

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

---

[www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

*Pro Material Series*

---

Join Telegram Channel for more updates:  
<https://t.me/MyPlacementprepApp>

Visit [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com) .  
India's No1 website for Placement Materials and Free mock test Series  
Free Placement Preparation Online Course video now available.

Join Telegram Channel: <https://t.me/MyPlacementprepApp>  
Join Telegram Group: <https://t.me/myPlacementPrep>

## Business English

### Grammar

1

### Grammar

- Grammar is the science that deals with the correct use of language both in conversation and writing.
- English grammar provides guidelines for choosing words, arrangement of words, and punctuation of sentences. We do most of our thinking with word symbols. If we cannot arrange word symbols correctly, we probably cannot think clearly and probably cannot communicate effectively.
- English is widely regarded as one of the most difficult languages in the world to master– it contains over 1 million words--the existence of grammatical rules to define word use and sentence structure makes it both easy as well as complex to master.
- Every grammatical rule has an exception!!

2

### Did you know?

10% of the world's population speak English as their mother tongue (Chinese 21%,

Spanish 6%, Russian 6%, Malay 4%, Hindi 4%, Japanese 3%, Arabic 3%, Portuguese 3%, French 2%, German 2%)

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>

3

## Parts of Speech

- The parts of speech are eight in number:

Noun Adjective Pronoun

Is a word used as the name of a person, place or thing. Mumbai is a big city.

Modifies or describes a noun or a pronoun. E.g. A **beautiful** girl.

Pronoun is a word used in place of one or more nouns. It may stand for a person, place, thing, or idea.

Verb Adverb Preposition

Expresses action performed by a noun (subject of the sentence). E.g. I **ride** a horse.

Modifies or describes a verb, an adjective or another adverb. E.g. I ate **quickly** .

Conjunction Interjection

A word that joins words or a group of words. E.g. and, but, or... Word expressing emotion. E.g. Oh!, wow!, alas!

A preposition shows the relationship between two nouns in a sentence or relates a noun to other parts of the sentence. E.g. The book is **on** the table.

4

## Parts of a Sentence

**A Sentence has two parts: A Subject and a Predicate.**

Example:

**Subject**

**Predicate**

Mary Ram

has a little dog. likes sweets.

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

The children

go to school.

**has, likes and go** are action words called **verbs**.

5

## Basic Sentence Structures

English has three main sentence types:

**Declarative Sentences** are used to form statements.

Example: "Mary is here."

**Interrogative Sentences** are used to ask questions.

Example: "What is your name?"

**Imperative Sentences** are used for commands.

Example: "Come".

6

## Types of Sentences

- **Sentences may be simple, compound or complex. For example:**
  - Mary **likes** sweets. (Simple)
  - I **get up** at 7 a.m. and **go** for a walk. (Compound)
  - Before I **reached** the station, the train **had left**. (Complex)
- **In Complex sentences two or more simple sentences, which are so united that one member is the main one, the backbone and the other members subordinate to it, or dependent on it.**

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

Example: *We had to return early because we had some problems. We had to return early.* (Main clause)

*Because we had some problems.* (Dependent clause)

7

## Types of Sentences

- In *interrogative sentences* the verb comes before the subject.
  - *Are* dogs faithful?
  - *Can* I *come* tomorrow?
  - *Why* are you *late*?
- In *imperative sentences* the subject need not be mentioned.
  - *Come here.*
  - *Sit down.*
  - *Open the door.*
- In *negative sentences*, in the past tense the main verb does not change. • I *wrote* the email. (*affirmative*)
- I *did not write* the email. (*negative*)

8

## Auxiliary Verbs

- Auxiliary Verbs are used in conjunction with main verbs to express shades of time and mood.
- **Types:**
  - I can do it in the morning.
  - She may not like your proposal.

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

- Principal Auxiliaries
- Modal Auxiliaries
- Semi-modal Auxiliaries

- **Principal Auxiliaries- to be, to have, to do**

They combine with participles or infinitives to form the tenses of verbs.

- He has finished his work.

9

## Modal Auxiliaries

**Modals** express

- Ability: I can run.
- Necessity: I must run.
- Obligation: I ought to run. • Permission: May I run?
- Possibility: He might run.

