can he come ? ('May he come ?' is wrong.)
- 2. No, he **cannot** come. ('may not come' is wrong.)
- 3. He **may** come.
- 4. **Can** this happen?
- 5. No, this **cannot** happen.

Exercise

Correct the following sentences:

- 1. He can have leave the office by now.
- 2. He can have reach Kanpur this morning.
- 3. He could be passed the test easily.
- 4. His life have been saved.
- 5. He may not solve this problem.
- 6. May he cross the river?
- 7. May you challenge a tiger?
- 8. No, he may not cross the river.
- Hints—(1) left; (2) reached; (3) could have passed; (4) could have been saved; (5) cannot; (6) Can he cross; (7) Can you challenge; (8) cannot cross.

Shall / Should Will / Would

Rule 1. I / We + shall

For Ordinary Future Tense shall is used with **First Person Pronoun (I / We)**. As:

- 1. I shall do it.
- 2. We shall do it.
- 3. **I shall** go to office.
- 4. **We shall** go by bus.

Note—But these days the use of 'will' with all persons is becoming popular.

Rule 2. You / Third Person + will

Second and Third Persons (you/he/they) take 'will' to express Ordinary Future Tense.

As:

- 1. You will go tomorrow.
- They will not do it.

Rule 3. Shall with Second / Third Persons

Second and Third Persons take **shall** to express **command**, **promise** and **threat** in the Future Tense. **As**:

- 1. **He shall** not do it again.
- 2. You shall get your share.
- He shall be punished for his misbehaviour.

Note—These days 'will' is being used in place of 'shall' in such sentences also.

Rule 4. Shall with Second and Third Persons for Permission

'Shall' is used with Second and Third Persons to obtain Permission.

- Shall I lock the gate?
 (i.e. Do I have your permission to lock the gate?)
- 2. **Shall** I bring my father tomorrow? (*i.e.* Do I have your permission to bring my father tomorrow?)
- 3. **Shall** he be allowed to go? (*i.e.* Will he have your permission to go?)

Rule 5. Use of Will

Will is used in the following cases also:

(1) With **First Person** (**I** / **We**) to express determination:

- 1. I will keep my promise.
- 2. I will never be late now.
- 3. We will fight to the end.

(2) To express **possibility** or **probability**:

- 1. He will need a bigger house.
- 2. He will not reach in time.
- 3. That will be my letter.
- 4. You will get through.

(3) For **invitation**, **request** or **favour**:

- 1. **Will** you have tea with me?
- 2. Will you lend me your pen for a minute?
- 3. Will you not support me?

Note—In the above sentences in place of 'Will' we can also use would, woudn't, or would you mind. As:

- 1. Would you have tea with me?
- 2. Wouldn't / won't you have tea with me?
- 3. Would you mind having tea with me?

Remember that 'would' shows more courtesy.

- (4) To indicate some characteristic habit:
- 1. He will only talk about his sons.
- 2. He will play upon his guitar till midnight.

Exercise

Choose the correct alternative:

- 1. We will / shall go tomorrow.
- 2. They **shall / will** do it willingly.
- 3. He will / shall obey me.
- 4. He will / shall have to obey me.
- 5. I shall / will have to obey him.
- He shall / will not disobey me any longer now.
- 7. I will / shall have my pound of flesh.
- 8. He **will / shall** not be allowed to remain here now.
- 9. Will/shall he attend the office tomorrow?
- 10. **Shall / will I** see you tomorrow?
- 11. I shall / will do my best for you.
- 12. **Will / would** you mind going on a picnic with us.

Hints—(1) shall; (2) will; (3) will; (4) shall; (5) will; (6) shall; (7) will; (8) shall; (9) Will; (10) Shall; (11) will; (12) Would.

Rule 6. Will have + Past Participle

Will have + Past Participle express possibility or likelihood of an action having taken place in the Past. As:

- 1. The train **will have crossed** Allahabad.
- 2. He **will have left** the office by now.

