## CONTENTS

Chapters		Pages
1.	Some Basic Concepts	3–5
	Letters, Syllables, Phrases and Sentences	3
	Kinds of Sentences	4
	Parts of Speech	4
2.	Syntax	6-30
	Agreement of the Verb with the Subject	6
	Some Exceptions	9
	Collective Noun and the Verb	14
	Some Typical Nouns and the Verb	15
	Relative Pronoun and the Verb	16
	Numeral Expressions and the Verb	19
	Quantitative Expressions and the Verb	20
	Verb 'to be' and the Complement	22
	Nouns/Pronouns and Possessive Adjectives	26
<b>3.</b>	Articles	31–50
	Kinds of Articles	31
	Forms of Indefinite Article: 'a' or 'an'	31
	Uses of Indefinite Article	33
	Uses of Definite Article	38
	Omission of Articles	41
	Position of Articles	46
4.	Nouns	51-69
	Formation of Genders	51
	Conversion of Numbers	52
	Formation of Possessive Case	55
	Correct Use of Nouns : Rules	58
5.	Pronouns	70–90
	Forms of Pronouns	70
	Correct Use of Pronouns: Personal Pronouns	71
	Pronoun 'It'/'This'	77
	Relative Pronouns	79
	Compound Relative Pronouns	82
	Omission of Relative Pronouns	83
	Reflexive Pronouns	86
	Interrogative Pronouns	87
6.	Adjectives	91–120
	Kinds of Adjectives	91
	Position of Adjectives	94

	Degrees of Adjectives	97
	Correct Use of Adjectives: Positive Degree Adjectives	100
	Comparative Degree Adjectives	102
	Superlative Degree Adjectives	108
	Some other Typical Adjectives	113
7.	Adverbs	121-140
	Kinds of Adverbs	121
	Degrees of Adverbs	122
	Position of Adverbs	123
	Some Typical Adverbs	128
	Some Common Rules	137
8.	Prepositions	141-178
	Forms of Preposition	141
	Functional Types of Preposition	142
	Use of Prepositions: Their Place	143
	Omission of Preposition	144
	Wrong Use of Prepositions	146
	Some Typical Prepositions	146
	Preposition+Gerund	150
	The Same Word followed by Different Prepositions	152
	Different Forms of Words followed by Different Preposition	ons 155
	List of Appropriate Prepositions	
	(a) Nouns followed by Prepositions	160
	(b) Adjectives and Participles followed by Prepositions	165
	(c) Verbs followed by Prepositions	170
9.	Conjunctions	179-194
	Correlative Conjunctions	179
	Uses of Conjunctions	181
	Functional Conjunctions	188
10.	Verbs	195–232
	Kinds of Verbs	195
	Auxiliary/Modal Verbs: Their Functions	195
	Verbs 'To be': Am, Is, Are, Was, Were.	199
	Have/Has/Had	202
	May/Might	210
	Can/Could	213
	Shall/Should, Will/Would	215
	Must/Ought	220
	Need/Needn't	222
	Dare/Daren't	223
	Used to	225
	Two Auxiliaries and Principal Verb	226

	Position of Subject, Verb, Object, and Complement	227
	Question-Tags/Tail Questions	228
11.	Non-Finite Verbs	233-247
	Kinds of Non-Finite Verbs	233
	The Infinitive	233
	(a) Infinitive with or without 'to'	233
	(b) Noun—Infinitives	235
	(c) Gerundial Infinitives	236
	(d) Other Uses of Infinitives	237
	The Gerund	239
	(a) Functions of Gerund	240
	(b) Uses of Gerund	241
	The Participle	242
	(a) Kinds of Participles	242
	(b) Uses of Participles	243
	(c) Rules of Use of Participles	243
<b>12.</b>	Time and Tense	248-277
	Distinction between Time and Tense	248
	Three Forms of Verbs : A List	249
	Structures of Sentences:	252
	Structures in the Present Tense	253
	Structures in the Past Tense	258
	Structures in the Future Tense	262
	Uses of Tenses	267
	Tenses and Time	275
	Structures of 'It is time', 'If were' and 'Wish' Senter	
13.	Active and Passive Voice	278–288
	Interchange between Subject and Object	278
	Changes in the Verb	279
	Imperative Sentences	284
	Negative Sentences	284
	Interrogative Sentences	285
	Some other Sentence Structures	286
14.	Direct and Indirect Narration	289–311
	Some General Terms	289
	Rules for Connectives	289
	Rules for Change in Tenses	291
	Rules for Change in Persons	295
	Miscellaneous Changes	297
	Conversion of Interrogative Sentences	298
	Conversion of Imperative Sentences	301

	Conversion of Exclamatory Sentences	303
	Question-Tags	304
	Sentences Beginning with 'Let'	305
	Some General Observations	306
<b>15.</b>	Analysis	312-326
	Some General Observations	312
	Analysis of Complex Sentences	313
	Subordinate Noun Clause	313
	Subordinate Adjective Clause	316
	Subordinate Adverb Clause	318
	Analysis of Compound Sentences	322
16.	Synthesis	327-342
	Combining into a Simple Sentence	327
	Combining into a Complex Sentence	333
	Combining into a Compound Sentence	337
<b>17.</b>	Transformation	343-365
	Interchange between 'too' and 'so'	343
	Conditional Sentences	344
	Concession or Contrast	345
	Degrees of Adjectives	346
	Active and Passive Voice	347
	Affirmative and Negative Sentences	349
	Exclamatory and Assertive Sentences	350
	Changes in Parts of Speech	350
	Interchange between Simple and Compound Sentences	353 354
	Interchange between Simple and Complex Sentences Interchange between Compound and Complex Sentences	354 359
	Interchange between Compound and Complex Sentences Interchange between Principal and Subordinate Clauses	362
	-	
18.	Formation of Words	366–375
	Suffixes	366
	Words Converted into Different Parts of Speech	368
	Prefixes Antonyms Formed by Negative Prefixes	373 373
10		<b>376–383</b>
19.	Antonyms	
20.	Synonyms	384–392
21.	Homonyms	393–406
22.	Paronyms	407–417
23.	Same Word Used as Different Parts of Speech	418–427
24.	One-Word Substitution	428–435
25.	Idioms	436_456

26.	Idiomatic Phrases	457–467
	Noun Phrases	457
	Adjective Phrases	458
	Adverb Phrases	459
	Prepositional Phrases	461
	Verbal Phrases	462
	Phrases in Pairs	466
27.	<b>Distinction Between Similar Expressions</b>	468–469
28.	Proverbs	470–476
29.	Expansion: Paragraph-Writing	477–485
<b>30.</b>	Spellings	486–488
31.	Punctuation and Capitals	489–497
32.	Figures of Speech	498–503
33.	Foreign Words and Phrases	504-508
34.	The Courtesy Words	509-511
<b>35.</b>	Greetings and Salutations	512-513
<b>36.</b>	Dates and Time	514-517
<b>37.</b>	Comprehension	518–535
38.	Precis-Writing	536-547
<b>39.</b>	Paraphrasing	548-559
<b>40.</b>	Report-Writing	560-562
41.	Messages	563-568
<b>42.</b>	Notices	569-574
43.	Diary-Writing	575–576
44.	Telegram	577-579
45.	Letter-Writing	580-608
	Format of Personal Letters	580
	Format of Official Letters	584
	Format of Business Letters	586
	Models of Personal Letters	589
	Models of Matrimonial Letters	596
	Models of Business Letters and Applications	601