



# Must know **GRAMMAR** **RULES** for CAT

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## **1. Introduction to Grammar**

### **1.1 Introduction**

To be able to speak and write effectively, it is essential to be aware of the structure of words and how words come together to form meaningful sentences which makes effective communication possible. Grammar includes the rules and principles which determine the structure of sentences. Though, it is possible to communicate even without knowing the intricate rules of grammar, knowledge of grammar is absolutely essential for mastering the language. As a manager, you are expected to frame the right sentence structures for all forms of communication.

As Grammar is vast, this module on grammar is restricted to certain topics that can help the MBA aspirants improve on language skills and avoid committing errors on questions asked in the verbal ability section.

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## **1.2 Relevance in Entrance Tests**

In the verbal ability section of various tests, questions on grammar are frequently asked. The questions from Grammar have not been asked in the CAT exam for the last few years, however, it is an extremely important topic for all other MBA entrance exams such as SNAP, XAT, NMAT etc. Approximately 4-5 questions in XAT and in NMAT 8-9 questions, and in SNAP on basic Grammar and Vocabulary are asked each year.

## **1.3 What is measured & skills required?**

Your ability to understand the usage of the correct English language

- Ability to spot and correct grammatical errors

## **1.4 Skills required**

- ✓ Being familiar with basic grammar rules
- ✓ Practising Grammar questions from tests
- ✓ Being aware of prepositions, and phrasal verbs while reading



## 1.5 Format of questions asked

Grammar questions can be asked in any format.

A few examples have been given below:

### (A) Do As Directed:

**DIRECTIONS for questions:** Each sentence below has been divided into three parts. Mark the part that carries an error

1. The elder brother/ is different/ than the younger one.

1

2

3

Sol. 3

### (B) Fill in the following blanks with appropriate Prepositions:-

2. I have been here .....a long time.

Sol. Since

### C) Cloze Test on Prepositions:

I'm Peter and I live \_\_\_\_ (1) \_\_\_\_ Germany.  
\_\_\_\_ (2) \_\_\_\_ summer I like to travel \_\_\_\_ (3) \_\_\_\_ Italy,  
because \_\_\_\_ (4) \_\_\_\_ the weather and the people there.  
Last summer I took a plane \_\_\_\_ (5) \_\_\_\_ Munich to Rome.  
\_\_\_\_ (6) \_\_\_\_ the airport we went to our hotel \_\_\_\_ (7) \_\_\_\_  
bus. We stopped \_\_\_\_ (8) \_\_\_\_ a small restaurant for a  
quick meal. The driver parked the bus \_\_\_\_ (9) \_\_\_\_ the



restaurant. Nobody could find the bus and the driver, so we waited \_\_\_\_ (10) \_\_\_\_ the restaurant \_\_\_\_ (11) \_\_\_\_ one hour. The driver was walking \_\_\_\_ (12) \_\_\_\_ the small park \_\_\_\_ (13) \_\_\_\_ the restaurant which we did not know. So we were very angry \_\_\_\_ (14) \_\_\_\_ him. But my holidays were great. We sat \_\_\_\_ (15) \_\_\_\_ campfires and went dancing \_\_\_\_ (16) \_\_\_\_ the early mornings.

### **Solutions:**

- |    |      |     |         |     |       |
|----|------|-----|---------|-----|-------|
| 1. | In   | 7.  | By      | 13. | Near  |
| 2. | In   | 8.  | At      | 14. | With  |
| 3. | To   | 9.  | Behind  | 15. | Round |
| 4. | Of   | 10. | Outside | 16. | Till  |
| 5. | From | 11. | For     |     |       |
| 6. | From | 12. | Through |     |       |

### **D) Identify the sentence/ sentences which are grammatically correct**

1. a) He had leave of four days.
- b) I am hopeless to pass.
- c) We have never seen a so good boy.
- d) It was so big a box that I could not lift it.

**Sol.** Option D

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## **2. Parts of Speech**

Here, we will acquaint you with basic terms of Grammar. This chapter is important as most of the questions that appear in the tests are based on basic concepts.

After going through the terms, solve the exercise given in the chapter.

In grammar, a part of speech (also called lexical categories, grammatical categories or word classes) is a linguistic category of words. In English, there are eight parts of speech.

### **i. Noun**

A noun is a word used to refer to people, animals, objects, substances, states, events, ideas and feelings. A noun functions as a subject or object of a verb and can be modified by an adjective.

*Example:* John, lion, table, freedom, love ...

### **ii. Adjective**

Adjectives are used to describe or specify a noun or pronoun.

*Example:* The slow, meandering creek sang a gentle song.

good, beautiful, nice, my ...



### **iii. Pronoun**

A pronoun is used in the place of a noun or phrase. (Known as the antecedent -The word "antecedent" means a thing that existed before or logically precedes another)

*Example:* The pronoun is a lonely word; it must always be paired with an antecedent.

I, you, he, she, it.

### **iv. Verb**

A verb is used to show an action or a state of being.

*Example:* He is writing an essay

go, write, exist, be

### **v. Adverb**

An adverb is used to modify a verb, adjective and other adverb

*Example:* He sat quietly under the tree.

completely, never, there ...



**vi. Preposition**

Prepositions are used before nouns to form a phrase that shows where, when, how and why

Eg-in, above, to, for, at ...

**vii. Conjunction**

Conjunctions join clauses or sentences or words

Eg-and, but, however, so, although

**viii. Interjection**

Interjections are used to show surprise or emotion.

oh! Good Lord



## **Practise Exercise - 01**

**DIRECTIONS:** *Identify the part of speech of the underlined words*

1. She was running at a high temperature.  
a) adjective      b) adverb      c) noun
2. I am the happiest woman in the world.  
a) adverb      b) adjective      c) verb
3. He has many influential friends.  
a) noun      b) verb      c) adjective
4. Choose the lesser of the two evils.  
a) adverb      b) noun      c) verb
5. Hari is the most intelligent boy in the class.  
a) conjunction      b) preposition      c) adverb
6. A fast car goes fast.  
a) verb      b) adjective      c) adverb
7. She was angry but she said nothing.  
a) preposition      b) pronoun      c) conjunction



8. Find the correct match of grammatical function with usage

1) adjective	5) You may go after having your lunch
2) adverb	6) It appears to be the after effect of the disease
3) conjunction	7) Many graduates are hankering after jobs
4) preposition	8) He came soon after

- a) 1-8, 2-5, 3-6, 4-7      b) 1-6, 2-5, 3-8, 4-7  
c) 1-5, 2-8, 3-7, 4-6      d) 1-6, 2-8, 3-5, 4-7

9.

1) adjective	5) The fire engine came rushing down the hill
2) Preposition	6. He has seen the ups and downs of life
3) Noun	7) Down with the tyrant!
4) Verb	8) The porter was hit by the down train.

- a) 1-8, 2-5, 3-6, 4-7      b) 1-6, 2-5, 3-8, 4-7  
c) 1-5, 2-6, 3-7, 4-8      d) 1-5, 2-7, 3-6, 4-8



10.

1) adjective	5) Rain comes from above.
2) adverb	6. His conduct is above suspicious.
3) Noun	7) Look above the mantel piece.
4) reposition	8) The above information is for the public.

a) 1-8, 2-7, 3-5, 4-6

b) 1-7, 2-6, 3-5, 4-8

c) 1-8, 2-5, 3-6, 4-7

d) 1-6, 2-8, 3-5, 4-7

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### **3. Basic Grammar Rules – I**

#### **3.1 Rules for Usage of Nouns**

1. The following nouns are used in the same form, whether singular or plural:

Deer, sheep, fish, apparatus, yoke, dice, scenery

2. The following nouns are singular in form but are used as plurals:

Progeny, alphabet, swine, poultry, cattle, peasantry, artillery, police, company, infantry, clergy, gentry, people

3. The following nouns are plural in form. Their form is not changed whether these are used as singular or plural: odds, spectacles, alms, tidings, trousers, intestines, annals, tongs, riches, credentials, proceeds, scissors, gymnastics, environs, measles, gallows, assets, breeches, wages and auspices

4. The following nouns are plural in form but are used as singulars:

physics, economics, innings, news, mathematics, statistics





5. The following nouns are not changed into plural nor are preceded by an article of indefiniteness (a or an) bread, mischief, business, advice, language, hair, furniture, poetry, information, scenery
6. Material nouns like brick, stone, marble, iron, and wood are not changed into plurals when they denote a mass of matter.
7. When a noun serves the purpose of an adjective in a compound word (a word made up of two nouns), it is not changed into the plural form. E.g. a ten-rupee note; four-mile race, five-man delegation
8. Possessive case of a noun (nouns with 's) is used:  
(a) with living things.