Rule 7. Would have + Past Participle

Would have + Past Participle express the idea of a work that could not be completed in the Past. As:

- If he had worked a little harder, he would have secured first division.
- 2. Had he come a few days earlier, he would have seen his mother.
- Rule 8. 'Would' also expresses the idea that a certain action occurred occasionally in the Past. As:
 - He would often spend his evenings in the club.
 - 2. He **would** often go for swimming.

Rule 9. Would rather / Would sooner

These phrases express **Preference**.

- 1. I **would rather** remain at home.
- 2. I would rather break than bend.
- 3. I **would sooner** give up my claim.
- Rule 10. 'Should' expresses the sense of Duty, goodwill, and desirability or propriety of some thought or action. As:
 - 1. We **should** be kind to the animals.
 - You should serve your parents.
 - 3. You **should** not come late.
 - 4. He **should** be more reasonable.
- Rule 11. 'Should' also expresses the sense of Advice or Opinion. As:
 - 1. You **should** regularly go for the morning walk.
 - 2. You **should** not read in dim light.

Rule 12. Will / Would / Should

They express the sense of **guess**, **assumption** or **probability**. **As**:

- 1. She **should** be in class IV.
- She would be around sixteen years of age.
- 3. I see a boy coming. He will / would / should be my class-mate.

Rule 13. Should have + Past Participle

Should have + Past Participle express the sense that some person or thing could not complete its allotted task in the Past. As:

- 1. They **should have built** their own house.
- 2. He **should have completed** his work before going home.
- 3. The tree **should have borne** fruit by now.
- Rule 14. Should sometimes expresses the sense of 'If'. As:
 - 1. **Should** you come in time, I would give you a prize.
 - 2. **Should** I seek his help, he would certainly help me.

Exercise

Choose the correct alternative:

- The match will / would have been over by now.
- The match will / would have been over by now if it had not rained.
- He will / would have been the manager of the factory if he had not offended the chairman.
- 4. He will / would often be found sitting all alone on the sea-shore.
- I will / would rather resign than bear this insult.
- 6. I **will / would** sooner vacate this house than quarrel with the landlord.
- 7. We **would / should** be more considerate to the poor and needy.
- 8. She **should** / **would** be major next year.
- Would / should you apply next time, I would consider your claim.
- He would / should have taken more interest in his business.
- Hints—(1) will; (2) would; (3) would; (4) would; (5) would; (6) would; (7) should; (8) should; (9) Should; (10) should.

Rule 15. Shall/Will changed into should / would in Indirect Narration

While converting a sentence from **Direct to Indirect Narration**, 'shall' becomes 'should' and 'will' becomes 'would'.

He said, "I shall do it willingly." (Direct)
 He said that he **should** do it willingly.

(Indirect)

2. You said, "You will not go there."

(Direct)

You said that you would not go there.

(Indirect)

Rule 16. Shall / Should, Will / Would help in making Interrogative sentences. Their structure is:

Shall / Should / Will / Would + Subject + Verb in the Present Tense

As:

- 1. **Shall** we go now?
- 2. **Shall** I be allowed to go now?
- 3. Will he come today?
- 4. Would you now go?

Rule 17. Would like / Should like

'Should like' is used with First Person (I / We) and 'would like' with Second and Third Persons. Their structure is:

Subject + would like/should like + Infinitive As :

- 1. I **should like** to know your future plan.
- 2. He **would like** to know your future plan.
- Note—(i) In colloquial and American English 'would like' can be used in place of 'should like'.
 - (ii) There are some other expressions also which are used like would like / should like :

Would / should care / prefer / be glad / be inclined

As:

- 1. I **should prefer** to travel by bus.
- 2. He would be glad to meet you.
- 3. I **should be inclined** to go with you.

Rule 18. Shall / Will = Going to

In some sentences 'going to' can be used in place of shall / will for Future Tense. But it should be remembered that 'going to' is used to express the sense of 'immediate Future' only (not 'distant Future'). As:

1. He will travel by car.

Or

He is going to travel by car.

2. I **shall** have my dinner at the Imperial Hotel.

Or

I am **going to** have my dinner at the Imperial Hotel.

Rule 19. Would after wish

If 'would' is used after 'wish', it expresses strong desire. As:

- 1. I wish you would not refuse me.
- 2. I wish you would study science.

