

PREFACE

English language skill is essential in organizations that communicate internationally and regionally for business. Communication skills make work teams more effective, and allow employees to achieve their potential.

To help meet the demand for higher level English in the workplace, TalentSprint offers general and business English, and communication skills training and benchmarking and evaluation of English skills.

Our expertise and track record in English language teaching allow our training teams to equip you with the language to attempt proficiency tests confidently in a professional context. Having trained lakhs of students we have identified challenge areas as spotting errors in sentences. The skill needed for this exercise is a good understanding of grammar. We have observed that many aspirants find themselves on shaky grounds when dealing with error corrections.

One cannot possibly know and learn all the rules that grammar entails. To address the needs of the students we have come up with a handbook which will guide through certain common rules to spot errors. The objective is to create awareness in approaching this question type and to learn to apply these rules and to quickly arrive at the right option.

This handbook has identified 20 rules of grammar based on SSC and bank exam patterns. Talent Sprint's online programs will guide you for Bank and SSC Exams Preparation.

The rules in the handbook can be learnt in detail from the videos. You can browse the videos with your login credentials that you get along with the purchase of this book.

I'm positive you will walk away with a lot more confidence in knowing the approach, learning the rules and bagging your dream job.

On that positive note, I welcome you aboard TalentSprint!

Best Wishes

Sylvia Fiona

Rule # 1: Using the Appropriate part of speech

He described his adventures *vivid*. (OR) He described his adventures *vividly*.

While reading the above two sentences, which one do you think is right?

Yes, the second sentence is right, but why is that?

It is because the adverb, '*vividly*' (word intensifying the action) explains the 'how part' of the action. The action here is '*to describe*'. How did he describe it? '*Vividly*'; So the word that describes an action is an adverb. Most adverbs end with '-ly'; whereas '*vivid*' is the adjective (word describing a person or thing) which is incorrect in this context.

Let's look at the usage of *vivid* through an example.

'He has a *vivid* imagination'. Here, *vivid* is the adjective describing imagination.

The right word class (part of speech) is required to complete the sentence grammatically and meaningfully.

Example:

He ran so fastly (A)/ that he reached (B)/ the destination in (C)/ just two minutes (D)/ No error.

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
Part A requires a word that describes how he ran. You need the adverb form however 'fastly' is not the right adverb form. This is an exception just like well is the adverb for good and not goodly.	<p>The error is in part A.</p> <p>Fast is both the adjective and adverb form.</p> <p>E.g. He writes fast. - Adverb addressing the question, 'to what extent' does he write</p> <p>He is a <i>fast</i> talker - adjective. 'Fast' here describes the talker.</p>	He ran so fast that he reached the destination in just two minutes.

Tip: To identify a noun, it either answers the question 'what' or articles usually precede nouns. Most abstract nouns end in ment, tion, sion, ence, ance, ship, ty etc

Adjectives are describing words and modify a noun, pronoun or other adjectives in the sentence. Usually ends with ful, ive, al, le, ish, ous, ic, te, ed, ing etc

Adverbs modify a verb, adjective or other adverb answering the questions such

Other Examples

Question 1: Anu has (A) / a fascinating (B) / for all things electrical.(C)/ No error (D).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>Anu has what? A noun form is required.</p> <p>Remember the tip.</p>	<p>The error is in part B.</p> <p>Clue - indefinite article 'a'. Articles usually precede a noun form.</p>	<p>Anu has a fascination for all things electrical.</p>

Question 2: The novel (A) / has been criticized (B) / for being offense (C) / to Muslims (D) / No error (E).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The novel has been criticized for being something; the context requires a word that describes the novel which is an adjective form.</p> <p>Remember the tip.</p>	<p>The error is in part C.</p> <p>offense(noun form) Adjective form is <i>offensive</i>.</p>	<p>The novel has been criticized for being offensive to Muslims.</p>

Use the tip to solve more such questions:

Practice Question 1: Raj had not forgotten (A) / the incident and could (B) / clear remember all the details. (C)/ No error (D).

Practice Question 2: After a carefully investigation a) / we discovered b) / that the house was infested with termites. c) / No error d)

Rule # 2: Positioning Adverbs of Frequency

Soni is *usually* very friendly - The adverb of frequency, 'usually' is placed after the 'to be' verb, 'is'.

My sister *usually* drives to work with a friend. - The adverb of frequency, 'usually' is placed before the main verb, 'drives'.

Your child *can generally* sing well - The adverb of frequency 'generally' is placed between the modal auxiliary, 'can' and the main verb, 'sing'.

The following Adverbs of frequency- namely, always, usually, normally/generally, often/ frequently, sometimes, occasionally, seldom, hardly ever, never, rarely - go before the main verb, after the 'to be' verb and placed between the modal auxiliary and the main verb.

Example:

The government (A) /can see *scarcely* (B)/ any valid reason (C)/ to launch an inquiry (D)/ No error (E).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
The adverb of frequency 'scarcely' is placed after the modal auxiliary 'can' and the main verb 'see'.	The adverb of frequency needs to be placed between the modal auxiliary and the main verb.	The government can scarcely see any valid reason to launch an inquiry.

Tip: Not all words ending in 'ly' are adverbs: e. g. Friendly, ugly, homely

Some adverbs don't follow the 'ly' form: e.g. Some, very, well, often, never, much, rather etc

Adverbs also take up multiple positions in the sentence.

In the beginning of the sentence:

Occasionally I meet her for a coffee.

Sometimes I go to the movies.

At the end of the sentence:

Other Examples

Question 1: I remember always (A)/ to do (B)/ my homework (C)/ No error (D)

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
The adverb of frequency, 'always' is placed after the main verb 'remember'.	The adverb of frequency needs to be placed before the main verb.	I always remember to do my homework

Question 2: They never might see (a)/ each other again (b)/ No error (C).

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
The adverb of frequency, 'never' is placed before the modal auxiliary 'might'.	The adverb of frequency needs to be placed between the modal auxiliary and the main verb.	They might never see each other again.