***will, shall, can, may, need/need not, would, should, could, might, must, ought (to)***

- They express permission, possibility, orders.
  - They have no continuous form i.e. 'ing' cannot be added to them. •
- In the 3rd person singular 's' is not added to these verbs

e.g. He can, She must etc.

10

## Modal Auxiliaries

### Permission

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

- *May* and *can* are used for permission/request in the present or future forms. • *Can I borrow your book please?*
- *May I leave the room, please?*
- *Could* is used for permission in the past.
- *We could bring our dog to the restaurant.*
- *We could sleep late on Sundays.*
- *May* is considered more formal than *can*.

11

## Modal Auxiliaries

### Possibility

- *May/might* are used to express possibility. • *Might* indicates lesser possibility than *may*.
- *He may tell his wife.*
- *He might not tell his wife.* • *Could* as an alternative to *may/might*.
- *Where is Tom?*
- *He could/may/might be in the library.*
- Each modal indicates a different degree of possibility. **Ability**
- *Can* is used to express ability.
- *He can complete his work.*

12

## Modal Auxiliaries

### Obligation

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>  
**Join Telegram Group:** <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- 

*Ought to, should, have to and must* are all used to indicate different degrees of obligation. • *Ought to/should* is used to express the subject's obligation or duty.

### Necessity

- We ought to obey laws.
- We should obey our parents.
- *Must* and *have to* indicate an external authority.
- They also give the impression that the obligation is fulfilled.
- You must reach Delhi on time.
- You have to complete your work.

13

## Modal Auxiliaries

- *Should* is used in formal notices.  
Candidates should be prepared to answer questions...
- *Ought to/should* may also express advice. You should read this.
- For a more emphatic advice *must* is used. You must read this.
- *Need not* expresses absence of obligation. You need not attend the meeting.
- *Must not* expresses negative obligation or emphatic advice.  
You mustn't repeat this to anyone.

14

## Semi-Modal Auxiliaries

To need, to dare, and used to

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>



These can be used as both ordinary and auxiliary verbs. • *Dare* as an auxiliary is used to express indignation.

- How dare you open my letters?
- *Used to* is applicable only for past actions/events.
- I used to go for walks regularly.
- *Need* as an auxiliary is generally used in the negative or interrogative.
  - He need not come home.
  - Need I take the test?

15

## Articles

- An article is placed before a noun and functions to limit the noun. It either limits a noun to a single entity or points out a particular noun.
- The adjectives 'a' or 'an' and 'the' are called **articles**.
- 'A' or 'an' is called the Indefinite Article, because it leaves indefinite the person or thing spoken of ;

e.g. **A** student; that is, any student.

- 'The' is called the Definite Article, because it points out some particular person or thing; e.g. **The** student remained absent.  
e.g. It means **the** particular student.

16

## Articles

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- ‘**A**’ or ‘**an**’ is used before a singular countable noun, the choice between ‘**a**’ or ‘**an**’ wholly depends on the pronunciation of the word.
- The article ‘**a**’ is used before a word beginning with a consonant sound and ‘**an**’ is used before a word beginning with a vowel sound.

### Add the right Articles

\_\_\_ apple

\_\_\_ ewe

\_\_\_ egg

\_\_\_ hour

\_\_\_ honorable man

\_\_\_ European

\_\_\_ island

\_\_\_ one rupee coin

\_\_\_ heir

\_\_\_ MP

\_\_\_ MBA \_\_\_ MLA \_\_\_ university \_\_\_ SPM

\_\_\_ umbrella \_\_\_ boy

\_\_\_ one eyed monster \_\_\_ orange

\_\_\_ woman

\_\_\_ hole \_\_\_ union

\_\_\_ FRCS

‘The’ is used in the following ways:

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- When you speak of a particular person or thing or one already referred to; • This is **the** book he gave me.
- This is **the** pen which I found on the ground.
- When a singular noun is used to indicate a whole class; as,
  - **The** cow is a useful animal.
  - **The** bird has a boat shaped body.
  - Before the names of certain well known books; as,
    - **The Vedas, the Bible, the Mahabharata, the Ramayana.**
    - Before the names of oceans, seas, rivers, mountains, deserts, island groups;
      - **The Indian Ocean, the Arabian Sea, the Ganga , the Sahara, the Himalayas, the Andaman and Nicobar Islands.**

