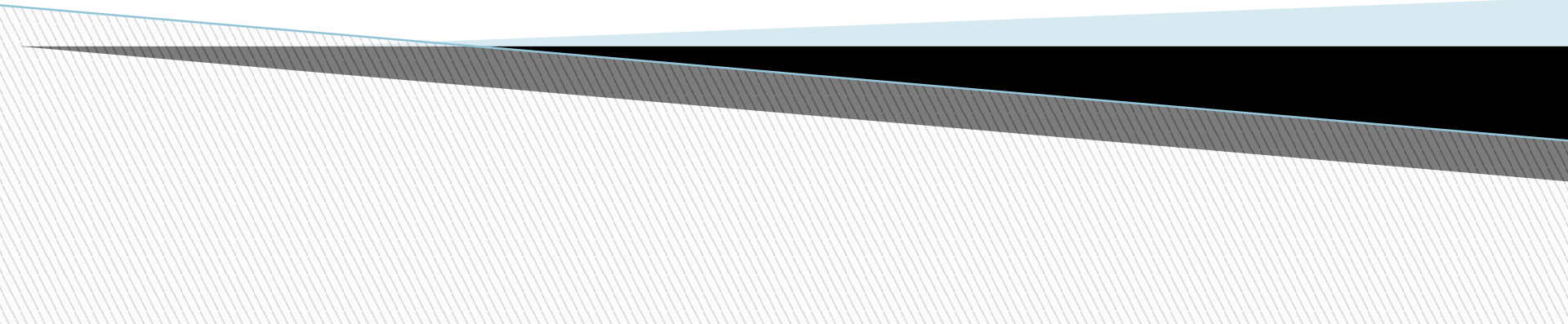


Building Verbal Ability

Verbs & Tenses

Subject Verb Agreement



SUBJECT - VERB AGREEMENT

1- INTRODUCTION AND DEFINITION:-

A **verb** is a word used to tell or assert something about some person or thing. A verb may tell...

1. **What a person or thing does-**

e.g. Savita swims.

The bulb lights.

2. **What is done to a person or thing-**

e.g. Mohan is punished.

3. **What a person or thing is-**

e.g. The dog is dead.

A verb can be classified into two categories -

TRANSITIVE VERB

“Sentences which passes the action from subject to object. “

e.g. The boy picked up the stone.

The child hugged the mother.

The student wrote a letter.

INTRANSITIVE VERB

“Intransitive verbs are those, denoting the action that does not pass the action from subject to the object.”

e.g. The baby sleeps.

Sunil ran a long distance.

2 - General rules:- Subject verb agreement plays a very important role in English Grammar. The rules are as follows-

Rule 2.1- If two or more singular nouns are joined by ‘and‘ the verb used will be plural .

e.g. He and I were going to market.

Ram and Shyam are friends.

Rule 2.2- If two singular nouns joined by ‘and’ point out the same thing or person, the verb used must be singular.

e.g. Rice and curry is the favourite food of Punjabis.

The collector and district magistrate is away.

NOTE :- If the article (definite article) is used with both nouns, the reference will be to two persons or things and the verb used in such a case must be plural.

e.g. The philosopher and the teacher are dead.

Rule 2.3- In case two subjects are joined by ‘as well as’ the verb agrees with the first subject.

e.g. Kanta as well as her children is playing.

The children as well as Kanta are playing.

Rule 2.4- Neither, either, every, each, everyone and many are followed by a singular verb.

e.g. Either of the plans is to be adopted.

Neither of the two brother is sure to pass.

Every student is expected to be obedient.

Each of them is capacitated to do the work.

Every one of them desires this.

Many a person was drowned in the sea.

Rule 2.5- If subjects are joined by Either ...or, Neither...nor, the verb agrees with the subject **near to it**.

NOTE :- You need not waste your time in understanding the meaning ‘near to it’, in such cases the verb will always agree with the second subject.

e.g. Either my brother or I am to do this work.

