

## PART – I

### SECTION I – GRAMMAR REVIEW

#### UNIT – I

### THE SENTENCE AND ITS PARTS

#### A. Sentence

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

##### Examples

- (1) Birds fly.
- (2) It is a good college.
- (3) The children of that school wear blue uniform.
- (4) This is the theory which throws light on superconductivity.

#### B. Parts of a sentence

A sentence can be divided into two parts:

- (1) Subject and (2) Predicate

Here are some sentences divided into the two parts.

A (subject)	B (predicate)
1. <u>Birds</u>	<u>fly</u> .
2. <u>Mohan</u>	<u>is</u> an engineer.
3. <u>He</u>	<u>teaches</u> Engineering Graphics.
4. This intelligent <u>girl</u>	<u>has passed</u> her examination in the first division.
5. The <u>President</u> of India	<u>has awarded</u> him a gold medal.

##### Notes:

- (1) The words underlined in Part A are Subject words and those underlined in Part B are Verbs.
- (2) The Subject is a noun or a pronoun with or without other words going with it.
- (3) The Predicate is the verb with or without other words going with it (other words may be object, complement, adverb, adverb phrase, etc.).
- (4) The subject of the sentence usually comes first but occasionally the predicate precedes.

##### Example

- Down went the Royal Francis.

#### Exercise – 1

Underline the subject parts in the following sentences.

1. The train arrived late.
2. He was the captain of his team.
3. There was a large crowd on the platform to receive the team.
4. Birds of the same feather flock together.
5. The Prime Minister with all his Cabinet members has submitted his resignation to the President.

#### Exercise – 2

Underline the predicate parts in the following sentences.

1. Aeroplanes fly over my house frequently.
2. They are shortly moving out of their house.
3. He is suffering from a fever.
4. The college is equipped with new furniture.
5. The Secretary and the members of the club have been discussing the issue since morning.

Now study the following sentences:

#### Group A

1. There is a beautiful garden in front of my house.
2. It has been raining heavily since morning.
3. There is a phone call for your friend.

Note : The words underlined in these sentences are not real subjects. They are said to be grammatical or dummy subjects.

Now study the following sentences:

#### Group B

1. Here come my friends and their parents.
2. There go the principal and the members of the teaching staff.

Note : In these sentences you notice that the predicate part precedes the subject part. This is called S.P and P.P inversion. This construction is allowed in standard English. This is used for emphasis.

## UNIT – II

### PARTS OF SPEECH – IDENTIFICATION

English words (according to their functions in a sentence) can be classified into Parts of Speech as follows:

- |              |                 |
|--------------|-----------------|
| 1. Noun      | 5. Adverb       |
| 2. Pronoun   | 6. Preposition  |
| 3. Adjective | 7. Conjunction  |
| 4. Verb      | 8. Interjection |

#### NOUN

A noun is a word used as the name of a person, place, animal, thing etc.

*Examples:* Rajitha, Hyderabad, lion, table, etc.

#### PRONOUN

A word used instead of a noun.

*Examples:* he, she, it, they, etc.

#### ADJECTIVE

A word that qualifies or describes a noun or a pronoun.

*Examples:*

- Our team played a good game.  
adj. noun
- Every sentence that he spoke was listened to with  
adj. noun  
great attention.
- All these proposals are good.  
noun adj.

*Note:* Some words are used either as pronouns or as adjectives as in the following examples.

Pronoun	Adjective
a. <u>These</u> are good students.	1. <u>These</u> students are good.
b. <u>Each</u> of these books is worth reading.	2. <u>Each</u> book has some special features worth reading.
c. <u>Some</u> of the problems are difficult to solve.	3. <u>Some</u> problems are difficult to solve.
d. <u>Either</u> of you can participate in the competition.	4. <u>Either</u> book is good for reference.

#### VERB

A verb expresses what the subject of a sentence is or does, or has, or what is done to it.

- Dr. Rao teaches English.  
verb
- He has taught the subject for twenty-five years.  
verb

- He is a capable teacher.  
verb
- She has a car.  
verb

#### ADVERB

A word that modifies an adjective or a verb or another adverb.

- I am deeply grateful to you for your timely help.  
adv adj
- This horse runs very fast.  
v adv adv
- He read the passage quickly.  
v adv

#### PREPOSITION

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

- Work in the college begins at 10 a.m.
- He wrote the document with a pen.
- The Professor gave a lecture on superconductivity.
- I washed my plate after I had eaten.

In the above sentences, the words underlined are called prepositions.

#### CONJUNCTION (Connector)

A Conjunction is a word that joins words, phrases or sentences.

- Delhi and Kolkata are densely populated cities.
- She must be either the President or the Secretary of Y.M.C.A.
- The professor read the essay and was impressed by it.
- He is not only intelligent but also industrious.

#### INTERJECTION

A word which expresses a strong or sudden feeling such as surprise, joy, fear, sorrow, etc. It is not grammatically connected with the rest of the sentence. Usually, an exclamatory mark is put after it.

*Examples:* Ah!, Hurrah!, Well!, Dear!, Oh!

- Alas! she is dead.
- Hurrah! we won the match.

*Note:*

As words are divided into different parts of speech, depending on the work they do in the sentences, it is not possible to say to which part of speech a word belongs unless we see what function it performs in the sentence.

## UNIT – III

A phrase is a group of words without a finite verb. There are three types of phrases.

1. Noun Phrase  
A fifty year old man is seen in the garden.
2. Adjective Phrase  
This chain is made of gold.
3. Adverb Phrase  
Please place the chemicals in the store-room very carefully.

Note: A 'finite verb' is a word that denotes tense and a 'non-finite' is a verb which does not.

1. He has written some books.

1. He has written some books.  
(finite verb) (present perfect tense)
2. Speaking on the occasion, the Minister said  
(non-finite verb)  
prohibition would be lifted soon.

There are three types of non-finites in English: INFINITIVE, GERUND, PARTICIPLE.

(\*Please note that there is a separate chapter on non-finites.)

**CLAUSE**  
A Clause is a group of words which contains a 'finite verb'.

1. Main Clause
2. Subordinate Clause

1. Main Clause
2. Subordinate Clause

A Main Clause is also called a Principal Clause or an Independent Clause because it makes complete sense.

A Subordinate Clause, which can also be called a Dependent Clause, is divided into three types:

NOUN CLAUSE, ADJECTIVE CLAUSE, ADVERB CLAUSE

Now study the uses (functions) of these three types of clauses.

1. THE NOUN CLAUSE is used as
- a. the subject of a verb.  
That he will be appointed to the job is certain.  
                                S   V
  - b. the object of a verb.  
We knew that the plan was impractical.  
            V   O
  - c. the complement of a verb.  
Our hope is that he will secure first rank.  
                                V   compl
  - d. the complement of an adjective.  
We were certain that he would pass.  
                                adj   compl  
I am hopeful that he will agree to our proposal.  
                                adj   compl

*Note:* When the noun clause is an object or a complement, the conjunction that may be omitted.

I believed he was right. (I believed that he was right)

I was sure he was right. (I was sure that he was right)

adj compl

- e. in apposition to the noun before it.  
The suggestion, that the meeting should be  
N N.CI (in apposition)  
adjourned, was unanimously accepted.
- f. Wh - clauses as Noun Clauses  
Wh - clauses perform all the five functions that the  
'that' clauses do. In addition to these, they can  
function as the objects of prepositions.

**Subject:**

What you say is true. Where he lives is a mystery.

I don't know what he would say to this proposal.

The question is who will bell the cat.

My question, who is responsible for the loss, has not been answered.

I wasn't sure whose fault it was.

We were not aware of what they were doing.

- g. If/whether clauses as noun clauses:
- I asked him if/whether he can speak French.
  - I don't know if/whether he has been appointed or not.
  - I don't care whether he attends the meeting or not.
  - Whether or not he comes doesn't worry my boss.

2. **ADJECTIVE CLAUSES:** (also called relative clauses). It does the work of an Adjective. It qualifies a noun or a pronoun in the main clause.

- a. The young man who was here a little while ago  
antecedent                  adj . cl  
is the President of the union.
- b. I have finished reading the novel (that) you gave me.  
ant.                  adj. cl
- c. This is the story (which) my friend wrote.  
ant.                  adj. cl

*Note:* ( ) indicates optional use, i.e., may or may not be used.

1. The words who, that, and which introducing the relative clauses are relative pronouns.

2. Who is used to refer to persons; and sometimes it is used in referring to animals. That is used to refer to persons or things; and which is used to refer to things, animals etc.

3. The noun or noun phrase, which a relative pronoun refers to is called its antecedent (ant.)

Special Note 1: The object form 'whom', can also function as a relative pronoun introducing adjective clauses.

*Example:*

This is the person whom you want to meet.

Special Note 2: When the adjective clause defines a place, time, or reason, we use where, when, and why in place of the relative adverbs.

*Examples:*

1. We visited the place where Mrs. Gandhi was assassinated. (place)
2. At a time when prices are high, we must reduce our expenditure. (time)
3. Could you tell me the reason why he has not been appointed? (reason)

*Note:* The Possessive form whose can also introduce a relative clause. 'whose' can be used in speaking of persons, animals and also things without life.

*Example:* The doctor whose car I bought wants to buy it back.

### 3. ADVERBIAL CLAUSES:

Adverbial Clauses are of different kinds. They modify the verbs to which they are connected in meaning i.e., they do the work of an Adverb.

#### a. Adverbial Clauses of Time:

(The conjunctions used are : when, as, while, till/until, before, after, as soon as, whenever, since, as long as, etc.)

*Example:* Some persons in the audience were asleep while the chief guest was speaking.

#### b. Adverbial clause of place:

You may go wherever you like.

#### c. Adverbial clause of Reason or Cause :

(as, because, since, now that)

You can be punctual to school now that you have a school bus.

#### d. Adverbial clause of Purpose:

(so that, that, in order that)

The police officer went in plain clothes so that no one might recognize him.

#### e. Adverbial clause of Result or Effect:

(that, so that, that)

It rained very heavily for two days so that the rivers and lakes were flooded.

#### f. Adverbial clause of condition:

(if/unless)

If he apologizes to me, I shall forgive him.

#### g. Adverbial clause of concession:

(though, although, even though)

Though he is intelligent he cannot argue well.

#### h. Adverbial clause of manner:

You may complete the work as you please.

### Exercise – 3

In each of the following sentences you will find a word/ a group of words underlined. Write (P) or (C) in the bracket to denote the phrase or clause respectively, as the case may be.

1. Mangoes are expensive this year. ( )
2. I found this book in the university library. ( )
3. This is the novel which Saul Bellow has written. ( )
4. Smoke from vehicle exhausts causes air pollution. ( )
5. He bought the house which belonged to his friend. ( )

### Exercise – 4

Given below are a few sentences in which clauses are underlined. Identify the type of clause, (Noun clause, Adjective clause, Adverb clause) in each sentence and write its name in the brackets provided against each sentence.

1. He reached the place when the sun had set. ( )
2. Because you have done this, you must explain it. ( )
3. If you can do it fast, please do so. ( )
4. The table which has a broken leg is from the staff room. ( )
5. He expects that he would get through the examination. ( )
6. He is very rich, yet he is unhappy. ( )
7. Although he is an industrious student, he failed in the examination. ( )
8. The children clapped as the clown entered the ring. ( )
9. People started running out as soon as the accident took place. ( )
10. Please answer the call for me in case I go out. ( )

## UNIT – IV

# CONDITIONALS

There is a great variety of conditional sentences.  
The two main divisions are:

### Type A:

Those with clauses that contain a condition that may or may not be fulfilled.  
These are called clauses of open condition or factual condition.

*Example:*

What shall we do if it rains?

In the above example the speaker does not declare that the condition will be realized or that it will not be realized. He leaves the questions open or unanswered. The speaker here merely puts forward the possibility that it may rain.

More examples:

- Don't come unless I tell you to come.
- We shall go provided the weather is fine.

### Type B:

Those with clauses in which a theoretical condition is put forward.

These are clauses in which the condition is combined with improbability or unreality.

- He would come if he had time.
- If you were a bird, you could fly.

Conditional clauses may be introduced by if (even if, if only), so long as, suppose or supposing (that), on condition (that), provided (that), and for a negative condition, unless (which means the same as if ....not, but is more emphatic).

In case (this is used to introduce a contingency or possibility against which a precaution is needed).

- If you have enough money, why don't you buy a house?
- So long as you return the book faithfully, I will lend it to you with pleasure.
- You'd better take an umbrella with you in case it rains.

### If – Conditionals:

#### Type – I

Look at the following example.

If he comes to the library, I will give him these books.  
pres. fut.

(It is possible that he will come)

*Note:* This is an open condition i.e., this expresses a possible situation.

In the above example, the present tense is used in the if - clause (or conditional clause), and the future tense is used in the result clause.

#### Type – II

If she practised well, she could win the game.  
(She doesn't practise well)

If she came to my house, I would give her your message.  
(She doesn't come to my house)

*Note:* This is an unlikely condition. This is called unreal condition used for impossible or unreal situations.

The past tense is used in the 'if-clause' and would, could, or might + the simple verb is used in the main clause.

### Type – III

If she had come to my house,  
past perf.

I would have given her your message.  
would + have + past participle  
(She didn't come to my house)

*Note:* This is a closed condition.

When the past perfect is used in the 'if-clause', would, could, or might + have + the past participle are used in the main clause.

We can summarize the usage of the conditionals discussed above as follows:

<u>If clause</u>	<u>Main clause</u>
If + present	..... future (result)
If + past	..... would + verb(result)
If + past perfect	..... would + have + past participle (result)

### NOTES:

- (A) In general, avoid using would in the if-clause.
- (B) If the if-conditionals express a
  - (i) doubt or supposition or
  - (ii) a wish or desire, the form of the verb to be used is 'were'.

Examples:

If he were rich, he would go to the U.S.A. for higher studies.

If I were a bird, I would fly to England without a visa.

### EXAMPLES OF ERRORS IN THE USAGE OF CONDITIONALS:

The following examples will make clear some of the common mistakes committed in the usage of conditionals.

A. WRONG: If I will win the contest, I will buy a new house.

RIGHT: If I win the contest, I will buy a new house.

B. WRONG: If I had been there, I would make a speech.

RIGHT: If I were there, I would make a speech.  
If I had been there, I would have made a speech.

C. WRONG: If I would have a degree from that University, I would get a good job.

RIGHT: If I had a degree from that University, I would get a good job.

## UNIT – V

## TYPES OF SENTENCES (STRUCTURAL)

A sentence, for the purpose of analysis, can be examined from the point of view of its structure. Depending on the number of clauses it contains, a sentence can be called **SIMPLE**, **COMPLEX** or **COMPOUND**.

Let us look at each of these types of sentences with examples.

## I. SIMPLE SENTENCE

A simple sentence is one which contains only one subject and one predicate.

(The subject : Person or thing about which something is said).

(The predicate : What is said about the subject).

In other words a simple sentence contains only one main clause. It does not have subordinate clauses.

*Examples:*

- Example:**
1. My father is a senior manager in this organisation.  
subject (s)                      The predicate (p)
  2. Chandigarh is a planned city.  
s                                  p
  3. Microbiology is an interesting subject for me.  
s                                  p

Note that there is only one finite verb in each of the above sentences. That means there is only one clause. One clause sentence is a simple sentence.

## 2. COMPOUND SENTENCE

A compound sentence is one which contains two or more main or principal clauses. It may or may not have subordinate clauses.

In other words a compound sentence consists of two or more independent sentences joined together by a coordinating conjunction.

*Example:*

Example:  
He is poor yet he is happy.

The above sentence consists of two parts.

- (i) He is poor.
- (ii) He is happy.

These two are joined by the co-ordinating conjunction 'yet'.

In the above example, each part contains a subject and a predicate of its own i.e., each part is called a clause.

Each clause makes good sense by itself, and hence can stand independent of the other. Hence, each is called a principal clause or a main clause.

Study the following examples.

*Examples:*

1. You may either stay in the hostel or stay with your relatives.
2. The flowers were blooming, the birds were singing, and spring was in the air.

Analysis:

In sentence 1, there are two main clauses.

In sentence 2, there are three main clauses.

So each of them is a compound sentence.

*Some more examples of compound sentences:*

1. I went to his farmhouse several times, but I was unable to meet him.
2. He is very intelligent, yet he has failed in the examination.
3. Many doctors are attending on him, still he is not out of danger.
4. He is very tired, for he has been working since morning.
5. There is no quorum, so the meeting was adjourned.

**Note:** In the above examples, the underlined words are called coordinating conjunctions. Coordinating conjunctions join main clauses.

The following is a list of some co-ordinating conjunctions

and, as well as, also, too, both ..... and, not only ..... but  
also, now, well, either ..... or, neither ..... nor, otherwise,  
or else, still, yet, only, however, whereas, but,  
nevertheless, therefore, for, so then, so then.

### 3. COMPLEX SENTENCE

A complex sentence is one which contains only one main clause and one or more subordinate clauses.

Study the following examples.

*Example: 1*

Example: 1  
If you work hard you will pass.

In the above example, the clause 'you will pass' makes good sense by itself, and hence can stand by itself. This is called the principal or independent clause.

The clause “If you work hard,” cannot stand independently, it depends on the clause, “you will pass”. It is therefore called a dependent or a subordinate clause.

