

**Rule-7** :- English में निम्नांकित collective Nouns ऐसी हैं जिनका use हम singular अथवा Plural दोनों form में कर सकते हैं।

- |              |              |           |
|--------------|--------------|-----------|
| ① Cabinet    | ⑪ Assembly   | ⑳ Company |
| ② Parliament | ⑫ Army       | ㉑ Media   |
| ③ Crowd      | ⑬ Team       |           |
| ④ Crew       | ⑭ Class      |           |
| ⑤ Jury       | ⑮ Government |           |
| ⑥ Audience   | ⑯ Herd       |           |
| ⑦ Mob        | ⑰ Public     |           |
| ⑧ Council    | ⑱ Staff      |           |
| ⑨ Committee  | ㉒ Fleet      |           |
| ⑩ family     | ㉓ Majority   |           |

**Rule-A** :- यदि उपर्युक्त Nouns का use सर्व सम्भति से किया जाये, तो इनके use द्वारा एक संख्या का ज्ञान होता है और हमें verb का use singular में करना चाहिए।

⇒ The committee — agreed over this issue. [has / have]  
~~Ans.~~ has.

⇒ The parliament — issued this ordinance.  
~~Ans.~~ has. [has / have]

**Rule-B** :- यदि उपर्युक्त Nouns का use सर्वसम्भारि से नहीं किया जाये, तो इनके use द्वारा विभिन्न सदस्यों का ज्ञान होता है, और हमें verb का use सर्वे Plural में करना चाहिए।

⇒ The cabinet — much divided over this article. (is/are)

Ans. are.

⇒ The crowd — started throwing stones.

Ans. ~~this~~ have. [has/have]

⇒ The committee — much divided in their opinion regarding the foreign policy.

Ans. were. [was/were]

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⇒ The committee — divided on this issue.

Ans. were. [was/were]

**Rule-8** :- यदि verb से पहले There का use किया जाता है, तो verb There के अनुसार नहीं आती है, बल्कि हमेशा दी गई Noun के अनुसार आती है। यदि Noun singular है, तो verb का use singular में करना चाहिए। यदि Noun Plural है, तो verb का use भी Plural में करना चाहिए।

⇒ There is lots of supports from the employees, for the proposal to / merge with the parent company. / No error.

Ans. are.

⇒ There is / a boy and a girl / who fall in love.  
~~Ans.~~ are.

⇒ There — many a attack on India.  
~~Ans.~~ has been. [has been / have been]

⇒ There — a rich merchant who has four  
 wives. [live / lives]  
~~Ans.~~ lives.

**Rule - 9** :- यदि sub. के रूप में Noun + Preposition + Noun  
 का use किया जाता है।

**Rule - A** :- यदि Preposition से पहले व बाद वाली  
Noun समान हो, तो दोनों Noun हमेशा singular  
 होनी चाहिए तथा हमें Verb का use भी singular में  
 करना चाहिए। जैसे- word for word, door to  
door, face to face, war after war, Ship  
after ship, woman after woman,  
Chance after chance, village after village

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⇒ Village after village — destroyed during.  
~~Ans.~~ was. [was / were]

**Rule - B** :- यदि Preposition से पहले व बाद वाली Noun  
 अलग-अलग दी गई हो, तो हमें Verb का use  
 हमेशा पहले वाली Noun के अनुसार करना चाहिए।

⇒ The markets of Delhi / is larger than /  
 those of Bikaner. / No error.  
 Ans. are.

**Rule-10** :- कुछ Adjectives से पहले 'The article' का use करके उन्हें Plural Noun की तरह use किया जाता है और हम verb का use Plural में करते हैं।

- ① The rich - धनवान लोग ④ The poor - गरीब लोग  
 ② The sick - बीमार लोग ⑤ The white - गोरे लोग  
 ③ The black - काले लोग ⑥ The old - बुजुर्ग लोग  
 ⑦ The young - सुवा लोग ⑧ The clever - चतुर लोग  
 ⑨ The Noble - शाही लोग ⑩ The blind - अंधे लोग  
 ⑪ The deaf - बहरे लोग ⑫ The meek - विनीत लोग

**Note** :- उपर्युक्त Adjectives के अन्त में s/es लगाकर Plural बनाना गलत है।

⇒ Wages are/ given/ to the poors. / No error.  
~~Ans~~ poor.