### ‘The’ is used in the following ways:

- Before the names of Newspapers, Magazines •  
**The Times of India, the Frontline**
- Before the names of monuments, buildings
  - **The Taj Mahal, the Rashtrapathi Bhavan**
- Before musical instruments
  - **The flute, the violin**
- Before the names of people
  - **The Punjabis, the Dutch**
- As an Adverb
  - **The fewer the better**
- Before nouns indicating what is unique
  - **The sun, the moon, the sky, the earth, the equator etc.**

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- Before an adjective in the superlative degree
- Michael is *the* tallest boy in the class.

## 'The' is used in the following ways:

- The is used before certain adjectives to give a plural meaning.
- **the** rich = rich people
- **the** poor = poor people
- Before 'only' and ordinal numbers, such as first, second, millionth etc.
- All the students of **the** first year are invited
- **The** second example is not correct • Before the dates of months.
- **The** 23 October, 1949, **the** 15th August

## Omission of 'The'

- The is omitted before a common noun used in the widest sense. • Woman is kindhearted generally
- Man is not mortal • Before material nouns.
- Gold is a precious metal • Usually before proper nouns.
- Hyderabad is the capital of Andhra Pradesh. • Before abstract nouns used in the general Sense.
- Honesty is the best policy.
- Before plural nouns which are used to denote a class.
- Historians study old monuments for research purposes.
- 'The' is not used before the words – bed, hospital, temple, prison, court, school, university, college etc when they are used

for their primary purpose.

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- We go to university for higher studies.
- Christians go to church every Sunday.

## Indefinite articles - a and an

•

Indefinite articles are used before nouns that introduce something or someone that has not been mentioned before.

- I saw an elephant this morning.
- I ate a banana for lunch.
- Indefinite articles are used when talking about a profession.
- He is an English teacher.
- I am a builder.
- Indefinite articles are used with countable nouns.
- I ran into a post. (How many posts did you run into? Just one. Therefore, use a.)
- It is also used with nouns that are generic in nature.
- A horse has four legs.
  - 'A' or 'an' is used before a singular countable noun.
  - Before a singular countable noun which is used as an example to represent a class.
- A cow is a useful animal.
  - With certain numbers: a hundred, a thousand, a million etc.
  - 'A' can be used before Mr./Miss/Mrs.+Name.

## 'a' or 'an' is not used before:

- An article is not used before nouns when talking in general terms. • **Inflation** is rising.

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

•

An article is not used before uncountable nouns when talking about them generally. • **Information** is important to any organization.

• Plural nouns: **a books, a universities, a dinners etc.** •

Uncountable nouns: **a advices, a information.**

• Names of meals:

• **Let us have dinner (correct).**

• **Let us have a dinner (incorrect).**

•

An indefinite article can be used before names of meals when these are preceded by an adjective. • **She gave me a good breakfast at 8 p.m.**

## Subject Verb Agreement

• Every sentence in the English language has a subject – the person or thing being spoken about – and a verb describing an action done by/ received by the subject or describing the state of the subject.

• The verb that we use must agree with our subject, in terms of its person and/or number, i.e. whether the subject is singular or plural.

• Simply put, a singular subject needs a singular verb and a plural subject needs a plural verb.

## A Basic Table

**Person 1<sup>st</sup> person**

**State Verbs Present**

**State Verbs Past**

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

## **Action Verbs Present**

### **Action Verbs Past**

I WE

Am/have Are/have

Was/had Were/had

Play/do/don't Play/do/don't

Played/did/didn't Played/did/didn't

### **2<sup>nd</sup> person**

YOU

Are/have

Were/had

Play/do

played/did

### **3<sup>rd</sup> person**

HE/SHE/IT THEY

Is/has Are/have

Was/had Were/had

Plays/does/ doesn't Play/do/don't

Played/did/didn't Played/did/didn't

## **SVA Rules...**

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

•

Whenever we use do/don't/does/doesn't/did/didn't in a sentence, the helping verb will always be 'have' even if it's a singular third person.

- He doesn't have a pen. • Does she have a pen? • He didn't have a car.

•

Also, if we use do/don't/does/doesn't/did/didn't in a sentence, the main verb (action) will always be in the first form even if it is past tense.