*Example: 2*

As soon as the meeting began, a member said that he wanted to raise a point of order.

Analysis:

This sentence has only one main clause and two subordinate clauses. Therefore, this is a complex sentence.

Subordinate clause 1: That he wanted to raise a point of order.

Subordinate clause 2 : As soon as the meeting began.  
Main clause: A member said

*Some more examples of Complex Sentences:*

1. The children rode an elephant when they visited the zoo.
2. I think that the president will not accept this proposal.
3. They were so tired that they simply had to sit down to take rest.
4. He knew that he had to get someone to cut down the trees in the garden.
5. If you want a passport, you must consult the passport issuing authority in the city.

In the above examples, the underlined words are called subordinating conjunctions which introduce subordinate clauses.

The following is a list of some subordinating conjunctions.

after, before, since, as soon as, while, until, as, so long as, till, in order to, lest, so that, that because, since, as, supposing, unless, whether, on condition, so ..... that, than, no less than, as, as much as, so far as, according as, as if though, although, however, notwithstanding, as even if, whatever, whichever

#### **Exercise – 5**

Identify the type of sentence - Simple, Complex or Compound.

1. As soon as the boy saw the cobra, he began to run.
2. The South Pole is too cold for human beings to live in.
3. A hundred per cent in English is too high a score to achieve.
4. On account of mismanagement, the company suffered a great loss.
5. In spite of being supplied with the best weapons, the army could not win the battle.
6. The rooms were so selected as to enable me to reach the place of my interview.
7. It is in the field of education that the seed of secularism has to be sown at the earliest stage possible so that the plant can be carefully nurtured as it grows.
8. Our hope that the clouds would disperse, was cheering.
9. To most people a long journey by motorcar is exhausting and disagreeable.
10. Although mountains are undoubtedly impressive, they have a kind of dreadful monotony that makes people like me, feel hostile to their beauty.
11. He could not take up the journey owing to ill – health.
12. The explanation which he gave was not convincing.
13. John may not be clever but he is very hardworking.
14. She is studying hard so that she may pass with flying colours.
15. The management is not happy with his performance.
16. He confessed that he was guilty after being interrogated by the police
17. I missed the opportunity but I don't regret it.
18. Unless we do the work perfectly our teacher will not be satisfied.
19. If you don't take care of your health, you will fall ill.
20. Life is full of ups and downs; yet we cling to it.

## UNIT – VI

### TYPES OF SENTENCES (SEMANTIC)

Based on the meaning (Semantic), sentences are categorised into:

1. Assertive sentences
2. Imperative sentences
3. Interrogative sentences
4. Exclamatory sentences
5. Affirmative sentences
6. Negative sentences

#### **ASSERTIVE SENTENCES (OR) DECLARATIVE SENTENCES**

Sentences which state facts, describe things, or report events are called assertive or declarative sentences

*Examples:*

Dr. Mohan teaches English.  
Varanasi is on the banks of the Ganga.  
Hyderabad is the capital of Andhra Pradesh.

#### **IMPERATIVE SENTENCES**

Sentences that express an order, a request, advice, a direction, a suggestion, a command, etc. are imperative sentences. These sentences start with the verb, and the subject (You) is understood.

*Examples:*

Take these books to the library.  
Get me a cup of coffee, please.  
Be neither a borrower nor a lender.

*Note:*

There are some sentences which express 'commands' in an indirect way. Let is used at the beginning of these sentences. Subject is not omitted but expressed in these sentences.

*Examples:*

Let the manager talk to the director first.  
Let's start at once.  
Let the boys assemble in the auditorium for the seminar.

#### **INTERROGATIVE SENTENCES**

Sentences that are used to make enquiries and to ask questions are interrogative or question sentences.

*Examples:*

Can I help you?  
What shall we have for lunch?  
Is the bus late this morning?

#### **EXCLAMATORY SENTENCES**

Sentences that express surprise, admiration, pity, sorrow and other feelings in an emphatic way are called exclamatory sentences.

*Examples:*

How fast time flies!  
What a beautiful view we have from here!  
What a wonderful piece of art this is!  
What a tragedy!

#### **AFFIRMATIVE SENTENCES**

You have seen that all the sentences given above as examples are statements, commands, questions and exclamations. They affirm something in a positive way. They are affirmative sentences.

#### **NEGATIVE SENTENCES**

Look at the following sentences.

*Examples:*

He is not a rich man.  
I cannot complete this work today.  
They don't understand our difficulties.  
I have never watched a test match.

All these are also statements but they use words such as NOT and NEVER and are negative in meaning. They are called negative sentences.

*Note :* Commands can also be negative.

*Example:* Don't touch those glass exhibits.

Sentences of this kind are called negative commands or prohibitions. There can also be questions which are negative:

Hasn't he got a car?  
Why didn't you come to the class in time?

Sentences of this kind are called negative questions.



## UNIT – VII

### NON-FINITES

Verbs can be classified as (i) Finites and (ii) Non-finites.

A Finite Verb is a verb that denotes tense.

*Example:*

He goes to school.

'goes' represents the simple present tense.

Similarly 'went', 'gone' are the other forms of the verb. These have been discussed in a later chapter.

Non-finites are verb forms which do not give complete (finite) meaning. They have none of the tenses, have no number and take no modals (auxiliary verbs). There are four types of non-finites :

1. Infinitive
2. Gerund
3. Present participle
4. Past participle

Look at these sentences:

1. She wants to buy a new house. (Infinitive)
2. Buying a new house needs money. (Gerund)
3. I found him looking for a new house. (Present participle)
4. Wounded in the war the soldier was brought to the medical camp. (Past participle)

#### THE INFINITIVES

1. Look at the forms of the infinitive in the following sentences:
  - a. Rajitha wanted to learn photography.
  - b. She is reported to be learning it.
  - c. She is reported to have learnt painting already.
  - d. She is known to have been learning music for the last five years.

In these sentences you see four forms of the infinitive. The following are the structures of these four infinitives.

Sentence (a) to + verb

Sentence (b) to be + verb -ing (present participle)

Sentence (c) to have + past participle

Sentence (d) to have + past participle of be + verb -ing

Some of these forms have the corresponding passive voice.

to learn - to be learnt:

There is a great deal to be learnt in photography.

To have asked - to have been asked:

He was happy to have been asked to deliver the convocation address.

2. The infinitives shown above have the word to before them.

But look at these sentences:

- a. The mother made the child drink the medicine.
- b. Then she let the child go out and play.

'To' is very commonly used with the infinite, but it is not a necessary sign of the infinitive. The following verbs take the infinitive without 'to'.

- (i) The principal verbs: can, must, let, make, bid, dare, please need.
- (ii) Verbs denoting some kind of perception: see, hear, feel, watch, know, think etc.

*Examples:*

1. Make her do the work.
2. You need not go there.

3. Please go there.
4. Let him stand there.

The infinitive without 'to' is used after had better, had rather, had sooner, would rather, sooner than, rather than.

*Examples:*

1. You had better meet your uncle.
2. He would rather fight than give up.
3. I had rather write than play.
4. She had sooner run than walk.

#### Exercise – 6

Rewrite the following sentences using to, wherever necessary, before the verbs given in the brackets.

1. Dr. Rao asked his daughter \_\_\_\_\_ home before 9 o'clock. (come)
2. If you have planned \_\_\_\_\_ the airport before five, you had better \_\_\_\_\_ at once. (reach, start)
3. He wouldn't let anyone \_\_\_\_\_ his bicycle. (use)
4. We wanted \_\_\_\_\_ the house where Mahatma Gandhi was born. (see)
5. He would rather \_\_\_\_\_ than \_\_\_\_\_ a lie. (die, tell)
6. The weather being perfect, we decided \_\_\_\_\_ for a picnic. (go)
7. I would rather \_\_\_\_\_ myself to death than \_\_\_\_\_. (starve, steal)
8. Ashok wanted \_\_\_\_\_ down in his home town. (settle)
9. The mother made the child \_\_\_\_\_ the medicine. (drink)
10. We heard the baby \_\_\_\_\_ (cry)
11. She intends \_\_\_\_\_ a course in fashion designing (pursue).
12. Abhishek does not allow anyone \_\_\_\_\_ roses from his garden. (pluck)
13. He wanted \_\_\_\_\_ the document before signing the deal (examine)
14. Asha loves \_\_\_\_\_ the piano during her free time. (play)
15. The teacher instructed the students \_\_\_\_\_ the examination hall by 8:30 A.M. (reach)
16. The children loved \_\_\_\_\_ in the pool during the hot summer months. (swim)
17. His timely advice helped me \_\_\_\_\_ with the situation. (deal)
18. She wanted \_\_\_\_\_ all her friends before going abroad. (meet)
19. If you plan \_\_\_\_\_ Coorg for a holiday, you must do so before the monsoon sets in. (visit)
20. It is not right on your part to make me \_\_\_\_\_ all the work. (do)

## THE GERUND

The gerund and the present participle have the same form, verb + ing : swimming, walking, cutting, etc. (the gerund is also called the verbal noun)

Uses of the gerund:

- a. As the subject of a verb:  
Swimming is a good exercise.  
Smoking is injurious to health.  
Speaking is easier than writing.  
Looking after children needs a lot of patience.
- b. As the object of a verb:  
He likes reading detective novels.  
Would you mind returning these books to him?  
I hate waiting at bus stop.
- c. As the object of a preposition:  
The minister inaugurated the school by lighting a lamp.  
He was fined for being drunk.  
He is thinking of resigning his job.  
They resumed their journey after resting for an hour.
- d. As the subject complement:  
Talking to him is wasting time.  
Seeing is believing.

Note :

When a Noun or Pronoun is placed before a Gerund, it must be in the possessive case.

Example:

- I was pleased at Robert coming here (Incorrect)
- I was pleased at Robert's coming here (correct)
- They insisted upon me writing the essay. (Incorrect)
- They insisted upon my writing the essay. (correct)

But the possessive case cannot be used with the Gerund in the following cases.

- (i) When the Noun denotes a lifeless thing.

Example:

There is no danger of the wall's falling down. (Incorrect)  
There is no danger of the wall falling down. (correct)

Note :

- 1) The following verbs can take either an infinitive or a gerund as an object.

continue	regret	try	propose
forget	neglect	remember	learn
- 2) The following verbs can be followed by the infinitive (to + v) as the direct object.

agree	forbid	learn	offer
care	forget	plan	decide
hope	pretend	deserve	intend
mean	refuse	fail	
- 3) The following verbs can be followed by the gerund (v + ing) as the direct object.

admit	deny	postpone	appreciate
enjoy	practise	avoid	finish
stop	cannot help	keep	suggest
consider			

- 4) The following verb phrases (verb + preposition) can be followed by the gerund (v + ing). Remember that gerunds, not infinitives, follow prepositions in general.

decide on	think about	keep on	think of
plan on	put off	look forward to	

## THE PARTICIPLE

Look at the words underlined in these sentences.

- (i) The crying child gets milk.
- (ii) We found a man running for the bus.
- (iii) Inaugurating the seminar, the Education Minister spoke about the prohibition policy.

The words underlined are participles. There are two types of participles.

- (1) The Present Participle
- (2) The Past Participle

The form of the Present Participle:

Verb + ing      Example: cry + ing

The form of the Past Participle:

V + ed      Example: wound + ed

(OR)

V + en      Example: drunk + en

Wrong use of participles:

1. Whenever a participle is used, the Noun or Pronoun to which it refers, must also be mentioned.

Look at the following sentence:

While taking a bath, the shampoo bottle fell.

What is wrong with this sentence?

The sentence, as it stands means that the 'shampoo bottle' was taking a bath. In other words there is no noun or pronoun to which the participle 'taking' refers. Hence, the sentence should be re-written, as 'while I was taking bath, the shampoo bottle fell.'

Given below are a few more examples.

1. Being a rainy day, I did not go out. (Incorrect)  
It being a rainy day, I did not go out. (Correct)
2. Crossing the road a truck hit her. (incorrect) While she was crossing the road a truck hit her. (Correct)

Note:

- (1) Sometimes the spellings of the past participles are different in the case of some verbs.  
Example: come, hit etc.
- (2) Sometimes, the present participle and the past participle can function like adjectives.

Examples:

- (1) The wounded soldier was carried to the past. part.  
medical camp.
- (2) A rolling stone gathers no moss. pre. part.

## SECTION II – CORRECTION OF SENTENCES

### UNIT – I

### CORRECT USE OF NOUNS

A noun is a naming word. It is the name of a person, place, thing, animal, concept, river etc. Nouns are divided into five main kinds.

1. Common Noun:

A name given in common to every person or thing of the same class is called a common noun.

Examples:

- Hyderabad is a big city.
- She is a good girl.

2. Proper Noun:

The name of a particular person or place is called a Proper Noun.

Examples:

- King Solomon was a wise king.
- Kalidas was a great poet.

3. Collective Noun:

It is the name of a number of persons or things taken together and spoken of as whole.

Examples:

- A herd of cattle is grazing in the field.
- A bunch of keys is on the table.

4. Abstract Noun:

The name of a quality, a state of mind or a stage of life is called an Abstract noun.

Examples:

- Kindness is a virtue.
- Childhood is the happiest stage of one's life.

5. Material Noun:

All those nouns, which are used to refer to metals and materials, are called Material Nouns.

Examples:

- This chain is made of gold.
- This house is built of brick.

In the above examples 'gold' and 'brick' are material nouns.

Nouns are further classified into two types depending on whether they can be counted or not.

I. Countable nouns:

Countable nouns are nouns that we can count: for eg. boy - one boy, two boys, three boys, etc.

Note: The classes of nouns known as 'common nouns' (boy, table, etc.) and 'collective nouns' (flock, regiment, crowd, troop, etc.) can be included in the larger class of countable nouns.

II. Uncountable Nouns:

(also called non-count nouns)

Uncountable nouns (NCNs) name things which we cannot count or usually don't count. The classes of nouns known as Material nouns and abstract nouns can be included in this category.

Uncountable nouns fall into the following groups:

- (a) Things which are considered in mass or quantity and not in numbers: sugar, sand, hair, dust etc.
- (b) Materials: wood, cloth, silver, gold, iron, etc.
- (c) Liquids: water, milk, oil, ink, honey, etc.
- (d) Gases: steam, mist, nitrogen, air, etc.
- (e) Natural phenomena: heat, cold, electricity, lightning, etc.
- (f) Abstract nouns: stages of life, states of mind, qualities, processes, actions, ideas, etc.: courage, happiness, freedom, attention, childhood, honesty, enjoyment.  
Note: A number of words used to refer to qualities, states, actions, etc, are however countable. These may be considered exceptions.  
Examples: joys, sorrows, dreams, miseries, etc.
- (g) Branches of learning : Economics, Mathematics, Politics etc.

Note: There are some uncountable nouns which we refer to in parts. When we do so, we use them with expressions such as a piece of, a grain of, a kilo of, etc. Here is a list of such expressions:

a piece of chalk	a piece of information
a cake of soap	a piece of furniture
a block of ice	a loaf of bread
a piece of advice	a log of wood etc.

These expressions have their plural forms: pieces of chalk, cakes of soap, etc.

Proper Nouns are not categorised either as Countable Nouns or as Uncountable Nouns.

Now study carefully some rules related to the correct use of nouns:

**Rule 1:**

A proper noun becomes a common noun when it is used in the plural form, or when an article is placed before it.

Examples:

There are five Gandhis in our college.  
Vijay Kumar is the Milton of your college.  
Kalidas is the Shakespeare of India.

**Rule 2:**

A collective noun takes a singular verb when the whole group is considered as one unit.

Examples:

The committee consists of five members.  
The family living next door has come from Madras.

Note: If we refer to the members of the committee or family separately, the collective noun takes a plural verb, but it (the collective noun) remains singular in form for eg: The committee have taken their seats.

**Rule 3:**

An abstract noun can also be used as a common noun by placing an article before it.

*Example:*

Rajani is a beauty (a beautiful girl)

**Rule 4:**

An abstract noun can also be used in the sense of a collective noun. When an abstract noun is used as a collective noun it takes a plural verb.

*Examples:*

Youth are the pillars of the nation. (collective noun)

**Rule 5:**

When a material noun denotes a mass of matter, it is not used in the plural form.

*Examples:*

Their house is built of bricks and stones. (incorrect)

Their house is built of brick and stone. (correct)

**Rule 6:**

Some nouns have the same form for the plural as well as for the singular. The following are some nouns that belong to this category.

*Examples:*

sheep, species, deer, aircraft, offspring, yoke, space craft, salmon etc.

**Rule 7:**

Some nouns are used in the singular only. The following are some nouns that belong to this category.

*Examples:*

advice, corn, grain, justice, clothing, information, poetry, scenery, machinery, hair etc.

*Note:* Advice is the noun form and Advise is the verb form. The advice of the doctor is that I should not smoke. (noun)  
The doctor advised me not to smoke. (verb)

Similarly, Practice is noun and Practise is verb.

**Rule 8:**

There are some nouns which are used only in the plural form.

*Examples:*

scissors	shears	spectacles
trousers	pantaloons	shorts
bowels	intestines	biceps
genitals	gymnastics	premises
proceeds	riches	thanks
nuptials	outskirts	gallows
doldrums	earnings	

**Rule 9:**

Some nouns are apparently plural in form but are singular in use.

*Examples:*

news, economics, physics, measles, mumps, ethics.