Use the tip to solve more such questions:

Practice Question 1: I go often (A)/ to the cinema. (B)/ No error (C)/

Practice Question 2: She sometimes can beat (A) me in a race.(B)/ No error (C)

Rule # 3: Using the right coordinating or connecting words. {Conjunctions}

He was wearing a coat *for* it was hot (OR) He was wearing a coat *although* it was hot.

Can you tell which of the above two sentences is right? Let's analyze!

In the first sentence, 'he was wearing a coat' is the 1st *clause* (the smallest grammatical unit that consists of a subject (he) and a verb phrase (was wearing a coat) and 'it was hot' is the second clause. It (subject) was hot (verb phrase). Now, it does not make logical sense for someone to wear a coat especially when it is hot and 'for' as a linking word brings in the meaning of 'for the following reason ' whereas in the second sentence, although which means even though completes the meaning of the two clauses explaining to us, that in spite of being hot, he was still wearing a coat.

Use the right coordinating or connecting word linking two clauses or two parts of speech.

Example:

Read over your answers (A)/ or correct all mistakes (B)/ before you pass them up.(C)/ No error (D).

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
<p>The context expresses 2 different thoughts that are complete.</p> <p>Read over your answers – Clause 1</p> <p>Correct all mistakes – Clause 2.</p> <p>Now 'or' as a conjunction does not fit in as both of these actions need to be done. It's not one or the other. Unless you read the answers you will not be able to correct the mistakes.</p>	<p>The error is in part B.</p> <p>We need a connecting word that ensures both these actions are complete bringing in the meaning of 'as well as' or 'together with' or 'along with' and that conjunction is 'and'.</p> <p>Coordinating conjunctions like and, but, or, for, yet, nor, so are used to connect words, phrases and independent clauses.</p>	<p>Read over your answers and correct all mistakes before you pass them up.</p>

Tip: Lest means, for fear that; so do not use negative after lest: and the only auxiliary that can be used after lest is should.

e.g. I was afraid to open the door lest he should follow me.

Other Examples

Question 1: Until he works hard (A) / all year long, he won't be able to (B) / buy his father (C) / an expensive gift . (D). No error (E)

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The context expresses a condition. Condition - He has to work hard Result -if not, he will not be able to buy his father an expensive gift.</p>	<p>The error is in part A.</p> <p>The conjunction 'until' expresses 'up to the time that' whereas the connecting word that expresses condition is 'unless'.</p>	<p>Unless he works hard all year long, he won't be able to buy his father an expensive gift.</p>

Question 2: She had an (A)/ unpleasant experience (B) / because she was in Thailand. (C)/ No error (D).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The context does not convey a logical explanation. Her being in Thailand doesn't necessarily have to result in an unpleasant experience.</p> <p>We require a conjunction that conveys that these two actions namely Action 1- unpleasant experience Action 2- her presence in Thailand happened at the same time or during the time that she was in Thailand she had an unpleasant experience.</p>	<p>The error is in part C.</p> <p>The conjunction that brings in the meaning of 'at the same time that' or 'during the time that' is while.</p>	<p>She had an unpleasant experience while she was in Thailand.</p>

Use the tip to solve more such questions:

Practice Question 1: Although he worked hard all year long (A) / and was able to earn (B) / a lot of money, he bought his father (C) / a very expensive gift. (D) / No error (E).

Practice Question 2: You stay home (A)/ and wait after (B)/ the rain stops (C)/ No error (D).

Rule # 4: Meaningful Relations {Prepositions}

My mom laughed **on** the joke (or) My mom laughed **at** the joke.

Reading the above two sentences, I'm sure it's easy to make out which one is incorrect. Nevertheless, let's brainstorm.

The context expresses a mannerism or a behavior, 'mom is specifically laughing at the joke'.

On expresses in a manner indicating continuity, persistence, concentration etc. For e.g. The play went on all afternoon or don't keep on about it.

At on the other hand brings in the meaning of targeting something. For e.g: she shouted at me or he drove the car straight at the lady.

The meaning of the sentence is complete when you use the right word to show relationship among other words in the sentence.

Example:

Guru Ram Das was (A)/ the fourth Guru of the Sikhs (B)/ between 1674 to 1681(C)/ . No error (D).

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
The context shows a start of a range of a period <1674 - 1681> and the preposition 'between' is used to describe something being in the middle of two other things or separates two points of time or two objects or two regions. For e.g. It costs between 50 and 75 rupees.	The error is in part C. We require a preposition that brings in the meaning of 'start of a range' and that would be 'from'. For e.g. He lived from 1910 to 1970.	Guru Ram Das was the fourth Guru of the Sikhs from 1674 to 1681.

Tip: If the meaning of the sentence is complete, remove unnecessary prepositions. Know that one preposition can have more than 3 or 4 meanings based on the context. Get familiar with the meanings of prepositions in various contexts.

Between is also used for separate and distinct things but not more than 3.

I am not able to choose between apple, orange and bananas.

I am not able to choose between all the fruits (wrong sentence)

Among is used for general, unspecified many things and generally for more than two.

Don't fight among yourselves

Dev wandered between his guests. (wrong sentence)

Other Examples

Question 1: The two brothers have never been (A)/ on good terms (B)/ to each other (C)/ No error (D).

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
In this context, the relationship between the two brothers or their association is described. The preposition 'to' in part C can be used more for comparison.	<p>The error is in part C.</p> <p>The context requires a preposition that brings in the meaning of 'association' or in the company of each other and that would be 'with'.</p>	The two brothers have never been on good terms with each other.

Question 2: There was a great difference (A)/ of opinion between (B)/ the members of the board. (C)/ No error. (D)

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
The subject 'members' refers to a group of people and therefore between would be an inappropriate preposition.	<p>The error is in part B.</p> <p>We need a preposition that talks about things that aren't distinct items or individuals and referring to the idea of being in a group and the preposition that gives that meaning is among.</p>	There was a great difference of opinion among the members of the board.

Use the tip to solve more such questions:

Practice Question 1: I am (A)/ sure you (B)/ will get (C)/ through in the examination (D)/ No error.