- He doesn't play cricket.
- She didn't do this (past).
- I didn't go to the market yesterday (past).

- When two subjects are joined by 'and', the verb is plural. • My friend and his father often go abroad.

•

If the two nouns refer to different persons or things, article 'the' is used before each noun, in such cases the verb will be in the plural form.

- The secretary and the president were given a warm welcome.

## SVA Rules...

- If two different singular nouns express one idea, the verb should be in the singular form. • Bread and butter is an Englishman's staple diet.
- Rice and curry is my favorite dish.
- When two singular subjects are practically synonymous the verb should be in the singular form.
- The law and order situation in the state is under control. • His power and influence is on the decline.

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>



**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- When two singular nouns joined by 'and' refer to the same person or thing, the verb is singular. • *The secretary and treasurer has been arrested.*
- *Our mentor and benefactor is here.*

## SVA Rules...

- Indefinite pronouns like *everyone, anyone, someone, none, everything, something, anything, nothing, each of* and *every one* of seems to be plural, but they take a singular verb.

- *Everyone has to finish his or her job.* • *None of us is interested.*
- *Someone plays music all night.*
- *Nothing seems to be working.*

- *None of the pens is writing well.*
- *Anythingthat is interesting, is also annoying.* • *Each of us has to take responsibility.*

•

If two or more nouns/pronouns are joined by the conjunction 'AND', we need to use a plural verb. • *He and I are good friends*

- *Adam and Sachin play cricket well.*

## SVA Rules

- The verb that accompanies pronouns such as 'all' and 'some' will be determined by whether the pronoun is referring to something countable or uncountable.
- *Some of the people have voted ( people is countable).* • *Some of the coffee was spilled (coffee is uncountable).*

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- Verbs to be used with fractions is determined by whether the noun is countable or not. • One-fourth of the crop was destroyed.
- One-half of the students are absent.
- Majority of the people are in favor of this.
- Out of the total votes counted, fifty percent are in favor of him.

## SVA Rules

- In sentences with co-relating conjunctions such as *either...or*, *neither...nor* & *or*, the verb is determined by the subject closest to it.
- Either he or his friend is going to the party.
- Neither the King nor his subjects have courage.
- Either he or I am playing tomorrow's match.
- Neither the Principal nor the students are at fault. • Sunil or his friends are already there.
- When *either* & *neither* is used without their counterparts or & nor, the verb is always singular. • Either of the jobs is fine with me.
- Neither of the lights is working.
- Either of us has to leave work early.

## SVA Rules

- Phrases such as, *as well as*, *together with*, *along with* etc. are not conjunctions and the verb is determined by the first noun/pronoun in the sentence.
- Bob, *as well as* his friends, is going to the party.
- I, *along with* my parents, am going out.
- Hard work, *together with* dedication, makes a man successful.

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- Phrases like '*a number*', '*a few*', '*a lot*', '*all of*' etc. take plural verbs.
- Phrases like '*the number*', '*the lot*', '*the few*' etc. take singular verbs. • *A number of people are stupid.*
  - *A lot of birds were flying.*
  - *A few people are seen.*
  - *The number of days in a week is seven.*
  - *The lot of items was made in Germany.*
  - *The few things available is not enough.*

## SVA Rules

- When collective nouns are treated as a singular entity, the verb is singular.
- When they are treated as being made up of individual entities, the verb is plural.
- *The herd of buffaloes is running fast.*
- *All the buffaloes in the herd are running fast.*
- When two singular subjects are preceded by '*each*' or '*every*', and even though they are connected by the conjunction 'and', the verb should be in the singular form.
- *Every boy and girl was present in the class yesterday.* • *Every man and woman on the cruise was frightened.*
- When two singular nouns are connected by '*either-or*' or '*neither-nor*', the verb should be in the singular form.
- *Either a bomb or a carton was the reason for panic.* • *Neither Ram nor Rahim is responsible for this act.*

## SVA Rules

- When the subjects are joined by '*either-or*' or '*neither-nor*', are of different persons, the verb will agree in person to the subject nearest to it.