*Note:* summons is singular and summonses is plural.

**Rule 10:**

The following nouns are always used in plural.

*Examples:*

cattle, police, people, vermin, poultry.

**Rule 11:**

When a plural noun denotes a specific amount, length, weight, quantity, etc. considered as a whole, the verb must be in the singular form.

*Examples:*

Ten thousand rupees is a large amount.

Six kilometres is not a long distance for a runner like you.

**Rule 12:**

Inanimate objects (lifeless objects) which are remarkable for beauty, gentleness, gracefulness, tenderness, weakness, and so on, are treated as feminine gender.

*Examples:*

the moon, the earth, spring, virtue, peace, charity, fame, nature, hope, justice, mercy, pity, fortune, truth, victory, defeat, modesty, liberty etc.

*Note:* Poets refer to them as feminine gender.

**Rule 13:**

Inanimate things which are known for strength, courage, violence, superiority, and so forth, are treated as masculine.

*Examples:*

the sun, death, summer, winter, war, anger, fear, thunder etc.

*Note:* The possessive case of nouns is formed when we put 's to the noun (apostrophe s)

*Example:*

- The girl's dress.
- The boy's pen

2. The possessive case is used with the nouns of living things but not with inanimate objects.

- Table's leg (incorrect)
- Leg of the table (correct)

3. The possessive is used with the names of personified objects.

- Death's icy hands

**Rule 14:**

When the noun is plural, and ends in s; the possessive case is formed by adding only an apostrophe (after s).

*Examples:*

- Girls' hostel
- Birds' nests

**Rule 15:**

When the noun is plural but does not end in s, the possessive case is formed by adding 's.

*Examples:*

- Men's club
- Children's park
- Women's day

**Rule 16:**

When a noun or a title consists of several words, the possessive case is formed by adding 's to the last word.

Examples:

- The Prime Minister of India's speech.
- The king of Bhutan's visit to India.....

**Rule 17:**

When two or more proper nouns are joined by 'and', and a common possession is meant, the possessive case will be formed by adding ('s) to the last noun.

Examples:

Amar and Kumar's house is really beautiful.

*Note:* This sentence denotes that the house belongs to both Amar and Kumar.

**Rule 18:**

When there are two nouns in apposition, the possessive case will be formed by adding ('s) to the second noun.

Examples:

- Penicillin, Flemming's discovery, has saved the lives of many people.
- Mohan, the professor's son, is very intelligent.

**Rule 19:**

The possessive case of a compound noun will be formed by adding ('s) to the last word.

Examples:

Sister-in-law's house.

Commander-in-chief 's office.

**Rule 20:**

If the last syllable of a singular noun ends in '-s' or '-ce' and the noun is followed by the word "sake", the possessive case of the noun will be formed by adding (') only.

Examples:

for goodness' sake, for justice' sake.

for conscience' sake, for Jesus' sake.

**Exercise – 7**

Correct the following sentences where necessary.

1. My friend gives me many advices regarding my future career.
2. The doctor has given me many informations about the disease.
3. The magistrate has issued a summon asking me to attend his court on Monday.
4. My hairs have turned grey recently.
5. Our office has purchased new furnitures for our department.
6. He is one of the notorious troubles-maker in the town.
7. Four thieves broke into my cousin's house yesterday.
8. The H.M.T. factory has the latest machineries.
9. His little daughter is capable of many mischiefs.
10. The magistrate has passed order for his release from prison.
11. This scissor will not cut such a hard wire.
12. I have seen many cannons in the military parade ground.
13. The beggar is begging for alm.
14. He has lost all his luggages on his way home.
15. The company wants to dispose of the equipment.
16. She took great pain to write the essay properly.
17. The first innings is over just now.
18. These sceneries of Kashmir are beautiful.
19. My brother-in-laws will come to our house next week.
20. These golds have been brought from South Africa.

## UNIT – II

# CORRECT USE OF PRONOUNS

A pronoun is a word used in the place of a noun.

Types of pronouns:

### PERSONAL PRONOUNS

Person	Singular	Plural
First person	I	We
Second person	You	You
Third person	He, She, It	They

Forms of pronouns: (cases)

Nominative case (subject)	Accusative case (object)	Possessive	
I	Me	My	Mine
We	Us	Our	Ours
You	You	Your	Yours
He	Him	His	His
She	Her	Her	Hers
It	It	Its	Its
They	Them	Their	Theirs

*Note:* The forms my, our, your, his, her, its and their are determiners. They can also be used as possessive adjectives.

### POSSESSIVE PRONOUNS:

*Example:*

This book is his.

### REFLEXIVE PRONOUNS:

*Examples:*

- (1) She washed herself at a well.
- (2) They killed themselves for no reason.
- (3) I must blame myself for this.

### EMPHATIC PRONOUNS:

*Example:*

I offered to drive the car myself. She herself made the mistake.

### DEMONSTRATIVE PRONOUNS:

*Examples:*

- (1) That is Dr. Rao's house.
- (2) Those are some new buildings.
- (3) This is your passport.
- (4) These are good books.

### INDEFINITE PRONOUNS:

*Example:*

- (1) Some are born great.
- (2) Anyone can take a horse to the pond, but no one can make it drink.

Other indefinite pronouns are: somebody, anybody, anything, something, (the) other, others, another, nobody, nothing etc.

### PRONOUNS OF NUMBER:

*Examples:*

- (1) Of the ten guests, three were men.
- (2) Many of them are not good books.

### PRONOUNS OF QUANTITY :

*Examples:*

more, much, little, etc.

### DISTRIBUTIVE PRONOUNS:

Look at the pronouns underlined in the sentences given below:

*Examples:*

- (1) Everyone has his own problems.
- (2) Either of these applicants can be employed.
- (3) Neither of the students can get through the examination.
- (4) Each of those players deserves a prize.
- (5) Everybody will be given a chance to participate in this match.

These words, which are underlined, are distributive pronouns. They are called so because they refer to persons considered individually. The distributive pronouns are in the singular number and are therefore followed by singular verbs.

- Note:*
1. Neither is a negative word which is used to refer to two persons or things.
  2. None is also a negative word which is used to refer to more than two persons or things.
  3. The usage: Each one of the boys ..... (is wrong because 'one' becomes redundant)

### RECIPROCAL PRONOUNS:

Look at these sentences:

*Examples:*

- (1) The two girls helped each other in every respect.
- (2) The political parties quarrelled with one another.  
Each other and one another express a mutual or reciprocal relationship. They are considered as single units, and are called reciprocal pronouns or 'compound personal pronouns'.

*Note:* Each other is usually used to refer to two persons or things and one another to more than two persons or things.

**INTERROGATIVE PRONOUNS:** The words underlined in the following sentences are called interrogative pronouns because they are used in questions.

*Examples:*

- (1) Who is the president of India?
- (2) Whose is this calculator?
- (3) To whom did you give the parcel?
- (4) Which is the road to the hospital?
- (5) What have you to do now?
- (6) Whom did you borrow this book from?
- (7) Whom did she refer to in her lecture?

### RELATIVE PRONOUNS :

Look at these sentences :

*Examples:*

- (1) The gentleman who is speaking is our principal.
- (2) This is the gentleman whose guest I was in Bombay.

The words underlined are pronouns standing for the nouns used before them. The nouns are called antecedents and the pronouns are called relative pronouns. They relate the adjective clauses to the main clauses.

### RULES FOR USE OF PRONOUNS

Now let us look at some aspects related to pronouns that will be helpful in answering questions in Sentence Correction.

**Rule 1:**

Some important uses of the pronoun "it" are given below with examples.

- (a) To introduce a sentence  
*Example:*  
It is not certain that the president will come.
- (b) To give emphasis to the noun or pronoun that follows  
*Example:*  
It was you who began the quarrel with us.
- (c) As an indefinite nominative of an impersonal verb.  
*Examples:*  
It rains.  
It is snowing outside.
- (d) In sentences showing distance  
*Example:*  
It is not far to walk.
- (e) In sentences indicating time.  
*Example:*  
It is ten O'clock now.
- (f) To introduce a phrase.  
*Example:*  
It is decided to declare a holiday today.
- (g) In exclamatory sentences.  
*Example:*  
What a beautiful book it is!
- (h) To introduce a that clause.  
*Example:*  
It is said that smoking is injurious to health.
- (i) As a sort of object in order to avoid repetition.  
*Example:*  
Let us fight it (the issue) out.

**Rule 2:**

While confessing a fault (or expressing a negative idea) the sequence of the personal pronouns should be as follows:

*Example:*

I, you, and he are in the wrong and will be punished.

*Sequence:*

First person first, second person next and third person last.

**Rule 3:**

While expressing a positive idea or praise, the sequence of the personal pronouns should be as follows:

*Example:*

You, he and I, will get an award for the good work we have done.

*Sequence:*

Second person, third person and first person.

**Rule 4:**

When two singular nouns joined by and denote the same person or thing, the pronoun used for them must be singular in number. The definite article the is placed before the first noun.

*Example:*

The accounts officer and treasurer should be careful in his work of keeping accounts.

**Rule 5:**

When two singular nouns are joined by 'and', and are preceded by each or every, the pronoun must be in singular number.

*Example:*

Every student and every teacher took his or her seat.

**Rule 6:**

When a personal pronoun is connected by a conjunction with some other word in the objective case, it must be in the objective or accusative case.

*Example:*

These clothes are for you and me.

**Rule 7:**

When a singular noun and a plural noun are combined by or, either ... or, neither ... nor, the singular noun usually comes first in the sentence, and the pronoun must be in the plural number.

*Example:*

Either the manager or his subordinates failed in their duty in sending the official message.

**Rule 8:**

The personal pronouns - yours, ours, hers, theirs and its - are written without the apostrophe (').

*Examples:*

Your's sincerely (wrong)

Yours sincerely (Right)

*Note:* 'It's' means 'It is' and not belonging to it.

*Example:* It's a mad dog which bites its tail.

**Rule 9:**

When a personal pronoun is used as a complement to the verb to be, it (the pronoun) must be in the nominative case.

*Example:*

It was he, who could solve the problem easily.

**Rule 10:**

A pronoun should be used in the objective case in a sentence beginning with let.

*Examples:*

Let him go to his office immediately.

Let her submit the records in time.

**Rule 11:**

One can be used to talk about people in general the pronoun that follows one should be one's. (not his/her)\*

*Examples:*

One should do his duty (wrong)

One should do one's duty (correct)

{*Note:* But there is a controversy here. In American English one can be followed by his or her. Students taking TOEFL or GRE or GMAT or SAT should keep this in mind. However, usually one need not worry about this problem. If a sentence begins with one, be sure that you or they DOES NOT follow. Hence it is never correct to say: If one takes this exam without studying, you are likely to fail.

*Additional example:* One should never tell his secrets to a gossip if he wishes them to remain secret. (Correct)}

**Rule 12:**

A relative pronoun must always be placed as near its antecedent as possible. Also, it must always agree with its antecedent in number, gender and person.

*Example:*

This is the manager who abused the clerk.  
ant. rel. pr.

**Rule 13:**

Generally, the relative pronoun in the objective case is omitted.

*Example:*

The student (whom is omitted) you wanted to punish is absent today.

**Rule 14:**

The pronouns who, whom and whose are generally used for persons.

Who is used in the nominative case.

Whom is used in the objective case.

Whose is used in the possessive case.

*Examples:*

1. Sarita is the student who got an award.
2. They are the thieves whom the police caught.
3. This is the student whose certificates are lost.

**Rule 15:**

When the relative pronoun is in different cases, one in the nominative and the other in the objective, it must be mentioned twice, once for each verb.

*Example:*

The girl, who is my daughter and whom you met in the library yesterday, left for Mumbai this morning.

In the above example the subject of the sentence 'the girl' is also the object of the sentence. Hence both 'who' and 'whom' are used.

**Rule 16:**

Uses of WHICH:

'Which' is used in the following ways:

- (1) For infants, small animals, and objects

*Examples:*

This is the baby which was lost in the theatre.

This is the dog which my friend bought from the Kennel's club.

- (2) When selection is expressed.

*Example:*

Which of these television sets do you want to purchase?

- (3) To refer to a sentence.

*Example:*

He was said to be drunk, which was not true.

**Rule 17:**

Uses of THAT:

'That' is used in the following ways:

- (1) For persons, lifeless things and small animals in the singular or in the plural number.

*Examples:*

This is the girl that failed in the exam.

This is the radio that I bought yesterday.

- (2) As a substitute for a singular noun already mentioned. (pay attention to this use particularly in the comparative degree)

*Examples:*

The weather of Hyderabad is far better than Chennai (wrong).

The weather of Hyderabad is far better than that of Chennai.

- (3) After a noun phrase used as direct object.

I vividly remember the night that she came.

(Here, that is used in the sense of when)

**Rule 18:**

'Either' and 'neither' are used in speaking of two persons or places or things etc.

*Examples:*

Neither Mahesh nor Mohan is intelligent.

(negative meaning is implied)

Either Mahesh or Mohan is expected to get a prize.

(positive meaning is implied)

**Rule 19:**

Uses of each other and one another

- (1) Each other is used for two persons or things or places etc.

*Example:*

These two students love each other.

- (2) One another is used for more than two persons or things.

*Example:*

Those four countries always disagree with one another.

**Rule 20:**

Each can come in three different positions in a sentence.

- (1) Each of the students got a prize. (initial)
- (2) The students got a prize each. (end)
- (3) The students were each given a prize (middle)

**Rule 21:**

ONE is used in the following ways :

- (1) For people in general.

*Examples:*

One must try to do one's duty.

One must not be proud of oneself.

- (2) In place of a noun previously mentioned.

*Examples:*

Give me a banana which is a fresh one.

Give me bananas which are fresh ones.

**Rule 22:**

As regards anybody, everyone, everybody, etc. the pronoun of the masculine or feminine gender should be used according to the context.

*Example:*

Everyone of the boys got his hall ticket.

**Exercise – 8**

Rewrite the following sentences after making the necessary corrections.

1. Between you and I, the secretary is not a gentleman.
2. One should do your duty honestly and sincerely.
3. Good students like you and he should study regularly.
4. You, he and I are in the wrong.
5. Only you and him can do this work fast.
6. If I were him, I would not misbehave like this.
7. Everyone announced one's plans in the presence of the President.
8. She helped everyone of those boys in doing their work.
9. Every teacher and every student should do their duty.
10. Neither of the boys have submitted their records.
11. She availed of the opportunity.
12. Those two companies always help one another.
13. India and Pakistan should cooperate with one another in this matter.
14. Dear students, enjoy during the holidays.
15. The committee were divided in its opinion regarding this issue.
16. The team, after taking its bath, have gone for practice of cricket.
17. My opinion is the same as your.
18. We were told to let only you and she enter.
19. This is the scientist which won the first prize.
20. His problems are the same as my.





**Rule 10:**

The comparative adjectives ending in "or" are followed by the preposition to.

*Inferior, superior, prior, anterior, posterior, senior, junior*

*Example:*

He is superior to me. (correct)

He is superior than me. (incorrect)

**Rule 11:**

Sometimes the words much, less, far, etc. are used before the comparatives to denote emphasis or excess.

*Example:*

Ramakrishna is by far the ablest lecturer in the college.

**Rule 12:**

Two adjectives which refer to the same noun or pronoun joined by a conjunction must be in the same degree of comparison.

*Example:*

Gandhiji is the noblest and wisest of all national leaders.

**Rule 13:**

Certain adjectives, when preceded by 'the' become nouns in plural and require a plural verb if they are used as subjects.

These are : rich, poor, needy, aged, blind, dead, meek, wicked, etc.

*Examples:*

The rich (rich people) usually hate the poor (poor people).

**Rule 14:**

Some adjectives often confused :

**A. FARTHER - FURTHER**

Farther denotes more distant in space,

*Example:*

Sheela lives at the farther end of this street.

Further means additional; more

*Examples:*

There is nothing further to say about him.

For further details please contact the director.

**B. Many, a great many, a good many**

All these take a plural noun and a plural verb after them.

*Examples:*

(1) A great many people died in the cyclone.

(2) My sister has a good many friends.

**C. Use of many + a + noun (singular) + verb (singular) structure :**

*Examples:*

Many a delegate is attending this seminar.

(meaning : Many delegates are attending this seminar)

**D. MODIFIERS : FEW, LITTLE, MUCH, and MANY**

Few is used with plural nouns. Little is used with singular non-count nouns.

Without articles, few, and little usually have rather negative meanings. They often suggest 'not as much/many as one would like', or 'not as much/many as expected' or a similar idea.

With articles 'few' and 'little' i.e a few, and a little are more positive in meaning. Their meaning is closer to 'some'. They often suggest ideas like 'better than nothing' or 'more than expected'.

*Examples:*

1. There are few books on "Thermodynamics" in the library, so you have to purchase them.

2. You don't need to go shopping. There are a few eggs in the fridge.

3. I've got a little bread and cheese. It'll be enough for supper.

**Difference between fewer and less**

In theory, fewer (the comparative of few) is used before countable nouns, and less (the comparative of little) before uncountable words.

*Examples :*

(i) There are fewer exploited workers than there used to be.

(ii) My friend earns lesser than a postman does.

*Note the following:*

P.D.		C.D.		S.D.
few	-	fewer	-	fewest
little	-	less/lesser	-	least

\* fewer and less (lesser) are followed by than as they are the comparative forms.