Practice Question 2: Most of the furniture (A)/ was distributed (B)/ between friends. (C)/ No error (D)

Rule # 5: Accurate Substitutions {Pronouns}

He's the artist *which* paintings sell for millions (OR) He's the artist *whose* paintings sell for millions.

Let's take a closer look at the above two sentences. In the first sentence, *which* does not seem to relate to either the artist or the paintings whereas in the second sentence, *whose* relates to the paintings and tells us that the paintings belong to the artist. The pronoun (noun substitute) that relates to the artist's paintings and brings in the meaning of possession is *whose* and not *which*.

Substitute the noun with the accurate pronoun by identifying the noun first.

Example:

He is (A)/ the same boy (B)/ *which* came to (C) us yesterday (D)/ No error.

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
'Which' in part C is a relative pronoun relating to the same boy; however, which is used for things and not people. We require a relative pronoun that relates to a person.	<p>The error is in part C.</p> <p>Replace 'which ' with that'.</p> <p>The relative pronoun' that' follows same.</p> <p>For e.g.</p> <p>1. she had scope but not in the same scope that she did now.</p> <p>2. The establishment of charitable organizations was driven by the same spirit that drove the creation of new businesses.</p>	<p>He is the same boy that came to us yesterday.</p>

Tip: For relative pronouns, the pronouns substituting people are **who** and **that** (subject place) and **whom** and **that** (object place). For things, it's **which** and for possessive meaning it's **whose**.

While who relates only to people, **that** can be used for a person or a thing.

e.g. The woman **who** discovered radium. **Who** relates to the woman

The house **that** Raj built – **that** relates to the house

I had an uncle in Canada **that** I inherited a bit of money from – **that** relates to the uncle.(person)

Reflexive pronouns: Used when the object is the same as the subject of the verb.

For e.g. I am teaching myself to play the guitar.

the guitar (direct object) what?

myself - indirect object (to whom)

subject - I

Other Examples

Question 1: Us may (A)/ stay in (B)/ Darjeeling until (C)/ the monsoon starts.(D)/ No error.

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
In this context, 'us' is a personal pronoun that appears in the object place and so has to be replaced by the appropriate subject pronoun.	<p>The error is in part A.</p> <p>Us, the object pronoun is replaced by 'We' the subject pronoun.</p>	We may stay in Darjeeling until the monsoon starts.

Question 2: The selection board (A)/ will call only those (B)/ candidates whom have (C)/ the proper qualifications.(D)/ No error.

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
We need the relative pronoun that substitutes candidates in the subject place. Whom is the relative pronoun that appears in the object position.	<p>The error is in part C.</p> <p>We replace 'whom' with 'who'.</p>	The selection board will call only those candidates who have the proper qualifications.

Use the tip to solve more such questions:

Practice Question 1: My friend lives (A)/ in a nearby street (B)/ the name of whose (C)/ I have forgotten. (D)/ No error

Practice Question 2: Please vote for (A)/ the member whom you (B)/ believe has done (C)/ the most for our village. (D)/ No error.

Rule # 6: Reference Indicators (Articles)

Moon has become a symbol of love and romance in India (OR) *The moon* has become a symbol of love and romance in India.

It's getting harder to identify the right one, isn't it? Let's look at this closely.

The first sentence specifically talks about the moon becoming a symbol of love and romance in India but there is no indication specifying that reference. The second sentence however has the definite article 'the' to indicate there is only one. We use the definite article to uniquely specify something.

e.g. The Indian rupee is the official currency of the Republic of India.

Indicate the type of reference made by the noun by choosing an article or the right article.

Example:

The highest mountain (A)/ in the world is Mount Everest,(B)/ which is in Himalayas, (C)/ situated to the north of India. (D)/ No error.

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>Do all the nouns in the context have the appropriate article or need one?</p> <p>We have a mountain range 'Himalayas'; however, the type of reference made to Himalayas is missing.</p>	<p>The error is in part C.</p> <p>The definite article 'the' is used before the names of mountain ranges, rivers, seas, groups of islands, some great books of religion or literature, the names of ships, deserts, etc.</p>	<p>The highest mountain in the world is Mount Everest, which is in the Himalayas, situated to the north of India.</p>

Tip: Be familiar with the exceptions and know when not to use the articles as much as when to use them.

Please go through the below sources to understand article usage in depth.

<http://www.davidappleyard.com/english/articles.htm>

<http://www.englishpage.com/articles/a-vs-an.htm>

<http://www.englishpage.com/articles/a-an-vs-the.htm>

<http://www.englishpage.com/articles/advanced-articles.htm>

<http://writingcenter.unc.edu/handouts/articles/>

Other Examples

Question 1: What do you (A)/ usually have for (B)/ the breakfast? (C)/ No error.

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
The noun is breakfast. We need to identify if the definite article 'the' is indicating any reference to the noun.	<p>The error is in part C.</p> <p>We do not use 'the' with the names of meals.</p> <p>For e.g.</p> <ol style="list-style-type: none"> 1. Lunch is my favorite meal. 2. I like to eat breakfast early. 	What do you usually have for breakfast?.

Question 2: The result was astounding,(A)/ they finished an unit (B)/ well ahead of time. (C)/ No error. (D)

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
<p>Identifying all the articles in the context, we need to ensure they are indicating the right type of reference to the noun.</p> <p>The result an unit</p>	<p>The error is in part B</p> <p>Though unit begins with a vowel, since u makes the consonant sound 'y' as in you, we put a and not an before it.</p> <p>e.g. A union, a unicorn, a used napkin</p>	<p>The result was astounding, they finished a unit well ahead of time.</p>

Use the tip to solve more such questions:

Practice Question 1: She works (A)/ for a group (B)/ to help disabled.(C)/ No error.

Practice Question 2: Police have been searching (A)/ for 14 year old girl (B)/ who has been missing (C)/ since Friday. (D)/ No error.

Rule # 7: Time of an action or completeness of an action {Tense}

During the last few years the company *works* hard to modernize its image (OR)
During the last few years the company *has been working* hard to modernize its image.

Let's analyze these two sentences.

In the first sentence, we have the simple present tense verb (works) indicating that the action is repeated or usual however we have a Clue phrase 'last few years' which means the action started in the past and has been in progress for a period until now. This does not align itself with the present tense verb.