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- Neither you nor he is blameworthy.
- Either you or I am responsible for this mistake.
- Neither the company nor you are precipitating the issue.
- When the subjects joined by '*either-or*' or '*neither-nor*', are of different numbers, the verb will agree in number to the subject nearest to it and the plural subject must be placed nearest to the verb.
  - Either my uncle or his sons are willing to purchase the property.
  - Either the Chief Minister or the Cabinet Ministers are responsible for this problem.

## SVA Rules

- When the conjunctions- *with, together with, as well as*, are used to combine two subjects the verb agrees with the subject mentioned first.

- The man as well as his family members has gone out.
- The directors as well as the MD have gone out.

•

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

- Not only the teacher but also his pupils were murdered.

- None can take as singular or plural verb depending on the noun which follows it.
- None of the counterfeit money has been found.
- None of the students have finished the exam yet.

•

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

- No example is relevant to this.

- No examples are relevant to this.

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

## SVA Rules

- *Collective nouns* are treated as singular. In some cases they are plural if the sentence indicates that the individual members are acting separately.
- The team has met, and it has accepted the proposal.
- The crowd was wild with excitement.
- Congress has initiated a new plan to combat inflation.
- The family living next door often quarrel among themselves.
- ‘*Amounts*’ and ‘*quantities*’ take singular verbs. *Units of time, money and distance* also take singular verb. Names of subjects like, *Economics, Linguistics, and Civics* etc. take a singular verb.
- Two thousand rupees is not a small sum.
- Where is that ten dollars I lent you last week?
- Fifty kilometers is too long a distance to commute daily.

## Prepositions

•

Prepositions show the relationship between two nouns in a sentence or relate a noun to other parts of the sentence.

### Prepositions of Time: At, on, and in

- We use **at** to designate specific times.
- The train is due *at* 12:15 p.m.
- We use **on** to designate days and dates.
- My brother is coming *on* Monday.
- We're having a party *on* the Fourth of July.

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- We use **in** for nonspecific times during a day, a month, a season, or a year. •  
She likes to jog *in* the morning.
- It's too cold *in* winters to run outside.
- He started the job *in* 1971.
- He's going to quit *in* August.

## Prepositions of Time: at, on, in

- We use **at** for specific addresses.  
• John lives *at* 55 East Road in Durham.
- We use **on** to designate names of streets, avenues, etc. • Her house is *on* East Road.
- We use **in** for the names of land-areas (towns, counties, states, countries, and continents). • She lives *in* Durham.
- Durham is *in* Windham County.

## Prepositions of Movement: To

- We use **to/towards** in order to express movement toward a place. • They were driving *to* work together.
- This is a big step *towards* the project's completion.
- We're moving *toward* the light.

## Prepositions of Movement: No Preposition

- With the words home, downtown, uptown, inside, outside, downstairs, upstairs, we use no preposition.
  - Grandma went upstairs
  - Grandpa went home..
  - They both went outside.

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

## Prepositions of Time: for and since

- We use **for** when we measure time (minutes, hours, days, months, years..) • He held his breath for seven minutes.
- She's lived there for seven years. • We use **since** with a specific date or time
- He's worked here since 1970.
- She's been sitting in the waiting room since two-thirty.

## Idiomatic Expressions with Prepositions

- agree to
- argue about •

a matter,  
with a person,  
for or against a proposition

- • correspond •

to a thing, with a person

- differ from

- live at

• • • •

a proposal, with a person, on a price,  
in principle

•

•

• •

an unlike thing, with a person

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

• • • •

an address,  
in a house or city, on a street,

with other people

## Some Common Prepositions

- approval of
- awareness of
- belief in
- concern for
- confusion about
- desire for
- fondness for
- grasp of
- need for
- participation in
- reason for
- respect for
- success in
- understanding of
- afraid of
  
- careless about
- familiar with
- happy about
- interested in
  
- jealous of
- made of
- similar to
- sorry for
- apologize for
- ask about
  
- ask for
- bring up
- care for
- find out
- look for

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>



## Active and Passive Voice

- Words denoting action i.e. Verbs may either be in the Active or Passive voice.
- 
- In sentences written in **active voice**, the subject performs the action expressed in the verb. E.g.
  - The watchman opened the gate.
- 
- In sentences written in **passive voice**, the subject receives the action expressed in the verb. E.g. • The gate was opened by the watchman.

## Active and Passive Voice

- Meera wrote the poem (Active).