*Note:* 'Many' like 'few' is used before a count noun.

*Example:*

Many/few students.

C.N.

'Much', like 'less' is used before a non-count or a material noun.

*Example:*

Much/less water.

NCN

**E. MODIFIERS - TOO, VERY, ENOUGH**

Compare the meanings and patterns of too, very, and enough.

1. Very means to a high degree, but does not suggest impossibility.

Mary is very intelligent.

2. Too suggests impossibility or undesirable degree.

too + adj + to + v

She is too sick to come to class today

*Note:* It is better not to use "Too" with a positive adjective.

Instead of "too" it is better to use "very".

3. Enough suggests possibility or sufficient degree.

He is tall enough to play basketball.

**NOTES:**

a. Be careful to put enough after the adjective.

b. Be careful to put to+v (infinitive) after enough.

c. In patterns 2 and 3 above, do not use any other structure word after the adjective or adverb except to.

d. In the above patterns adverbs can be used in the same position as adjectives.

*Example:*

Mary sings very well.

e. Enough can come before or after a noun to express sufficiency.

*Examples:*

He had money enough to buy a new car.

N

OR

He had enough money to buy a new car.

N

**F. MODIFIERS - NEGATION**

There are some words that have negative meanings even though they do not appear to be negative, for example : hardly, scarcely, rarely, seldom, without,

and only. Do not use another negative word with these words.

*Examples:*

- (i) He had scarcely enough money to purchase books.
- (ii) They went to bed without dinner.

*Note:* Scarcely and hardly are followed by when and not than. No sooner is followed by than. These expressions mean "as soon as".

*Examples:*

1. As soon as I reached the station the train left.
2. No sooner had I reached the station than the train left.  
No sooner + had + Subject + Past participle + ...
3. No sooner did I reach the station the train left.  
No sooner + did + Subject + Present tense verb + .....  
Similarly: Hardly/Scarcely + had + Sub + Past participle ..... when .....  
OR  
Scarcely/Hardly + did + Sub + Present tense verb ..... when .....

#### Rule 15:

MODIFIERS : ADJECTIVES AFTER VERBS OF SENSATION

These verbs of sensation are generally followed by adjectives\* not by adverbs: feel, look, seem, appear, smell, taste and sound.

(\* These are also called predicate adjectives)

He feels bad (correct)  
He feels badly (wrong)  
The soup smells delicious (correct)  
The soup smells deliciously (wrong)

#### Rule 16:

MODIFIERS - HYPHENATED OR COMPOUND ADJECTIVES

Nouns are sometimes found as part of hyphenated or compound adjectives (adjectives of more than one word joined by hyphens). These nouns are never plural.

I bought a four hundred year-old painting in Germany.

HYPHENATED ADJ. N

*Some more examples:*

- (i) B.Com is a three-year degree course.
- (ii) This is a ten-kilometre-long distance.
- (iii) The professor has delivered a two-hour lecture today.

#### Rule 17:

MODIFIERS - CARDINAL AND ORDINAL NUMBERS

There are two kinds of numbers, cardinal and ordinal.

*Examples:*

CARDINAL	ORDINAL
one	first
two	second
three	third
four	fourth
twenty-one	twenty-first

The following patterns are used to designate items in a series:

- (1) Ordinal numbers are used in this pattern:  
THE + ORDINAL + NOUN  
The first book of the series is about verbs.
- (2) Cardinal numbers are used in this pattern:  
NOUN + CARDINAL

Book one of the series is about verbs.

*NOTES:*

- i. Use the with ordinal numbers.
- ii. Do not use the with cardinal numbers.
- iii. Be careful to use the correct word order for each pattern.

#### Rule 18:

MODIFIERS : NOUN ADJECTIVES

The first noun (N) in the following pattern is used as an adjective.

All these are language students.

N N

*NOTES:*

- a. When nouns are used as adjectives, they do not have plural or possessive forms.
- b. Exceptions : The following nouns always end in -s but are singular in number when they are used as names of courses or sciences : Physics, Mathematics etc.  
He is an Economics teacher.  
N N

BUT The current economic situation is extremely uncertain.

*Note:*

'Economic' is an adjective here.  
'Economical' means frugal, thrifty.

#### Exercise – 9

Correct the mistakes relating to the use of adjectives in the following sentences where necessary.

1. I am more wiser than that student.
2. My house is larger than you.
3. The climate of Hyderabad is better than Madras.
4. Many a student is attending the meeting today.
5. He wants little sugar for tea.
6. Pooja is my older sister.
7. It is much fine today.
8. My friend is senior than me by 4 years.
9. Death is preferable than disgrace.
10. Kolkata is a worth-seeing city.
11. My friends both sisters are doctors.
12. The two first chapters of this book are very important.
13. Suvarna is greater than any student in the class.
14. Shakuntala is better than any drama in Sanskrit.
15. His house is further from the station than yours.
16. The later suggestion is better than the former.
17. These flowers smell sweetly.
18. Little learning is a dangerous thing.
19. Her birthday is the most happiest event this year.
20. Usually the rich people hate poor.

## UNIT – IV

# CORRECT USE OF ADVERBS

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

*Examples:*

She is reading very fast.

verb    adv.

She is a very intelligent girl.

adv.    adj.

The horse runs very quickly

adv.    adv.

(Note: usually the adverbs end with -ly.)

Rules pertaining to use of adverbs :

### Rule 1:

In order to make our meaning clear, an adverb must be placed as near as possible to the word it modifies.

*Examples:*

She has only three dollars with her.

adv.    adj.

He says he often visits my place.

He often says he visits my place.

*Note:* Other adverbs like only are: just, nearly, hardly, almost and scarcely.

*Read the following examples:*

Wrong : We only have four hours to finish this paper.

Right : We have only four hours to finish this paper.

Wrong : She just wants to take one class. [not anything else]

Right : She wants to take just one class. [not even second]

Wrong : That building nearly costs sixty thousand rupees.

Right : That building costs nearly sixty thousand rupees.

### Rule 2:

When an adverb modifies an intransitive verb, it usually follows it.

*Examples:*

- She sang melodiously.
- She writes neatly.

### Rule 3:

When a verb consists of an auxiliary and a main verb, the adverb which qualifies is placed between the auxiliary and the main verb.

Wrong : I have told him often not to come late.

Right : I have often told him not to come late

### Rule 4:

When an adverb modifies an adjective or another adverb, the adverb usually comes before it.

*Examples:*

The Cuckoo sings quite sweetly.

Adv.

Do not speak so fast.

Adv.

*Note:* The adverb 'enough' is always placed after the word it modifies.

- Why don't you speak loud enough to be heard.

### Rule 5:

The word 'only' should be placed before the word it is intended to modify.

*Examples:*

- Only she gave me this book. (i.e., she and nobody else)
- She only told me the truth. (and nothing else)
- I solved only two problems. (correct)
- I only solved two problems. (incorrect)

### Rule 6:

#### POSITION OF ADVERBS

The position of adverbs is often determined by shades of meaning, for which rules cannot be given, but some generalisations can be made.

#### Adverbs of frequency:

always, often, rarely, never, ever, generally, usually, sometimes, occasionally, etc.

- If the verb is in the simple tense form, the adverb is usually placed between the subject and the verb, preferably before the verb it modifies.  
He always goes to college on foot.  
He often visits the U.S.  
His brother never takes alcohol.
- When the verb is some form of 'to be' (is, am, was, are) the adverb follows the verb:  
They are always late.  
He is never punctual.  
If you are ever in trouble, please meet me.

If the verb is a compound one, the adverb is usually placed after the auxiliary:

I shall never forget his help.

He will always behave properly.

In negative sentences the adverb of frequency follows not.  
They are not often late.

In interrogative sentences the adverb of frequency follows the subject immediately:

Does he often go fishing?

Has he ever travelled by air?

At times 'often' may be placed at the end to emphasise it. This is mainly confined to negative statements and questions.

He does not see his friend often, as he lives in a remote village,

'Never' is sometimes placed at the beginning to emphasise it. Then the verb and subject are inverted as in a question.

I never saw such an accident.

Never did I see such an accident.

(S - V becomes V - S here)

**Rule 7:****USE OF HARD, HARDLY, SCARCE, SCARCELY**

- (a) Hard as an adverb means 'diligently'. It usually follows the verb.

He works hard to make both ends meet.

- (b) Hardly when used as an adverb means scarcely, barely

It conveys a negative meaning.

Hardly (scarcely) had he reached the station, when the train left.

*Note:* Hardly and scarcely are followed by when not than. No sooner is followed by than not when or then. (This is very important)

- (c) Scarce as an adjective means 'not plentiful', hard to find, not often found.

Coal has become scarce in England.

Scarcely as an adverb is almost synonymous with 'hardly'. I can scarcely hear you.

They have scarcely enough money to look after their children.

**Rule 8:****SPLIT INFINITIVE**

The infinitive is to + the simple form of the verb (V).

Do not put an adverb between to and verb.

- i. He refused to do the work quickly.

to+v                      Adv.

- ii. They have decided to repeat the experiments carefully.

to+v                      adv.

Wrong : He wanted to carefully read the directions.

Right : He wanted to read the directions carefully.

**Rule 9:****DANGLING MODIFIER**

The subject of the main clause must be the same as the understood subject of the introductory phrase. In other words, the introductory phrase modifies the subject of the main clause.

*Example:*

- (i) Looking at his watch, Mr. Vijaykumar got up and left.

Introductory Ph.                      Subject

Who looked at his watch? Mr. Vijaykumar

Who got up and left? Mr. Vijaykumar

- (ii) Travelling to Bombay, Nalini injured her leg.

Introductory Ph.                      Subject

*Note:* Both these sentences are right. In both these sentences, the subject of the introductory phrase and the subject of the main clause are same.

Wrong : When only a baby, my mother took me to the circus.

Right : When only a child, I was taken to the circus by my mother.

**Exercise – 10**

Correct the following sentences.

1. She was so quiet that he hardly noticed her.
2. My friend only wants to borrow rupees ten thousand.
3. He worked hardly for the examination and got first division.
4. The judge hardly entered the court room than the advocates stood up and greeted him.
5. No sooner did I go to the railway station when the train left.
6. Do not try to completely finish your homework before lunch.
7. He always is at home on Sundays.
8. The teacher wanted to know positively whether or not the students could come to the picnic.
9. She meticulous does her work.
10. His friends have often advised him to refrain from smoking.
11. I only have twenty rupees in my wallet.
12. He is seldom late to school.
13. She wept inconsolably.
14. Have you visited a foreign country ever?
15. Carefully read the terms and conditions before signing the document.
16. The room is not enough big to accommodate so many people.
17. Vizag is rather a laidback city.
18. I could not help not sympathizing with the poor wretch.
19. The suitcase is not enough big to accommodate all the luggage.
20. I have to often handle all the work myself.

# UNIT – V

## CORRECT USE OF THE VERB

### STRUCTURE OF THE VERB PHRASE

A verb indicates the action done by the subject or the state of being of the subject.

*Examples:*

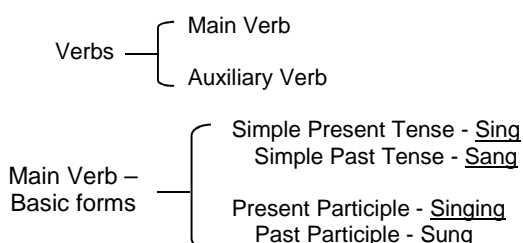
1. He has completed the work (action).
2. Radha is an intelligent student (state).

In every sentence you find a verb phrase (VP).

A verb phrase may have a single word or more words.

*Examples:*

1. The Sun 1 rises in the east.
2. He 1 has 2 ordered tea for us.
3. She 1 has 2 been 3 teaching English since 1965.
4. She 1 will 2 have 3 been 4 typing when I meet her at 10 a.m.



### AUXILIARY VERBS AND THEIR FORMS

	Primary Auxiliaries	Modal Auxiliaries
BE	be, is, are, am, was, were, being, been	can, might, may, must, will, needn't
HAVE	have, has, had, having	shall, daren't, should, ought
DO	do, does, did, doing, done	would, used to, could

*Note:* The Verb Phrase in any sentence is constituted by using only the Main Verb form or one of the basic forms of the Main Verb and the primary auxiliaries or modal auxiliaries or both the primary auxiliaries and the modal auxiliaries.

*Examples:*

1. I teach English.  
M.V
2. I am teaching English now.  
P.A M.V
3. I will have been teaching English.  
M.A P.A P.A M.V

*Special Note:* Every verb phrase has a particular structure acceptable according to standard written English.

The verb phrases in the following sentences are wrong.

1. I will the work
2. I will did the work
3. I going there
4. I can done the work

### VERBS - TRANSITIVE AND INTRANSITIVE

The verbs which do not require or do not have objects in the sentence in which they are used are called intransitive verbs (i.v.).

In the following sentences complements are used, not objects.

*Examples:*

This book costs ten rupees  
i.v comp.

The play lasted an hour  
i.v comp.

The birds fly in the sky  
i.v adv. ph.

The verbs which require or have objects are called transitive verbs

*Example:*

The professor gave them some assignments  
v object

*Note:* There are a number of verbs which can be used with or without objects, that is, 'transitively' or 'intransitively.'

Here are some examples of verbs used both intransitively and transitively.

Intransitive use

My father is reading.

The play ended at five.

Transitive use

He is reading the newspaper.

Rain ended the play.

### VERB - VOICE

There are two voices –

1. ACTIVE VOICE
2. PASSIVE VOICE

Notice the change in the following sentences.

1. She has done the work. (A.V)  
The work has been done by her. (P.V)
2. These engineers can draw good designs. (A.V)  
Good designs can be drawn by these engineers. (P.V)
3. The Principal read the report. (A.V)  
The report was read by the Principal. (P.V)

*Note:*

- (i) Depending on the emphasis we want to lay, we use a particular voice in a particular context.

*Examples:*

Some people dug a well to provide water to the village (A.V)

A well was dug to provide water to the village (P.V)

Here we would prefer to use the second rather than the first sentence, because what we want to refer to is not the action of the Panchayat but the result of the action, namely, a well, being provided in order to supply water to the village. Who dug the well is not the main idea in our minds.

- (ii) Intransitive verbs do not have passive voice. i.e., we cannot transform a sentence from Active to Passive if the verb is intransitive.

For example, the sentence "Birds fly in the sky" cannot be transformed into passive voice.

A more detailed note on Voice is included in a later chapter.

## VERB - FORM AND USE OF THE TENSES

There are 12 tense-structures in English.

### PRESENT

Simple Present	: I <u>teach</u> English.
Present Continuous	: I <u>am teaching</u> English.
Present Perfect	: I <u>have taught</u> English
Present Perfect Continuous	: I <u>have been teaching</u> English.

### PAST

Simple Past	: I <u>taught</u> English.
Past Continuous	: I <u>was teaching</u> English
Past Perfect	: I <u>had taught</u> English.
Past Perfect Continuous	: I <u>had been teaching</u> English

### FUTURE

Simple Future	: I <u>will teach</u> English.
Future Continuous	: I <u>will be teaching</u> English.
Future Perfect	: I <u>will have taught</u> English.
Future Perfect Continuous	: I <u>will have been teaching</u> English.

### USES OF TENSES - SOME IMPORTANT RULES:

Simple Present Tense is used to express habitual actions, permanent or verifiable truths or facts (scientific or universal)

- He goes to church every Sunday.
- Water boils at 100°C.
- Calcutta stands on the banks of the Hoogli.
- The sun rises in the east.

The Simple Present tense is used to express a planned future action, or a series of such planned actions.

- We leave Hyderabad at 8:30 p.m. next Tuesday and arrive in New Delhi at 11 a.m. on Thursday.
1. The Present Continuous tense is used to describe an action that is in progress at the time of speaking.
- The children are playing in the garden now.

The Present Continuous tense is also used to describe an action that is in progress and will be continued, but not necessarily going on at the moment of speaking.

- The college authorities are building a new hostel.

The Present Continuous tense can also express an action that has been arranged to take place in the near future and one's immediate plans.

- I am meeting the C.M tomorrow morning.
- We are going to a movie this evening.

There are a number of verbs which are not normally used in the present continuous tense. These are:

- verbs of perception : see, hear, smell, notice

- verbs used to express feelings or states of mind: want, desire, wish, refuse, forgive, care, hate, like, admire, love
- verbs involving the process of thinking: feel, know, mean, remember, forget, recall, etc.
- verbs denoting possession: have, own, belong, possess
- verbs such as: contain, consist, keep, seem, cost

When some of the verbs listed above are used in the present continuous tense, their meanings change.

- I see several mistakes in this book.  
I am seeing the principal at 3 P.M.  
(will be meeting)
- We hear several rumours about the Minister  
The judge is hearing the case tomorrow. (conducting the trial).
- I have a house at Malakpet  
I am having my breakfast. (act of eating)

### The following sentences are wrong

- I am loving that girl. (love ✓)
- They are understanding the lesson. (understand ✓)
- I am slowly understanding you. (wrong)  
I have begun to understand you. (right)
- I am having a telephone at my residence. (have ✓)

### Present Perfect Tense – definition + examples

The Present Perfect Tense is used to indicate an action that has just been completed.

#### Example:

I have finished my work. (just now)

The present perfect tense is also used to represent a past action continuing to the present.

#### Example:

We have lived in Hyderabad for ten years. (i.e., we are still living in Hyderabad.