Note—After 'wish' we do not use 'will'.

Exercise

Correct the following sentences:

- He said that he shall not start a new business.
- 2. He asked, "What will you do if you fail in business?"
- 3. Will we start now?
- 4. Shall he be able to do it?
- He will like to know how you will proceed in the matter.
- 6. I will like to reach there by the earliest available train.
- We will prefer to have tea than a cold drink.
- 8. I shall be glad to have the pleasure of your company.
- 9. I really wish you will accept my proposal.
- 10. I shall be going to purchase a new car.
- 11. He will not be going to believe you.
- 12. We wish they will be friendly with us.
- Hints—(1) 'would' in place of 'shall'; (2) What would you do; (3) Shall; (4) Will or Would; (5) would like to know; (6) would like to reach; (7) would prefer; (8) should be glad; (9) you would accept; (10) am going to purchase; (11) is not going to believe; (12) would be friendly.

Must / Ought

Rule 1. Must / Ought express compulsion or necessity. As:

- 1. You must come to office at 10 O'clock.
- 2. You **ought** to come to office at 10 O'clock.

Note—Remember that after **ought** the Infinitive comes with 'to', but after **must** the Infinitive is used without 'to'.

Rule 2. Must not / Mustn't Or Ought not / Oughtn't

They convey the sense of **Negative compulsion** or **Prohibition** (i.e. emphatic 'no' or **restraint**)

- You mustn't jump out from a moving train
- You oughtn't to jump out from a moving train.

Rule 3. Must / Ought

They express the sense of **Assumption** or **Likelihood**. **As**:

- 1. This book **must** be very popular.
- 2. This book **ought to** be very popular.

Rule 4. Must / Ought

They also express the sense of **Duty** and **Obligation**. **As**:

- 1. We **must** love our country.
- 2. We **ought to** love our country.
- 3. We **must / ought to** be kind to the poor.

Rule 5. Must / Ought

They also convey the sense of **Advice** or warning.

- 1. You **must** drive cautiously.
- 2. You **ought to** drive cautiously.
- 3. You **must** avoid strong drinks.
- 4. You **ought to** avoid strong drinks.

Rule 6. Must have + Past Participle

This structure conveys the idea that a certain **action** must have been completed in the Past. **As**:

- He laboured very hard. He must have secured first division.
- He started very early. He must have caught the train.

Rule 7. Must be / Must have been also convey the sense of certainty. As:

- 1. He talkes very proudly. He **must be** an arrogant person.
- 2. He spoke very fluently. He **must have been** an orator.

Rule 8. Ought to have

This expression conveys the sense that a certain action ought to have been completed in the Past, but it could not be. **As**:

- He ought to have appeared at the examination.
- 2. He **ought to have** told the whole truth.
- 3. He **ought to have** come out in your support.

Exercise

Correct the following sentences:

- 1. He must to meet me this evening.
- 2. He ought meet me this evening.
- 3. This problem must to have been solved like this.
- 4. This problem ought have been solved like this.
- 5. You must not to act in a hurry.
- 6. You ought not act in a hurry.
- 7. He ought have reached well in time.
- 8. I ought have done it much earlier.
- 9. He ought not to have fight in the street.
- We ought not to have encourage him so much.

Hints— (1) drop "to" before 'meet'; (2) ought to meet; (3) must have been solved; (4) ought to have been solved; (5) must not act; (6) ought not to act; (7) ought to have reached; (8) ought to have done; (9) fought; (10) encouraged.

Need / Needn't

Rule 1. Need denoting 'Necessity'

When **Need** is used in the simple sense of **necessity**, it is used as an ordinary verb; i.e. in the **Present tense**, **third person**, **singular** it is **needs**, and in the **Past Tense**, it is **needed**. **As**:

- 1. **I need** a pen.
- 2. You / they need a pen.

- 3. **He needs** a pen.
- 4. I / you / he / they needed a pen.
- 5. I don't need a pen.
- 6. **She doesn't need** a pen.