Neither he nor they are prepared to do this work.

Rule 2.6- A noun singular in form and collective in sense takes a singular verb.

e.g. The council has chosen its president.

Parliament has elected its speaker.

NOTE :- When there is oneness in action, the verb in singular but where there is diversity and every member of collective noun is mentioned, the verb used is plural.

e.g. The jury were divided in their opinion.

The committee are divided on one minor point.

Rule 2.7- ‘A great many’ is always followed by a plural noun and a plural verb.

e.g. A great many men have come.

A great many students have been declared successful.

Rule 2.8- If two subjects are joined by ‘with’, ‘together with’, ‘no less than’, ‘in addition to’, etc., verb agrees with the first subject.

e.g. The boy with his parents has arrived.

The officer together with his subordinate was present in the function.

He has no less than I is to blame .

Hard work in addition to intelligence is needed for success in life.

Rule 2.9- Nouns plural in form but singular in meaning, takes a singular verb.

e.g. These news were broadcast from All India Radio yesterday. (INCORRECT)

These news was broadcast from All India Radio yesterday. (CORRECT)

The sceneries on the way to Scotland are very beautiful. (INCORRECT)

The sceneries on the way to Scotland is very beautiful. (CORRECT)

Rule 2.10- When two subjects are joined by ‘Not only...But also’, the verb must agree with the second subject.

e.g. Not only Pakistan but also Bhutan is poor.

Not only the principal but also the students were laughing.

Not only the children but also their mother was playing.

Rule 2.11- When two subjects are joined by ‘or’, the verb must agree with the second subject.

e.g. Ram or John is responsible for all this.

Krishna or her sister were there.

Rule 2.12- When two subjects of different numbers and persons or both are joined together by ‘and’ the verb used must be plural.

e.g. Sachin and his parents have gone to kota.

He and I are friends.

Rule 2.13- Some nouns which are singular in form but plural in number takes a plural verb.

e.g. People are laughing.

Cattle were grazing.

Rule 2.14- When a plural noun denote some particular quantity or amount considered as a whole, it takes a singular verb.

e.g. Five hundred rupees is a big amount.

Hundred miles is a long distance.

Rule 2.15- The title of books, name of countries or subjects that look like plural but are singular, followed by singular verb.

e.g. Mathematics is a difficult subject.

The United States of America is the richest country in the world.

The Arabian Nights is an interesting book

Rule 2.16- When the subject is a relative pronoun, the verb agrees in number and person with the noun or person to which the relative pronoun refers

e.g. Harsh, who is my friend, has a thirst for knowledge.

I, who am at your service, should not be ignored.

3 – Practice Exercise:-

1. Your friend (talk-talks) too much.
2. The man with the roses (look-looks) like your brother.
3. The women in the pool (swim-swims) well.
4. Bill (drive-drives) a cab.
5. The football players (run-runs) five miles every day.

6. That red-haired lady in the fur hat (live-lives) across the street.
7. He (cook-cooks) dinner for his family.
8. The boys (walk-walks) to school every day.
9. The weather on the coast (appear-appears) to be good this weekend.
10. The center on the basketball team (bounce-bounces) the ball too high

4 – Conclusion:-

The basic subject-verb agreement rule in English is very simple. It states that a singular subject takes a singular verb, while a plural subject takes a plural verb. However, there are a few problems with this formulation of the rule that need to be mentioned. Subjects can be tricky sometimes so make sure to think carefully whether it is a singular noun or plural nouns next time you are in a difficult situation.

QUERY !

LESSON – 2

LINKING WORDS(CONJUNCTION)

1 – INTRODUCTION AND DEFINITION:- A word that is used to join word or phrases or sentences is called a conjunction or Linking word. It can be classified into two categories.

e.g. God made the country and man made the town.

She must work hard, or she will fail.

Three and three makes six.

Mohan and Ram are friends.

NOTE:- (i) A conjunction is never connected with an object.

(ii) A conjunction never qualifies a verb.