The second sentence shows 'has been working', present perfect continuous tense indicating an unspecified time 'before now' and 'now'. The company started modernizing its image few years back and this process may still be going on, or may have just finished.

The clue phrase ' the last few years, indicates that the second sentence is correct and completes the meaning of the sentence effectively.

Use the right tense to show time of an action or completeness of an action based on the meaning the context conveys.

Example:

The programme which (A)/ came on television (B)/ these days in the evenings (C)/ is very interesting (D)/ No error.

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The context talks about the programme coming nowadays which requires a simple present tense verb.</p> <p>Clue – ‘these days’</p>	<p>The error is in part B.</p> <p>Change ‘came’, past tense verb to ‘comes’, present tense verb.</p>	<p>The programme which comes on television these days in the evenings is very interesting.</p>

Tip: Watch out for signal phrases and clue words to identify the correct tense from the context.

Simple Present – always, often, usually, sometimes, seldom, never etc

Present Continuous – now, at the moment, Look!, Listen!

Present perfect – just, yet, so far, up to now, recently, since, for, already, ever, all day, how long

Simple past – yesterday, last week, a month ago, in 2010, this morning

Past Perfect – never, just, already

Remember when two actions happen in the past, the first action takes past perfect.

Other Examples

Question 1: The man disappeared (A)/ after he has committed (B)/ a murder in the running train (C)/ No error (D).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>There are two actions in the context that are related to each other.</p> <ol style="list-style-type: none"> 1. The man disappeared 2. Committed murder <p>Since there is no connection to the present, we don't need the present perfect tense.</p>	<p>The error is in part B.</p> <p>The action which had already happened should be put in past perfect tense.</p>	<p>The man disappeared after he had committed a murder in the running train.</p>

Question 2: Scientists discovered that,(A)/ all over the world,(B)/ millions of frogs and toads (C)/ are dying. (D)/ No error. (E)

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The context talks about Scientists recently discovering frogs and toads dying.</p> <p>Clue phrase – ‘ are dying’.</p>	<p>The error is in part A.</p> <p>When we report that someone has recently invented, produced or discovered or written something we use the present perfect.</p> <p>When we talk about something that was invented, in the more distant past, we use the past simple.</p> <p>e.g. It is often said that Hernan Cortes discovered Mexico in 1519.</p>	<p>Scientists have discovered that, all over the world, millions of frogs and toads are dying.</p>

Use the tip to solve more such questions:

Practice Question 1: They grew (A)/ such a lot (B)/ since we last (C)/ saw them.(D)/ No error (E)

Practice Question 2: We didn't even start (A)/ the test when she told us (B)/ there wasn't any time left. (C)/ No error. (D)

Rule # 8: Subject Verb Agreement

The **bird sings** - The singular subject, 'bird', one bird takes up the singular verb, 'sings'.

The **birds sing** - The plural subject, 'birds', more than 1 bird takes up the plural verb, 'sing'.

The **employee works** - The singular subject, 'employee', one employee takes up the singular verb 'works'.

The **employees work** - The plural subject, 'employees', more than 1 employee takes up the plural verb, 'work'.

A singular subject takes a singular verb whereas a plural subject takes a plural verb.

Example:

The decoration (A)/ of the new office block (B)/ , including the furniture and curtains (C) / are most pleasing (D)/ No error.

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
The decoration is the subject as it answers the question 'what is most pleasing?' and the phrase 'including the furniture and curtains' is inclusive of the singular subject.	The error is in part D. Don't be confused by the prepositional phrase, 'of the new office block' and the additional information, ' including the furniture and curtains'.	The decoration of the new office block , including the furniture and curtains is most pleasing.

Tip: Pick the verb and ask who or what to identify the subject and then decide if it's singular or plural. Don't be confused by additional information or prepositional phrases that come in between the subject and the verb. Go through subject verb agreement rules.

Remember only nouns change to plural form when you add 's', it's the opposite for verbs.

For e.g. book- books/ pen- pens - Nouns

Dog barks, he speaks, she listens- Verbs

Collective nouns can also take up a plural verb

e.g: The mock trial team were happy with their presentation to the judge.

Here, team is plural because separate presentations were given.

When members of collective nouns act as individuals, the collective noun is plural and requires plural verbs and pronouns.

Other Examples

Question 1: The Arabian Nights (A)/ are indeed (B) / an interesting book (C)/ No error (D).

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
<p><i>What</i> is indeed an interesting book ? Arabian Nights.</p> <p>The subject is Arabian nights answering the question 'what'.</p>	<p>The error is in part B.</p> <p>Clue - 'an interesting book', this shows that it is a singular subject.</p> <p>Titles of books, movies, novels, . are treated as singular and take a singular verb.</p>	<p>The Arabian Nights is indeed an interesting book.</p>

Question 2: A bouquet (A)/ of yellow roses (B)/ lend color (C) / and fragrance to the room (D)/
No error.

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>What lends color? The Bouquet</p> <p>Bouquet is a collective noun and is the subject. The yellow roses represent one bunch, the bouquet.</p>	<p>The error is in part C.</p> <p>Don't be confused by the prepositional phrase ' of yellow roses' that come in between the subject and the verb.</p> <p>Collective nouns are singular when they act in a collective fashion or represent one group. e.g. A <i>majority</i> of the shareholders <i>wants</i> the merger.</p>	<p>A bouquet of yellow roses lends color and fragrance to the room.</p>

Use the tip to solve more such questions:

Practice Question 1: The chief competitor (A)/ as well as ourselves (B) / are obliged to raise (C)/ prices this summer (D)/ No error.

Practice Question 2: Five years are the maximum sentence for that offense.

Rule # 9: Degrees of Comparison

This building is *tallest* than any other building (OR) This building is *taller* than any other building.

Which of these two sentences do you find right? Let's take a look, shall we?

In the first sentence, the building is compared to other buildings however the superlative form(form of an adjective that is used to express the highest degree of quality) ' tallest' is used .

The second sentence has 'taller', the comparative form (expresses comparison between two or more things/ individuals or groups of things in quality, quantity or degree).