⇒ The blind — those who can not see.  
~~Ans~~ are. [is/are]

⇒ The rich is / generally proud / by their nature / No error.  
~~Ans~~ are.

**Rule-11** :- Many a तथा Many an के बाद आने वाली Noun सिर्फ countable तथा singular होती है तथा हम verb का use भी singular में करते हैं।  
यहाँ पर Many a तथा Many an का अर्थ हो जाता है - 'अनेक' परन्तु अलग-अलग समय पर।

⇒ Many a students / has passed / the I.I.T.  
examination / No error.  
Ans: student.

⇒ He told us that / many a man / were  
drowned in the sea.  
Ans was.

⇒ Many a tourist — visited this old place. 30 / 366  
Ans: has. [has / have]

⇒ Many an accident — on this road.  
Ans occurs. [occurs / occurs]

**Rule-12** :- Many  
A good many  
A great many  
many of  
A good many of  
A great many of

के बाद आने वाली Noun हमेशा countable तथा plural होती है और हम verb का use भी plural में करते हैं।  
many का अर्थ - 'अनेक'; परन्तु एक ही समय पर।

⇒ Many students was arrested / because of taking part / in student's agitation.

Ans. were.

⇒ Many of the criminals / was arrested / by Delhi Police. / No error.

Ans. were.

**Rule-13** :- It is time  
It is high time  
I wish  
I wish that  
O  
O that  
Would that  
If only

Go = went  
leave = left  
Be = were  
+ sub + V<sub>2</sub> form  
modal = would

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के बाद यदि Sub. दिया हुआ हो, तो हम Sub. के बाद हमेशा V<sub>2</sub> form का use करते हैं।

⇒ It is time we — home. (go)

Ans. went.

⇒ It is time / he has come / to us for help?

Ans. came.

⇒ I wish / I was the richest man / of this town.

Ans. were.

⇒ It is time I — in Delhi. (was / were)

Ans. were.



**Rule-14** :- Cardinal Adjectives (one, two, three, four, five ... etc.) के बाद Plural Noun का use हो तथा Plural Noun से Certain amount, certain weight, certain period, certain distance तथा certain height का ज्ञान हो, तो हम इनके साथ Verb का use singular में करते हैं।

⇒ six kilometres / are / a long distance. / No error  
~~Ans.~~ is.

⇒ A five year scheme / are implemented / by the government of India after every five year. / No error  
~~Ans.~~ is.

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⇒ Ten Lakh rupees / are / a large sum.  
~~Ans.~~ is.

**Note** :- परन्तु यदि इन्हीं cardinal Adjectives के बाद प्रयुक्त Plural Noun से अलग-अलग units का बोध हो, तो इसे Plural माना जाता है तथा verb का use भी Plural में किया जाता है।

⇒ Fifty rupees are to be distributed among the students.

⇒ Six months have passed since he came here.

**Rule - 15** :- यदि किसी sentence के sub के रूप में a/an + singular collective noun + of + Plural Noun का use किया जाता है, तो हम verb का use सदैव singular में करते हैं। जैसे -

- 1 A gang of robbers
- 2 A band of musicians
- 3 A band of nomads
- 4 A fleet of ships
- 5 A troop of soldiers
- 6 A troupe of dancers
- 7 A bunch of flowers
- 8 A bunch of keys
- 9 A regiment of soldiers
- 10 An army of soldiers
- 11 A bevy of girls
- 12 A series of questions
- 13 A school of fish
- 14 A shoal of fish
- 15 A team of doctors
- 16 A team of players
- 17 A packet of cigarettes
- 18 A bouquet of flowers
- 19 A herd of elephants
- 20 A herd of cattle
- 21 A herd of goats
- 22 A pair of shoes
- 23 A pair of scissors
- 24 A pair of spectacles



- 25 A pair of trousers
- 26 A pile of books
- 27 A quiver of arrows
- 28 A bundle of clothes
- 29 A bundle of sticks
- 30 A group of travellers
- 31 A group of people
- 32 A couple of days
- 33 A chain of mountains
- 34 A chain of events
- 35 A series of events
- 36 A congregation of worshippers
- 37 An assembly of hearers
- 38 A crowd of people
- 39 A swarm of ants
- 40 A pair of jeans
- 41 A galaxy of stars
- 42 A constellation of stars
- 43 A choir of singers
- 44 A gang of dacoits
- 45 A flock of sheep
- 46 A flight of stairs
- 47 A hamlet of villages
- 48

⇒ A series of questions /were given to us / by the teacher in the examination hall.