Do not use present perfect tense (has or have) when time is specified (eg. last year, 1994, etc) in the sentence.

#### Examples:

I have seen this film last year (incorrect)  
I saw this film last year (correct)

Also note that for and since are commonly used with the present perfect tense. 'For' shows length of time and 'since' shows some point of time in the past as being the starting point of the action or event.

#### Examples:

- My friend has lived in Hyderabad for twenty years.  
(He still lives here)
- These monuments have been here since 1650 A.D.  
(still they are here)

The following are some time expressions which go with the simple past and some that go with the present perfect.

<u>Simple Past Tense</u>	<u>Present Perfect Tense</u>
yesterday	so far
a week ago	since
recently	lately

Note the difference in meaning between the following two sentences:

Dr. Mohan lived in Delhi for fifteen years. (in the past)  
Dr. Mohan has lived in Delhi for fifteen years.  
(still Dr. Mohan lives in Delhi)

Simple Past Tense indicates an action completed sometime in the past.

*Example:*

I lived in Hyderabad for ten years (in the past)

Past Progressive Tense:

1. The past progressive (continuous) tense expresses an action that was in progress at a point of time in the past, having begun before that point and probably continuing after it.

*Examples:*

- a. I was reading the newspaper at 7 a.m. this morning.
- b. I was having my breakfast at 9 a.m.

2. The past progressive tense expresses an action continuing over a period of time in the past.

*Example:*

The students in the hostel were listening to the cricket commentary the whole of yesterday.

3. The past continuous tense describes two or more actions going on at the same time; often the conjunction 'while' is used to connect the clauses.

*Example:*

While some boys were reading in the library the others were playing.

Past Perfect Tense :

This tense is used when we wish to emphasise the sequence of the two actions in the past, and when the earlier action has some relation to the later action or situation.

*Examples:*

1. On reaching the school I found that I had forgotten to bring my English textbook.
2. When we reached the theatre, the play had begun already.
3. I borrowed some money from a friend of mine, since I had lost my purse.

The Future Tense:

There are several ways of expressing future time in English.

One of the most common ways to express this is to use shall or will with the bare forms of the verb : shall come, will go, etc. But there are other ways of expressing the future :

*Example:*

Our cricket team leaves for Bombay this evening. They play two matches in Bombay. They play one at Poona. They return next Monday.

In the above sentences the present simple tense is used to express a series of intended or planned actions in future.

1. The P.M is visiting the city tomorrow
2. The college team is playing a match with the city team next Sunday.

The Present Continuous tense is used in these sentences to express a future event. Usually, the time is mentioned (tomorrow, next Sunday, etc) and it is in the near future. Note that the verbs go and come are not usually used with going to . We don't say, for instance, He is going to go to Bombay tomorrow; we say, He is going to Bombay tomorrow.

Special expressions to indicate future

1. The train is about to leave.
2. The President is about to speak.

This construction be about to + verb expresses events which are likely to happen in a very short while.

1. I am to be at a meeting at 5 o'clock.
2. There is to be an enquiry into the railway accident.

In these sentences the form be + to + the base form of the verb is used to express a duty or necessity or planned course of action, in the future.

## **RULES REGARDING THE USE OF VERBS** **SUBJECT AND VERB CONCORD (AGREEMENT)**

**General rule:** The verb must agree with its subject in number and person. In other words, the verb must be of the same number and person as the subject.

*Note:* In the correction of sentences section of many competitive examinations the S - V concord is usually tested.

### **Rule 1:**

When two subjects are joined by 'and', the verb is plural.  
My friend and his father are in India.

### **Rule 2:**

When two singular nouns joined by and refer to the same person or thing, the verb is singular.  
The secretary and treasurer has been arrested.  
The District Magistrate and Collector is on leave today.

*Notes:*

- i. Article 'The' is used only once when the two nouns refer to the same person or thing.
- ii. If the two nouns refer to different persons or things, article 'The' is used before each noun. In such cases, the verb will be in the plural form.

*Example:*

The secretary and the president have been given a warm welcome.

### **Rule 3:**

If two different singular nouns express one idea, the verb should be in the singular form.

Bread and milk is good for breakfast.

Rice and curry is my favourite dish.

This is the long and the short of the matter.



**Rule 4:**

When two singular subjects are practically synonymous the verb should be in the singular form.

The law and order situation in the state is under control.

His power and influence is on the decline.

Power and position has no charm for my friend.

Peace and prosperity is the need of the day.

**Rule 5:**

If two singular subjects (combined by and) are preceded by each or every, the verb should be in the singular.

1. Every boy and girl was present in the class yesterday.
2. Every man and every woman has the right to express his or her view.

**Rule 6:**

When the subjects joined by 'either - or' or 'neither - nor' are of different persons, the verb will agree in person and number with the noun nearest to it. Also, the plural subject must be placed nearest to the verb. (This is very important)

Either Radha or Rajani has done this mischief.

Neither Mohini nor Ragini is beautiful.

\* Either the chief minister or the cabinet ministers are responsible for this problem.

Neither you nor he is to take up this task.

Either you or I am responsible for this mistake.

**Rule 7:**

If connectives like with, together with, as well as, accompanied by etc. are used to combine two subjects the verb agrees with the subject mentioned first.

The President of India together with his personal secretaries is invited to this function.

The actress, along with her manager and some friends, is attending the function.

Mr. Michael, accompanied by his wife and children is arriving tonight by train.

*Note:* If the conjunction and is used instead, the verb would then be plural.

Compare (i) Saritha and Rajitha are our professor's daughters.

**Rule 8:**

When 'not only ..... but also' is used to combine two subjects, the verb agrees with the subject close to it.

Not only Harish, but also his brothers were arrested.

**Rule 9:**

None / No

None can take either a singular or a plural verb depending on the noun which follows it;

Structure: none + of the + non-count noun + singular verb

None of the counterfeit money has been found.

Structure: none+ of the + plural count noun + plural verb

None of the students have finished the exam yet.

No can take either a singular or plural verb depending on the noun which follows it.

Structure: No + singular noun + singular verb non-count noun

*Example:* No example is relevant to this case.

Structure: no + plural noun + plural verb

*Example:* No examples are relevant to this case.

**Rule 10:**

Many words indicating a number of people or animals are singular. The following nouns are usually singular. In some cases they are plural if the sentence indicates that the individual members are acting separately.

congress	family	group
committee	class	organisation
team	army	club
crowd	government	jury
minority	public	

*Examples of collective nouns:*

The committee has met, and it has accepted the proposal.

The family was happy at the news.

The crowd was wild with excitement.

The Congress has initiated a new plan to combat inflation.

Our team is certain to win the match.

The family living next door often quarrel among themselves.

Some collective nouns are used in plural:

*Examples:*

1. The committee have arrived by different trains.

2. The family were fighting over inheritance.

**Rule 11:**

Majority can be singular or plural. If it is alone it is usually singular, if it is followed by a plural noun, it is usually plural.

The majority believes that the country can progress.

V

The majority of the lecturers believe that the student

V

has not copied in the examination.

**Rule 12:**

A number of / the number or

Observe the two structures:

(i) A number of + plural noun + plural verb.

(ii) The number of + plural noun + singular verb.

*Examples:*

(i) A number of students are going to the class picnic.

(ii) The number of days in a week is seven.

(iii) The number of residents who have been living in this colony is quite small.

(iv) A number of the applicants have already been interviewed.

**Rule 13:**

Collective nouns indicating time, money, and measurements used as a whole are singular and take a singular verb.

Twenty-five rupees is not such a big amount for him.  
Two miles is too much for this man to run.

**Rule 14:**

When a lot of, a great deal of, plenty of, most of, and some of refer to number, a plural verb is used.

*Example:*

A lot of people were present in the gallery.  
Some of the students were absent.

*Note:* If these expressions refer to an amount, the verb is in the singular number.

*Examples:*

A lot of work has to be completed before we go.  
A great deal of work has been finished.

**Rule 15:**

When the percentage or a part of something is mentioned with plural meaning the plural verb is used.

*Example:*

30% of Indian women are literate.  
Three-quarters of the food has been eaten.  
(Here, the reference is to the food as a whole.)

**Rule 16:**

'Barracks', headquarters, 'whereabouts' 'alms' etc. take a singular verb, as well as the plural verb.  
The headquarters of the UNO is/are New York.

**Rule 17:**

In sports, while referring to the players, the name of the country is followed by plural verb.

England have won the World Cup.  
V

**Rule 18:**

When the word 'enemy' is used in the sense "armed forces" of a nation with which one's country is at war, we have to use the plural verb:

The enemy were forced to retreat.

**Exercise – 11**

Correct the mistakes relating to the use of verbs in the sentences given below.

1. Measles have broken out in the town.
2. The 'Arabian Nights' are an interesting book.
3. Five miles are not a long distance for me to walk.
4. The cost of all essential commodities have gone up.
5. The construction of these buildings have taken four years.
6. There are a bunch of keys on the table.
7. A pious man and good neighbour have died.
8. Bread and milk are my only food for today.
9. Sanjay as well as his brothers have gone home.
10. The notorious dacoit with his followers have escaped.
11. I have watched this movie last year.
12. Bread and butter are the staple breakfast for many people.
13. Every boy and every girl who participated in the event were given a certificate.
14. Not only the manager, but also his team members was asked to account for the mistakes.
15. The committee is examining the proposal and is likely to take a decision on it very soon.
16. Economics are his area of specialization.
17. The majority of the people believes that the government should roll back the prices of petrol and diesel.
18. The number of days he was on leave last month are twelve.
19. The whereabouts of the mastermind behind the scam remains unknown.
20. A great deal of effort has gone in to making this event a phenomenal success.

## UNIT – VI

# CORRECT USE OF PREPOSITIONS

A preposition is a word placed before a noun or a pronoun or a noun equivalent and shows some relationship between that and some other word in the sentence.

- i. Mohan gave a lecture on patriotism.  
prep N
- ii. The prize is given to her.  
prep. pr. noun
- iii. His objection is to what all you say.  
prep. noun eq. (clause)

The words underlined are called Prepositions because they normally take position before (pre) a noun. The preposition is said to 'govern' the noun that follows it. The noun is said to be the 'object' of the preposition.

Besides single-word prepositions, there are also phrases which do the work of prepositions and are called 'Phrase Prepositions.'

Types of Prepositions:

- a) Single-word Prepositions  
in, on, after, at, with, under, above, etc. (These are Simple Prepositions)
- b) Phrase Prepositions (Complex Prepositions)

Some types of Complex Preposition structures with examples are given below.

- (i) Adverb + Preposition  
along with, apart from, as for, as to, away from, onto, out of, together with, upto, such as.
- (ii) Verb/adjective/conjunction, etc. + Preposition  
except for, owing to, due to, but for, because of.
- (iii) Preposition + noun + preposition  
by means of, on account of, in comparison with, in accordance with, in view of, in spite of, instead of.

**Note:** On certain occasions, it is both necessary and correct to end a sentence with a preposition. English is a flexible language and defies pedantic rules of grammar. Now, look at the following sentences:  
This is the boy I gave the book to.  
This is the house that I was born in.  
In these sentences the preposition is used at the end of a sentence.

### OBJECT OF THE PREPOSITION

The noun or noun-equivalent (pronoun, adverb, gerund, infinitive, adverbial clause, or any clause that can be used as the object of the preposition) before which the preposition is placed is called its object.

**Examples:**

- |   |                    |
|---|--------------------|
| The glass is <u>on</u> the <u>table</u> .           | (noun)             |
| I depend <u>on</u> <u>him</u> .                     | (pronoun)          |
| Go away <u>from</u> <u>here</u> .                   | (adverb)           |
| He is fond <u>of</u> <u>playing</u> .               | (gerund)           |
| She was well <u>till</u> <u>a few days ago</u> .    | (adverbial phrase) |
| I shall see it <u>for</u> <u>what it is worth</u> . | (adverbial clause) |

### RULES PERTAINING TO THE USE OF PREPOSITIONS

#### Rule 1:

A preposition is placed at the end of a sentence in the following ways:

- (a) When the relative pronoun is 'that':  
**Example:**  
Here is the pen that you are looking for.
- (b) If a preposition governs a relative pronoun:  
**Example:**  
This is the student whom I spoke about.
- (c) When the relative pronoun is understood:  
**Example:**  
This is the person you spoke to.
- (d) If a preposition governs an interrogative pronoun or an interrogative adverb:  
**Example:**  
What are you looking at?
- (e) When the preposition is used with the infinitive placed at the end of the sentence:  
**Example:**  
Do you have a chair to sit on?
- (f) When the object governed by the preposition is placed first:  
**Examples:**  
This I insist on.  
He is known all the world over.

#### Rule 2:

A preposition can also be used at the beginning of an interrogative sentence.

**Examples:**

- In which city do you live?  
To whom are you referring?

#### Rule 3:

There are many words which can be used as prepositions or as adverbs. The most important of these are *about, above, across, along, before, below, behind, besides, by, down, in, near, off, over, past, round, through, under, up, etc.*

**Examples:**

- | <u>Preposition</u>                        | <u>Adverb</u>                                |
|---|--|
| He was here <u>before</u> ten.            | He has done this <u>before</u> .             |
| He was <u>behind</u> us.                  | She is long way <u>behind</u> .              |
| The shop is just <u>round</u> the corner. | Come <u>round</u> and see me this afternoon. |

#### Rule 4:

There are some words with prepositions which require gerunds after them.

**Examples:**

- |                         |                       |
|-------------------------|-----------------------|
| refrain from hurting    | abstain from drinking |
| prevent from working    | aid at doing          |
| persist in disobeying   | addicted to gambling  |
| succeed in doing        | bent upon doing       |
| disqualified from doing | averse to playing     |
| knack of getting        | expert in inventing   |
| prohibit from entering  | desist from talking   |
| tired of writing        | capable of teaching   |
| pretext for delaying    | desirous of going     |
| fond of playing         | insist on going       |

#### Rule 5:

The verbs, which are placed immediately after prepositions are usually in the gerund form.

*Examples:*

Manohar insisted on buying a television.  
She left the hotel without paying the bill.

**Rule 6:**

Some words with prepositions can take the gerund as well as the infinitive.

*Examples:*

He is afraid of going out alone at night.  
He is afraid to go out alone at night.

**Rule 7:**

Some intransitive verbs become transitive by placing prepositions after them.

*Examples:*

laugh at, listen to, depend on / upon, prevail on / upon etc.

**Rule 8:**

In and Within

- (a) In refers to the end of a period of time usually in the future, e.g. He will return in a month. (at the end of one month)
- (b) Within means before the end of a period of time (at any time before the specified period)  
He will return within a month. (he may come after two weeks also)

**Rule 9:**

In and Into

- (a) 'In' indicates rest or motion inside anything.  
*Examples:*  
She is in the garden. (rest, inside)  
She is walking in the garden (motion inside)
- (b) 'Into' means motion towards the inside of anything.  
*Examples:*  
I walked into the garden.  
Thieves broke into my friend's house yesterday.

**Rule 10:**

- (a) On is used:
- (i) in speaking of things at rest.  
He sat on a big stone.
  - (ii) before the names of days and dates.  
On Friday, on the 2nd of August, etc.
  - (iii) to denote support and concern.  
He lives on his maternal uncle's wealth.  
I wrote books on politics.
- (b) Upon is used:  
in speaking of things in motion.  
The tiger sprang upon the goat.

**Rule 11:**

BESIDE and BESIDES

Beside means 'by the side of'

*Example:*

My house is beside the Kali temple.

Besides means in addition to or moreover

*Examples:*

- There are four professors in the department besides the head of the department.
- Besides English we are taught French.

**Rule 12:**

BETWEEN and AMONG

Between is used for two persons or things

Distribute these sweets between the two children.

There is a good understanding between him and her.

Among is used for more than two persons or things.

The boys were fighting among themselves in the absence of their teacher.

**Rule 13:**

BY is used to mean:

- (a) according to; from the evidence of  
By my watch, it is 10.30.
- (b) to denote the doer of an action in the passive voice.  
The thief was beaten by the policeman.

**Rule 14:**

Prepositions from, since, for with reference to time.

From, Since indicate a point of time.

(a) I have not seen her since Monday.

I have not seen her from August.

For indicates a length or period of time.

(b) I have not seen her for six months.

**Exercise – 12**

Correct the error relating to the use of prepositions in each of the following sentences:

1. Sugar sells in ten rupees per kilogram.
2. I congratulate upon her success in the examination.
3. What is the time with your watch?
4. You must travel with a bus to reach in time.
5. Among you and me, he is definitely in the wrong.
6. John divided his property among his two sons.
7. He is suffering with malaria.
8. He has been working since five years.
9. It has been raining from morning.
10. He has been here above eight hours.
11. We reached the venue by Mr. Reddy's car.
12. Sudha has not been coming to school from the past two weeks.
13. Thieves broke in the house when the inmates were away.
14. Beside being a prolific writer, Johnson is also an orator of wide acclaim.
15. The labourers decided to go ahead with the strike, when the management failed to concede with their demands.
16. She left the room in a huff, without listening to me.
17. The doctor advised him to strictly abstain with smoking.
18. Mr. Mehra lives in 64, Park Street.
19. We set out on our journey in the break of dawn.
20. Hang the picture at the wall.