CO-ORDINATING

“Join two words phrases
or clauses of equal rank.”

e.g. He is guilty as well as you.

SUBORDINATING

“Join a subordinate or dependent clause
to a principal clause.”

e.g. I will read that book if you recommend it.

2 – GENERAL RULES:-

2.1 - CO-ORDINATING CONJUNCTION:- It may join single word , or group of words but they must be similar elements such as **(subject + subject), (verb phrase+ verb phrase), or (sentence + sentence).**

e.g. My friend and I will attend the meeting.

There are seven (7) coordinating conjunction that are as follows-

(i) FOR – It is to introduce the reason for the proceeding clause.

(ii) AND – It joins two similar ideas together.

(iii) NOR – It is used with neither.

(iv) BUT – It joins two contrast ideas together.

(v) OR – It joins two alternative ideas.

(vi) YET – It is very similar to ‘but’.

(vii) SO – It shows that, the second idea is the result of first.

2.2 - SUBORDINATING CONJUNCTION:- Subordinating conjunction can be classified according to their meaning-

(i) OF TIME – When, Whenever, While, As, Before, After, Since, Until etc.

e.g. Ram has not phoned since he went to Jaipur.

(ii) OF PLACE – Where, Wherever, Whence etc.

e.g. You can go wherever you like.

She found her frock where she had left it.

(iii) OF CAUSE AND REASON – Because, Since, As, That.

e.g. I am glad that you like it.

He will pass the exam because he has worked hard.

(iv) OF PURPOSE – That (in order that), Lest.

e.g. We eat so that we may live.

He worked hard lest should fail in the exam.

(v) OF RESULT – That

e.g. Mohan behaved in such a manner that all dislike him.

He was so tired that he could scarcely sleep.

(vi) OF COMPARISON – As, Than

e.g. Hari is as tired as Sohan.

Madan is more intelligent than Suraj.

(vii) OF CONDITION –If, Unless, Whether.

e.g. You cannot succeed unless you work hard.

(viii) OF MANNER – As

e.g. you may do as you please.

Men will reap as they sow.

2.3 USE OF SOME IMPORTANT CONJUNCTIONS –

(i) AS SOON AS –

As soon as + S1+ First action + S2 + Second action

e.g. As soon as he sees his father he stops smoking.

As soon as he saw his father he stopped smoking.

As soon as he will see his father he will stop smoking.

(ii) NO SOONER...THAN –

No sooner +do/does/did/+S1+first action+than+S2+second action

e.g. No sooner does he see his father than he stops smoking. (Present Tense)

No sooner did he step out than it started raining. (Past Tense)

No sooner had he arrived than he had to leave again. (Past Tense)

(iii) NOT ONLY...BUT ALSO –

S+ HV+ not only+ Q1A1+but also+Q2A2

HV = Helping Verb

Q1A1 = First quality First action

Q2A2 = Second quality Second action

e.g. Harsh is not only handsome but also intelligent.

Not Only+ S1+ But Also +S2 + HV + QA

S1= First Subject

S2= Second Subject

HV= Helping Verb

QA= Qualifying Action

e.g. Not only Pakistan but also Bhutan is poor.

(iv) LEST...SHOULD –

Warning+ Lest+ Person+ Should+ Consequences.

e.g. Work hard lest you should fail.

3 – Practice Exercise:-

as well as during because either or neither nor when although
unless which so that then so despite while such as however

1. _____ Dad comes home from work he lies down on the sofa
2. _____ he is tired. Max had a headache yesterday,
3. _____ he didn't come to basketball practice. This is Toby's new mountain bike, _____ he got from his parents. He locks it up every evening, _____ no body can take it.
4. _____ Samantha was very tired, she watched TV until well after midnight.
5. First, cut out the pictures, _____ glue them into your album.
6. I would like to learn Japanese, _____, I don't know anyone who can teach me.
7. _____ we were driving through the countryside we saw many nice villages.