For **example:** Mohan's cap, Ram's school, sister's right.

**Incorrect:** This room's carpet must be changed.

**Correct:** The carpet of this room must be changed.  
(Room is a lifeless thing)

- (b) with personified things.

*For example:* Fortune's wheel, Nature's laws, Fate's doing etc.



(c) with time or weight or space.

*For example:* Day's work, Minute's rest, Night's journey.

(d) for objects with dignity.

*For example:* the Court's order.

(e) in some phrases like "out of harm's way", "at his wit's end."

10. When two nouns are joined by 'and' apostrophe 's' ('s) is added to both if we want to denote the possession of both and to last if we denote joint possession.

**Incorrect:** Suzy's and Jason's father was present.

**Correct:** Suzy and Jason's father was present.

11. Sometimes 's is wrongly put in place of a preposition.

**Incorrect:** This author's book is not good. (Book possessed by this author).

**Correct:** The book of this author is not good. (Book written by this author).



12. Double possessives should not be used.

**Incorrect:** My mother's brother's daughter came.

**Correct:** The daughter of the brother of my mother came.

13. In the case of "somebody else", "everyone else", "anybody else", "anyone else" etc., 's is put after else.

**Incorrect:** This is somebody's else job.

**Correct:** This is somebody else's job.

14. When we speak of two things of the same class, the word other should not be left out.

**Incorrect:** Neither his brother nor any member of the family helped him.

**Correct:** Neither his brother nor any other member of the family helped him.

15. The same noun should not be used first as the object of a transitive verb and then as the object of a preposition used after an intransitive verb in the same sentence.

**Incorrect:** The more I think the less willing I am to accept your suggestion.



**Correct:** The more I think about your suggestion the less willing I am to accept your suggestion.

16. If a noun is used twice and is compounded with two different adjectives, it must be used twice.

**Incorrect:** What is your opinion about our home and foreign policy?

**Correct:** What is your opinion about our home policy and foreign policy?

## **3.2 Rules for Usage of Verbs**

There are three periods in which any work can be done – Present, Past, and Future.

### **I. The Present Tense**

Clearly, there are four forms of the Present Tense.

- a) Present Indefinite, e.g. “He works hard”
- b) Present Continuous, e.g. “He is working hard”
- c) Present Perfect, e.g. “He has worked hard”
- d) Present Perfect Continuous, e.g. “He has been working hard”.



## **a) Present Indefinite Tense:**

It is used in the following cases:

1. Whenever there is a customary or habitual activity seen as a whole, e.g. "He always greets me."
2. For expressing a general truth, e.g. "The sun rises in the east."
3. When we speak of a person or an event, which occupies a significant place in history, e.g. "Kalidas is the greatest writer of Sanskrit plays."
4. When we refer to an author's writing, e.g. Shakespeare, in one of his plays, says that "Life is a tale told by an idiot ....."
5. If a subordinate adverbial clause begins with any of the following words.

When, whenever, until, till, as soon as, before, after, as long as, if, unless future tense is replaced by present indefinite tense, e.g. "I will ask him when he meets me."



## **b) The Present Continuous Tense:**

In this case, IS, ARE, AM are followed by the first form of the verb + ING, e.g. “am going”, “is doing.” It is used:

1. When action is in progress, e.g. “I am listening to you.”
2. When we refer to something happening now but not necessarily at that moment, e.g. “I am writing an article though I am busy these days.”
3. Sometimes it refers to the future e.g. “I am leaving tomorrow.”
4. The following verbs are not used in the continuous form:-

see, feel, hear, smell, know, think, understand, suppose, wish, hope, doubt, prefer, remember, forget, seem, belong, possess.

## **c) The Present Perfect:**

The Present Perfect is formed by putting past participle of the verb after HAS or HAVE, e.g. “I have already resigned.”

The Present Perfect tense is used:

1. to express a recently completed action.



*Example:* He has just returned from Bombay.

2. for such past actions in which time is neither given nor definite.

*Example:* I have read your letter but I do not agree.

3. for actions which occurred in the past and the connection with the present is still maintained.

*Example:* He has written many poems.

The above given sentence implies that the person is alive and can write poems now also.

4. is used with the words like lately, recently, and yet.

*Examples:*

There have been many changes recently.

They haven't finished their work yet.

5. is used with a time expression.

*Examples:*

I have smoked since my college days.

He has lived in this house all his life.

6. verbs 'knowing', 'believing', 'understanding' cannot be used in the Present Perfect tense. But we can say:



*Examples:*

I have always believed my friends.

I have known him since long.

## **d) The Present Perfect Continuous**

This tense is formed by using the Present Perfect of the verb 'to be' + the present participle.

*Examples:*

I have been listening to you.

He has been avoiding your company.

It can be used:

1. for the action which began in the past and is still continuing.

*Examples:*

I have been typing for an hour.

I have been exercising since morning.

2. for a repeated action in the simple present perfect.

*Example:* I have been warning him since morning.





## **II. The Past Tense**

### **a) The Simple Past Tense**

It is formed by adding 'ed' to the infinitive past tense in the regular verb. It can be used:

1. for a past action when the time is given.

*Example:* He left this place yesterday.

2. when the time is asked.

*Example:* When did you visit him?

3. when the action occurred at a definite time though the time is not mentioned.

*Example:* I bought this pen from that shop.

4. for an action whose time is not given but it was during a period of time but now finished.

*Example:* he played cricket for years (does not play now).

5. for a past habit.

*Example:* He always bullied me.

6. Past subjunctive (it has the same form as the simple past tense in all verbs except to be whose past subjunctive is WERE) is used after 'if, 'if any',



'as if', 'as though' or 'wish' to indicate unreality or improbability.

*Examples:* If we lived on the moon (unreal)

He behaves as if he were my boss.

I wish I were a king. (unreal).

### **b) The Past Continuous Tense**

It is formed by the past tense of the verb 'to be' + the present participle.

*Example:* I was helping him with that work.

This tense is used:

1. i) to indicate gradual development.

*Example:* I was getting late.

- ii) for action which began earlier but continued after it.

*Example:* At that time I was examining papers.

- iii) when time expression is replaced by simple past tense.

*Example:* When I came he was changing his dress.

- vi) in descriptions also.



*Example:* He was reading a book, his mother was sleeping and his sister was singing softly to herself when there was a knock at the door.

2. i) in the indirect speech,

*Example:*

*Direct:* He said, "I am working hard."

*Indirect:* He said that he was working hard.

- ii) in place of the future in the past.

*Example:* He was studying hard for he was taking the test in the afternoon

- iii) with 'always'.

*Example:* He was always abusing me. (gives a frequently repeated past action).

3. to indicate a more casual and less deliberate action. *Example:* I was talking to him the other day.

### **c) The Past Perfect Tense**

This tense is formed with 'had' and the past participle of the verb. It is used:

1. for an action which began before the time of speaking in the past and is still continuing or has finished recently.



*Example:* He was in a police uniform; he had been with the police force for five years.

2. When the narrator speaks about an earlier action at a particular point of time in the past.

*Example:* He had resigned when I contacted him.

3. The past perfect tense is used in the time clauses in the following cases:

i) when we refer to two actions – the first is complete before the second one started.

*Example:* when he had finished his argument, I started my arguments.

ii) after is normally followed by perfect tense.

*Example:* After he had finished his work I called him.

iii) verbs of knowing, understanding etc. except when modified by a time expression are not used in past perfect tense in the time clauses.

*Example:* When I had learnt the work I was confirmed.



4. Past perfect tense is used in indirect speech in the following cases:

i) Present Perfect tense in direct speech is changed into past perfect tense in indirect speech.

*Example:*

Direct: He said, "I have finished the work."

Indirect: He told me that he had finished the work.

ii) Simple past tense in direct speech generally changes into past perfect tense.

*Example:*

Direct: He said, "I knew her father."

Indirect: He told that he had known her father.

### **d) The Past Perfect Continuous**

This verb is formed with had been + the present participle, e.g. "had been looking."

It can be used:

1. When the action began before the time of speaking in the past and continued up to that time or stopped just before it.

*Example:* He had been working since 3 P.M. so he was exhausted.



2. A repeated action in the past perfect can sometimes be expressed as past perfect continuous.

*Example:* He had been trying to meet you.