### Transitive

### Intransitive

- Sentences with objects have transitive verbs.
- Sentences without objects have intransitive verbs.
- Sentences with transitive verbs may be expressed in either active or passive voice.
- Sentences with intransitive verbs may be expressed only in active voice.
- The poem was written by Meera (Passive).
- Priya cried (cry is an intransitive verb).
- Birds are flying (fly – intransitive verb).

## Uses of Active voice

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

Passive (more wordy)

Active (more concise)

By then, the soundtrack will have been completely remixed by the sound engineers.

By then, the sound engineers will have completely remixed the soundtrack.

Action on the bill is being considered by the committee.

The committee is considering action on the bill.

Passive (indirect).

Active (direct).

The brakes were slammed on by her as the car sped downhill.

She slammed on the brakes as the car sped downhill.

Your bicycle has been damaged.

I have damaged your bicycle.

## Passives have their uses too...

- To emphasize on the effect rather than the person who caused the effect.

After a delayed discussion, the plan was accepted by the ruling party.

- To keep the focus on the subject consistent.

• The corporate accounting team recently presented what proved to be an innovative proposal to expand its staff.

After a short discussion, the proposal was endorsed by..

- To describe a situation in which the person who is responsible for the action is unknown or unimportant.
- If magnesium is exposed to oxygen, it ignites immediately.

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- To be evasive by not naming the actor.
- The procedures were somehow misinterpreted.
- To create an authoritative tone.
  - Students are not allowed to enter the premises after 9:00 p.m.
  - Keep off the lawn.

45

## TENSE

### ACTIVE

### PASSIVE

Simple Present/Past

keep/kept

is/was/kept

Present/Past Continuous

is/was keeping

is/was being kept

Present/Past Perfect

has/had kept

has/had been kept

Future

will keep

will be kept

## Tenses

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- Tense of a sentence gives us the time reference, i.e. whether the information is in the present time (present tense), the time which has gone by (past tense) or the time which is yet to come (future tense).
- Tense of a sentence is always indicated by its verb and not by any other part of speech.
- Knowing which tense to use when is very important and leads to clarity in speech and writing.

### Types:

- Every tense can be divided into simple, continuous, perfect and perfect continuous.

1.

#### Simple

Rule: No auxiliary verb + Past Tense

Rule: No auxiliary + Present Tense

Rule : Will or shall + Present Tense

#### Past Tense

#### Present Tense

#### Future Tense

I danced yesterday We danced yesterday

I dance today We dance today

I shall dance tomorrow We shall dance tomorrow

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

You danced yesterday

You dance today

You will dance tomorrow

He danced yesterday She danced yesterday

He dances today She dances today

He will dance tomorrow She will dance tomorrow

It danced yesterday They danced yesterday

It dances today They dance today

It will dance tomorrow They will dance tomorrow

## 2. Continuous

Rule: was or were + Present Participle

Rule: am/is/are + Present Participle

Rule will/shall + be + Present Participle

## Past Tense

### Present Tense

### Future Tense

I was eating yesterday

I am eating today We are eating today

I shall be eating tomorrow We shall be eating tomorrow

We were eating yesterday

You were eating yesterday

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

You are eating today He is eating today She is eating today  
It is eating today They are eating today

You will be eating tomorrow He will be eating tomorrow She will be  
eating tomorrow It will be eating tomorrow They will be eating tomorrow

He was eating yesterday

She was eating yesterday

It was eating yesterday

They were eating yesterday

3 Perfect

Rule : Had + Past Participle

Rule: Have/has + Past Participle

Rule: will/shall + have + Past Participle

**Past Tense**

**Present Tense**

**Future Tense**

I had eaten yesterday We had eaten yesterday

I have eaten today We have eaten today

I shall have eaten tomorrow

You had eaten yesterday

You have eaten today

You will have eaten tomorrow

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

He had eaten yesterday She had eaten yesterday

He has eaten today She has eaten today

He will have eaten tomorrow

It had eaten yesterday They had eaten yesterday

It has eaten today They have eaten today

It will have eaten tomorrow

We shall have eaten tomorrow

She will have eaten tomorrow

They will have eaten tomorrow

4 Perfect Continuous

Rule: had+ been+ Present Participle

Rule: have/has + been + present participle

Rule : will/shall + have +been + Present Participle

**Past Tense**

**Present Tense**

**Future Tense**

I had been playing yesterday We had been playing yesterday You had been playing yesterday