Rule 2. Need in Negative Sentences

In Negative sentences wherein need is followed by a Negative word (not, never, none) or a Semi-Negative word (scarcely, hardly), we use need (not needs) even with Third Person, Singular in the Present Tense. And after that comes the Infinitive without 'to'. As:

- 1. He **need** not fear me.
- 2. He **need** never fear me.
- 3. He **need** hardly take my help.
- 4. He **need** scarcely demand any more help.

Rule 3. Need in Interrogative Sentences

In **Interrogative** sentences beginning with **Need** also we use only **need** (not **needs**) even with **Third person**, **Singular**. And then we use **Infinitive without 'to'**. **As**:

- 1. **Need** he go there?
- 2. **Need** he try again?

Rule 4. Need in 'Do' Interrogatives

In Interrogative sentences beginning with **Do** / **does** / **did**, we use the **Infinitive with 'to'**. **As**:

- 1. Do I need to go with him?
- 2. Does he need **to go** with you?
- 3. Did you need **to behave** like this?

Rule 5. Needn't

Needn't expresses the sense of **not binding**. We use **needn't** both with the **Singular** and **Plural**. **As**:

- 1. You **needn't** work so hard.
- 2. He **needn't** go there.
- 3. They **needn't** go there.

Rule 6. Needn't have + Past Participle

This construction means that an action completed in the past was either **not necessary** or **not proper**. As:

1. He **needn't have gone** there.

(unnecessary)

2. He needn't have behaved like this.

(improper)

Exercise

Choose the correct alternative:

- 1. I need / am need a good house.
- 2. I am **need / in need** of a good house.
- 3. He doesn't **need / needs** your help.
- 4. He **need / needs** not go so early.
- 5. Ram **need / needs** not apply again.
- He need / needs hardly any more medicine now.
- 7. **Need / needs** he meet you there?
- 8. Does he need **meet / to meet** you there?
- 9. Did he need **to quarrel** / **quarrel** over such a petty matter?
- 10. He needn't to wait / wait so long.
- 11. She needn't have sell / sold her car.
- 12. Your father needn't **to have / have** worried so much about you.

Hints—(1) need; (2) in need; (3) need; (4) need; (5) need; (6) need; (7) Need; (8) to meet; (9) to quarrel; (10) wait; (11) sold; (12) have.

Dare / Daren't

Rule 1. Dare denoting 'Challenge'

When **Dare** is used in the sense of **challenge**, we use it as an ordinary verb. That is, it is used according to the **Number** and **Person** of the subject in the **Present Tense** as either **dare** or **dares**. The Infinitive is used with 'to'. As:

- 1. He **dares** me to climb to the peak.
- 2. I dare you to compete with me.
- 3. They **dare** me to move this boulder.

Rule 2. 'Dare' in Negative Sentences

In **Negative** sentences when **dare** is followed by a **Negative** word (**not**, **never**, **none**) or **Semi-Negative** word (**hardly**, **scarcely**), we use **dare** (**not dares**) even with **Third Person**, **Singular** in the **Present Tense**. Also, the **Infinitive** is used without 'to'. **As**:

- 1. He dare not fight with me.
- 2. I dare not stand before you.
- 3. They **dare** not question my integrity.
- 4. He **dare** hardly speak before me.

Rule 3. 'Dare' in Interrogative Sentences

In Interrogative sentences beginning with Dare, we use dare (not dares) even with Third Person, Singular in the Present Tense. Also, the Infinitive coming after it is used without 'to'. As:

- 1. **Dare** he speak before you?
- 2. **Dare** he repeat the mistake?

Rule 4. 'Dare' in 'Do' Interrogatives

In Interrogative sentences beginning with Do / Does / Did, the Infinitive is used with 'to'. As:

- 1. **Does** he dare to challenge you?
- 2. **Did** he dare to argue with you?
- 3. **Do** I dare to stand before him?

Rule 5. Daren't

In Negative sentences both with Singular and Plural subjects we use daren't (not daresn't). As:

- 1. He daren't come before me.
- 2. I daren't go there alone.

Rule 6. Daren't have + Past Participle

This construction means that an action completed in the Past was either **not necessary** or **not proper**. As:

- He daren't have gone alone in the deep wood
- You daren't have challenged him like this.