### **III. The Future Tense**

#### **a) The Simple Future Tense**

- (i) Simple future tense is formed by using shall/will + infinitive without 'to'.

'Will' & 'Shall' form can be used:

1. to express speaker's opinions, assumptions & speculations about the future. It is accompanied by the verbs like think, know, believe, doubt, suppose, assume, expect, hope, feel, dare-say, wonder etc. and by the adverbs like probably, possibly, perhaps etc.

*Example:* I suppose I will win the match. I hope I will succeed. Probably he will come.

2. For future habitual action.

*Examples:* Hens will lay eggs. Birds will build nests.

3. With clauses of condition, time & purpose.



*Examples:* If deny he will abuse me. I am sending this message so that he will be ready.

4. For the future plans.

*Examples:* The President will inaugurate this meeting. He will take two months' leave.

5. Won't is used to express negative intention.

*Example:* won't meet him today.

(ii) 'Going to' form is also used to express future tense.

*Example:* I am going to meet him. (I will meet him).

'Going to' form is used:

1. for the speaker's intention to perform a future action. Intention is pre-mediated, some preparation has been made and is likely to be performed (not definitely).

*Example:* I am going to speak to the President.

2. When we refer to the near future. *Example:* He is going to make a speech.

3. to express the speaker's feeling of certainty.

*Example:* Thick clouds are there; it is going to rain.



### **b) The Future Continuous Tense**

It is formed with the future tense of the verb “to be” + the present participle.

*Example: ‘shall be working’, ‘will be meeting’.*

Sometimes present continuous tense is also used for future tense. The difference in the meaning will be:

1. Present continuous tense refers to deliberate future action. Future continuous tense refers to less definite and more casual action.
2. The Present continuous can only be used with a definite time and for the near future. Future continuous, is used with or without definite time and for the near or distant future.
3. Will + infinitive should be distinguished from future continuous tense,
  - (a) the former express future with intention and the latter without intention,
  - (b) will + infinite can express invitation, police request or command but future continuous can have none of these meanings.





4. The future continuous can also be used like other continuous tenses, to express an action which will continue for some time without definite limits.

*Example:* When I reach there he will be waiting for me.

### **c) The Future Perfect tense**

It is formed with shall/will + perfect infinitive (without to).

*Example:* You will have taught for 20 years before you retire.

It can be used with a time expression.

*Example:* I shall have finished by the time you leave. (This clearly implies that 'I have not finished.')

### **d) The Future Perfect Continuous tense**

It is formed with will have been + present participle.

*Example:* I will have been waiting for my turn for 2 hours.



## **3.3 Auxiliary Verbs and Modals**

### **Rules applicable to all auxiliaries:**

1. All auxiliaries (except be, have, do) are used in the same form for all persons.

*Example:* I can, you can, we can, he can etc.

2. Auxiliaries are not normally used in the continuous tenses except when it is used in passive voice.

3. Auxiliaries are followed by the infinitive:

- a) be, have, ought, used are followed by an infinitive with to.

*Example:* He is to meet you. He has to work hard.

- b) do, can, may, must, will, and shall are followed by the infinitive without 'to'.

*Example:* You may come. You must finish work.

- c) Need and Dare take infinitives without 'to', but when conjugated with 'do' they take infinitives with 'to'.

*Example:* You dare not oppose me. He did not dare to speak the truth.



## **3.4 Subject Verb Agreement**

By Agreement, we usually mean that the Number (singular/plural) of the Subject must match with the Verb.

This will be clear if you study the following rules carefully.

1. If the sentence has one subject then depending on the number of that subject the verb will be in singular or plural to match the number of subjects.

*Example:* A boy is crying. The boys are crying.

2. If the sentence has two subjects which are joined by “and” then the verb is in Plural.

*Example:* A boy and a girl are crying. The boys and girls are crying.

3. If two singular subjects are joined by ‘neither....nor, either....or’ then the verb is in singular.

*Example:* Either a boy or a girl is crying. Neither the boy nor the girl is crying.

4. If two Plural subjects are joined by ‘neither....nor, either....or’ then the verb is in Plural.

*Example:* Either the boys or the girls are crying.



Neither the boys nor the girls are crying.

5. If one singular subject and one plural subject are joined by 'neither....nor, either....or' then the verb agrees with the subject nearer to it.

*Example:* Either the boy or the girl are crying.

Neither the boy nor the girl is crying

6. When two subjects are joined by "as well as, rather than, more than, as much as," then the verb agrees with the first subject.

*Example:* The boy, as well as the girl, is crying.

The boy, rather than the girls, is responsible.

7. (One or more/One or two) + Plural Subject Plural Verb.

*Example:* One or more boys are crying

One or two girls are crying

8. (More than one/Many a) + Singular Subject + Singular Verb.

*Example:* More than one boy is crying.

Many a girl is crying.



9. Any of + Plural Subject +Plural Verb.  
*Example:* Were any of the boys crying?  
One or two girls are crying.
10. None of + Plural Subject +Singular Verb.  
*Example:* None of the clothes is dirty.  
None of the money has been found.

### **3.5 Verbal Idioms and Their Usage**

#### **1. Come and Go**

The king of Japan went on a visit to London while I was there.

The inspector is going to our school tomorrow.

These sentence constructs are incorrect. Movement towards the speaker's position is given by 'come' and Movement away from the speaker is given by 'go'. The correct sentence constructs would be

The king of Japan came on a visit to London while I was there.

The inspector is coming to our school tomorrow.



The following idioms 'to go for', 'to go to', 'to go on' are used thus

We go to a function. (marriage, party, cinema)

We go for an activity. (walk, swim, run)

We go on a journey or anything involving travel.(picnic, tour, outing)

He went to Bombay by train last night and should be reaching there this evening.

He went is used only when the person referred to has already reached his destination. **If he is still in transit then we must say**

He left for Bombay yesterday and should be reaching there this evening.

## 2. To Say and To Tell

The verb to say takes a limited number of objects which are this, that, it, something, nothing, everything, a lot, a great deal, little(a few, some, any) words, a word, prayers.

The difference between to say and to tell is clearly indicated in the example below.

He said me a story.



He told me a story.

\* “said never takes a Personal Object whereas told can take the same”.

The verb said is never used with the infinitive whereas the verb told may be used with the same.

### **3. To Inform**

Informed always takes a direct personal object and is used with ‘of, about, or a that’.

His brother informed him the good news.  
(Incorrect)

His brother informed him of the good news.  
(Correct)

### **4. To describe, to discuss, to mention**

All these Verbs are Transitive hence the following sentences are incorrect.

1. He described about his experiences in Spain.

2. They are going to discuss about the matter.

3. Do not mention about the matter to anyone.

In all the three sentences the ‘**about**’ must be dropped to get correct sentences.



### **5. To order, stress, emphasize**

All these verbs are always transitive, therefore the following sentences are incorrect.

1. He ordered a cup of coffee.
2. He stressed on the need for unity.
3. He emphasized on the critical aspects.

In Sentence 1 'for' must be dropped. In Sentences 2 and 3 'on' must be dropped.

### **6. The verbs, 'impress, oppress, overwhelm, affect, possess, surround, enclose' can take both 'by' or 'with'**

1. I was impressed by (with) his kindness.
2. He was overwhelmed by (with) joy.
3. He was affected by (with) grief at his friend's death.
4. He was possessed by (with) the idea of joining the army.

However, the following sentence constructs are incorrect.

5. He impressed me by his kindness.





6. He overwhelmed me by his good manners.

**Note:** If the doer is the subject (as is the case in sentence 5 and 6) then the above verbs take only 'with'. Otherwise (as is the case in sentence 1, 2, 3 and 4) the verbs can take either 'with or by'.

### **7. To Comment**

He was heard commenting about the subject.

This sentence construct is incorrect. You always comment **on** something never comment about.

### **8. The use of 'Both' and 'Not only.....but'**

Examine the following sentences using 'both' and a Preposition

1. He was fond of both reading and writing poetry.

2. He was fond both of reading and of writing poetry.

The above two sentences are correct sentence constructs using 'both + preposition (of)'. However, the following sentence construct is incorrect.

3. He was fond both of reading and writing poetry.

The same rule applies to Not only.....but



4. He was fond of not only reading but writing poetry as well
5. He was fond not only of reading but of writing poetry as well.

### 9. **Cannibalism**

This term is used when one Preposition swallows another resulting in a grammatical error.