8. The Hemingway's are our neighbors _____ our friends.
9. You can have _____ tea _____ coffee for breakfast.
10. _____ being a well-known politician. John Smith can also play the piano very well.
11. _____ his injury, the boy desperately wanted to play for his team in the finals.
12. _____ the hike up the mountains we saw a lot of deer.
13. _____ you finish that essay you won't get anything to eat.
14. _____ my mother _____ my father will be able to attend the meeting.
15. He likes all kinds of sports, _____ skiing, hockey and volleyball.

4 – Conclusion:-

Linking words or Conjunctions connect two words, phrases or clauses together and thus the text is easier to read and the coherence is improved. Linking words and phrases are vital devices for essays, papers or other literary compositions. They improve the connections and transitions between sentences, paragraphs, phrases and clauses. They thus give the text a logical organization and structure.

QUERY !

LESSON – 3

RELATIVE CLAUSES

1- INTRODUCTION AND DEFINITION –

A clause is a group of words that gives complete meaning or used in a sentence to add some meaning. When a clause begins with question words like who, which, where, and used to tell more about nouns and pronouns. Such clauses are known as Relative Clause.

Words like who, whom, what, that, etc. are known as Relative Pronoun, as they are used at the beginning of a relative clause. We use ‘Who’ for person, ‘That’ for things and person, ‘Which’ for animals and things and ‘What’ for things.

e.g. Those who work more get more money.

Ujjain is the place that I want to visit.

e.g. Did you meet Prof. Soni who came yesterday?

She is the woman who is a great dancer.

Amer is the place that I want to explore.

This is the boy who irritates me.

This the dog which bites people.

What has been done can be undone.

2- GENERAL RULES –

RULE 2.1 – Who is used for persons only.

e.g. The man who is honest succeeds in life.

Blessed is he who has a true life partner.

They never fail who die in a great cause.

RULE 2.2 –Which is used for animals and for things only.

e.g. The horse which Ali bought last year is white.

The moment which is lost is lost forever.

These are the pens which we lost yesterday.

RULE 2.3 –That is used for persons, animals and for things only.

e.g. Happy is the man that avoids bad company.

The crowd that gathered there cheered him loudly.

I have lost the watch that you gave me.

RULE 2.4 –What refers to things only. Its Antecedent is always hidden.

What = that which(or the thing which)

e.g. That is what (= that which) I want.

I found what (=the thing which) I was looking for.

RULE 2.5 –The word ‘As’ is used as a relative pronoun after ‘such’ and sometimes after the ‘same’.

e.g. He is not such a clever student as you are.

This is not such a good book as I expected.

RULE 2.6 –The word ‘But’ after a negative is equivalent to ‘ ‘Who not’ or ‘Which not’.

e.g. There is no man but loves (= who does not love) his country.

There is no country but has (= which has not) some great men in it.

RULE 2.7 – The Relative pronoun must be of the same number, gender and person as its Antecedent...

e.g. This is the boy who was late. (Here boy is the Antecedent of ‘Who’)

I am the person that has done this.

I, who am your friend, will help you.

3 – Practice Exercise:-

Add the phrase in brackets to the sentence using 'that' , which or 'who' and a relative clause:

- 1- She worked for a man (the man used to be an athlete) .
- 2- They called a lawyer (the lawyer lived nearby) .
- 3- I sent an email to my brother (my brother lives in Australia) .
- 4- The customer liked the waitress (the waitress was very friendly) .
- 5- We broke the computer (the computer belonged to my father) .
- 6- I dropped a glass (the glass was new) .
- 7- She loves books (the books have happy endings) .
- 8-They live in a city (the city is in the north of England) .
- 9-The man is in the garden (the man is wearing a blue jumper) .
- 10- The girl works in a bank (the girl is from India) .