Ans. was.

⇒ A pair of shoes /were bought / by me yesterday. / No error.

Ans. was.

Note :- यहाँ पर पहले वाली Noun singular तथा बाद वाली Noun हमेशा Plural होनी चाहिए। अन्यथा sentence incorrect हो जाता है।

⇒ A team of /doctor / has arrived. / No error

Ans. doctors.

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⇒ A gang of robber / has / abducted. No error

Ans. robbers

⇒ A — of dancers.

Ⓐ Troop Ⓑ Troup Ⓒ Group

Ans. Ⓑ Troup.

⇒ A team of doctors — been abducted.

Ans. has.

[has / have]

⇒ A pair of shoes — . [was / were]

Ans. was.

Rule - 16 :- कुछ ऐसे Nouns हैं जो देखने में Plural लगते हैं, लेकिन वे singular होते हैं। जब इनका use sub. के रूप में होता है, तो इनके साथ हमेशा singular verb का use किया जाता है।

[A] बीमारियों के नाम - measles, mumps, shingles,  
Rickets

[B] खेलों के नाम - Billiards, Bowls, Darts, Draughts,  
Dominoes

[C] देश के नाम - The United States, The West Indies,  
The United Nations, The East Indies,  
The Athens, The Phillipines, The Wales

[D] पुस्तकों के नाम - The Arabian Nights, Three Muskeeters, Arms and the Man, The Rivals,  
Lamb's Tales from Shakespeare, Sohrab and Rustam, The Lions of The East, Gulliver's Travels, Tale of two cities

[E] विषयों के नाम - Physics, Economics, Civics,  
Statistics, Politics, Linguistics, Mathematics,  
Ethics, Gymnastics, Athletics, Tactics,  
Phonetics,

⇒ The United States — a big navy. [has / have]  
~~Ans.~~ has.

⇒ Gulliver's Travels — written by Swift. [was / were]  
~~Ans.~~ was.

**Rule-17** :- Each, Every, Everyone, Someone, somebody, Nobody, None, One, Any, Many a/an, more than one अर्थ में singular हैं। अतः इनके साथ Singular verb, Singular Noun, तथा singular Pronoun का use होता है।

- ⇒ Each student has come.
- ⇒ Each boy and each girl has come.
- ⇒ One must tolerate one's friend as well as one's enemy.
- ⇒ Many a student has not done his home work.
- ⇒ One should keep one's promise.
- ⇒ More than one man was present there
- ⇒ Many a man has come.

**Note** :- Plural Noun या Plural Pronoun के बाद Each का use हो, तो इसे Plural माना जाता है तथा इसके साथ plural verb का use होता है।

- ⇒ We each have a duty towards our nation.

**Note** :- One का use sub. के रूप में होने पर इसके साथ Pronoun के रूप में one, one's, oneself का use होता है he, him, his, himself का नहीं।

**Rule-18** :- काल्पनिक वाक्य प्रायः If, as if, I wish, as though, Suppose, In case, अथवा would that से शुरू होते हैं। इनके साथ चाहे sub. singular हो या Plural हम Plural verb were का use होता है was का नहीं।

⇒ I wish, I were a bird.

⇒ If he were rich, he would help others.

**Note** :- Optative sentence में singular व Plural दोनों sub. के साथ Plural verb का use होता है।

⇒ God save the king!

⇒ Long live the Queen!

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**Rule-19** :- The Amount of तथा Quantity of का Uncountable Noun के साथ use किया जाता है। यदि इनका use sub. के रूप में हो, तो इनके साथ singular verb का use होता है।

⇒ The amount of/money are/not sufficient.  
Ans. is.

[The amount of, A large amount of]  
[A great deal of, A good deal of]



**Rule-20** :- निम्नांकित uncountable Nouns के साथ हमेशा singular verb का use किया जाता है।

Furniture, Advice, Work, evedence, equipment,  
news, Information, Luggage, Baggage, Poetry,  
Percentage, knowledge, Dirt, Dust, Traffic,  
Electricity, music, Breakage, stationary,  
scenery, confectionery, Pett Pottery,  
Bakery, crockery, Behaviour etc.