*Examples:*

**Incorrect:** The house that he stays in Madras is a small one.

**Correct:** The house he lives in, in Madras is a small one.



## 3.6 Rules of Pronouns

A pronoun is a word used instead of a Noun. It helps us avoid repetition of the noun every time we make a reference to the same noun.

I am young

We are young

You are young

You are young

He (she, it) is young

They are young

All the underlined words are called Personal Pronouns.

**Personal Pronouns have three forms.**

1. **Subject Form** - Ask the question 'Who' before the verb.

I (you, we, he, they) ate the apple.

2. **Possessive Form** - Ask the question 'whose' before the verb.

The Apple is mine(yours, ours, his, theirs).

3. **Object Form** - Ask the question 'whom/to whom' after the verb

The teacher hates me (you, us, him, them).

The apple belongs to me (you, us, him, them).



*Example:* Why don't you and me go for a walk?

This sentence construction is incorrect. Here the pronoun takes the Subject form as is indicated by asking the question 'who' before the verb. The correct sentence is

Why don't you and I take a walk?

For all inanimate objects, we use 'it' as the pronoun form.

*Example:* The desk fell and it split into two.

The baby had its bath.

Note –

'its' as a personal pronoun is often confused with "it's" which means it is.

The university said its closed for a week.

This sentence construct is incorrect. Here 'its' stands for 'it is' therefore use "it's."

### **The Possessive Case**

The Possessive Case indicates the relation between two nouns placed next to each other, where the first noun denotes possession or ownership.

*Example:* The king's crown, the boy's book.



## **Rules for the use of Possessive Case**

1. If the noun is singular then we form the Possessive Case by adding an apostrophe and an 's' to the noun as shown in the examples above.
2. When a noun is plural and ends in "s" then the Possessive Case is formed by adding an apostrophe at the end of the plural form.

*Example:* horses' tails, girls' school

3. When two Nouns are in Apposition then we put the Possessive Case on the latter.

*Example:* That is Tagore the poet's house.

4. When one noun follows another with the intention of describing the preceding noun, the noun which follows is said to be in Apposition. In the above Example, the noun poet describes the noun Tagore.

## **Rules for Usage of Pronouns**

1. A pronoun must invariably gel with its antecedent
  - (i) 'one' must be followed by "one",
  - (ii) "everyone", "anyone" or "nobody" are followed by "his".



(iii) if the second (you) and third person (he) are used as pronouns following pronoun should be 'you', 'your' etc.,

(iv) If first (I) and second (you) person pronouns are used the following pronoun will be "our".

- a. **Incorrect:** One should not forget his work.
  - b. **Correct:** One should not forget one's work.
  - c. **Incorrect:** Everyone is in charge of one's job.
  - d. **Correct:** Everyone is in charge of his job.
  - e. **Incorrect:** You and he are aware of their duties.
  - f. **Correct:** You and he are aware of your duties.
2. If a pronoun is the complement of to be, it should be in the subjective case.
- Incorrect:** It is him who met me.
- Correct:** It is he who met me.
3. **Let** is followed by the objective case of the pronoun.
- Incorrect:** Let you and he work together on the project.
- Correct:** Let you and him work together on the project.



4. If a pronoun is the object of a preposition it should be in the objective case.
- a. **Incorrect:** This is between you and I that he is a thief.
  - b. **Correct:** This is between you and me that he is a thief.
  - c. **Incorrect:** Besides I none else was there at the function.
  - d. **Correct:** Besides me no one else was there at the function.
5. The pronoun who is used when the verb is in active voice.
- Incorrect:** There are many girls whom we know are diligent.
- Correct:** There are many girls who we know are diligent
6. Pronoun whom is used when the verb related to it is in passive voice.
- Incorrect:** Who are you calling to inform?
- Correct:** Whom are you calling to inform?



7. If a relative pronoun is used in subjective and objective cases (who, whom) we cannot put one pronoun in place of two.

**Incorrect:** He met a foreigner who he knew and was a famous singer.

**Correct:** He met a foreigner whom he knew and who was a famous singer.

8. When a pronoun follows 'than' or as its case is decided by imagining the verb and completing the sentence.

**Incorrect:** He is better placed than me in all respects.

**Correct:** He is better placed than I in all respects. (The completed sentence needs 'I am').

Compare the following two sentences:

"You like me more than he."

"You like me more than him."

The first sentence when completed will be "you like me more than he likes me." The second sentence when completed will be "you like me more than you like him."





9. **'The same'** should not be used in place of a pronoun.

**Incorrect:** After finishing this novel return the same to me.

**Correct:** After finishing this novel return it to me.

10. The pronoun **'IT'** comes before the phrase of the clause to which it refers whereas **'this'** follows the phrase or clause it refers to.

*Examples:* "It is clear that he is a hypocrite."

"He hurled abuses at me and this was quite annoying."

11. When the following verbs are used reflexively, a reflexive pronoun must be put after them. **Enjoy, acquit, absent, avail, resign, over-reach, apply, exert, adapt, assert.**

**Incorrect:** He enjoyed during the plane journey.

**Correct:** He enjoyed himself during the plane journey.



12. Reflexive pronoun is not used after the following verbs:

**Make, lengthen, stop, steal, form, feed, qualify, gather hide, burst, roll, rest, turn speed, open, move, bathe, break, keep.**

**Incorrect:** We kept ourselves away from the controversy.

**Correct:** We kept away from the controversy.

13. We cannot use the reflexive pronoun in place of a noun.

**Incorrect:** She and myself will work together.

**Correct:** She and I will work together.

14. 'THAT' is used in preference to WHO and WHICH in the following cases:

- a) after adjectives in the superlative degree, e.g. "This is the finest that we can have"
- b) after the words like all, same, nothing and only, e.g. "All that glitters is not gold."
- c) after interrogative pronouns, e.g. who are you that should poke your nose in my affairs?



- d) after two antecedents one denoting a person and the other a thing or an animal, e.g. the horseman and her dog that came, have gone.

15. After SUCH and SAME pronouns AS or THAT are used.

“Such a threat as he has given is not good.”

“It is the same book that I had rejected.”

16. A relative pronoun should be put as close to the noun it refers to, as is possible.

**Incorrect:** I went to Piramal’s house who was a great painter.

**Correct:** I went to the house of Piramal who was a great painter.

17. The nouns like MANNER and WAY should be followed by IN WHICH.

**Incorrect:** The way we tackled the situation was not desirable.

**Correct:** The way in which we tackled the situation was not desirable.



18. A noun or pronoun in the possessive case should not be used with an abstract noun.

**Incorrect:** He cannot bear your separation.

**Correct:** He cannot bear separation from you.

In the above given example 'separation' is an abstract noun so it should not be preceded by a possessive pronoun 'your'.

19. 'Each other' is used for two and "one another" for more than two.

**Incorrect:** These seven friends love each other.

**Correct:** These seven friends love one another.

20. 'WHAT' is equivalent to 'that which' and is used without any antecedent, e.g. in the sentence "What cannot be cured must be endured" there is no noun before 'what'.

21. 'WHOSE' should not be used for lifeless things.

**Incorrect:** This is the tree whose shade you enjoy.

**Correct:** This is the tree the shade of which you enjoy.



## 3.7 Adjectives

1. An Adjective is a word, which describes a noun. It tells us more about the noun.

*Examples:* Rohan is a good boy.

Adjectives can be compared and there are three degrees of comparison.

Positive: sweet

Comparative: sweeter

Superlative: sweetest

For most adjectives the comparative is formed by adding 'er' to the Positive form, and the Superlative is formed by adding 'est' to the Positive form, as can be seen in the example of the word sweet.

2. **Elder** and **eldest** are used only on persons and usually refer to family members. Also, we always say 'elder to' never elder than.

Older and oldest are used for both persons and people. Also, we always say older than and never older to.

*Examples:*

He is my elder brother. He is elder to me.



The mountain is older than the tree. He is older than me.

3. **'Farther'** means distant and **'further'** means additional.

*Examples:*

He refused to go any farther.

He made no further remarks.

4. **Nearest** denotes distance. **Next** on the other hand denotes the position

*Examples:*

He rushed to the nearest hospital.

He lives in the next house.

5. **Some and Any:** when the aim is to express quantity or degree we use 'some' in affirmative sentences. 'Any' is used in Negative sentences.

*Examples:*

He called some of them home.

He did not call any of them.

Did he call any of them home?

However, the following sentence is incorrect.



Will any of you clean up this mess?

If the question is a request or a command then we use 'some'. Therefore, the correct sentence would be either:

Will some of you clean up this mess?