- 11- My sister has three children (my sister lives in Australia) .
- 12- The waiter was rude (the waiter was wearing a blue shirt) .
- 13- The money is in the kitchen (the money belongs to John) .
- 14- The table got broken (the table was my grandmother's) .
- 15- The television was stolen (the television was bought 20 years ago) .
- 16- The fruit is on the table (the fruit isn't fresh)

4 – Conclusion:-

Relative Clause is rather a wide topic; however in this chapter some of the most important issues related with the same were discussed. Considering the structure, relative pronouns can be defining and non-defining and relative adverbs that denote reason, time, place and manner to connect the relative clause with the main one. The antecedent comes before the relative pronoun and it is usually a noun phrase. Restrictive relative Clauses don't require any punctuation while on the other hand non-restrictive contains commas before and after the clause, respectively pause, in speaking.

QUERY !

LESSON – 4

COMMON ERRORS

1- INTRODUCTION AND DEFINITION – SYNTAX CONCORD –

Spotting error is a common test and forms a part of almost all the important examinations that have objective English test on their syllabi, it requires an awareness of the basis rules of grammar – parts of speech, noun, pronoun, adjective, adverb, preposition, conjunction, genders, infinitives, participles, subject – verb accord, form of tense, use of articles and certain exceptional usages.

Hence, it is necessary that all candidates taking up these examinations brush up their essentials of grammar with the help of the grammar books that they have read at their intermediate level. After this initial exercise they should learn or revise the following rules that are given below in the form of practical tips with illustrative examples. The practice test must be done carefully and repeatedly to ensure full competence confidence.

The word ‘Syntax’ refers to the grammatical arrangement of words. ‘Concord’ means agreement. A sentence must have concord i.e. agreement between its parts in order to be accurate. Most of the errors in sentences occur due to disagreement of the verb with its subject.

2- GENERAL RULES –

RULE 2.1 – When two or more singular nouns or pronouns are joined by ‘and’ it takes a plural verb.

e.g. Ram and John are playing football.

RULE 2.2 – Some nouns always take a singular verb such as Scenery, advice, information, machinery, stationery, furniture, abuse, fuel, rice, gram, issue, bedding, repair, news, mischief, poetry, business, economics, physics, mathematics, classic, ethics athletics, innings, gallows.

e.g. The scenery of Kashmir are enchanting. (Incorrect)

The scenery of Kashmir is enchanting. (Correct)

He has given advices. (Incorrect)

He has given advice. (Correct)

e.g. The Indian team defeated the English by innings. (Incorrect)

The Indian team defeated the English by an innings. (Correct)

Mathematics are a difficult subject. (Incorrect)

Mathematics is a good / difficult subject. (Correct)

RULE 2.3– Some nouns are singular in form, but they are used as plural nouns and always take a plural verb. Cattle, gentry, vermin, peasantry, artillery, people, clergy, company, police.

e.g. The cattle is grazing in the ground. (Incorrect)

The cattle are grazing in the ground. (Correct)

The clergy is in the church. (Incorrect)

The clergy are in the church. (Correct)

RULE 2.4– There are some nouns that indicate length, measure, money, weight or number. When they are preceded by a numeral, they remain unchanged in form.

Foot, meter, pair, score, dozen, head, year, hundred, thousand, million.

e.g. It is a three – years degree course. Incorrect

It is a three – year degree course. Correct

I have ten dozens of shoes. Incorrect

I have ten dozen of shoes. Correct

RULE 2.5–A pronoun must agree with its antecedent in person, number and gender.

e.g. Every man must bring his luggage.

All students must do their home work.

Each of the girls must carry her own bag.

Each students must bring their books.

RULE 2.5—The use of ‘few’, ‘a few’ and ‘the few’ should be used with care. They denote ‘number’. ‘Few’ means ‘not many’. It is the opposite of many. A ‘few’ is positive and means ‘some at least’. It is the opposite of none. ‘The few’ means ‘whatever there is’.

e.g. A few men are free from fault. Incorrect

Few men are free from fault. Correct

Here the sense is negative and thus ‘a few’ is wrong.

Few boys will pass in the examination. Incorrect

A few boys will pass in the examination. Correct

Here the sense is positive and thus ‘few’ is incorrect.