## UNIT – VII

# CORRECT USE OF CONJUNCTIONS

A Conjunction is a word which connects words, phrases, clauses or sentences. It also brings about relationship between the elements which are thus joined. There are two types of conjunctions:

- (i) Co-ordinate conjunctions
- (ii) Subordinate conjunctions

A Co-ordinate Conjunction joins two clauses or sentences of equal rank. Also, it joins two words of equal grammatical rank.

And, but, for, nor, or, but, otherwise, else, also, either - or, neither - nor etc. are the chief co-ordinate conjunctions.

*Examples:*

He went to the hospital and met the doctor.

Dr. Rao and Dr. Reddy are best friends.

The Co-ordinate Conjunctions are of four kinds:

1. Cumulative Conjunction A conjunction which adds one statement or fact to another is a cumulative conjunction.

*Example:*

The professor as well as the lecturer has accepted to conduct the examination next week.

The following are the cumulative conjunctions:

Not only ----- but also,

Both ----- and,

as well as

too, also, moreover etc.

2. Alternative Conjunctions: A conjunction of this kind expresses a choice between two alternatives.

Either ---- or, neither --- nor, otherwise, else, etc. are alternative conjunctions.

*Examples:*

She is good neither at games nor at studies.

Work hard, otherwise you will fail.

3. Adversative Conjunctions: An adversative conjunction expresses a contrast between two facts or statements. Only, however, but, still, yet, whereas, nevertheless, etc. are adversative conjunctions.

*Examples:*

She was angry, but she kept quiet.

She hates me, yet I love her.

4. Illative Conjunctions: Such a conjunction shows that a statement or fact is proved or inferred from another.

Therefore, hence, so, consequently, for etc., are illative conjunctions.

*Example:*

He is honest and amiable, hence he is revered.

The Subordinate Conjunctions are the conjunctions that connect a clause to another on which it depends for its full meaning.

The adverbial clauses are usually connected to the main clauses by means of the subordinate conjunctions:

The Chief Subordinating Conjunctions are after, because, if, another, though, till etc.

The following are some sentences in which important subordinate conjunctions are used.

i) The patient had died before the doctor arrived.

ii) We eat so that we may live.

iii) He behaved in such a manner that all disliked him.

The following compound expressions also can be used as conjunctions.

*Examples:*

In order that, on condition that, even if, so that, provided that, as though, as well as, as if etc.

*Note:* There are some words which are used both as conjunctions and as prepositions.

### Conjunctions

We went home after he came to the office

I went to bed early, for I was tired.

### Prepositions

We went home after sunset.

I shall do it for him.

The following conjunctions are used in pairs and hence are called correlative conjunctions.

Either ..... or

Neither ..... nor

Both ..... and

Though ..... Yet

Whether ..... or

Not only ..... but also.

*Note:* When conjunctions are used as correlatives, each of the correlated words should be placed immediately before the words to be connected.

For example

- He not only visited Bombay but also Pune. (wrong)
- He visited not only Bombay but also Pune. (correct)
- He is neither good at Mathematics nor at Science. (incorrect)
- He is good at neither Mathematics nor Science. (correct)

### Exercise – 13

Correct the errors relating to the use of conjunctions in each of the following sentences.

1. It had been raining as he left the house.
2. Your action was either just or fair.
3. As I was ill, so I did not go to college.
4. Both of you as well as your brother are at fault.
5. I shall not come unless I am not invited.
6. Unless you have no objection, I shall see you tomorrow.
7. Walk carefully lest you should not fall down.
8. He works hard because he may get first division.
9. I am glad when you have come to discuss the problem frankly.
10. God made the world so man made the town.
11. Scarcely had we stepped out of the house, than it started raining.
12. She is neither good in English or in Hindi.
13. I shall not relent except he apologizes to me.
14. No sooner did the bell ring when all the students rushed out of the classrooms.
15. Carry your umbrella lest you should not get caught in the rain.
16. Both Dev as well as his friend were reprimanded by the teacher.
17. He is one of the wealthiest men in town, and he is very simple and down to earth.
18. Either she is innocent, nor she feigns innocence.
19. As I was short of cash, so I borrowed from my friend.
20. Abdul is very intelligent and he seldom works hard.

## UNIT – VIII

# CORRECT USE OF ARTICLES

There are two types of articles:

- (i) The Indefinite Articles
- (ii) The Definite Article

The Indefinite Articles: A and An (Please note that 'An' is a variant of 'A'.)

The Definite Article: The

Notes:

1. A or An is used before a singular countable noun.
2. The choice between A and An wholly depends on the pronunciation of the word.
3. In English the 'spelling of a word' is different from its 'pronunciation'.
4. 'An' is used before the word, the pronunciation of which starts with a vowel sound.
5. There are 44 sounds (each is given a symbol from the International Phonetic Alphabet).
6. Out of the 44 sounds, there are 20 vowels and 24 consonants.
7. Please note that, strictly speaking, A, E, I, O, U are not vowels but just letters of the English Alphabet consisting of 26 letters.
8. The indefinite article 'a' is used before
  - (a) a word beginning with a letter which has a consonant sound. e.g. a book, a man, a pen.
  - (b) a word that begins with a letter (like O) with the sound like 'wa' e.g. a one-rupee note, a one-eyed man etc.
  - (c) a word beginning with 'u' or 'eu' giving the consonant sound 'yu'.  
*Examples:* a university, a European.
9. The indefinite article 'an' is used before:
  - (a) a word beginning with a letter which has a vowel sound.  
*Examples:* an apple, an egg, an umbrella, etc.
  - (b) a word beginning with 'h' but the pronunciation of which starts with a vowel sound.  
*Examples:* an heir, an hour, an honest man, etc.
  - (c) an abbreviation, the first letter of which has a vowel sound  
*Examples:* an M.L.A., an M.P., an M.Com an S.D.O, an F.R.C.S., an X-mas gift etc.

### SOME IMPORTANT RULES REGARDING THE USE OF ARTICLES

#### Rule 1:

A or An is not used before:

- (a) plural nouns: a books, a universities, a dinners etc. (wrong)
- (b) uncountable nouns: an advice, an information etc. (wrong)
- (c) names of meals:  
*Example:*  
Let us have dinner (correct)  
Let us have a dinner (incorrect)  
*Note:* An indefinite article can be used before names of meals when these are preceded by an adjective.  
*Example:*  
She gave me a good breakfast at 8 a.m.

#### Rule 2:

A or An is used in the following ways:

Before the word 'most' when it is used in the sense of very or much or exceedingly.

*Examples:*

Sreedhar is a most intelligent student.

This is a most unfortunate event.

*Note:* It must be borne in mind that 'man' or 'woman', when used in a general sense to represent 'mankind' as a whole, never takes an article.

*Examples:*

Man is mortal.

#### Rule 3:

With a noun complement. This includes names of professions.

*Examples:*

He is an actor.

She is a good dancer.

It was an accident.

\* The words underlined are noun complements. They are also called subject complements.

#### Rule 4:

In certain phrases: a cold, a pain, on an average, make a noise, make an effort, make a mistake, a fever etc.

#### Rule 5:

With certain numbers : a hundred, a thousand, a million etc.

#### Rule 6:

'A' can be used before Mr./ Miss/ Mrs. + name

*Examples:*

a Mr. Bose, a Mrs. Bose, etc.

*Note:*

A Mr. Bose denotes a person who is called Bose, and implies that he is a stranger to the speaker.

Mr. Bose, without 'a', implies that the speaker knows Mr. Bose, or knows of his existence.

#### Rule 7:

Before a proper noun to make it a common noun.

*Examples:*

Mohan is a Newton (Mohan is a great scientist)

Amaresh is a Shakespeare (Amaresh is a great dramatist).

#### Rule 8:

Before certain uncountable nouns preceded by nouns + of

*Examples:*

a piece of advice, a bit of news, a drop of water etc.

#### Rule 9:

After the words many, rather, such, quite etc. in certain structures.

*Examples:*

Many a friend of mine is attending the party.

Such a show cannot be arranged now.

He is rather a fool to take such decisions.

#### Rule 10:

In certain expressions of quantity.

*Examples:*

a lot of, a couple, a great many, a good deal of, a good many, a great deal of, a few, a little etc.

THE is used in the following ways:

**Rule 11:**

Before a noun denoting a hospital, temple, school, college, prison etc. If its purpose or use is not referred to or say if used not in its primary purpose.

*Example:*

He has gone to the hospital to visit a friend.

**Rule 12:**

Before an adjective in the superlative degree.

Michael is the tallest boy in the class.

**Rule 13:**

With nouns which refer to things which are unique.

*Examples:*

the sun, the moon, the sky, the earth, the equator etc.

**Rule 14:**

Before an abstract noun or a material noun if it is used with an adjunct (a qualifying clause) (or when there is a particular reference to the material noun)

*Example:*

The gold you have brought from the U.S.A is of good quality.

**Rule 15:**

Before a singular countable noun which picks out one individual, object, etc. as representative of a class.

*Example:*

The tiger is a ferocious animal.

*Note:*

All the following sentences mean the same thing.

The tiger is a fierce animal.

A tiger is a fierce animal.

Tigers are fierce animals.

**Rule 16:**

The is used before certain adjectives to give a plural meaning.

*Examples:*

rich, poor, dead, sick, healthy, deaf, blind etc.

the rich = rich people

the poor = poor people

**Rule 17:**

With certain adjectives indicating nationality.

*Examples:*

the Dutch, the Spanish, the Chinese, the Burmese etc.

**Rule 18:**

Before 'only' and ordinal numbers, such as first, second, millionth etc.

*Examples:*

All the students of the first year are invited.

The second ranker is my son.

**Rule 19:**

Before a noun when special emphasis is needed.

*Example:*

This is the novel I am talking about.

**Rule 20:**

Before a common noun to give it the meaning of an abstract noun.

*Example:*

At last the father in him prevailed and excused him.

**Rule 21:**

Before an adjective in the comparative degree, when the selection of one out of only two persons, places or things is meant.

*Example:*

Nalini is the more beautiful of the two girls in the class.

**Rule 22:**

Before the adjective in the superlative degree of comparison.

*Example:*

She is the most intelligent of all the candidates in the exam.

**Rule 23:**

In special comparatives.

*Examples:*

The more you earn, the more you spend.

The more, the better.

The higher you go, the cooler you feel.

**Rule 24:**

Before musical instruments.

*Example:*

Rajani can play the piano very well.

**Rule 25:**

Before the proper names of certain well-known or sacred books.

*Examples:*

the Mahabharat, the Ramayana, the Gita, the Bible, the Quran.

**Rule 26:**

Before the names of certain countries each of which is a union of smaller units.

*Examples:*

the U.S.A., the U.A.E., the U.K., etc.

**Rule 27:**

Before the words like north, south, etc. when these are used as nouns.

*Examples:*

the north of India, the Middle East, the West Asia

**Rule 28:**

Before some proper nouns consisting of adjectives and noun or noun + of + noun.

*Examples:*

the State Bank Of India, the National Museum

**Rule 29:**

The + singular noun + clause or phrase can be used to distinguish one person from another of the same name.

*Examples:*

We have two Reddys, which Reddy do you want?

I want the Reddy who signed the letter.

**Rule 30:**

Before the names of political parties.

*Example:*

The Congress, The BJP, etc.

**Rule 31:**

When it is clear from the context that a particular person, place or thing is meant.

*Examples:*

I talked to the principal yesterday.

The students are playing in the garden.

**Rule 32:**

Before the names of the historical or public buildings

*Examples:*

the Taj Mahal, the Red Fort, the Rashtrapati Bhavan, etc.

**Rule 33:**

Before the names of rivers.

*Examples:*

the Krishna, the Ganga, the Yamuna etc.

**Rule 34:**

Before the names of seas.

*Examples:*

the Arabian Sea, the Red Sea etc.

**Rule 35:**

Before the names of oceans.

*Examples:*

the Indian Ocean, the Atlantic Ocean, etc.

**Rule 36:**

Before the names of certain chains of mountains.

*Examples:*

the Himalayas, the Alps, etc.

**Rule 37:**

Before the names of deserts

*Examples:* the Sahara, the Thar, etc.

**Rule 38:**

Before the names of newspapers, magazines, etc.

*Examples:*

the Hindustan Times, the Statesman, the Deccan Chronicle, etc.

**Rule 39:**

Before groups of islands.

*Examples:*

the Andamans, the West Indies, etc.

**Rule 40:**

Before the names of certain countries.

*Examples:*

the Yemen, the Sudan, the Hague, etc.

**Rule 41:**

Before the dates of months.

*Examples:*

the 23 October, 1949, the 15th August, 1947, etc.

**THE IS OMITTED IN THE FOLLOWING CASES:****Rule 42:**

Before a common noun used in the widest sense.

*Examples:*

In general woman is kind-hearted.

Man is mortal.

**Rule 43:**

Before material nouns.

*Examples:*

Gold is a precious metal.

*Note:* The may be used with a material noun if it is used with an adjunct which makes it definite.

*Example:*

The gold we use in India is all imported.

**Rule 44:**

Usually before proper nouns.

*Example:*

Bhopal is the capital of Madhya Pradesh.

**Rule 45:**

Before abstract nouns used in a general sense.

*Examples:*

Honesty is the best policy.

Sincerity pays dividends.

*Note:* If an abstract noun is qualified by an adjective or an adjectival phrase or clause it may have the article 'the' before it.

*Example:*

The wisdom of Moses is biblically significant.

**Rule 46:**

Before the words - father, mother, aunt, uncle etc. in general sense.

*Example:*

Father is very angry today.

**Exercise – 14**

1. West Indies islands, in Central America, are home to a wide variety of flora and fauna.
2. Raju's statement betrays his lack of understanding of economics of the situation.
3. My brother Sam, who is a research scholar at University of California, in the United States is expected to submit his thesis very soon.
4. John goes to the church every Sunday and the church he goes to is near the British Council Library.
5. John Sullivan did not discover Nilgiris, but he was the first to see its potential as a sanatorium.
6. Eric Green is an European national who has been living in India for the last three years.
7. Platinum is a most precious of all metals.
8. The sun is the main source of light and heat for all living beings.
9. Being a devout christian, John goes to the church every sunday.
10. Smita, the girl with a beautiful voice, is called Lata Mangeshkar of the school.
11. Rose is the most beautiful of all flowers.
12. We can't forget hospitality with which they treated us.
13. The accused was made to swear by the Gita.
14. Junko Tabei of Japan was first woman to reach the summit of Mount Everest.
15. It is the moral responsibility of rich to help the poor and downtrodden communities.
16. We set out on our journey at the daybreak.
17. The nation paid tributes to the heroes who laid down their lives for great cause.
18. The convention is scheduled to be held in Manila, the capital city of Philippines.
19. We resumed work after ten minute break.
20. A Eskimo lives in an igloo which is a house made of snow and ice.



## SECTION III – BASIC PATTERNS

### UNIT – I

### INDIRECT OBJECTS

Some verbs may be followed by two objects (an indirect object and a direct object).

The following sentences show the patterns used when verbs take two objects.

1. Verbs like BRING, SEND, OFFER, PASS, TAKE, TELL, READ, WRITE, TEACH, SELL take two objects:

*Examples:*

My mother often gives me a gift.  
I.O. D.O.

OR

My mother often gives a gift to me.  
D.O. + to + Obj. (of "to")

2. Some verbs like BUY, FIX, MAKE, GET use the following patterns.

*Examples:*

John usually buys his brother a gift.  
I.O. D.O.

OR

John usually buys a gift for Mary  
D.O + for + Obj (of "for")

3. Some verbs like EXPLAIN, ANNOUNCE, DESCRIBE, DELIVER, MENTION, SAY, REPORT, RETURN use only the following pattern:

*Examples:*

He explained his idea to us.  
D.O + to + Obj (of "to")

4. Some verbs like ASK, COST, CHARGE, use only the following pattern:

*Examples:*

I asked Mahesh a question.  
I.O. D.O.

#### LOOK AT THE FOLLOWING EXAMPLES:

- A. Wrong: The professor explained me the difficult points of grammar.

Right: The professor explained the difficult points of grammar to me.

- B. Wrong: The new suit cost over two thousand rupees to me.

Right: The new suit cost me over two thousand rupees.

## UNIT – II

### EMBEDDED QUESTIONS

An embedded question is a question within a statement or a question.

1. The pattern for an embedded question in a statement is question word + subject + verb or question word/subject (same word) + verb.

I cannot see what the sign says.  
QW + S + V

They do not know who bought the car.  
QW/S + V

2. The pattern for an embedded question in a question is the same as for an embedded question in a statement (see rule 1)

Do you know who he is?  
QW + S + V

3. Do not use do, does, or did as auxiliaries in these patterns.

#### ADDITIONAL EXAMPLES

Wrong: I did not understand what did they mean?

Right: I did not understand what they meant.

Wrong: I was surprised when he told me how much does he study every day.

Right: I was surprised when he told me how much he studies every day.

Wrong: He asked me when was I free to do the work for him.

Right: He asked me when I was free to do the work for him.