Will one of you clean up this mess?

6. **Each and Every;** 'Each' directs attention towards the individuals in the group whereas 'every' directs attention towards the whole group.

*Examples:*

Each of the five seats was taken up.

Every sentence must have a verb.

**Note:** The verb form is plural in the first case and singular in the second.

7. **Little means not much;** 'A little' means some but not much; 'The little' means not much but all there is.

*Examples:*

Little is known about the Mayan Civilization. (Little - not much)



A little is known about the Mayan Civilization. (A little - some though not much)

The little that is known about the Mayan civilization is based on speculation. (The little - not much but all that is known)

Same is the case with Few, A few, The few.

**There are three degrees of comparison** – positive, comparative, and superlative, e.g. good (positive), better (comparative), best (superlative).

1. Single-syllabled adjectives are changed into comparative degree by suffixing ER and into superlative degree by suffixing EST. Generally, MORE and MOST are not used with them.

**Incorrect:** He is more wiser than his brother.

**Correct:** He is wiser than his brother. Exception: When two qualities of a single person or a single thing are compared MORE is used with the first adjective even if it is a single syllabic word.

**Incorrect:** She is wiser than shrewd.

**Correct:** She is more wise than shrewd.





2. Double comparatives or superlatives are no longer used though Shakespeare used them.

**Incorrect:** These shoes are more preferable than those.

**Correct:** The shoes are preferable to those.

3. The adjectives which give absolute sense do not take MORE or MOST with them.

**Incorrect:** This belief is more universal than that.

**Correct:** This belief is universal and the other is not.

The adjectives, like universal, are absolute and do not take more or most. Similarly, we cannot say “more parallel” or “more square.”

4. The following adjectives are followed by to and not by than junior, senior, inferior, elder, prefer, preferable, and superior.

**Incorrect:** This piece of cloth is superior than that.

**Correct:** This piece of cloth is superior to that.

**Incorrect:** My sister is elder than me.

**Correct:** My sister is elder to me.



5. Similar things should be compared when we compare two things.

**Incorrect:** The speed of this car is greater than the old one.

**Correct:** The speed of this car is greater than that of the old one.

6. When the comparative degree is used in the superlative sense we should

(i) Use 'any other' if we are comparing the things or persons of the same group,

(ii) use 'any' if the comparison is with things or persons outside the group.

**Incorrect:** Brij is faster than any student of his class.

**Correct:** Brij is faster than any other student in his class. (Comparison within the group).

7. If two qualities of a person are mentioned both should be in the same degree of comparison.

**Incorrect:** Pratik is the most intelligent and hard-working person.



**Correct:** Pratik is the most intelligent and the most hard-working person.

8. Article THE must be used with adjectives in the superlative form.

**Incorrect:** This is tallest peak.

**Correct:** This is the tallest peak.

9. Article THE is normally not used with the comparative degree, but when there is a parallel increase, article THE is used.

10. If there is a gradual increase, it is generally expressed with two comparatives and NOT with adjectives in the positive degree.

**Incorrect:** His stand became tough and tough.

**Correct:** His stand became tougher and tougher.

11. When two adjectives in different degrees of comparison are used in the same sentence both should be complete in itself.

**Incorrect:** He is as good if not better than his brother.

**Correct:** He is as good as if not better than his brother.



In the incorrect sentence, the adjectives are in two different degrees of comparison -----good (positive degree) and better (comparative degree). The positive degree will be complete if we write AS GOOD AS and the comparative degree as BETTER THAN. Otherwise, the sentence would imply as good then and this is wrong.

12. Comparative degree should be used while comparing two and superlative degree when we compare more than two.

**Incorrect:** Among the three who is more hard working?

**Correct:** Among the three who is the most hard working.

13. When THAN or AS is used the verb is repeated after each pronoun or noun.

**Incorrect:** Gaurav is not as clever as his brother

**Correct:** Gaurav is not as clever as his brother is.



## **Usage of Predicative Adjective**

Predicative adjectives are those used in place of a predicate but like other adjectives modify nouns or pronouns, e.g. “Sheenu’s father looked sad” (in this sentence ‘sad’ is a predicative adjective).

1. In a sentence if we want to modify a noun or a pronoun we must use an adjective and not an adverb.

**Incorrect:** Please do not feel badly about it.

**Correct:** Please do not feel bad about it.

**Incorrect:** The pudding smells sweetly.

**Correct:** The pudding smells sweet.

2. **DUE TO** and **PRIOR TO** should be used as predicative adjectives, but when prepositional functions are to be performed ‘because of’ in place of ‘due to’ and ‘before’ in place of ‘prior to’ should be used.

1. **Incorrect:** He was delayed due to heavy rush.

**Correct:** He was delayed because of the heavy rush.

2. **Incorrect:** The delay was because of rains.



**Correct:** The delay was due to rains.

3. **Incorrect:** The meet was fixed prior to 15th July.

**Correct:** The meet was fixed before 15th of July.

3. Verbs of sensation are followed by a predicative adjective, which modifies the noun or pronoun.

**Incorrect:** The mangoes taste bitterly.

**Correct:** The mangoes taste bitter.

### **3.8 Prepositions**

Examine the following sentences

1. There is a cow in the field.
2. He is fond of tea.
3. The mouse jumped off the chair.

**In sentence 1** the word in shows the relation between two nouns - cow and field.

**In sentence 2** the word of shows the relation between the adjective - fond and the noun - tea.

**In sentence 3**, the word off shows the relation between the verb jumped and the noun chair.

The words in, of, off are used as prepositions. A



A preposition is a word placed before a noun or a pronoun to show the relation between the noun and some other noun, adjective or verb.

Very often the error in a grammar question is the incorrect use of a preposition since we tend to misuse them so often.

1. A preposition is usually placed before its object but sometimes it may follow.

*Examples:*

Here is the watch you were looking for.

That is the boy I was speaking of.

What are you looking at?

2. The prepositions for, from, in, and on are often omitted before nouns of place or time.

*Examples:*

We did it last week.

I cannot walk a yard. Wait a minute.

3. There are three types of Prepositions
  - a. **Simple prepositions:** at, by, for, from, in, off, of, on, out, through, till. with, to, up.



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- b. **Compound Prepositions:** about, above, across, along, amidst, among, amongst, around, before, behind, below, beneath, beside, between, beyond, inside, outside, underneath, within, without.
- c. **Phrase Prepositions:** these have to be used in the standard form that has been expressed below. Errors are typically made by using the incorrect phraseology.

According to	In place of	In accordance with
Agreeable to	In reference to	In addition to
Along with	In regard to	On behalf of
Away from	In spite of	In case of
Because of	Instead of	In comparison to
by dint of	in the event of	in compliance with
by means of	on account of	in consequence of
by reason of	Owing to	In course of
by virtue of	with a view to	in favour of

Barring, concerning, considering, during, notwithstanding, pending, regarding, respecting, touching and a few other words are used without any noun or pronoun attached to them.

*Examples:* Barring rainfall, we should be able to play the match tomorrow.





Concerning yesterday's meeting, there are many rumours in the office.

Pending further orders, you will remain confined to your bedroom.

### **Prepositions requiring special attention**

1. 'In' is used with the name of countries and large cities; 'at' is used when speaking of local places and small cities. They live at Andheri in Mumbai.

2. 'In' and 'at' are used in speaking of things at rest, and into are used in speaking of things in motion

He is in bed. He is at the top of his class.

He ran to school. He jumped into the river. The snake crawled into its hole.

3. On is often used for things at rest; upon the things in motion.

He sat on the table. The cat jumped upon the table.

4. Till is used of time and to of place.

I slept till eight o'clock. He walked to the end of the street.

5. With denotes the instrument and by the agent



He was killed with a knife. He was killed by the police.

6. Since is used before a noun or phrase denoting some point of time, and is preceded by a verb in the perfect tense whereas from is used with the non perfect tense. For is used with a period of time.

I have eaten nothing since yesterday. He has been ill since Monday last.

I commenced work from 1st January. He will join college from tomorrow.

He has been ill for five days. He lived in Bombay for ten years.

7. In before a noun denoting a period of time means at the end of; within means before the end of.

I shall return in an hour. I shall return within an hour.

8. Beside means at the side of, while besides in addition to.

Beside the ungathered rice, he lay. Besides being fined, he was also jailed.