⇒ The scenery of Kashmir has enchanted us.

⇒ I passed but the percentage of marks was not good.

**Rule-21** :- निम्नांकित Nouns दिखाने में Plural लगते हैं लेकिन अर्थ में singular होते हैं तथा इनके साथ हमेशा singular verb का use किया जाता है।

News, Innings, Politics, Summons, Physics,  
Economics, Ethics, Mathematics, Mumps,  
Measles, Rickets, Shingles, Billiards,  
Athletics etc. इनका 's' हटाने पर ये incorrect हो जाते हैं।

⇒ No news is good news.

⇒ Politics is a dirty game.

⇒ Economics is an interesting subject.

⇒ Ethics demands honesty.



**Rule - 22** :- कुछ Nouns का use केवल singular form में ही किया जाता है। ये uncountable Nouns होते हैं। इनके साथ A/An article का use भी नहीं होता।  
Scenery, Poetry, Furniture, Advice, Hair,  
Information, Business, Mischief, Bread,  
Stationery, Crockery, Luggage, Baggage,  
Postage, knowledge, Wastage, Money, work,  
Jewellery, Breakage, Equipment, Evidence  
word, (जब word का अर्थ - वाद, संदेश, परिचर्चा है) Fuel,  
Paper etc. इनका Plural नहीं बनाया जा सकता है।

⇒ I have no information about her residence.

⇒ The mischief committed by him is unpardonable.

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⇒ His hair is black.

⇒ I have bought some equipment that I needed for the project.

⇒ He gave me a piece of information.

⇒ All pieces of information given by her were reliable.

⇒ He ate two slices of bread.

⇒ I want a few articles of Jewellery.

⇒ Please show me some items of office stationery.

**Rule-23** :- निम्नांकित Nouns का use हमेशा Plural में होता है। इनके साथ कभी भी 's' नहीं लगता है।

Cattle, cavalry, infantry, poultry, gentry, peasantry, children, police, people etc.

⇒ Cattle are grazing in the field.

⇒ Our infantry have marched forward.

⇒ Police have arrested the thieves.

**Rule-24** :- निम्नांकित Nouns singular तथा Plural दोनों में एक समान रूप में रहते हैं।

Deer, Sheep, series, species, fish, crew, team, Jury, aircraft, counsel, Cabinet, Parliament, crowd, Audience, Mob, family, Council, committee, Assembly, Army, class, Government, Herd, Public, staff, fleet, Majority, Company, Media. etc.

⇒ Our team is the best.

⇒ Our team are trying their new uniform.

⇒ There are two fish in the pond.

⇒ There are many fishes in the aquarium.  
[fishes → विभिन्न प्रजातियों की fish]

**Rule-25** :- कुछ Nouns का use हमेशा Plural form में ही होता है। इन Nouns के अन्त में लगे S को हटाकर इन्हें singular नहीं बनाया जा सकता। इनका use हमेशा Plural में ही होता है, singular में कभी नहीं।

Scissors - (कैंची), Tongs (चिमटा), Pliers, Pincers, Trousers, Bellows (फूंकनी), Pants, Pajamas, shorts, gallows [फाँसी का फंदी], Fangs (डंक), Spectacles, goggles, Binoculars (दूरबीन), Sunglasses, Alms (दान), Amends (संशोधन), Arrears, Archives (ऐतिहासिक दस्तावेज), Auspices, fireworks, Embers (राख), Congratulations, Lodgings, Outskirts, Particulars, Proceeds, Regards, Riches, Remains, Savings, Shambles, Surroundings, tidings, Troops, Tactics, Thanks, Valuables, Wages, Belongings, Braces etc.

- ⇒ Where are my pants?
- ⇒ Where are the tongs?
- ⇒ The proceeds were deposited in the bank.
- ⇒ All his assets were seized.
- ⇒ Alms were given to the beggars.
- ⇒ The embers of the fire were still burnings.

## 2. Correct Form of The Verb

### Rule-1 :- Future Perfect Tense

I, We = Shall have + V<sub>3</sub>  
He, She, It, They = Will have + V<sub>3</sub>

⇒ यदि किसी sentence के अन्तर्गत by + time दिया हुआ हो, जैसे कि :- by Monday, By July, by 2018, by 2025, by tomorrow, by now, by the end of this month/year/week, by morning/evening, by 9.00 AM/PM Before Sunday, Before April, Before 2018, etc. तो हमें सदैव Future Perfect Tense का use करना चाहिए और यहाँ पर By का कार्य हो जाता है - 'तक'।

Note :- यदि Option के अन्तर्गत shall have नहीं दिया गया हो, तो हम I, We के साथ Will have का भी use कर सकते हैं।

⇒ She — (reach) Delhi by evening.  
Ans will have reached.