As the context compares one building with other buildings, the second sentence is correct.

The right form of the adjective is used based on what it denotes.

Example:

Contrary to earlier reports (A)/ I found him (B)/ brighter than (C)/ during the encounter (D)/ No error (E).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The context does not compare him with any other person; it talks about only one person and describes how he was during the encounter.</p> <p>We need the positive form of degree. (the base form of the adjective or adverb that does not show comparison)</p>	<p>The error is in part C.</p> <p>The positive degree denotes the mere existence of quality and talks about only one person or thing.</p>	<p>Contrary to earlier reports I found him bright during the encounter.</p>

Tip: Use the positive degree when no comparison is made.

Use the comparative degree when two things or two sets of things are compared.

Use the superlative degree when more than two things are compared.

Other Examples

Question 1: Our conclusion is that (A)/ between Vinayak and (B)/ Lalo, Vinayak is (C)/ the most honest (D)/ No error (E).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The context compares two persons, Vinayak and Lalo which requires the comparative degree.</p> <p>We don't need the superlative degree – 'the most honest'</p>	<p>The error is in part D.</p> <p>We use the comparative degree when we compare two persons or two things with each other.</p>	<p>Our conclusion is that between Vinayak and Lalo, Vinayak is more honest.</p>

Question 2: I have found Phono phrase book (A)/ the more useful, (B)/ among all the phrase books (C)/ available in the market. (D)/ No error (E).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>In this context, Phono phrase book is compared with all other phrase books available in the market.</p> <p>Phono phrase book stands out among them all.</p>	<p>The error is in part B.</p> <p>The superlative degree is used when we compare more than two persons or things and it denotes the existence of the highest degree of quality.</p>	<p>I have found Phono phrase book the most useful, among all the phrase books available in the market.</p>

Use the tip to solve more such questions:

Practice Question 1: Life in the desert (A)/ is the dreariest (B)/ than life in the mountains.(C)/ No error (D)

Practice Question 2: We have not played (A)/ any match (B)/ the worst as this. (C)/ No error (D).

Rule # 10: Singular Plural Noun Numbers

This *chair* is made of plastic - Singular Noun number (one chair)

These *chairs* are made of plastic - Plural Noun number (more than 1 chair)

A noun refers to one or to more than one person, object or idea by indicating the number which is either singular or plural.

Example:

This stamp is only one A)/ of the design B)/ ever printed. C)/ No error D)

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
<p>The stamp is only one of the examples of various other designs printed.</p> <p>We are referring to more than one design.</p>	<p>The error is in part B.</p> <p>When we speak about more than one person and one thing, we use the noun in plural form.</p>	<p>This stamp is only one of the designs ever printed.</p>

Tip: A plural noun number follows sentences with, 'one of the....,' each of the.... 'some of the....'

e.g. Each of the students is responsible for doing his or her work in the library.

One of the reasons why we crave love is that love is the only cure for loneliness.

Some of the best games I've seen over the last few years have been ladies' football matches.

Other Examples

Question 1: There are so many filths a) / all around b) / the place. c) / No error d)

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The noun filths is incorrect here, it's uncountable, which means the quantifier,(a word that indicates quantity) 'many' also needs to be changed.</p> <p>Many is used with countable nouns. (individual people, animals, places, things, or ideas which can be counted.)</p>	<p>The error is in part A.</p> <p>The singular noun number filth is required.</p>	<p>There is so much filth all around the place.</p>

Question 2: The company has ordered a) / some b) / new equipments. c) / No error d)

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>Equipment consists of the things you need for a particular activity.</p> <p>Refer to a single item as a piece of equipment.</p> <p>e.g. Exports of military equipment to Iraq are banned under British law.</p>	<p>The error is in part C.</p> <p>Equipment is an uncountable noun (not individual objects and therefore cannot be counted).</p>	<p>The company has ordered some new equipment.</p>

Use the tip to solve more such questions:

Practice Question 1: In this (A)/ hotel, family (B)/ are very welcome.(C)/ No error. (D).

Practice Question 2: We have to (A)/ buy new furnitures (B)/ for the convention (C)/ next month. (D)/ No error (E).

Rule # 11: Word Order

People shouldn't throw stones who live in glasshouses (OR) People who live in glasshouses shouldn't throw stones.

Let's understand these two sentences in depth.

In the first sentence, 'who live in glasshouses' is part of the subject relating to the people however it is separated by the verb phrase, 'shouldn't throw stones' and doesn't make a complete meaningful sentence.

The second sentence on the other hand shows continuity and maintains the order of the sentence with the subject 'People who live in glasshouses' answering the question 'who' followed by the verb phrase answering the question what?

The word order is Subject- Verb-Object.

Subject – People who live in glasshouses

Verb – shouldn't throw

Object – stones.

The elements of a sentence are aligned in a specific order to maintain the right grammatical form.

Example:

My uncle is enough rich to buy a car

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The subject is my uncle Verb – to buy Object – a car Rich – adjective Enough – adverb modifying the adjective rich</p>	<p>Rich enough gives us the reason why uncle is buying a car.</p> <p>The word order is: Who/which – what- where – when – how – why</p> <p>Who – my uncle What – to buy a car Why – rich enough Sometimes for emphasis the elements can be interchanged.</p>	<p>My uncle is rich enough to buy a car.</p>

Tip: The word order is: who/which-what-where-when-how-why

However for emphasis the elements can be interchanged

e.g. The bus (which) returned (what) to the station (where) to drop off the passengers (why)

To drop off the passengers safely (why) the bus (which) returned (what) to the station. (where)

Subject – person or thing doing something

Object – having done something to it.

e.g. I love you. I – subject, you – object of the sentence and my affection.

Direct Object – There is only 1 object in the clause and this is the main focus.

e.g. Several friends have told me **the same story** answering the question what?

Answering the question 'to whom' is 'me', which is the indirect object.

Several friends have told the same story to **me** – The preposition 'to' indicates the target of the action.

Other Examples

Question 1: Walking along the road, an old man ran over the lorry.