## **Rules for Usage of Prepositions**

### **A. Prepositions of Time**

1. **On:** It is used for the exact time,  
*Example:* on Monday, on 16th of September.
2. **In:** is used for seasons, months, years and some parts of the day (except noon and midnight)
3. **By:** implies upto  
*Example:* "I will finish this work by evening." (upto evening)
4. **For:** is used for the duration of action; it is generally used with perfect continuous tense,  
*Example:* "He has been working for four years."
5. **Since:** is used for point of time,  
*Example:* "He has been visiting this place since Monday."
6. **From:** is used for the starting point of action,  
*Example:* "Today I worked from 10 a.m. to 5 p.m."

### **B. Prepositions of Position**

1. **At:** The preposition at is generally used for a specific location or thing



*Example:* "He is at the hotel."

2. **In:** It is important to understand that when we talk about location, 'in' is generally used for a larger area where there are numerous specific locations possible

*Example:* "He was born in England."

3. **Between:** is used when we refer to two persons or two things in point of comparison of,

*Example:* There is little difference between the two cars.

4. **Among:** is used when we refer to more than two,

*Example:* "Among all the five brothers he is the best."

5. **Over, Above:** Above means 'higher than' but over means vertically above."

**Incorrect:** This ceiling fan is above the study table.

**Correct:** This ceiling fan is over the study table.

6. **Below, Under:** Below means "lower than" whereas under means "vertically below."

**Incorrect:** He is sitting under the shade of the tree.

**Correct:** He is sitting in the shade of the tree



There can be nothing vertically below the shade of the tree. But we can say “He is sitting under the tree.”

7. **Beneath:** means lower position; it is used figuratively generally,

*Example:* “It is beneath my dignity to request you.”

### **C. Prepositions of Direction**

1. **To:** is used for the exact destination,

*Example:* “I am going to my office.”

2. **Towards:** is used when we refer to direction,

*Example:* “I am going towards the station.” It means “in the direction of”

3. **Into:** refers to the movement towards the interior,

*Example:* “She jumped into the river.” (not in the river)

4. **At:** is used when we want to say ‘face to face with’,

*Example:*

(i) “He was sitting at the table” (not on the table)

(ii) ‘My servant stood at the ticket window (not on the ticket window)



(iii) I was looking at his photograph (not on his photograph)

5. **For:** Sometimes for also denotes directions,

*Example:* 'he is leaving for Delhi today.'

6. **Against:** means 'pressing against',

*Example:* 'He was standing against the wall when I saw him.'

7. **Off:** It is used as a function word to indicate physical separation or distance from a position of rest, attachment, or union.

*Example:* "The aeroplane took off at 4 p.m."

8. **From:** is used for the point of departure,

*Example:* "He has come from the club."

### **3.9 Rules for Usage of Conjunctions**

Conjunction is a word that connects sentences, and clauses of words.

1. **Than:** The conjunction than is used in the following causes –

(i) Adverbs or adjectives in the Comparative degree are followed by than



*Example: "This building is taller than that."*

- (ii) The phrase no other is followed by than.

*Example: "He has no other work than cheating others."*

- (iii) The phrase 'No sooner' must be followed by 'than' because 'sooner' is in the comparative degree.

*Example: "No sooner did he leave the room than his friend entered."*

2. **That:** The conjunction that is NOT used before (a) a sentence in direct narration (b) an interrogative adverb or interrogative pronoun in the indirection narration.

**Incorrect:** He said that "I am quite happy today."

**Correct:** He said, "I am quite happy today."

**Incorrect:** I asked him that how old he was.

**Correct:** I asked him how old he was.

3. **Since:**

- (i) It is used in the sense of before and after when the sentence is in the Perfect or Perfect Continuous tense. In the second case, it must be followed by past tense.



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*Example:* "I have been waiting for you since morning." Or 'No colleague met me since I left the job (Not 'since I had left').

- (ii) Since is also used in the sense of because

*Example:* "Since you are educated, I like you."

4. **Unless, if:** Both are used to signify condition but unless means 'if not.'

*Example:* Unless you work I cannot recommend you for promotion."

5. **Until, Till:** Both refer to time. Until means till not.

*Example:* "I will wait until you come."

6. **Lest:** means 'that not.' Lest implies negative so 'not' is not used with it. Moreover, it should be followed by 'should'

**Incorrect :** Work lest you may not fail.

**Correct :** Work lest you should fail.

7. **Like, As** 'Like' is placed before a noun or a pronoun to establish similarity. 'As' is used when the noun or pronoun is followed by a verb.

Study the following two sentences:

"I worked as a slave."





“I worked like a slave.”

The first implies that “I was a slave” whereas the second means that I worked hard and I was not a slave.

### **Co-relative Conjunctions**

These conjunctions go in pairs. Each member of the pair is followed by the same or similar part of speech or having the same function value.

8. **As – As:** This pair is used in affirmative sentences only.

**Incorrect:** She is not as wise as her brother is.

**Correct:** She is as wise as her brother is.

9. **So – As:** This pair is used only in negative sentences,

*Example:* “This is not so costly as the other is.”

10. **Although – yet:** Although goes with yet or a comma (,) in the other clause

*Example:* Although he is poor yet he is honest.

11. **Nothing else – but:** Nothing else should be followed by but and not by than.

*Example:* It is nothing else but hypocrisy.



12. **Whether – or not:** Whether in the first clause must be followed by or not in the second clause.

*Example:* “I do not know whether he will come or not.”

13. **Indeed – but:** These co-relative conjunctions are used to emphasize the contrast between the first and the second part of the statement.

**Incorrect:** He was indeed a popular leader but he could win elections.

**Correct:** He was indeed a popular leader but he could not win the elections.

In the first sentence there is no contrast so the use of ‘indeed’ and ‘but’ is incorrect.

14. **Hardly – when; Scarcely – when:** If ‘hardly’ or ‘scarcely’ is used in one clause ‘when’ must be used in the second clause.

*Example:* “Hardly had he entered the room when the bell rang” or “Scarcely had he stepped out when it started raining”.

15. **Such – as; Such – that:** When ‘such’ is used for comparison it should be followed by ‘as’ and when



it is used for emphasis it should be followed by 'that'.

1. **Incorrect:** It is such an article that I cannot reject.

**Correct:** It is such an article as I cannot reject.

2. **Incorrect:** It is such a beautiful dream as I cannot forget.

**Correct:** It is such a beautiful dream that I cannot forget.

16. **Not only – but also:** While using 'not only – but also' three things are to be kept in mind

(i) Verb must agree with the noun or pronoun mentioned second in the sentence.

(ii) Both 'not only' and 'but also' should come before the noun or pronoun they are to modify.

(iii) The part which is to be emphasized must come after 'but also'.

1. **Incorrect:** Not only I but also he am to resign.

**Correct:** Not only I but also he is to resign.

2. **Incorrect:** He is not only known for bravery but also for kindness.

**Correct:** He is known for not only bravery but also for kindness.



## **4. Rules of Grammar – II**

### **4.1 Rules for Usage of Articles**

#### **I. Articles of indefiniteness:**

The articles of indefiniteness are used –

1. in exclamatory sentences before singular and countable nouns e.g. what a fine picture!
2. if we want to say something about speed or price. e.g. Five rupees a kilo. Fifty miles an hour.
3. with the words LITTLE and FEW when they mean 'some about' and a small number e.g. A few books were in the library.
4. with (a) singular noun (b) noun complement e.g. An elephant ran amuck. He was a great man.

The articles of indefiniteness are NOT used -

1. with the names of the meals
  - a) if these are not preceded by an adjective or
  - b) if we are not referring to a particular meal.e.g. we take breakfast daily (no article is used). It was a nice dinner (meal preceded by the adjective nice). A dinner is hosted by my friend.



2. With abstract nouns like confidence, honesty etc.

**Incorrect:** A fear of death haunts him.

**Correct:** Fear of death haunts him.

3. With materials like stone, wine, wood, iron etc. but they take an article of indefiniteness when they refer to one e.g.

- a) Paper is costly these days (no article used).
- b) This tumbler is made of glass (no article with glass) but it is correct to say "A glass of water costs 10 Paise."

## **II. Articles of definiteness:**

**An article of definiteness is used:**

1. With the things which are only one in this world. e.g. the earth, the sun, the moon.
2. When we refer to a specific person, thing or space. e.g. a) This is the person who instigated the agitation. (particular man)  
b) This is the book I need. (particular book)
3. With adjectives in the superlative degree. e.g. This is the best book in the market.