## UNIT – III

### PARALLELISM

1. Items in a series must be parallel : that is, they must have the same grammatical form.
  - a) **NOUNS** He likes music, art, and history.  
N N N
  - b) **GERUNDS** He likes swimming, dancing, and riding.  
V+ING V+ING V+ING
  - c) **ADJECTIVES** He is tall, dark, and handsome.  
ADJ ADJ ADJ
  - d) **ADJECTIVES** They wanted to paint the living  
INFIN. room, to lay a new carpet, and to buy a new sofa.  
INFIN. INFIN.
  - e) **PAST TENSE** The Romans conquered,  
PAST colonized, and governed much of the world.  
PAST PAST
  - f) **PAST PERFECT TENSE**  
He had finished the game, had taken a shower, and  
had eaten lunch by the time I went to his house.  
*Note:* The auxiliary 'had' may be omitted in the  
second and the third verb phrases.
2. The structure joined by and, but, as, or then, or although must have the same grammatical form.
  - a) **AND**  
He enjoyed the music of Spain and  
N PHRASE the sculpture of France.  
N PHRASE
  - b) **BUT**  
That verb form is not active, but passive  
ADJ ADJ
  - c) **AS**  
Taking the bus can be as costly as taking a plane  
V+ING V+ING
  - d) **OR**  
He wanted to borrow a car or to rent one while  
INFIN. INFIN.  
his car was being repaired.
  - e) **THAN**  
Eating in a restaurant is more fun than cooking  
V+ING V+ING  
at home.
  - f) **ALTHOUGH**  
Although he liked to eat good food, he did not  
INFIN. INFIN.  
like to pay a high price for it.  
INFIN.

#### ADDITIONAL EXAMPLES

1. Wrong: Her husband had bought a car, found a job, and chose a school for the children before she arrived.  
Right: Her husband had bought a car, found a job, and chosen a school for the children before she arrived.
2. Wrong: That soup should not be served hot, but at a cold temperature.  
Right: That soup should not be served hot but cold.
3. Wrong: Renting an apartment can be as expensive as to buy a house.  
Right: Renting an apartment can be as expensive as buying a house.
4. Wrong: He is young, intelligent, and has charm.  
Right: He is young, intelligent, and charming.
5. Wrong: She likes to read, to travel, and painting.  
Right: She likes to read, to travel, and to paint.

## UNIT – IV

### QUESTION TAGS

Question Tags are a feature of most languages, but English differs from many of them. Consequently the following error is sometimes found.

*Examples:*

You are going to the cinema this evening, isn't it?  
(Incorrect)

You are going to the cinema this evening, aren't you?  
(Correct)

The following rules pertaining to the use of question tags should be borne in mind to avoid making errors:

1. Use the same auxiliary verb as in the main clause.
2. If the sentence has no auxiliary verb use do, did or does

*Examples:*

John sings very well, doesn't he?

John does not sing very well, does he?

3. If the given sentence is positive, the tag is negative. If the given sentence is negative, the tag is positive.

*Examples:*

<u>Positive Statement</u>	<u>Negative Tag</u>
Rajini is a music teacher,	isn't she?

<u>Negative Statement</u>	<u>Positive Tag</u>
Rajini is not a music teacher,	is she?

4. Don't change the tense. The tense of the verb in the tag should be the same as the one in the statement.

*Examples:*

Mahesh did not accept the job, did he ? (correct)

Mahesh did not accept the job, doesn't he?  
(incorrect).

5. Both the main sentence and the tag should have the same subject. The tag must contain the subject form of the pronoun.

*Example:*

You are teaching them grammar, aren't you?

6. If the main sentence consists of the forms like it is, there are and there is; the question tag also take there or it.

*Example:*

There are only twenty boys in this class, aren't there?

Observe the following: (All the following are correct)

1. Dr. Rao is a professor of English, isn't he?
2. My cousin cannot run fast, can he?
3. She mustn't see the film, must she?
4. We used to live in Nigeria, didn't we?
5. You couldn't swim a mile, could you?
6. Mr. Brown will be our new principal, won't he?
7. I am not a good player, am I?
8. I am a good player, aren't I?
9. You have completed the course, haven't you?
10. Mohit cannot drive a car, can he?
11. John plays the guitar well, doesn't he?
12. You are not going out of town, are you?
13. The weather is just fine today, isn't it?
14. Ramesh is very fond of sweets, isn't he?
15. He did not raise an objection, did he?
16. Ravi can swim well, can't he?
17. Mr. Rao is a good orator, isn't he?
18. They haven't agreed to the proposal, have they?
19. This book is very interesting, isn't it?

## SECTION IV – STYLE

### UNIT – I

### VOICE

In English, the active voice is more common than the passive voice, although the passive voice is acceptable and even preferred at times. It is the context that is to be taken into consideration while deciding upon the type of construction - active or passive. While both types of construction may be grammatically correct, one of them could be more elegant. The following are some of the points of observation.

1. When the subject of the sentence is the doer of the action, denoted by the verb, then the sentence is

said to be in Active Voice.\*

\*Example: The hunter shot the tiger.

s                      v                      o

2. When the subject of the sentence is the receiver of the action denoted by the verb, then it is said to be in the passive voice.

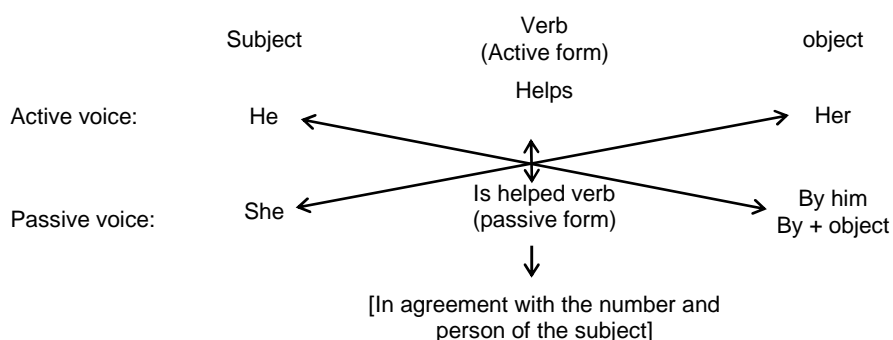
The tiger was shot by the hunter.

s                      v                      o

*Note:* The subject of the verb in the Active Voice is made the Object of the verb in the Passive Voice and is introduced with the preposition 'by'. Sometimes the word 'by' is omitted when the agent is not required to be mentioned.

*Example:* He was elected the leader of the group.

This can be shown graphically:



3. The passive voice is preferred when the doer of the action is unknown or unimportant.

The cure for cancer will probably be discovered by some unknown scientist in a laboratory.

("the cure for cancer" is the main idea in the sentence and not "the unknown scientist")

That church was built in the 16th century.

(who built the church is unimportant and hence not mentioned)

4. When discussing history, the passive voice is often used.

*Example:*

The war was fought over gold.

5. The active voice is used when the subject is more important than the object.

We watched the news.

Archimedes discovered the laws of floating bodies.

6. Avoid using active and passive in the same sentence.

The food was cooked and served.  
passive                      passive

Susan cooked the dinner and washed the dishes.  
active                      active

7. Use one verb instead of two whenever possible.

Saritha enjoys good food and music.

(Saritha enjoys good food and music is also enjoyed by her.)

The following table will help you to note the changes from the Active Voice to the Passive Voice :

Tense	Active	Passive
1. Simple Present Tense	He <u>writes</u> a letter	A letter <u>is written</u> by him
2. Present continuous	He <u>is writing</u> a letter	A letter <u>is being written</u> by him.
3. Present perfect tense	He <u>has written</u> a letter	A letter <u>has been written</u> by him.
4. Present perfect continuous tense	He <u>has been writing</u> a letter	No Passive form.
5. Simple Past Tense	He <u>wrote</u> a letter	A letter <u>was written</u> by him.
6. Past continuous tense	He <u>was writing</u> a letter	A letter <u>had been written</u> by him.
7. Past perfect tense	He <u>had written</u> a letter.	A letter <u>had been written</u> by him.
8. Past perfect continuous tense	He <u>had been writing</u> a letter.	No Passive form.
9. Simple future	He <u>will write</u> a letter.	A letter <u>will be written</u> by him.
10. Future continuous tense	He will be writing a letter.	No Passive form.
11. Future Perfect tense	He will have written a letter.	A letter will have written by him.
12. Future Perfect Continuous tense	He will have been writing a letter.	No Passive form.

*Note:* Sentences with intransitive verbs cannot be changed to passive voice because such verbs do not take objects after them.

*Example:* The sky is blue.

He goes to school. (intransitive verb)

#### ADDITIONAL EXAMPLES

In the following examples, we cannot say that the first sentence is absolutely wrong. In certain contexts it may even be preferred. However, generally speaking, the corrected sentence (the second sentence) is preferable. We are calling the first sentence AWKWARD and the second sentence BETTER.

- AWKWARD: Ice cream was eaten at the party by the children.

BETTER: The children ate ice cream at the party.
- AWKWARD: Some people painted pictures of animals on ancient cave walls.

BETTER: Pictures of animals were painted on ancient cave walls.
- AWKWARD: Henry likes swimming and golfing is also liked by him

BETTER: Henry likes swimming and golfing.

## UNIT – II

### REPORTED SPEECH

#### DIRECT AND INDIRECT SPEECH

Speech can be reported in two ways

1. The actual words of the speaker can be repeated. This is called DIRECT SPEECH

*Example:*

Meena said, "I don't want to play now."

2. We can report what the speaker said without quoting his exact words. This is called INDIRECT SPEECH.

*Example:*

Meena said that she didn't want to play then.

The verb that introduces the Reported Speech is called Reporting Verb and the words which are put within inverted commas are called the Reported Speech.

Direct Speech is always enclosed within inverted commas and it always begins with a capital letter.

It is separated from the Reporting Verb (said) by a comma.

#### Rules for changing Direct Speech into Indirect Speech.

1. No inverted commas are used in Indirect Speech and no comma is used after the Reporting Verb.
2. The tense of the Reporting Verb is never changed.
3. The conjunction 'that' is used after the reporting verb in the case of statements.
4. When the Reporting Verb is in the Past Tense, the Present Tenses of the Direct Speech are changed into the corresponding Past Tenses.
  - (a) Simple Present becomes Simple Past  
*Example:*  
Raju said, "I am happy."  
Raju said that he was happy
  - (b) Present Continuous becomes Past Continuous  
*Example:*  
Madhav said, "My father is sleeping." Madhav said that his father was sleeping.
  - (c) Present Perfect becomes Past Perfect.  
*Example:*  
Umesh said, "I have failed in my duty." Umesh said that he had failed in his duty.
  - (d) "Shall" of the Future Tense changes to "should", "will" changes to "would" or "should".  
*Example:*  
He said to me, "I will meet you tomorrow."  
He told me that he would meet me the next day.

#### Exceptions

- (i) If the Reporting Verb is in the Present or in the Future Tense, the tense of the verb in the Reported Speech does not change.  
*Example:*  
He says, "I will never come back."  
He says that he will never come back.  
My father will say, "I cannot buy you a car."  
My father will say that he cannot buy me a car.

- (ii) If the reported speech expresses a universal truth or a habitual fact its tense remains unchanged.

*Example:*

The teacher said, "Honesty is the best policy."

The teacher said that honesty is the best policy.

Mother said, "Mahesh drinks milk before going to bed every night."

Mother said that Mahesh drinks milk before going to bed every night.

- (iii) When the reported speech contains a time clause, and both the main verb and the verb in the time clause are in the simple past, the verbs remain unchanged.

*Example:*

He said, "The bus did not move till all the passengers were seated."

He said that the bus did not move till all the passengers were seated.

**Note:** If the main verb is in the Simple Past Tense and the verb in the time clause is in the Past Continuous Tense, it is usual to change the main verb to Past Perfect and leave the verb in the time clause unchanged.

*Example:*

She said, "Dhiren fell while he was crossing the road."

She said that Dhiren had fallen while he was crossing the road.

- (iv) If the Reported Speech describes a state of affairs that still exists when the speech is reported, its tense remains unchanged.

*Example:*

Ram said, "My wife keeps complaining of aches and pains."

Ram said that his wife keeps complaining of aches and pains.

- (v) When the verb in the spoken sentence is in the Past Perfect Tense, there is no change in the tense of the verb in the Reported Speech.

*Example:*

He said, "I had waited there for half an hour before the bus arrived."

He said that he had waited there for half an hour before the bus arrived.

4. (e) The Simple Past in Direct Speech becomes Past Perfect in Indirect.

*Example:*

The student said, "I wrote a letter yesterday."

The student said that he had written a letter the previous day.

- (f) Past Continuous Tense of Direct Speech is changed to Past Perfect Continuous.

*Example:*

Seema said, "We were watching TV the whole evening."

Seema said that they had been watching TV all evening.

5. The pronouns of the Direct speech are changed where necessary so that it is clear who said what to whom, about whom.

*Example:*

He said, "I don't understand you."

He said he didn't understand me.

I said to him, "I don't trust you."  
I told him that I didn't trust him

Note: 'Said' followed by 'to' changes to 'told'.

They said, "We will come again tomorrow." They said that they would come again the next day.  
I said, "I have done my duty."  
I said that I had done my duty.  
The teacher said, "You have done well."  
The teacher said that I had done well  
He said, "You should be regular to class."  
He said that I should be regular to class.

6. Words expressing nearness in terms of time and place become words of distance.

Direct	Indirect
this/these	that/those
here	there
now	then
ago	before
thus	so
today	that day
tomorrow	the next day
yesterday	the day before
	the previous day
last night	the night before/ the
	previous night
next week	the following week

Example:

He said, "These are the books I am looking for."  
He said that those were the books he was looking for.

7. Reporting different kinds of sentences

#### (a) Statements

In Indirect statements the conjunction 'that' is placed after the reporting verb. However, it is often omitted. Indirect statements are introduced by such verbs as 'say', 'tell', 'reply' and 'inform'

Example:

He said, "I am feeling very weak."  
He said that he was feeling very weak.  
She said to me, "You must obey your parents."  
She told me that I must obey my parents.  
Sheela said, "No, I will not be able to come."  
Sheela replied that she would not be able to come.  
Madhav said, "The last train leaves at 10 o'clock."  
Madhav informed me that the last train leaves at 10 o'clock.

#### (b) Questions

In reporting questions, the Indirect Speech is introduced by verbs such as 'asked', 'inquired' etc. In Indirect questions, the question form changes to the statement form. That is, the verb is placed after the subject

Example:

He said, "Where is the letter?"  
He asked where the letter was.

If the question in Direct Speech begins with a question word (eg: who, what, which, when) this word serves as a link between the reporting verb and the reported question.

"Why did she come?" Sekhar said.  
Sekhar asked why she had come.

If the question has no question word and can be answered with a 'yes' or 'no', the conjunction 'whether' or 'if' is placed after the reported verb.

Example:

"Do you know French?" she said.  
She asked me if I knew French.

#### (C) Commands and Requests

In reporting commands and requests the Indirect speech is introduced by some verb expressing command or request and the Imperative mood is changed into the infinitive.

In indirect commands and requests, a verb such as 'tell', 'ask', 'order' 'command' and 'request', is followed by the person addressed and the 'to infinitive'

Example:

He said to his servant, "Bring me a glass of milk."  
He ordered his servant to bring him a glass of milk.  
"Can you post this letter for me?" she said.  
She requested me to post that letter for her.

#### Exclamations

In reporting exclamations and wishes, the Indirect Speech is introduced by some verb which expresses an exclamation or a wish such as exclaimed, praised, blamed, applauded, called to witness, wished desired etc.

Example:

"What a beautiful house you have!" my friend said.  
My friend exclaimed that I had a very beautiful house.  
Alice said, "How clever you are!"  
Alice exclaimed that I was very clever.  
"Bravo! You have done well," the Principal said.  
The Principal applauded the boy for doing well.

Here are some more reporting verbs for statements.

declare  
state  
inform  
propose  
maintain  
announce

When the spoken sentence is by way of a reply to a question we can use 'answer' 'reply' 'respond' etc.

Some more verbs for reporting imperative sentences:-

order  
command  
tell  
advise  
pray  
suggest



## UNIT – III

### WORDINESS

A general rule in English is that 'the shorter is the better'. That is when the same idea can be expressed directly in fewer words, choose the shorter version. There are several ways to do this. In the following examples, the sentence given within the brackets expresses the same idea in a "verbose" (wordier) manner.

1. Avoid unnecessary relative clauses where an adjective, participle phrase, prepositional phrase, or appositive is enough.
  - i. The young girl waiting by the door would like to see you.  
(*Note:* The young girl who is waiting by the door would like to see you.)
  - ii. Hawaii, the fiftieth state of the U.S.A., is a favourite vacation spot.  
(*Note:* Hawaii, which is the fiftieth state, is a favourite vacation spot.)
2. Be as direct as possible.
  - i. It was an important discovery.  
(*Note:* It was a discovery of great importance)

- ii. She did research on enzymes from 1950 to 1964.
- iii. He walked down the stairs quickly.  
(*Note:* He walked down the stairs in a quick manner.)

#### ADDITIONAL EXAMPLES

In the following examples the second sentence is preferred to the first sentence.

WEAK: The examination was finished by all the students within the allocated time.

PREFERRED: All the students finished the examination in time.

WEAK: The committee discussed the problem for a long time without being able to come to the point where a decision could be reached.

PREFERRED: The committee discussed the problem for a long time without reaching a decision.

## UNIT – IV

### DICTION

(Words often confused)

Diction is the choice of words. In English there are many words which are usually confused. Some words have similar meanings, but cannot be used interchangeably; that is, a choice must be made according to the grammatical situation. The following are some pairs of words which are often confused in their usage.