⇒ She will sell this old scooter / by the end of / this month. / No error.  
Ans. will have sold.

⇒ I compensate for / this loss / by 2015. / No error.  
Ans shall have compensated.

⇒ He will have spent all his money on Monday next.  
(A) upon (B) With ~~use~~ by (C) No improvement.

**Rule-2 :- Present Perfect Tense**

He, She, It = has + V<sub>3</sub>

I, We, You, They = have + V<sub>3</sub>

**Rule-A :-** यदि किसी sentence में Lately, Of late, currently, presently (हाल ही में), in recent months हाल ही के महीनों में, In recent years आदि Adverbials दिये हुए हों, तो हमें Present Perfect Tense का use करना चाहिए।

⇒ She —(be) in hospital lately.

Ans has been.

⇒ Of late / she joins / the opposite party.

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Ans has joined.

**Rule-B :-**

It is first time

It is second time

It is third time

It is four days

It is ten years

It is two months

It is three weeks

+ sub +  $\frac{\text{Has}}{\text{Have}}$  + V<sub>3</sub> form



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### Rule-C :-

It is five years since  
It is long years since  
It is many years since  
It is two months since  
It is a long time since  
It is four days since

+ Sub. +  $\frac{\text{Has}}{\text{Have}}$  + V<sub>3</sub> form =

Rule-D :- यदि किसी sentence के अन्तर्गत निम्नांकित दिये गये हो, तो हमें Present Perfect Tense

का use करना चाहिए।

① Yet - अभी तक

② Till now - अभी तक

③ Just - ठीक अभी

④ Just now - "

⑤ Ever - हमेशा

⑥ So far - दूर तक

⑦ Already - पहले से

⑧ since - से

⑨ for - से

⑩ This year/month/week/day =

⑪ This season

⑫ Never - कभी नहीं

⑬ Always - हमेशा

⑭ Occasionally - कभी-कभी

⑮ Often - प्रायः / अक्सर

⑯ several times - अनेक बार

⑰ up to now - अभी तक

⑱ up to the present - वर्तमान समय तक

⑲ During the last few weeks/- अंतिम कुछ सप्ताहों के दौरान

⑳ months/years/days etc.

Note :- यदि किसी sentence के अन्तर्गत yet तथा till now आये, तो उस sentence का Negative होना जरूरी है क्योंकि हम yet तथा till now का use केवल Negative sentence में करते हैं।



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**Note** : ① हम Just, already ever etc. का use has/have के बाद परन्तु main verb से पहले करते हैं।

② Yet का use हम has/have के बाद भी कर सकते हैं तथा sentence के अन्त में भी कर सकते हैं।

⇒ Police have arrested one of the for criminals/  
yet. / No error  
Ans have not.

⇒ She did not answer this question yet.  
Ans has not answered.

⇒ I have ever believed in God.

⇒ She has just reached Mumbai.

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⇒ She has not replied to me yet. ✓  
She has yet not replied to me. ✓

⇒ He ... be in hospital this year.  
Ans has been.

**Rule - E** :- यदि किसी sentence के अन्तर्गत this year, this month, this week, this season आदि दिगी है, तो हमें Present Perfect Tense का use करना चाहिए।

⇒ He — in hospital this year.

(A) is (B) was (C) will be (D) has been

Rule-3 :-

1.  $\boxed{\text{Has/have} + V_3} \leftarrow \boxed{\text{since/ever since}} \rightarrow \boxed{V_2}$
2.  $\boxed{\text{May have} + V_3} \leftarrow \boxed{\text{since/ever since}} \rightarrow \boxed{V_2}$
3.  $\boxed{\begin{array}{c} \text{Has been} \\ \text{Have been} \end{array} + V_3} \leftarrow \boxed{\begin{array}{c} \text{since} \\ \text{ever since} \end{array}} \rightarrow \boxed{V_2}$
4.  $\boxed{\begin{array}{c} \text{Has} \\ \text{Have} \end{array} + V_3} \leftarrow \boxed{\begin{array}{c} \text{since} \\ \text{ever since} \end{array}} \rightarrow \boxed{\begin{array}{c} \text{was} \\ \text{were} \end{array} + V_3}$
5.  $\boxed{\begin{array}{c} \text{Has been} \\ \text{Have been} \end{array} + V_3} \leftarrow \boxed{\begin{array}{c} \text{since} \\ \text{ever since} \end{array}} \rightarrow \boxed{\begin{array}{c} \text{was} \\ \text{were} \end{array} + V_3}$

