

| ITEMS TO BE TESTED         | TYPES OF QUESTIONS                       |
|----------------------------|--|
| * Articles & Determiners   | * Editing                                |
| * Pronouns                 | * Omissions                              |
| * Prepositions             | * Sentence reordering (Jumbled - up)     |
| * Verb Forms               | * Sentence Completion                    |
| * Modals                   | * Dialogue Completion                    |
| * Adjectives & Comparisons | * Changing instructions (passive form)   |
| * Connectors               | * Change into Reported Speech            |
| * Passives                 | * Filling in suitable word/words/phrases |
| * Reported Speech          | * Headline Expansion                     |
| * Subject - Verb Agreement |  |

## CONNECTORS

| COMPOUND CONNECTORS                         | COMPLEX CONNECTORS   |
|---|--|
| And / but or / not only... but<br>also / so | that/which/who/whom/whose/whether/what/where/when<br>how/why/as/because/since/while/so/... that/if/as soon as/as<br>unless/though/although/as if as though/ before<br>after/unless than etc. |

**GENERAL TIPS**  
**ARTICLES – (a, an, the)**

| USE OF 'A'   | USE OF 'AN'  | USE OF 'THE'  |
|--|--|---|
| A is used before a singular countable noun before with consonant sound - a can, a book, a table, a pen, a yellow colored bag, a ticket, a year etc., | An is used before a singular countable noun beginning with <b>vowel sound</b> (an apple, an orange, an hour, an elephant, an Australian etc.,) | The is used to refer back to a person, a place or a thing. It is used before the name of holy books, newspapers, rivers, oceans, mountain ranges, deserts, islands plural names of countries. |

**DETERMINERS**

| DETERMINERS    | USE OF 'AN'              | USE OF 'THE'  |
|----------------|--------------------------|---|
| Many, a few    | Before countable nouns   | I bought many apples.<br>He has a few friends.                                      |
| More, A little | Before uncountable nouns | He doesn't have much knowlege about business.<br>He has a little money.             |
| Some, Any      | Before both nouns        | Give me some oranges.<br>Can you lend me some money?<br>Have you got any old books? |

## PREPOSITIONS

| SIMPLE PREPOSITION |         |        | COMPOUND PREPOSITION |         |            |
|--------------------|---------|--------|----------------------|---------|------------|
| At                 | Through | During | About                | Across  | Beyond     |
| By                 | Till    | Over   | Above                | Around  | Below      |
| For                | Up      | Near   | Among                | Beside  | Along      |
| In                 | From    |        | Before               | Within  | Under      |
| On                 | Off     |        | After                | Without | Underneath |
| With               | Out     |        | Between              | Beneath | Opposite   |
| To                 |         |        | Amidst               | Behind  | Onto/Into  |

| USAGE  |   |
|--|---|
| <p>On day (on Monday)</p> <p>On Date (on 10th August 2006)</p> <p>In Year (in 2002)</p> <p>In Month (in March)</p> <p>At time (at 10 p.m)</p> <p>For a period of time (for 5 years)</p> <p>Since the point of time (since 2 'o clock)</p> <p>In the afternoon</p> <p>In the evening</p> <p>At night</p> <p>in summer</p> <p>On leave</p> | <p>During the holidays</p> <p>In the morning</p> <p>in the afternoon of 10th April 2006</p> <p>on T.V</p> <p>on/over the phone</p> <p>on page</p> <p>in the office / school</p> <p>on the bus / train / plane</p> <p>by car / bus / train / air / ship / taxi</p> <p>on foot (walking)</p> <p>at work</p> <p>at the meeting / party</p> |

| SOME NOUNS / ADJECTIVES / VERBS AND THE PREPOSITIONS |             |              |               |
|--|-------------|--------------|---------------|
| According to   | Believe in  | Fond of      | Proud of      |
| Agree to   | Belong to   | Guilty of    | Popular with  |
| Agree with   | Busy with   | Good at      | Prefer to     |
| Absent from  | Beware of   | Ignorant of  | Proficient in |
| Aware of   | Capable of  | Injurious to | Quarrel with  |
| Aim at   | Consist of  | Insist on    | Refer to      |
| Ashamed at   | Deal with   | Inferior to  | Rely on       |
| Approve of   | Deal in     | Listen to    | Superior to   |
| Angry with   | Depend on   | Jealous of   | Suspicious of |
| Addicted to  | Elder to    | Married to   | Sorry for     |
| Adapt  | Entitled to | Older than   | Weak in       |
| Bad at   | Famous for  | Prevent from | Worthy of     |

### TENSES - STRUCTURE

| TENSES                     | EXAMPLE   |
|----------------------------|---|
| Simple Present             | I work everyday.<br>He/She/Leena is working now.<br>They/we work everyday.  |
| Present Continuous         | I am working now.<br>He/she/Leena is working now.<br>They/we are working now.   |
| Present Perfect            | I have worked in this office<br>He/she/Leena has worked in this office.<br>They/we have worked in this office.                    |
| Present Perfect Continuous | I have been working in this office.<br>He/she/Leena has been working in this office.<br>They/we have been working in this office. |
| Simple Past                | I worked yesterday.<br>He/she/Leena worked yesterday<br>They/we worked yesterday  |
| Past Continuous            | I was working.<br>He/she/Leena was working.<br>They/we were working.  |

|                           |   |
|---------------------------|---|
| Past Perfect              | I had worked in this office.<br>He/She/Leena had worked in this office.<br>They/we had worked in this office.                                     |
| Past Perfect Continuous   | I had been working in this office.<br>He/she/Leena had been working in this office.<br>They/we had been working in this office.                   |
| Simple Future             | I will work next week.<br>He/she/Leena will work next week.<br>They/we will work next week..  |
| Future Continuous         | I will be working.<br>He/she/Leena will be working.<br>They/we will be working.   |
| Future Perfect            | I will have worked in this office.<br>He/she/Leena will have worked in this office.<br>They/we will have worked in this office.                   |
| Future Perfect Continuous | I will have been working in this office.<br>He/she/Leena will have been working in this office.<br>They/we will have been working in this office. |

### If Clauses - Structure

I work hard, I will pass the examination.