#### 1. Between/Among

Between is used with two persons or things.

Among is used for three or more persons or things.

I cannot decide between these two courses of study.

He was standing among several students.

#### 2. In/Into

In is used with non-motion verbs.

Into is used with verbs of motion.

He is waiting in the kitchen.

He ran into the kitchen.

#### 3. Lie/Lay

Lie cannot take an object. Lie tells what a person or thing does for himself or by itself. The principal forms of lie are:

lie (simple present tense form)

John lies on his bed for a few minutes after lunch every day.

lay (simple past tense form)

Sunita lay on the sofa all yesterday afternoon.

lain (past participle form)

The watch had lain unnoticed for several days before I found it yesterday.

lying (present participle form)

A man was lying injured on the street after the accident.

Lay must have an object. 'Lay' tells what a person or thing does for someone or something else. The principal forms of lay are:

lay (simple present tense form)

You should lay the tiles in the hall very evenly.

obj.

laid (simple past tense form)

This hen laid two eggs yesterday.

obj.

laid (past participle form)

That hen has laid six eggs this week.

obj.

laying (present participle)

The workers are laying the carpet now in the hall.

obj.

#### 4. Rise/Raise

Rise cannot take an object. It is an intransitive verb. (like lie). 'Rise' tells what someone or something does for himself or by itself. The principal forms of rise are:

rise (simple present tense form)

The temperature rises sharply in the afternoon.

rose (simple past tense form)

The Sun rose at seven yesterday.

risen (past participle form)

Prices of essential commodities have risen a great deal lately.

rising (present participle form)

The baby's temperature is rising hour by hour.

Raise must have an object because it is a transitive verb. 'Raise' tells what someone or something does for someone or something else. The principal forms of raise are:

raise (simple present tense form)

Please raise the beam a little higher.

obj.

raised (simple past tense form)

The workers raised the beam to the required level.

raised (past participle form)

The researcher has raised the temperature of the liquid in the jar.

raising (present participle form)

The new theory is raising many interesting questions.

## 5. Hanged/Hung

Hanged and hung are both correct past participle forms of the verb hang. But :

Hanged refers to executions (killings) of persons.

The murderer was hanged to death.  
person

Hung refers to things.

The picture was hung over the fireplace.  
Thing

- |   |   |
|---|---|
| 6. Advice : (Noun)  | The teacher gave much advice to the students.                                 |
| Advise : (Verb)   | The doctor advised me to take nutritious food.                                |
| 7. Adapt : (make suitable)  | Novels are adapted for the stage.   |
| Adopt : (take a child as one's own)   | He adopted a son.   |
| 8. Allusion : (reference)   | The allusion that I am stingy is a mistake.                                   |
| Illusion : (false notion)   | I do not have illusions about his ability.                                    |
| 9. Amiable : (pleasant and good-tempered)   | Radha is quite an amiable person.   |
| Amicable: (friendly)  | The dispute is quite serious and therefore cannot be settled amicably.        |
| 10. Apposite: (Relevant)  | His speech was apposite to the occasion.                                      |
| Opposite : (contrary)   | <u>Heavy</u> is the opposite of <u>light</u> .                                |
| 11. Beside : (by the side of, close)  | His mother sat beside him.  |
| Besides : (in addition to)  | Is anyone else coming besides you?  |
| 12. Childish : (silly)  | I don't like his childish behaviour.  |
| Childlike: (innocent)   | Gandhiji always put on a childlike smile on his lips.                         |
| 13. Confidant : (person with whom one trusts with secrets)                                      | Nehruji was a confidant of Gandhiji in political matters.                     |
| Confident : (to be sure)  | I am confident of success in the examination.                                 |
| 14. Continual : (very frequent)   | He had continual arguments with his wife.                                     |
| Continuous : (going on without a break)   | There was continuous rain yesterday.  |
| 15. Deny : (ascertain that something is wrong)  | The minister denied the allegation that he had taken bribe.                   |
| Refuse : (decline to take something that is offered or to do something that one is asked to do) | He refused the money given as bribe.  |
| 16. Historic : (famous or important in history)   | Our struggle for freedom is historic as many a leader sacrificed his life.    |
| Historical : (pertaining to history)  | Our professor is engaged in historical research about pyramids.               |
| 17. Ingenious : (clever at organising)  | As he is very ingenious he can invent many more scientific marvels.           |
| Ingenuous : (artless, frank)  | Cordelia's love for her father was ingenuous.                                 |
| 18. Luxurious : (having luxuries)   | Rich people live luxurious lives.   |
| Luxuriant : (rich in growth)  | There is a luxuriant growth of vegetation on the farm.                        |
| 19. Verbal : (relating to words)  | Man alone is capable of verbal communication.                                 |
| Verbose : (wordy)   | During the Victorian era, writers used a verbose style in their works.        |
| 20. Disinterested : (free from bias or prejudice, freedom from personal or selfish motives)     | A judge must be disinterested in a case, but he should not be uninterested.   |
| Uninterested : (lacking in interest)  |   |
| 21. Prophecy : (Prediction)   | Noun : The man's prophecy about a terrible earthquake turned out to be false. |
| Prophecy : (to predict)   | Verb : He prophesied the end of the earth.                                    |

# UNIT – V

## PUNCTUATION

### Punctuation:

Punctuation refers to the appropriate use of putting Points or Stops in writing.

For any writing to be understood, it must be punctuated correctly.

The following are the principal stops.

- (1) Full stop or period (.)
- (2) Comma (,)
- (3) Semi colon (;)
- (4) Colon (:)
- (5) Question Mark (?)
- (6) Exclamatory Mark (!)
- (7) Hyphen (-)
- (8) Apostrophe (')

The following are the main rules or guidelines:

#### (1) Full Stop:

A full stop is used

- (a) at the end of a sentence. (unless a question mark or an exclamation mark is used)

- (b) after initials in names, countries, medals, degrees.

*Example:*

J.R.Doyens

U.S.A.

V.C (Vice Chancellor)

B.Sc.

- (c) after shortened forms of words that do not end in the last letter of the word.

*Example:*

Jan.

Fri.

A full stop is **not** used

- (1) after shortened forms of words that end with the last letter of the word.

Dept (Department)

Lieut (Lieutenant)

- (2) after symbols of measurement km; kmph etc.

- (3) after headings and titles.

- (4) after dates : 25<sup>th</sup> July, 1971.

- (5) after a signature in a letter.

### Comma:

The comma represents the shortest pause, and is used

- (a) to separate words in a list.

*Example:*

I gave her a book, a pencil, a rubber and a ruler.

- (b) to separate adjectives in a sentence.

*Example:*

She wore a beautiful, long, new coat.

He wrote her lesson neatly, quickly and correctly.

- (c) to show a pause by separating a phrase. The cat, yawning lazily, closed its eyes.

- (d) to show a pause by separating sentences.

His room was dirty, books were scattered and dirty clothes littered the floor.

- (e) before 'but':

The new boy was small, but strong.

- (f) before 'as', 'since', 'because'.

*Note:* This is true if 'as', 'since' convey the meaning 'because'.

*Examples:*

Mother was worried, as I was not well.

He failed the test, since he did not study well.

- (g) after participle phrases that begin sentences.

*Examples:*

Feeling tired, I went to bed.

Running to the gate, he opened it quickly.

- (h) before and after words that give more information about the subject.

My friend, who is a writer, is a tennis player.

- (i) after 'however':

we know however, that he was going to die.

- (j) to separate two principal clauses (complete thoughts) joined by 'but', 'so', 'for' 'or', 'nor'.

Finish your work, or you will be punished.

- (k) after 'yes' and 'no' when these begin an answer. Yes, I am going to town.

No, it is not late.

Commas are **not** used in a clause that specifically identifies the noun.

*Example:*

This is the book which I was given for Christmas (which book?)

The teacher spoke to the boy who had misbehaved. (which boy?)

### Semi colon:

- (a) A semi colon is used to join sentences with principal clauses not connected by a conjunction.

*Example:*

- The rocket rose; it suddenly burst into a ball of flame.

- We were confident; the game was about to start; I felt nervous.

- (b) It is used to separate clauses which already contain commas.

*Example:*

Last year, my brother won every match; there was no one who could defeat him.

### Colon:

A colon is used

- (a) before enumeration of examples, etc.; as,

This year I am studying these subjects: geography, history, English, maths, and biology.

- (b) to introduce a quotation.

Francis Bacon says: "Reading makes a full man, writing an exact man, speaking a ready man."

- (c) to introduce a statement which tells more about the one that comes before it.

My mother taught me two golden rules: I was to do my best and never tell lies.

#### Question marks:

Question marks are used at the end of a sentence that asks a direct question.

*Example:*

Did your brother do his home work?

Question marks are **not** used.

- (a) when using indirect or reported speech.

*Example:*

He was asked if he wanted to sleep.

- (b) when the sentence is a request.

*Example:*

Would you please pass the salt.

#### Exclamation marks:

Exclamation marks are used after words or a group of words which express sudden feeling:

Alas!; Hurrah! etc.

Exclamation marks are **not** used along with a full stop.

*Note:*

If the exclamation mark comes after one or two words, start the next word with a capital letter.

*Example:*

Help! Fetch me a glass of water!

#### Hyphen:

- (a) Hyphens are used to connect parts of some compound words.

*Example:*

Well-written; mother-in-law.

- (b) Hyphens are used in numbers and fractions.

*Example:*

Thirty-five  
three-quarters.

Apostrophes are used:

- (1) with nouns to show ownership or possession

*Example:*

dog's paw; men's room etc.

- (2) to write plurals of numbers and letters of the alphabet

*Example:*

- There are two S's in this word.
- There are two 8's in this number.

- (3) in expressions using time.

*Example:*

- a minute's rest
- two years' time.

- (4) in names of churches.

- St. Joseph's in Colombo.

- (5) in names of churches ending in 'S'.

- St. Nicholas' on main street.

- (6) in place of numbers in dates

- '85 (instead of 1985)

- (7) to show ownership in a phrase \_\_\_\_ only the last word takes the apostrophe. The king of Bhutan's Palace.

- (8) to show joint possession Tom and Mary's cat (when not a joint possession Tom's and Mary's cats)

## Notes on Phrasal Verbs

Phrasal verbs: Certain verbs when followed by certain prepositions or Adverbs, acquire a new significance. They are said to be phrasal verbs.

Given below are a few phrasal verbs with meanings and usage. Study them carefully.

1. Back up: to support; to sustain.  
You need to back up your statement with correct data.
2. Bear down: to overthrow; to overcome.  
When people could not endure the atrocities of the government in power, they bore it down.
3. Bear with: to tolerate.  
I cannot bear with his peevish nature any further.
4. Break out: to escape from a place or a situation.  
I think Archana needs to break out of her daily routine and do something exciting.
5. Break in: to enter a building by force.  
Burglars broke into my neighbour's house while they were not at home.
6. Call for: to demand.  
The Reading Comprehension section calls for good reading skills from the students.
7. Call up: to recall.  
The beautiful scenery around called up memories of my childhood.
8. Come by: to obtain.  
How did you come by that beautifully embroidered skirt?
9. Come upon: to find by accident.  
I came upon some very interesting facts about our planet in this Encyclopaedia.
10. Go about: to start working on something, to tackle  
Can you just explain to me how to go about solving this problem?
11. Go by: to be guided by.  
This is a good example to go by while solving the problems.
12. Hang back: to hesitate to proceed.  
Don't hang back, you can do it as well as anyone else can do.
13. Hang on: to depend on.  
Your success hangs on how much effort you are going to put in.
14. Fall back: to recede, or to retreat  
Having seen the armed guards, the civilians fell back.
15. Fall off: to withdraw; to drop off.  
A true friend does not fall off in adversity.
16. Live for: to devote one's life to.  
All through his life, he lived for the amelioration of the poor and the destitute.
17. Live on: to depend on.  
Most people of this region live on rice and fish.
18. Lay about: to attack someone violently.  
A group of ruffians laid about him with sticks while he was returning home.
19. Lay out: to plan how something should look and arrange it in this way.  
The ancient Chinese laid out beautiful gardens with lawns, and flower beds.
20. Make away with: to squander  
After his father's demise, he made away with the entire property.
21. Play with: to trifle with  
When he tried to play with her emotions, she turned out very violent.
22. Take after: to resemble  
My brother takes after my father.
23. Stand up for: defend  
He always stands up for the rights of the poor and the oppressed.
24. Stand out against: refuse to yield  
He stood out against all odds and achieved success.
25. Make away with: Steal  
When everyone around was busy, the stranger made away with two thousand rupees from the cash counter.
26. Look down upon: despise  
Don't look down upon the poor and the needy.
27. Look up to: respect.  
We all look up to him as our leader.
28. Set down: record  
The villagers were very happy when the police set down in writing their complaints.
29. Set about: took steps towards  
As soon as he took over as the new manager, he set about organizing the office.
30. Fall upon: attack  
When the Indian soldiers fell upon the enemies they had no choice but to retreat.
31. Give forth: announce  
In the press meet, the cricketer gave it forth that he was going to contest for the elections.
32. Gone through: experience, live through  
Though she has gone through many hardships she did not give up.
33. Get on with: live agreeably with; have friendly relations with  
She found it very difficult to get on with her husband who was a spendthrift.
34. Come upon: meet by chance  
While digging, the farmer came upon a bronze idol.
35. Call up: recollect  
After the accident she could not call up her past events.
36. Take to: get into a habit  
His health deteriorated after he took to drinking.
37. Cry up: praise  
The young dancer is cried up by her friends.
38. Cut out for : fitted for  
I don't think she is cut out for this profession.
39. Pull up: to insult  
He was very upset when he was pulled up by his officer.
40. Fall in with: meet accidentally  
While going to Mumbai I fell in with two little children.

**Directions for questions 1 to 25:** Read the following sentences and from among the options choose the best replacement for the underlined part of the sentence.

1. The company has decided to cut across production owing to low sales this year.  
(A) cut back (B) cut out  
(C) cut off (D) cut away
2. The support that he received from his family and friends gave him the courage to bear upon against the strain of suffering huge financial losses in his business.  
(A) bear out (B) bear up  
(C) bear with (D) bear on
3. It is always prudent to lay out some money for unforeseen expenses.  
(A) lay back (B) lay off  
(C) lay over (D) lay aside
4. More than 90,000 people packed out the stadium to witness the grand finale on the closing day of the mega sports event.  
(A) packed in (B) packed up  
(C) packed into (D) packed off
5. Although she was slightly skeptical in the beginning, she eventually fell out with my idea.  
(A) fell in (B) fell over  
(C) fell through (D) fell behind
6. Seema decided to quit the job because she never got in with any of her colleagues  
(A) got by (B) got on  
(C) got together (D) got out
7. The law finally caught on with the dreaded criminal who managed to elude the police for a long time.  
(A) caught out (B) caught in  
(C) caught over (D) caught up
8. The firemen managed to put off the fire before it could cause large scale damage to lives and property.  
(A) put out (B) put down  
(C) put away (D) put aside
9. Acting in an anonymous tip-off, police raided the den and arrested several people who were involved in the drug racket.  
(A) Acting for (B) Acting up  
(C) Acting on (D) Acting over
10. John, who was the youngest in his class, was repeatedly bullied and picked at by the older boys in his class.  
(A) picked off (B) picked over  
(C) picked out (D) picked on
11. The minister hit out at his critics and categorically denied his involvement in the scam.  
(A) hit up (B) hit back  
(C) hit upon (D) hit around
12. Being a gregarious person with an amiable temperament, John can strike out a friendship even with complete strangers.  
(A) strike up (B) strike at  
(C) strike on (D) strike back
13. I prefer listening to soft music to help me wind over after a stressful day.  
(A) wind up (B) wind down  
(C) wind off (D) wind of
14. The scheme has fallen out due to paucity of funds.  
(A) fallen through (B) fallen over  
(C) fallen apart (D) fallen back
15. Over the years, several extremists laid up their arms and joined the mainstream.  
(A) laid out (B) laid up  
(C) laid by (D) laid down
16. After several years of uncertainty, the economy is now looking on.  
(A) looking after (B) looking up  
(C) looking forward (D) looking on
17. Mala is my close friend and confidante, I will not keep out anything from her.  
(A) keep back (B) keep up  
(C) keep down (D) keep away
18. He is so obstinate that he will never come down to our views  
(A) come around (B) come about  
(C) come back (D) come over
19. I was on leave for three days because I was kept up by a bout of flu.  
(A) kept out (B) kept back  
(C) kept in (D) kept on
20. The leader exhorted all the members of the team to pull through in order to succeed in their venture.  
(A) pull back (B) pull up  
(C) pull over (D) pull together
21. His condition has turned so critical that the doctors have given off on him.  
(A) given up (B) given out  
(C) given away (D) given over
22. At first, he was quite rigid and refused to listen to me, but eventually he gave up.  
(A) gave way (B) gave forth  
(C) gave away (D) gave out
23. The storm blew up after two days, much to the relief of the people living along the coast.  
(A) blew apart (B) blew in  
(C) blew out (D) blew over
24. She has been working so hard for the past two months, that the strain is telling against her health.  
(A) telling upon (B) telling against  
(C) telling off (D) telling at
25. She was so overwhelmed with emotion that she broke off in the middle of her speech.  
(A) broke down (B) broke up  
(C) broke into (D) broke of