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
Subject (who/which)– The Lorry Verb – ran over Object – an old man	Which – The Lorry What – ran over an old man Where – walking along the road	The lorry ran over an old man walking along the road.

Question 2: He both won a medal and a scholarship

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
He – subject Won – verb Both – for emphasis acting like a conjunction. A medal and a scholarship – direct object	Order: Subject – verb – direct object- indirect object {when indirect object is formed with the preposition 'to'}. Subject – verb – indirect object – direct object {if to is omitted}. e.g. The doctor(subject) gave(verb) some medicine(direct object) to the child(indirect object) The doctor (subject) gave (verb) the child (Indirect object) some medicine. (direct object).	He won both a medal and a scholarship.

Use the tip to solve more such questions:

Practice Question 1: The child tossed in bed burning with fever

Practice Question 2: They left the hotel by car where they had been staying.

Rule # 12: Parallel Structure

Anu likes *reading, swimming* and *to drive* a car (OR) Anu likes *reading, swimming* and *driving* a car.

While reading the above two sentences, we observe that the first sentence has three actions but not all three actions are in the same form.

Action 1 - Reading

Action 2 - Swimming

Action 3 - To Drive . The first two are in the continuous tense form (ing) while the third one is in the infinitive form (to+ base verb). A base verb is the first form of the verb. For e.g. rise, rose, risen, Rise is the base verb. Fly, Flew, Flown. Fly is the base verb.

The second sentence however maintains the grammatical form of all three actions and therefore is right.

Elements of a sentence (noun, verb, adjective, adverb, noun phrases, prepositional phrases, etc) need to be identical in structure or construction.

Elements of a sentence that are alike in function should also be alike in construction and maintain the same grammatical form.

Example:

He is *anxious* **not only** A)/ to acquire knowledge B)/ **but also** *eager* to display it. C)/ No error D)

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>In part A, the adjective, '<i>anxious</i>', precedes the first member of the correlative conjunction, 'not only' whereas in part C, the adjective, '<i>eager</i>' follows the second member of the correlative conjunction, 'but also'.</p> <p>(Correlative conjunctions are coordinating conjunctions that pair up with other words to connect elements in a sentence. e.g. either...or, neither...nor, not only....but also etc)</p>	<p>The error is in part A.</p> <p>To follow parallel construction, make sure that the first member of the pair in correlative conjunction is parallel with the word or word group of the second member.</p>	<p>He is not only <i>anxious</i> to acquire knowledge but also <i>eager</i> to display it.</p>

Tip: Watch out for elements in a sentence (verbs, adjectives, noun phrases, prepositional phrases, conjunctions etc) and how they are positioned and make them parallel by matching the grammatical construction in the sentence.

Other Examples

Question 1: I like *reading* (A) / more than (B)/ *to play* (C)/ No error (D)

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
In part A, the noun form ' <i>reading</i> ' is observed whereas in part C, the infinitive verb form 'to play' is observed.	The error is in part C. To follow parallel construction, we need to ensure both the elements of the sentence observe the same grammatical form.	I like <i>reading</i> more than <i>playing</i> .

Question 2: The dog **ran** *across the yard* (A) /, **jumped** *over the fence* (B) /, and *down the alley* he **sprinted** (C) / No error (D)

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
In part A & B, the verbs, 'ran' and 'jumped' are placed before the prepositional phrases 'across the yard' and 'over the fence' whereas in part C, the verb, 'sprinted' appears after the prepositional phrase, 'down the alley'. (A prepositional phrase begins with a preposition and ends with an object. The object may be a noun, pronoun, gerund or clause.)	The error is in part C. To follow parallel construction, we need to ensure all the elements of the sentence observe the same grammatical form.	The dog ran across the yard, jumped over the fence, and sprinted down the alley .

Use the tip to solve more such questions:

Practice Question 1: The more they earn/(A), more they spend (B) / on luxury items (C) / No error (D)

Practice Question 2: I would rather (A)/ pay for my education (B)/ than financial aid (C) No error (D)

Rule # 13: Right Word Choice {Vocabulary}

The government's action had little *effect* on the trade imbalance. (OR) The government's action had little *effect* on the trade imbalance.

Which of the above two sentences is correct? Let's analyze.

The context expresses the result of the government's action on trade imbalance which has been little.

The first sentence shows the result brought about by the government's action and effect means, 'a result', and fits the context meaningfully whereas the second sentence has affect which means, 'to have an influence on'.

Affect - Verb Form - 'Inflation *affects* the buying power of the dollar'

Effect - Noun Form - Diet has a significant *effect* on your health.

The right choice of word completes the sentence meaningfully.

Example:

The public demanded (A)/ that the corrupt officials (B)/ be persecuted to the fullest extent (C)/ of the law. (D)/ No error (E).

Now, let's analyze the question and arrive at the right answer option.

Understand the Question	Find the Answer	Apply the Rule
Persecuted means pursue with enmity and injury. We need a word which means to institute legal proceedings against or with reference to.	The error is in part C.	The public demanded that the corrupt officials be prosecuted to the fullest extent of the law.

Tip: Identify the meaning that the sentence conveys and focus on action words (verbs) to find the answer.

Please go through the list of commonly misused English words:

https://en.wikipedia.org/wiki/Wikipedia:List_of_commonly_misused_English_words

<http://www.infoplease.com/ipa/A0200807.html>

Other Examples

Question 1: No one could explain (A)/ how a calm and balanced person (B)/ like him could penetrate (C)/ such a mindless act on his friends. (D)/ No error (E)

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The word penetrate means to enter, pass into or force a way into.</p> <p>The context requires a word that means perform or be responsible for or commit.</p>	<p>The error is in part C.</p>	<p>No one could explain how a calm and balanced person like him could perpetrate such a mindless act on his friends.</p>

Question 2: Acquisition of certain specific skills (A)/ can be felicitated by (B)/ general awareness, education and exposure (C)/ to novel situations.(D)/ No error (E)/

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>Felicitate means to wish joy to or congratulate.</p> <p>The context requires a word that means to make easy or easier.</p>	The error is in part B.	<p>Acquisition of certain specific skills can be facilitated by general awareness, education and exposure to novel situations.</p>

Use the tip to solve more such questions:

Practice Question 1: The starving and crawling people (A)/ in the television programme (B)/ resembled more like beasts (C)/ than tiring creatures.(D)/ No error (E).