I have already read a few books that are on the bookshelf. Incorrect

I have already read the few books that are on the bookshelf. Correct

Here the sense is ‘whatever there is’.

RULE 2.6– Normally ‘than’ is used in the comparative degree, but with words like superior, inferior, senior, junior, prior, anterior, posterior and prefer ‘to’ is used.

e.g. Shelley is junior than Wordsworth. Incorrect

Shelley is junior to Wordsworth. Correct

I prefer reading than sleeping. Incorrect

I prefer reading to sleeping. Correct

RULE 2.7– Some nouns are always used in a plural form and always take a plural verb such as Trousers, scissors, spectacles, stockings, shorts, measles, goods, alms, premises, thanks, tidings, annals, chattels, etc.

e.g. Where is my trousers? Incorrect

Where are my trousers? Correct

Spectacles is now a costly item. Incorrect

Spectacles are now a costly item. Correct

RULE 2.8– There are some nouns that indicate length, measure, money, weight or number such as, Foot, meter, pair, score, dozen, head, year, hundred, thousand, million. When they are preceded by a numeral, they remain unchanged in form.

e.g. It is a three – years degree course. Incorrect

It is a three – year degree course. Correct

I have ten dozens of shoes. Incorrect

I have ten dozen of shoes. Correct

RULE 2.9– Who’ denotes the subject and ‘whom’ is used for the object?

e.g. Whom do you think won the award? Incorrect

Who do you think won the award? Correct

Who area you talking to? Incorrect

Whom are your talking to? Correct

RULE 2.10– Collective nouns such a jury, public, team, committee, government, audience, orchestra, company, etc. are used both as singular; otherwise the verb will be plural

e.g. The jury was divided in this case. Incorrect

The jury were divided in this case. Correct

The team have not come as yet. Incorrect

The team has not come as yet. Correct

RULE 2.11– If the plural subject denotes a definite amount or quantity taken as a whole, the verb is singular.

e.g. Forty miles are a good distance. Incorrect

Forty miles is a good distance. Correct

Two – thirds of the book were rubbish. Incorrect

Two – third of the book was rubbish. Correct

RULE 2.11– Some nouns have one meaning in the singular and another in the plural-

Advice = counsel, advices = information, Air = atmosphere, airs = proud, Authority
command, authorities = persons in power, Good = wise, goods = property, Iron =
metal

irons = fetters, chains, Force = strength, forces = army, Content = satisfaction, contents
= things contained, Physic = medicine, physics = physical sciences, Respect = regards
respects = compliments, Work = job, works = compositions, factories, Earning ,
income earnings = sowings, Quarter = one – fourth, Quarters = houses,.

e.g. Air is necessary for human life.

It is bad to put on airs.

I have eaten one quarter of the cake.

I live in the government quarters.

RULE 2.12– If pronouns of different persons are to be used together in a sentence, the serial order of persons should be as follows; second person + third + first person in a good normal sentences. But in fault is to be confessed, the order will be;

First person + Second person + Third person.

e.g. You, he and I have finished the work. (Normal sentences)

I, you and he are to blame. (Confession)

Ram, I and you have finished our studies. Incorrect

You, Ram and I have finished our studies. Correct

RULE 2.13–When two singular nouns joined by ‘and’ are preceded by ‘each’ or ‘every’ the pronoun used for them is singular.

e.g. Each man and each boy is responsible for their action. Incorrect

Each man and each boy is responsible for his action. Correct

RULE 2.14– If two actions in a sentence are showing happening in the past, one after the other; the tense of the action happening first should be past perfect and that of the second should be past indefinite, but Two actions in the past, one depending on the other, should have the sequence as follows:

Past perfect + Future perfect

Had + Past participle + Would + Have + Past participle

e.g. The patient died before the doctor arrived. Incorrect

The patient had died before the doctor arrived. Correct

If you would had practiced regularly, you would won the match. Incorrect

If you had practiced regularly, you would have won the match. Correct

LIST OF SOME COMMON ERRORS

Wrong - I have visited Niagara Falls last weekend.