I have been playing today We have been playing today You have been playing today

I shall have been playing tomorrow

He had been playing yesterday She had been playing yesterday

He has been playing today She has been playing today

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

He will have been playing tomorrow

It had been playing yesterday They had been playing yesterday

It has been playing today They have been playing today

It will have been playing tomorrow  
They will have been playing tomorrow

We shall have been playing tomorrow  
You will have been playing tomorrow

She will have been playing tomorrow

## Present Tense

### Simple Present :

Simple present tense is used to describe events that are true in the present time but not necessarily happening at the moment of speaking. Normally it is used in the following situations –

1. To describe universal truths/facts:

- Earth revolves around the sun.
- Nile is the longest river of the world.

2. To talk about regular actions or events:

- I smoke 10 cigarettes a day.
- She usually comes late.

3. To indicate thoughts and feelings at the time of speaking:

- I think you are right.
- She doesn't like short men.

## Present tense contd...

4. To talk about future events which is a part of an itinerary.

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>



## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- I leave tomorrow for the U.S.A.
- The train leaves in two hours.
- India plays Pakistan on Wednesday .

5. Is used to express habitual actions, permanent or verified truths or facts (scientific or universal).

- He goes to church every Sunday. • Water boils at 100 C.
- The sun rises in the east.

6. Is used to express a planned future action, or a series of such planned actions.

- We leave Hyderabad at 8:30 p.m. next Tuesday and arrive in New Delhi at 11 a.m. on Thursday.

Is 1.

used to describe events that are happening at the time of speaking.

2.

To describe events that we think will last for a short period of time –

3.

Is used to describe an action that is in progress at the time of speaking-

4.

Is used to describe an action that is in progress and will be continued, but not necessarily going on at the moment of speaking-

## Present Continuous Tense...

To describe events that are going on now –

- I am going now. • It's raining.

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- I am looking for a house.
- He's thinking of quitting.
- The children are playing in the garden now.
- The college authorities are building a new hostel.

## Present Continuous Tense...

5. Is used to describe an action that is in progress at the time of speaking.

- The children are playing in the garden now.

6. Is used to describe an action that is in progress and will be continued, but not necessarily going on at the moment of speaking.

- The college authorities are building a new hostel.

7. Can also express an action that has been arranged to take place in the near future and one's immediate plans.

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

•

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

- Verbs of perception : see, hear, smell, notice
- Verbs used to express feelings or states of mind : want, desire, wish, refuse, forgive, care

, hate, like, admire, love

- Verbs involving the process of thinking : feel, now, mean, remember, forget, recall, etc.

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- Verbs denoting possession : have, own, belong, possess
- Verbssuchas: contain, consist, keep, seems, cost

The following sentences are wrong:

- I am loving that girl.
- They are understanding the lesson.
- I am having a telephone at my residence.

## Present Perfect Tense

Is used as a link between the present and the past. It looks at the events of the past from the perspective of now. Some usages of this form are –

1. Used to describe events that finished in an indefinite time in the recent past, but the result is true even now:

- I have finished the job.
- They have cancelled the meeting.
- I've just returned from my trip.

2. Used to refer to events in the distant past, but the effect is still there –

- I have an experience of 3 years.
- I have been to Singapore.

## Present Perfect Continuous Tense

• This form is used to describe an event which started sometime in the past and is still continuing, i.e. the event is still not finished. It can be used in the following situations –

1. When the duration of the activity is specified:

- I have been living here for the last 4 years.
- She has been absent for the last 5 days.

2. When the starting point of the activity is specified:

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- I have been living here since 2000.
- She has been absent since Monday.

## Past Tense

•

Is used to talk about an event that happened in the past. Some common usages are—

1. When the event happened at a specific time in the past

- I went to the market yesterday.

- I slept peacefully last night.

2. When the event happened over a period of time in the past

- It rained last night for 3 hrs.
- I worked with them for 5 yrs.

## Present perfect vs. Past Simple

- We use the past simple to talk about actions in the past that have finished. It talks about 'then' and definitely excludes 'now'.