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4. With ONLY when it is used as an adjective. e.g. 'The only thing I fear is defeat.'
5. With the name of the (a) mountains (b) seas (c) rivers e.g. 1. The Ganga is a sacred river. (b) The Alps is one of the highest mountains.
6. With musical instruments. e.g. the sitar, the harmonium.
7. With the titles when they are followed by a name e.g. 'The lord' but not 'The Lord Byron' , 'The Duke of Wellington' etc.
8. With proper nouns when they stand for some quality e.g. it is correct to say "Kalidas is the Shakespeare of India."
9. With adjectives when these are used for the whole class e.g. 'The rich,' "The virtuous."
10. With the different departments or ministries. e.g. The Defence Ministry and the Department of English.
11. With ENGLISH, FRENCH, GERMAN etc. when we use THE for the English, French or German people. If the article is not used they means languages.



With U.S.S.R, U.S.A., C.I.S. etc. As these are general names and can be used for Russia and America when 'the' is added.

The Articles of definiteness are **NOT** used -

1. With towns, countries and proper names unless they have general names. So we cannot say 'The Bombay', 'The Delhi', 'The India.'
2. With parts of the body. e.g. It is correct to say "You should do work with right hand" (not the right hand)
3. Whenever an indefinite plural is used in general sense e.g. Children are the future nation. (not 'The Children').
4. With SCHOOL when it means 'studying'. He goes to school (has started studying). He goes to the school (to a particular school).
5. With HOME when it is preceded by a possessive noun or pronoun . e.g. I would like to go home. (correct) (b) We went to the home of a friend. (correct).



## 4.2 Participles

There are two types of participles

- A) Present Participle which formed by adding “ING” to the first form of the verb. It is used either as a verb or as an adjective. Gerund which is formed in this manner is used as a noun only.
  - B) Past Participle is the third form of the verb. It is also use as on adjective or verb.
1. A participle cannot be left loose; it must be connected with the subject.

**Incorrect:** Crossing the road a car hit me.

**Correct:** While I was crossing the road, a car hit me.

“Crossing” in the incorrect sentence is a loose participle. We do not know who was crossing the road.

**Exceptions:** Some participles like Considering, Judging, Regarding, Concerning take only an object and not a subject.

e.g. Regarding your claims I have nothing to say.

Considering your proposal I have said so.





2. The Verbs of sensation (some of them are given below) are followed by a noun or a pronoun + present participle.

Hear, Listen, Look, observe, perceive, see, smell, feel etc.

a) I saw him falling.

Verb of sensation                      Pronoun      Participle

b) I observed him laughing.

3. The following verbs are followed by a pronoun + past participle.

Feel, make, like, prefer, want, wish etc.

a) I found the house abandoned.

b) I want him arrested.

4. When the words "GET" and 'HAVE' mean 'cause something done' these are followed by a noun or pronoun + past participle

a) I got him arrested.

b) I have him freed.

5. The following verbs are also followed by pronoun + present participle: Find, keep, leave, catch, start etc.

a) I kept him waiting.

b) I left him weeping

c) I caught him stealing.



## **4.3 Rules for Usage of Gerunds**

This is also called a 'verbal noun' because it is formed by adding 'ING' to the first form of the verb. It is always used as a noun. e.g. smoking is a bad habit. (smoking is a gerund)

1. The following verbs are followed by a gerund:  
Avoid, help (when used in the sense of avoid), stop, enjoy, mind, prevent, dislike, no good, no use, keep (when used for continue), detest, risk etc.
  - a) We do not mind speaking to him.
  - b) Stop muttering
  - c) No use waiting for him.
2. Gerund is used when an action is being considered in a general sense. e.g. 'Saving is better than spending'
3. Gerund is used for short prohibitions. e.g. Parking is not allowed.



4. Phrases like 'is used', 'looking forward to, accustomed to, habituated to, tired of, tired with, fed up with are followed by a gerund, e.g.
  - a) I am looking forward to visiting you.
  - b) He is used to telling lies.
  - c) I am tired of helping him.
5. Gerunds showing physical activity may be put immediately after COME and GO. e.g. "Come shopping with me" is a correct sentence and means "Come for shopping with me."

### **4.4 Rules for Usage of Infinitives**

Infinitive is = to + first form of the verb.

Examples: to go, to come, to be, to have, to do etc.

1. The following verbs are followed by the infinitive.  
The verbs are

Learn, remember, forget, promise, swear, consent, agree, neglect, refuse, propose, regret, try, endeavor, attempt, fall, care, hope, hesitate, prepare, decide, determine, undertake, manage, arrange, cease, seen.

We promise to do it soon.

We learn to get good marks.



2. There are certain words which are followed by object + infinitive. The verbs are Tell, order, invite, oblige, compel, allow, permit, teach, instruct, warn, urge, advise, tempt, encourage, request, forbid, show, remind.

He told us to come there.

The commander ordered them to go.

She showed them how to play on the harmonium.

3. There are verbs or expressions which are followed by infinitives without 'to'.

a) Will, shall, can do, must, may, let.

**Incorrect:** Let it to be done.

**Correct:** Let it be done.

**Incorrect:** Must we to go.

**Correct:** Must we go?

b) Expressions – would rather, would sooner, rather than, sooner than, had better, are followed by infinitives without 'to'.

You had better tell him.

I would do rather than suffer.



c) NEED and DARE except when they are conjugated with DO, will take infinitive without 'to'.

You need not say anything.

He dares not do it.

d) Verbs of sensation: help, watch, prepositions but, except, make and bid (except in passive form) take infinitives without 'to'.

There was nothing to do but wait.

He will say anything except abuse you.

4. a) the infinitive is used to express purpose.

He went to Delhi to learn.

b) For + gerund is used to express the general purpose of things.

This machine is meant for cutting.

**Exceptions:** generally no infinitive is put after the imperative **go** and **come**. 'See' can be used with an infinitive or without it.

Go and finish this work.

Go to see him (infinitive)

Go and see him (without infinitive).



5. Infinitives can be used after the first, the second and the last, but only to replace a relative clause.

He is an honest worker.

He is the first to come. (the first who comes)

He is the only one to be interrogated. (the only one who was interrogated)

6. Infinitive is used when the construction of a sentence follows the pattern.

It is (or was) + adjective + of you (or him etc.)

1. It is good of you to inform me.

2. It was clever of him to evade arrest.

3. It is brave of him to remain firm.

7. The infinitive is used after adjectives expressing emotions like - delighted, angry, glad, astonished, surprised, horrified, disappointed etc.

1. He was glad to meet me.

2. I was astonished to find him at the wine ship.



8. The infinitive follows the sentences pattern; adjective (or adverb) + enough + infinitive.
1. He is old enough to understand.
  2. He is clever enough to cheat you.
9. An infinitive may be represented only by 'to'. This is done after verbs like want, hate, hope, try and also auxiliaries like have, ought, need.
1. You may go or not but I want to.
  2. You may not do but I will have to.



## **5. Punctuation**

Punctuation can make an enormous difference in the meaning of whatever it is you're writing.

Let's face it: proper punctuation can make or break the impact of an otherwise well-constructed sentence. These basic rules can strengthen your sentences with the punctuation they deserve so that the quality of your ideas is communicated with precision and clarity

### **Relevance in the Tests:**

Errors of punctuation are frequently asked in various competitive exams. Approx 2 -3 questions may be given from this area.

### **5.1 Punctuation Rules**

#### **1. Comma-**

- A.** Use commas to separate independent clauses in a sentence.
  - ✓ The game was over, but the crowd refused to leave.
- B.** Use commas after introductory words, phrases, or clauses that come before the main clause:
  - ✓ While I was eating, the cat scratched at the door.





C. Oxford comma when dealing with lists. It is also known as the Serial Comma or the Harvard Comma. When using the Oxford comma, all items in a list of three or more items are separated.

✓ I love apples, pears, and oranges.

2. **Colon-** A colon should be used after a complete statement in order to introduce one or more directly related ideas, such as a series of directions, a list, or a quotation or other comment illustrating or explaining the statement.

✓ The daily newspaper contains four sections: news, sports, entertainment, and classified ads.

✓ The strategies of corporatist industrial unionism have proven ineffective: compromises and concessions have left labor in a weakened position in the new “flexible” economy.

3. **Semicolon-** A semicolon to join related independent clauses in compound sentences.

✓ Jim worked hard to earn his degree; consequently, he was certain to achieve a distinction.

The semicolon is also used to separate items in a series if the elements of the series already include commas.