Right - I visited Niagara Falls last weekend.

Wrong - The woman which works here is from Japan.

Right - The woman who works here is from Japan.

Wrong - She's married with a dentist.

Right - She's married to a dentist.

Wrong - She was boring in the class.

Right - She was bored in the class.

Wrong - I must to call him immediately.

Right - I must call him immediately.

Wrong - Every students like the teacher.

Right - Every student likes the teacher.

Wrong - Although it was raining, but we had the picnic.

Right - Although it was raining, we had the picnic.

Wrong - I enjoyed from the movie.

Right - I enjoyed the movie.

Wrong - I look forward to meet you.

Right - I look forward to meeting you.

Wrong - I like very much ice cream.

Right - I like ice cream very much.

Wrong - She can to drive.

Right - She can drive.

Wrong - Where I can find a bank?

Right - Where can I find a bank?

Wrong - I live in United States.

Right - I live in the United States

Wrong - I live in United States.

Right - I live in the United States.

Wrong - When I will arrive, I will call you.

Right - When I arrive, I will call you.

Wrong - I've been here since three months.

Right - I've been here for three months.

Wrong - My boyfriend has got a new work.

Right - My boyfriend has got a new job. (or just "has a new job")

Wrong - She doesn't listen me.

Right - She doesn't listen to me.

Wrong - You speak English good.

Right - You speak English well.

Wrong - The police is coming.

Right - The police are coming.

Wrong - The house isn't enough big.

Right - The house isn't big enough.

Wrong - You should not to smoke.

Right - You should not smoke.

Wrong - Do you like a glass of wine?

Right - Would you like a glass of wine?

Wrong - There is seven girls in the class.

Right - There are seven girls in the class.

Wrong - I didn't meet nobody.

Right - I didn't meet anybody.

Wrong - My flight departs in 5:00 am.

Right - My flight departs at 5:00 am.

3 – Practice Exercise:-

Correct The Following Mistakes

1. We are only five on our team.
2. I would rather to work from home than come to the office.
3. We're used to have a lot of work to do, so meeting the deadline won't be a problem.
4. My client sent me an email but I haven't replied her yet.
5. Maybe I'm going to finish this today.
6. Please borrow me your badge so I can get into the storage closet.
7. I can't finish this by the end of the day. Even though I spend all day on it, I won't finish on time.
8. Probably, I'll go to the beach on Saturday.
9. The Old Man and the Sea was written for Ernest Hemingway.
10. Our office is near to the airport, so it will be easy for you to get here.

11. We have many stuffs to do this week, so I don't know if I can go to English class.
12. Despite I was tired, I came to work today.
13. If we had a gym here, I can work out after work.
14. I always try to do things very careful and make sure I do them correct. (two errors)
15. We have people from all over the world here: India, United States, Venezuela, Canada, United Kingdom, Germany, and France. (two errors)
16. Are we going to have to work overtime again this week? I hope no.
17. Yesterday, he told me that he will send the email after lunch, but he didn't do it.
18. My schedule often changes, but I normally work since 9 a.m. to 6 p.m.
19. I thought you were still with Microsoft. When did you stop to work there?
20. I'm not pretty sure about what we should do.

21. How long time did you work in the public sector?
22. Do you know where is the restaurant?
23. He is well-experienced, so we know that he can do the job.
24. Who is in charge to decide which printer to buy?
25. I had a hard time getting in touch with my supervisor. After calling for hours, I
finally could get in touch with her.

4 – Conclusion:-

This chapter meets the requirements of students whose mother tongue is not English; its main purpose is to help to correct the common mistakes to which foreign learners of English are liable. The rules and methods are described in such a way that all the errors dealt with can be strike out. finally, going through with exercise and simple explanations are given wherever necessary to justify particular usages.

QUERY !

THANK YOU !