Exercise

Choose the correct alternative:

- He dare / dares me to swim across the river.
- 2. I dare / dares you to swim across the river with me.
- 3. He dare / dares not accept my challenge.
- 4. She dare / dares not speak before me.
- He dare hardly speak / to speak before me.
- 6. I dare not disobey / to disobey him.
- 7. Dare he **speak / to speak** before me?
- 8. **Dare / dares** he wrestle with me?
- Does he dare wrestle / to wrestle with me?
- 10. He daren't / daresn't challenge me.

- We daren't / not dare act against his will.
- 12. Did he dare to neglect / neglect you?

Hints—(1) dares; (2) dare; (3) dare; (4) dare; (5) speak; (6) disobey; (7) speak; (8) Dare; (9) to wrestle; (10) daren't; (11) daren't; (12) to neglect.

Used to

- Rule 1. Used to carries the sense that an action was done either continually or habitually.
 - 1. He **used to** work on daily wages.
 - 2. He **used to** quarrel with his neighbour.
 - He used to play football in his school days.

Rule 2. Negative and Interrogative of 'Used to'

Negative and Interrogative sentences with **used to** are formed as given below:

- 1. He **used not** to live in this house.
- 2. **Used he** to live in this house?

Rule 3. Subject + Verb 'to be' + used to + Noun / Gerund

These sentences express the idea of being **habituated** to a certain matter or action. **As**:

- 1. He is **used to** hard life.
- 2. I am **used to** reading till late in the night.
- 3. They are **used to** travelling in crowded buses.

Rule 4. Do + use to

In colloquial and spoken English we make **Negative** or **Interrogative** sentences with **do** / **does** / **did** followed by **use to** (not **used to**). **As**:

- 1. He **did not use** to live in this house.
- 2. **Did he use** to live in this house?

Exercise

Correct the following sentences:

- 1. We **use / used** to work here together.
- 2. He use / used to be so kind to me.
- He used not / did not used to wear white khadi.
- 4. He used **to sit / sit** on the last bench.
- 5. I **used / am used** to an easy-going life.
- 6. He is used **to read / to reading** till late in the night.

- 7. He did not **use / used** to drive his own car.
- 8. **Did he use / used** to go every day by bus?

Hints—(1) used; (2) used; (3) used not; (4) to sit; (5) am used; (6) to reading; (7) did not use;

(8) Did he use.

Two Auxiliaries and Principal Verb

Rule 1. Two Auxiliaries + Principal Verb

Sometimes **two Auxliary Verbs** can be used with **One Principal Verb** only. But this is possible only when the same form of the Principal Verb may be used with both the Auxiliaries. **As**:

- 1. He neither **can** nor **will help** you.
- 2. He did not and should not tell a lie.

The use of Auxiliaries and the Principal Verb is correct in both these sentences. In the first sentence the Auxiliaries are **can** and **will** and with them the use of the same form of the Principal Verb **help** is grammatically correct. In the second sentence the Auxiliaries are **did** and **should** both of which would take the same form of the Principal Verb **tell**.

But if the Auxiliaries in the sentence are such as would need different forms of the Principal Verb, the same form of the Principal Verb would not serve the purpose. In that case, different forms of the Principal Verb with each Auxiliary will be needed. **As**:

- 1. He neither **has helped** nor **will help** you.
- 2. He has not told and should not tell a lie.

In the first sentence there are two Auxiliary Verbs—has and will. They will take two different forms of the Principal Verb: Has will take 'helped' and will 'help'. Therefore the Principal Verb will be used separately in the proper form with each helping Verb. In the same way, in the second sentence has will take 'told' and should 'tell' separately with each Auxiliary Verb.

We cannot write the above sentences as below:

- 1. He neither has nor will help you.
- 2. He has not and should not tell a lie.

Such errors are common and should be avoided.

Exercise

Correct the following sentences:

- 1. He can write and will write a long essay.
- 2. He should tell and will tell you a good story.
- 3. He has not and will not place all the facts before you.
- 4. He cannot and has not done any good to anybody.
- He dare not and has not gone alone to the wood.
- 6. We should not and have never quarrelled over our property.
- 7. We did not and have never told a lie.
- 8. We have never and will never hide anything from you.