Practice Question 2: His words were (A)/ hardly legible (B)/ with that screaming and shouting (C)/ in the market.(D)/ No error (E).

Rule # 14 - Quantifying Information {Quantifiers}

I have *few interest* in politics. (OR) I have *little interest* in Politics.

Can you guess which of the above two sentences is right?

That's right, it's the second one. Let's understand how:

Few and little mean the same which is; 'a lack of something'. The difference is; few is used with countable nouns like coins, sweets, animals whereas little is used with uncountable nouns like milk, time, knowledge etc.

Interest is an uncountable noun and therefore little would be the right fit.

A quantifier is used before a noun to indicate the amount or quantity.

Example:

I have seen (A)/ much of the plays (B)/ of Shakespeare **enacted**.(C)/ No error (D).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
Plays is countable. We can count the number of plays this person has seen. Much is used for uncountable nouns whereas many is used for countable nouns	The error is in part B.	I have seen many of the plays of Shakespeare enacted .

Tip: If the noun can be easily counted or quantified and you can put a number before it, use quantifiers like many and few/fewer. If you can't easily count the noun or it cannot be quantified use quantifiers like much and little/less.

Other Examples

Question 1: There were (A)/ hardly no trees left; (B)/ just bare rocky land (C)/ No error (D).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The context conveys that there were probably one or some trees left.</p> <p>Clue word - Hardly</p>	<p>The error is in part B.</p> <p>'Any' brings in the meaning of one or some without specification.</p>	<p>There were hardly any trees left; just bare rocky land.</p>

Question 2: The present day industrial trend (A)/ is in the direction of (B) automation and less people. (C)/ No error (D).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>People {usually functioning as plural} are countable.</p> <p>Less is used for bulk or mass quantity.</p>	<p>The error is in part C.</p> <p>We use less for uncountable and singular nouns whereas we use fewer for countable and plural nouns.</p>	<p>The present day industrial trend is in the direction of automation and fewer people.</p>

Use the tip to solve more such questions:

Practice Question 1: Because of the recent strike (A)/ in the mills,(B)/ less men will be recruited (C)/ in the coming season.(D)/ No error.

Practice Question 2: There are a little people (A)/ still alive (B) / who remember the great war. (C)/ No error (d).

Rule # 15 - Phrasal Verbs

To get - Obtain - I need to get a new dress for my cousin's wedding.

To get together - Meet - Let's get together this Saturday for lunch at my place.

To get is the original verb and if you combine it with the adverb, 'together', the combination produces a different meaning.

An adverb or a preposition is combined with the verb and the combination creates a meaning different from the original verb; it is idiomatic and carries the unique distinct meaning in any sentence.

Example:

I was really (A)/ put aside by the way (B)/ he eats with his (C)/ mouth open. (D)/ No error (e).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The action is 'put aside'.</p> <p>Put - verb Aside - adverb .</p> <p>The phrasal verb, 'put aside' means to save or to reserve something for someone to collect later or to ignore or forget something. e.g. we put aside the idea until the next meeting</p> <p>The meaning that the context conveys is he or she did not like the way he ate or probably was disgusted with his eating mannerism.</p>	<p>The error is in part B.</p> <p>The right phrasal verb that conveys the required meaning in the context is 'put off' ; which means 'to stop liking something or somebody'.</p>	<p>I was really put off by the way he eats with his mouth open.</p>

Tip: Identify the action word and look for combinations of either an adverb or a preposition to identify the phrasal verb. Also remember that one phrasal verb has different meanings based on the context.

Other Examples

Question 1: The strikers seem (A)/ determined and are (B)/ not likely to (C)/ give of (D)/ No error (E).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The verb 'give' with the combination of the preposition 'of' is incorrect.</p> <p>We need a phrasal verb that means the opposite of 'to not stop performing' or 'to not lose hope'.</p> <p>Clue word - Determined hint - not likely</p>	<p>The error is in part D.</p> <p>The right phrasal verb is 'give up' which means to surrender, to lose hope or admit defeat.</p>	<p>The strikers seem determined and are not likely to give up.</p>

Question 2: Rahul turns up (A)/ a consistent performance everyday (b)/ No error (C).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The action word is turn and it's combined with the adverb 'up'. However this phrasal verb 'turns up' means to increase the speed, volume, intensity or flow of. It could also mean to be found, to arrive. e.g . Turn up the radio Many old friends turned up at the reunion.</p> <p>We need a phrasal verb that conveys the meaning that Rahul exhibits consistent performance or that the result of his work is always consistent.</p>	<p>The error is in part A.</p> <p>The right phrasal verb is 'turns in' which means 'to produce, to hand in or to deliver.</p>	<p>Rahul turns in a consistent performance everyday.</p>

Use the tip to solve more such questions:

Practice Question 1: It's getting late, (A)/ I think I'm going (B)/ to take over soon. (C)/ No error. (D).

Practice Question 2: The couple were (A)/ very close at first, (B)/ but eventually they grew on (C)/ No error (D).

Miscellaneous Rules

Rule # 16: Question Tags

It's beautiful, isn't it?

It can't be, can it?

Make a positive tag with a negative sentence and a negative tag with a positive sentence.

Example:

They swam all night (A)/ in the pond,(B)/ isn't it? (C)/ No error. (D)

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>It's a positive sentence and we have a negative tag however the subject is incorrect in the tag. zko</p> <p>We need to mirror the subject from the sentence in the tag.</p> <p>Also if we don't have an auxiliary verb then we use one of the 'do' forms.</p>	<p>The error is in part C.</p> <p>As swam is the main verb and there is no auxiliary we will use didn't for did they not?</p>	<p>They swam all night in the pond, didn't they?</p>

Tip: Use the first auxiliary, if there is no auxiliary, use do, does, doesn't, didn't or don't.

Mirror the subject from the sentence to the tag.

Practice Question 1: She teaches (A)/ us grammar, (B)/ isn't it? (C)/ No error (D).