I worked hard, I would pass the examination.

I had worked hard, I would have passed the examination.

Had I worked hard, I would have passed the examination.

**GIVEN BELOW ARE SOME IMPORTANT TENSE INDICATORS WHICH WILL HELP STUDENTS IN EDITING EXERCISES.**

| INDICATORS   | TENSE                   | EXAMPLE                              |
|--|-------------------------|--------------------------------------|
| ago yesterday/last week/last year/once upon a time | Simple Past             | I went to Chennai two days ago.      |
| now at present/at the movement                     | Present Continuous      | I am reading now.                    |
| usually/daily/everyday/every/month/year            | Simple Present          | I usually go to school walking.      |
| By since   | Present Perfect/Present | I have waited for you for two hours. |

|                 |                    |   |
|-----------------|--------------------|---|
|                 | Perfect Continuous | I have been writing since morning               |
| By next January | Future Perfect     | I will have completed 12 years by next January. |

### SUBJECT - VERB AGREEMENT

| RULE                             | USAGE & EXAMPLE   |
|----------------------------------|---|
| Singular subject - Singular Verb | (Each one/everyone/everybody/<br>none/neither/either) - singular subject.<br>Each one of us was given a book.<br>Everybody was given a pen.<br>The quality of the notebooks is not good.<br>One of his friends is coming. |
| Plural subject - Plural Verb     | Nalini and Shalu are writing a story.<br>He has done his work.<br>They have bought the textbooks.<br>A number of candidates were present.<br>Many people have attended the party.   |

### COUNTABLE AND UNCOUNTABLE NOUNS

We use countable nouns for things that we can count. They can be singular or plural. We use uncountable nouns for things that we cannot count. They are neither singular nor plural.

| Countable |                                 | Uncountable              |
|-----------|---------------------------------|--------------------------|
| A Pen     | Many/some/a few/a lot of pens   | Some/much/a lot of water |
| An Apple  | Many/some/a few/a lot of apples | Some/much/a lot of sugar |

### Here are some uncountable noun

|               |             |       |            |
|---------------|-------------|-------|------------|
| Accommodation | Fun         | Meat  | Scenery    |
| Advice        | Furniture   | Milk  | Shopping   |
| Baggage       | Homework    | Money | Soap       |
| Behavior      | Information | Music | Sugar      |
| Bread         | Ink         | News  | Toothpaste |
| Chalk         | Jeweler     | Oil   | Traffic    |
| Clothing      | Knowledge   | Paper | Transport  |
| Coffee        | Land        | Rice  | Travel     |
| Damage        | Luggage     | Salt  | Weather    |
| Equipment     | Machinery   | Sand  | Water      |

### Look at the following sentences : (wrong usage)

I received some informations about the election (**information**)

I bought a lot of furniture's. (**I bought a lot of furniture.**)

The lab is equipped with a lot equipments. (**equipment**)

Can you give me some advises? (**advice**)

There are no news of the exhibition this year. (**is**)

Did you bring your luggage's? (**luggage**)

I completed all my homework's. (**homework**)

Can you find accommodations for me? ( **accommodation**)

### Look at the following phrases (uncountable nouns) :

|                        |                      |
|------------------------|----------------------|
| A glass of water       | A bar of soap        |
| An item of furniture   | A tube of toothpaste |
| A piece of news        | A glass of Water     |
| A piece of advice      | A piece of Chalk     |
| A loaf of bread        | A packet of sugar    |
| A cup of coffee        | A grain of Sand      |
| A piece of information | A sheet of paper     |

## MODALS

[can / could / may / might / shall / should / will / would/ must / ought to / have to / need etc.]

| FUNCTION                                       | MODALS  |
|--|---|
| Asking & giving permission/refusing permission | Can/may/could/might<br>Can I go out? / May I come in?<br>You cannot leave this place now.<br>Could I borrow this pen, please? |
| Making request                                 | Can/could/shall/will/would<br>Would you help me?<br>Could you please close the door?<br>Shall I open the window?              |
| Giving advice                                  | Should/ought to/had better<br>You should study regularly.   |
| Expressing possibility                         | May / might / can / could<br>It may rain. / He might come now<br>It could be Mr. Rakesh                                       |
| Expressing ability                             | Can / could<br>I can speak English and French.<br>I could play chess when I was five.   |
| Expressing necessity / no necessity            | Must / have / needn't / musn't<br>You must learn German before going to Germany<br>You needn't bring the book.                |
| Expressing past habit                          | Used to / would<br>I used to read a lot when I was the university.  |
| Expressing obligation / duty                   | Should / ought to / must<br>We must obey the rules<br>Students should respect the teachers                                    |