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- ✓ Members of the band include Harold Rostein, clarinetist; Tony Aluppo, tuba player; and Lee Jefferson, trumpeter.

**4. Parentheses-** Parentheses are occasionally and sparingly used for extra, nonessential material included in a sentence. For example, dates, sources, or ideas that are subordinate or tangential to the rest of the sentence are set apart in parentheses. Parentheses always appear in pairs. Before arriving at the station, the old train (someone said it was a relic of frontier days) caught fire.

**5. Dash or Hyphen-**

**Dash-** Use the dash to emphasize a point or to set off an explanatory comment

- ✓ To some of you, my proposals may seem radical—even revolutionary.

**Hyphen:** Use a hyphen to join two or more words serving as a single adjective before a noun: chocolate-covered peanuts. Don't use the hyphen when the noun comes first:

- ✓ The peanuts are chocolate covered



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Use a hyphen with compound numbers: Forty-five. Use a hyphen with the prefixes ex- (meaning former), self, all-; with the suffix -elect; between a prefix and a capitalized word; and with figures or letters:

1. Ex-husband
2. Self-assured
3. Mid-September
4. All-inclusive
5. T-shirt



## 5.2 Sample Questions:

1. Here is my list of oranges, garbage bags and a toothbrush. After the world 'list' identify which one of the following is required.
- (a) colon                                      (b) quotation marks
- (c) semicolon                                      (d) none of these

**Sol. (a)** colon

2. The following sentence has a missing punctuation mark

My mother who is from the village is very superstitious.

- (a) Brackets                      (b) Comma  
(c) Semicolon                  (d) Apostrophe

**Sol. (b) Comma**

Fill in the blanks and choose the correct definition for the punctuation.

3. \_\_\_\_\_ is used to indicate possession.
- (a) Hyphen                      (b) Apostrophe
- (c) Semi Colon                (d) Period

**Sol. (b) Apostrophe**



## **Practise Exercise - 02**

**DIRECTION:** *Use appropriate punctuation marks in the following sentences.*

1. The men in question Harold Keene Jim Peterson and Gerald Greene deserve awards.
2. Several countries participated in the airlift Italy Belgium France and Luxembourg.
3. Only one course was open to us surrender, said the ex-major, and we did.
4. Judge Carswell later to be nominated for the Supreme Court had ruled against civil rights.
5. In last week's New Yorker, one of my favorite magazines, I enjoyed reading Leland's article How Not to Go Camping.



## **6. Figure of speech**

A figure of speech is a word or phrase that has a meaning other than the literal meaning. There are many different types of figures of speech in the English language. We will give you examples of some of the most commonly used types here.

**Examples of Figures of Speech:** In this section we shall cover few important figures of speech.

1. **Alliteration:** Alliteration is the repetition of the beginning sounds of neighbouring words.

*Example:* She sells seashells.

2. **Anaphora (Repetition)**

Anaphora is a technique where several phrases (or verses in a poem) begin with the same word or words.

*Example:* I came, I saw, I conquered - Julius Caesar

3. **Euphemism**

Euphemism is a mild, indirect, or vague term substituting for a harsh, blunt, or offensive term.

*Examples:* 'A little thin on top' instead of 'going bald'



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4. **Hyperbole:** Hyperbole uses exaggeration for emphasis or effect.

*Example:* I've told you a hundred times

5. **Irony:** Irony is when there is a contrast between what is said and what is meant, or between appearance and reality.

*Examples are:*

"How nice!" she said, when I told her I had to work all weekend. (Verbal irony)

A traffic cop gets suspended for not paying his parking tickets. (Situational irony)

The audience knows the killer is hiding in a closet in a scary movie but the actors do not. (Dramatic irony)

6. **Metaphor:** Metaphor compares two unlike things or ideas.

*Example:* He was a lion in the fight.

7. **Onomatopoeia:** Onomatopoeia is a word that sounds like what it is describing.

*Example:* Whoosh



8. **Antithesis:** In Antithesis, a striking opposition or contrast of words or sentiments is made in the same sentence. It is employed to secure emphasis.

*Example:* Man proposes, but God disposes.

9. **Oxymoron:** Oxymoron is a special type of Antithesis, whereby two contradictory qualities are predicted at once of the same thing.

*Examples:* So innocent arch, so cunningly simple.

10. **Personification:** Personification is giving human qualities to non-living things or ideas. In Personification, inanimate objects and abstract notions are spoken of as having life and intelligence.

*Example:* Time flies

11. **Simile:** A simile is a comparison between two unlike things using the words "**like**" or "**as**."

*Example:* As slippery as an eel

12. **Apostrophe:** An Apostrophe is a direct address to the dead, to the absent, or to a personified object or idea. This figure is a special form of Personification.





*Example:* Milton! You should not be living at this hour.

- 13. Understatement:** Understatement is when something is said to make something appear less important or less serious.

*Example:* It's just a scratch - referring to a large dent

- 14. Epigram:** An Epigram is a brief pointed saying frequently introducing antithetical ideas which excite, surprise and arrest attention.

*Example:* In the midst of life, we are in death.

- 15. Pun:** A pun, also called paronomasia, involves a word play which suggests two or more meanings, by exploiting multiple meanings of words, or of similar-sounding words, for an intended humorous or rhetorical effect. Puns are constructions used in jokes and idioms whose usage and meaning are entirely local to a particular language and its culture. To be understood, puns require a large vocabulary.

*Examples:* The math teacher was an exponent of his own powers.



## **Practise Exercise - 03**

**DIRECTION:** *Identify the figures of speech in the following sentences:*

1. As proud as a peacock.  
(a) Metaphor (b) Simile  
(c) Apostrophe (d) Epigram
2. Death lays his icy hand on kings.  
(a) Personification (b) Exclamation  
(c) Simile (d) Anticlimax
3. Turn off your television sets. Turn them off now!  
Turn them off right now! Turn them off and leave  
them off. Turn them off right in the middle of this  
sentence I'm speaking to you now.  
(a) antithesis (b) litotes  
(c) anaphora (d) understatement
4. Substituting the word "euthanasia" for "mercy  
killing" or "killing the terminally ill"  
(a) hyperbole (b) euphemism  
(c) assonance (d) oxymoron



## **Practise Exercise - 04**

**DIRECTIONS for questions 1 & 2:** *in the sentences given below, there is some error in the use of nouns. Correct the sentences*

1. He gave/ us some /good advices.
2. My circumstance is bad.

**DIRECTIONS for questions 3 to 4:** *The following sentences carry some errors. Identify the errors and correct the sentences:-*

3. This is the best of the two books on this subject.
4. Solomon was wiser than all the Jewish Kings.
5. Who is tallest, you or I?

**DIRECTIONS for the question 6:** *Fill in the blanks with the Past and Past Participle of the Verbs enclosed brackets:*

6. Beautiful flowers \_\_\_\_\_everywhere. Bikaner has \_\_\_\_\_into a large and beautiful city, (grow)

**DIRECTIONS for the question 7:** *Choose the correct option.*

7. He is sure to .....in his business. (**succeed/ rise**)



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**DIRECTIONS** *for questions 8 to 10: Correct the common Errors in the use of Adverbs. Make a careful note of the following errors in the use of Adverbs.*

8. It is bitter cold today.
9. I am feeling so lonely.
10. He is a much learned man.



## Answer & Explanation

### Practice Exercise - 01

1.	Adjective (modifies the noun temperature)
2.	Adjective
3.	Noun
4.	Verb
5.	Preposition
6.	Adverb (modifies the verb goes)
7.	Conjunction
8.	d
9.	a
10.	a

### Practice Exercise - 02

1.	The men in question (Harold Keene, Jim Peterson, and Gerald Greene) deserve awards.
2.	Several countries participated in the airlift: Italy, Belgium, France, and Luxembourg.
3.	"Only one course was open to us: surrender," said the ex-major, "and we did."
4.	Judge Carswell--later to be nominated for the Supreme Court--had ruled against civil rights.
5.	In last week's New Yorker, one of my favorite magazines, I enjoyed reading Leland's article "How Not to Go Camping."



## Practice Exercise - 03

1.	b
2.	a
3.	c
4.	b

## Practice Exercise - 04

1.	He gave us some good advice, (a piece of good advice)
2.	My circumstances are bad
4.	This is the better of two books on this subject.
5.	Solomon was wiser than the other Jewish kings.
6.	Who is taller, you or I?
8.	Grew, grown
9.	Succeed
10.	It is bitterly cold today
11.	I am feeling very lonely
12.	He is a very learned man.