Practice Question 2: There isn't (A)/ an ATM here,(B)/ has it? (C)/ N error (D).

Rule # 17: Intensifiers

That was a **really** *enjoyable* evening.

He did **extremely** *well* in the exam.

These games are **so** *boring*.

In the above examples, really, extremely and so are intensifiers (they make adjectives stronger) intensifying the adjective, 'enjoyable', adverb, 'well' and adjective, 'boring'.

An adverb or adjective is modified to give force or emphasis.

Example:

It was so lovely weather (A)/ that we spent (B)/ the whole day in the garden (C)/ No error (D).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>So is the intensifier here however it doesn't sound right.</p> <p>The reason is when you have an adjective before a noun, use such instead of so.</p> <p>lovely - Adjective weather - noun</p> <p>For e.g. It's so cold It's such a cold day today.</p> <p>She was so nice</p>	<p>The error is in part A.</p>	<p>It was such lovely weather that we spent the whole day in the garden.</p>

She was such a nice girl.		
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Tip: 'So' suggests an emotion in the speaker such as pleasure, surprise or disappointment whereas 'too' suggests an excessive or undesirable amount. So is used to intensify adjectives or adverbs; so can also be used before countable or uncountable nouns; such is used to intensify nouns and also such+ adjective+ noun as shown in the example.

Use the tip to solve more such questions:

Practice Question 1: It was our (A)/ first visit to (B)/ this so old town. (C)/ No error (D).

Practice Question 2: The water (A)/ was so cold (B)/ to swim. (C)/ No error (D).

Rule # 18: No sooner....than

No sooner had he began to speak *when* the opposition members started shouting slogans. (OR) *No sooner* had he began to speak *than* the opposition members started shouting slogans.

The correct expression is no sooner.....than and not no sooner...when

Example:

No sooner he left the office (A)/ than it started raining (B)/ heavily enough to make him completely wet. (C)/ No error (D).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
In this context, it started raining immediately after he left the office suggesting that one action took place immediately after another action however the sentence structure in part A is incorrect.	<p>The error is in part A.</p> <p>When 'no sooner' goes at the beginning of the sentence, we use an inverted word order.</p> <p>The auxiliary verb goes before the subject.</p> <p>For e.g. No sooner had the train arrived at the station than the passengers rushed towards it.</p> <p>The auxiliary verb 'had' goes before the subject, the train.</p>	No sooner had he left the office than it started raining heavily enough to make him completely wet.

Tip: Note the structure when sentences begin with no sooner to see if the auxiliary verb is before the subject.

Use the tip to solve more such questions:

Practice Question 1: He had no sooner (A)/ arrived than (B)/ he was asked to leave again (C)/ No error (D)

Practice Question 2: No sooner did the teacher (A)/ enter the classroom (B)/ when the students stood up. (C)/ No error (D)

Rule 19: If Conditionals

If I *find* her address I *would* send her an invitation (OR) If I *find* her address, I *will* send her an invitation.

Looking at the above two sentences, we know these are conditional sentences that show if something happens, happened or has happened, as a result something will, would or would have happened.

Now there are three conditional forms.

The above context refers to the first condition and the form is:

1st Conditional Form : If + Simple Present, will – Future

The conditional clause is in the simple present tense(find) and hence should be followed with 'will' and not would.

Conditional clause - If I find her address.

Main Clause - I will send her an invitation.

The action in the main clause can take place if a certain condition is fulfilled.

Example:

If I had (A)/ a lot of money, (B)/ I will not stay here. (C)/ No error (D).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>2nd Conditional Form: If +Simple past, conditional I(= would + infinitive)</p> <p>Simple past – had, the form requires would and not will.</p>	The error is in part C.	If I had a lot of money, I wouldn't stay here.

Tip: The conditional construction does not normally use will or would in if-clauses, the exception being if it expresses willingness, as in requests.

e.g – I would be grateful if you would give me a little help.

For the second conditional, were replaces was.

e.g. If I were rich, I'd buy a palace.

First conditional - condition is possible. It refers to present or to future time.

e.g. If I study, I will pass the exam.

Second conditional- Unreal or improbable situations

e.g. If I were a dog, I would hate being chained / If I were you, I would tell my father.

Third Conditional -Condition not possible to fulfill

e.g. If I had studied, I would have passed the exam.

Use the tip to solve more such questions:

Practice Question 1: If I was you (A)/ I would not have (B)/ committed this blunder (C)/ No error (D)

Practice Question 2: If you had given me (A)/ your e-mail, (B)/ I will have written to you. (C)/ No error (D).

Rule # 20: Infinitives

We set off early in order *to have avoid* the traffic (OR) We set off early in order *to avoid* the traffic.

As you read the above two sentences, you realize instantly that the first one is incorrect and the second one is right. Why is that?

It is because the context expresses purpose and answers the question why?

Why did they set off early?

Answer: In order to avoid traffic.

The auxiliary verb (helping verbs that accompanies the main verb namely be, do, have and modals) 'have' is unnecessary as the infinitive brings in the meaning of purpose.

Form: to+infinitive. E.g. He locked the door *to keep* everyone out.

The infinitive is used to express purpose answering the question, why?.

Example:

She was annoyed (A)/ by her failure (B)/ to answering the question correctly.(C)/ No error (D).

Now, let's analyze the question and arrive at the right option.

Understand the Question	Find the Answer	Apply the Rule
<p>The context expresses purpose and answers the question why?</p> <p>Why was she annoyed? Because she failed to answer the question correctly.</p>	<p>The error is in part C.</p>	<p>She was annoyed by her failure to answer the question correctly.</p>

Tip: Check the form, to + infinitive and see if the sentence expresses purpose answering the question why?

to+ verb will form the infinitive and it plays the role of a noun in the sentence and so avoid -ing form after 'to'!!

Use the tip to solve more such questions:

Practice Question 1: It is easy (A)/ for you to have criticized (B)/ other people.(C)/ No error (D).

Practice Question 2: Unfortunately I was unable (A)/ to be working (B)/ for over a week.(C)/ No error. (D)