- We use the present perfect to look back on actions in the past from the present. It always includes 'now'.

## Past Tense contd...

Look at these two sentences —

- I started working with Infosys in 2005 (past simple—you may still be working with Infosys or may not).

•

I've been working with Infosys for the last 2 months/since March 2005 (present perfect—you are definitely

1.

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

When we want to emphasize the continuity of the event.

2.

But when we want to just to talk about that event as a simple fact, we use simple past.

still working with Infosys).

## Past Continuous

We use this form to talk about events that happened over a period of time. We use this form normally -

- It was raining all night yesterday.
- I was thinking about you the whole night.
- I trained last night.
- I thought about you last night.

## Past tense contd...

3. When a continuing event in the past is interrupted by another event also in the past.

- When I was walking on the road, I slipped on a banana peel and fell.
- She was talking on the phone when the line got disconnected.

## Past Perfect

Often called as the past of the past. It is normally used in the following situations.

1. When we are talking about something in past and want to talk an event that happened prior to the first event:

He met her at a party. They had met at a friend's place ( which means they first met at a friend's place and then at the party).

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

2. When an event in the past was completed before a specified time in the past: I had finished the work by 6.30.

## Past tense contd...

4. When an event in the past was completed before another event started in the past: • I had finished the work by the time my boss came in.

• By the time I reached the station, the train had left.

5. When we report what people said/thought/believed: •

He told me that he had already paid the bill.

• He believed he had wasted a chance.

## Past Perfect Continuous

•

This form is used to describe an event that continued for a long time in the past which was interrupted by another event that continued from thereon.

• Avoid using this form. You can always use the simple past to refer to the same. Only, you might need two – three sentences.

## Future tense Future Simple

This is used to indicate an event that has not happened till now, but will take place some time hence. We can use both will and going with this form -

- I will go to the party.
- It is going to rain.
- I will reach there at 5 pm.

## Future Continuous

This form is normally used to talk about future events which are already planned or time- tabled –

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>

**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- I'll be leaving for the USA on Thursday.

Normally we use the simple present or the present continuous to talk about the same.

- I'm leaving for the USA on Thursday.

## Future tense contd...

### Future Perfect

This form is normally used to talk about will be definitely finished at some point in future –

- I will have finished my work by next Monday.
- I will have finished this job by 2 pm tomorrow.

### Future perfect continuous

We use this tense to talk about an event that has already started and will continue in the future –

- I will have been working for 10 years with this company come December.

## To sum up...

- The verb 'have' can be used both as helping verb and as an action verb. It is used as a helping verb normally in present perfect tense.

However, when used as an action verb, it can mean eating, experiences and possession. We need to take care then that the sentence will be a simple present and not a present perfect.

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>

**Join Telegram Group:** <https://t.me/myPlacementPrep>

## Free Placement Preparation Online Course with Free Mock Test

visit: [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

- I have a pen(possession).
- I have food (eating).
- I have an experience of 3 yrs.
- Also, when used to mean possession or experience, it cannot be used in the continuous form. Only eating can be used that way.
- So, I am having a headache is incorrect and I have a headache is correct.

# THANK YOU

[www.infosys.com](http://www.infosys.com)

The contents of this document are proprietary and confidential to Infosys Limited and may not be disclosed in whole or in part at any time, to any third party without the prior written consent of Infosys Limited.

© 2012 Infosys Limited. All rights reserved. Copyright in the whole and any part of this document belongs to Infosys Limited. This work may not be used, sold, transferred, adapted, abridged, copied or reproduced in whole or in part, in any manner or form, or in any media, without the prior written consent of Infosys Limited.

---

[www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

*Free Mock Test and Video  
Tutorial*

---

Join Telegram Channel: <https://t.me/MyPlacementprepApp>

Join Telegram Group: <https://t.me/myPlacementPrep>



**Free Placement Preparation Online Course with Free Mock Test**  
**visit:** [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com)

Visit [www.MyPlacementPrep.com](http://www.MyPlacementPrep.com) .  
India's No1 website Placement and Mock Test series  
Free Placement Learning Path with Free Video Course.

**Join Telegram Channel:** <https://t.me/MyPlacementprepApp>  
**Join Telegram Group:** <https://t.me/myPlacementPrep>