Hints—(1) can and will write; (2) should and will tell; (3) has not placed; (4) cannot do; (5) dare not go; (6) should not quarrel; (7) did not tell; (8) have never hidden.

Position of Subject, Verb, Object and Complement

Rule 1. Subject + Tr. Verb + Object

Simple Affirmative sentence has the following structure:

- 1. He killed a snake.
- 2. She loves her home.

Rule 2. Subject + Tr. Verb + Object (Indirect) + Object (Direct)

There are some verbs which may take **two** objects. One of these objects is generally **living** (animate) and the second is **inanimate**. The animate object is called **Indirect Object** and the Inanimate object is called **Direct** object. **As**:

1. He gave **me** a **book.**

In this sentence **m e** (animate) is **Indirect Object** and **book** (inanimate) is **Direct Object**. In such sentences **Indirect Object** is used **first** and **Direct Object** at the **second place**.

In some cases **both** the objects may be **Inanimate**. The question would then arise which of the two inanimate objects is Direct object and which is Indirect object. In this regard it should be remembered that the object

with which we may use 'to' or 'for' within the sentence would be **Indirect Object**, and that with which 'to' or 'for' may not be used is Direct Object. **As**:

- 1. He has given his **car** a new **look.**
- We have given your village a new approach road.

In the first of these two sentences we can use 'to' before the object his car, but we cannot use 'to' or 'for' before the second object look. In the same way, we can use 'to' before village in the second sentence, but not before road. Therefore in these two sentences car and village are Indirect objects, and look and road are Direct objects.

Now the question is whether Direct object should be used first or the Indirect one in such cases. The general rule, as we have said above, is that Indirect object comes first and the Direct object later. But over and above this rule **two more** points should be kept in mind:

(1) The object to which we want to give **more importance** should be used **first**. With the change of emphasis, the sense of the whole sentence also changes a little. Look at the following sentence:

'He gave me a book.'

In this sentence the emphasis has been laid on **me** because it has been used as the **first** object. The sentence, therefore, means that he gave the book to **me alone** and to none else.

But if we write the same sentence thus:

'He gave a book to me.'

Now the emphasis has been changed from **me** to **book**. The sentence now means that he gave me **only a book** and nothing else.

(2) Another point to be kept in mind is that between the two objects, the one which is smaller (in fewer words) is used first, and the bigger one (in more words) is used later. As:

'He gave sweets to every member of the family.'

Here 'sweets' is the smaller object and therefore used first, and every member of the family, being the bigger object (in number of words), is used later (although it is Indirect object).

Rule 3. Subject + Tr. Verb + Object + Complement

Remember that complement is used after the object. **As**:

I nominate **you member** of the committee.

Here **you** is object and **member** is complement.

Rule 4. Causative Verbs (make / get / have)

Causative Verbs are those in which the **Subject** itself **does not act**, but causes something or someone else to act on its behalf. The structure of these sentences is as follows:

Subject + Make / get / have + Object + remaining part

- 1. He **made him** run away.
- 2. I **got him** dismissed.
- 3. He **had** the **orders** passed.

Rule 5. Verb + Preposition / Adverb + Noun

There are some sentences in which the **Verb** is used along with some Preposition / Adverb (**up** / **on** / **off** / **in** / **down** / **out** / **away**). At the same time the **Verb also has** a Noun or a Pronoun for its **object**. Now the question is whether the Preposition / Adverb is to be used earlier or the object. For this the general rule is that if the object is **small** (of one word only), it should be used before the Preposition / Adverb, but if the object contains **more words**, it should be used after the Preposition / Adverb. **As**:

1. Turn him out.

(Object before the Preposition)

2. Bring him in.

(Object before the Preposition)

3. I'll see you off.

(Object before the Preposition)

4. Take your coat off.

(Object before the Preposition)

5. Put your shirt on.

(Object before the Preposition)

6. Turn **out** the dirty beggarly man.

(Object after the Preposition)

7. Bring **in** my very dear friend.

(Object after the Preposition)

8. Put **on** your blue sport shirt.

(Object after the Preposition)