Note :- English में यह नियम होता है कि यदि हमारा Answer A.V. में नहीं मिले तो इस स्थिति में हमारा Answer P.V. में हो सकता है।

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⇒ Two hours have passed since she — to hospital.

- (A) takes
- (B) will take
- (C) would take
- (D) was taken

Ans: (D) was taken.

⑥

Rule-4 :-

It is two days ago that  
 It is six months ago that  
 It is ten years ago that

} +sub. + V<sub>2</sub> Form

Rule-5 :-

I wish  
 I wish that  
 It is time  
 It is high time  
 O  
 O that  
 Would that  
 If only

} +sub. + V<sub>2</sub> Form

Leave = Left

Be = were

Modal = would

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Rule-6 :-

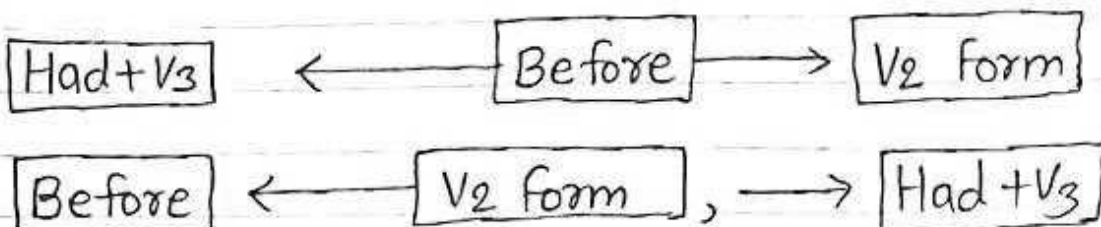
I wished  
 I wished that

} +sub + had + V<sub>3</sub>

Go = had gone

Be = had been

modal = would

Rule-7 :-

**Rule-8** :-

$V_2 \text{ form} \leftarrow \text{After} \rightarrow \text{Had} + V_3$

$\text{After} \rightarrow \text{Had} + V_3 \rightarrow V_2 \text{ form}$

⇒ The criminals had taken place before we reached there.

or  
⇒ Before we reached there, the criminals had taken place.

**Rule-9** :- यदि Imperative sentence के बाद कोई दूसरा sentence दिया हुआ हो और उस दूसरे sentence में verb का use पूछा जाये तो हमें हमेशा Present Continuous Tense का use करना चाहिए।

**Note** :- Imperative sentence वह sentence होता है, जिसमें sub. नहीं दिया हुआ होता है। Imperative sentence हमेशा V1 से प्रारम्भ होते हैं।

⇒ मुझे बताइये वह किस उद्देश्य के लिए दिल्ली में रह रहा है।  
Tell me for what purpose he — in Delhi.  
~~is~~ is living. (live)

⇒ कृपया रामलाल का सहयोग करें क्योंकि वह बाढ़ पीड़ित लोगों के लिए काम कर रहा है।  
Please support Ramulal because he is working for the flood affected people.

**Rule-10** :- यदि किसी sentence के अंतर्गत एक साथ दो clauses दिये हों, यदि उनमें से पहला clause Present में हो, तो दूसरा clause भी Present Tense में होना चाहिए। यदि पहला clause Past Tense में है, तो दूसरा clause भी Past Tense में होना चाहिए। बाकी का निर्णय Examiner पर पड़ता है।

⇒ He told me that / he is not agreed / to the proposal. / No error.

Ans. was.

⇒ He told me that he is canvassing for any individual.

(A) Had told (B) was telling (C) tells

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⇒ He told me that / he is / in quandary that day.

Ans. was.

⇒ He informs the police about the incident in which many people were killed.

Ans. informed.

⇒ He told us that / while he is returning from Jaipur.

Ans. was.