

CONTENTS

<i>Chapters</i>	<i>Pages</i>
1. Some Basic Concepts	3–5
Letters, Syllables, Phrases and Sentences.....	3
Kinds of Sentences.....	4
Parts of Speech.....	4
2. Syntax	6–20
Agreement of the Verb with the Subject.....	6
Some Exceptions.....	8
Collective Noun and the Verb.....	11
Some Typical Nouns and the Verb.....	11
Relative Pronoun and the Verb.....	12
Numeral Expressions and the Verb.....	14
Quantitative Expressions and the Verb.....	14
Verb 'to be' and the Complement.....	17
Concord of Nouns, Pronouns and Possessive Adjectives.....	18
3. Articles	21–31
Kinds of Articles.....	21
Forms of Indefinite Article : 'A' or 'An'.....	21
Uses of Indefinite Article : 'A' / 'An'.....	22
Uses of Definite Article : 'The'.....	25
Omission of Articles.....	27
Position of Articles.....	30
4. Nouns	32–43
Formation of Genders.....	32
Conversion of Numbers.....	33
Formation of Possessive (Or Genitive) Case.....	35
Correct Use of Nouns : Rules.....	36
5. Pronouns	44–56
Forms of Pronouns.....	44
Correct Use of Pronouns : Personal Pronouns.....	44
Pronoun 'It'/'This'.....	48
Relative Pronouns.....	49
Compound Relative Pronouns.....	52
Omission of Relative Pronouns.....	52
Reflexive Pronouns.....	54
Interrogative Pronouns.....	54
6. Adjectives	57–75
Kinds of Adjectives.....	57
Position of Adjectives.....	59

Degrees of Adjectives.....	60
Correct Use of Adjectives : Positive Degree Adjectives.....	62
Comparative Degree Adjectives.....	63
Superlative Degree Adjectives.....	67
Some Other Typical Adjectives.....	69
7. Adverbs	76–88
Kinds of Adverbs.....	76
Degrees of Adverbs.....	76
Position of Adverbs.....	77
Some Typical Adverbs.....	80
Some Common Rules.....	86
8. Prepositions	89–116
Forms of Preposition.....	89
Functional Types of Preposition.....	89
Use of Prepositions : Their Position.....	90
Omission of Preposition.....	91
Wrong Use of Prepositions.....	92
Some Typical Prepositions.....	92
Preposition + Gerund.....	95
The Same Word followed by Different Prepositions.....	96
Different Forms of Words followed by Different Prepositions.....	97
List of Appropriate Prepositions.....	100
(a) Nouns followed by Prepositions.....	100
(b) Adjectives and Participles followed by Prepositions.....	104
(c) Verbs followed by Prepositions.....	109
9. Conjunctions	117–127
Correlative Conjunctions.....	117
Uses of Conjunctions.....	117
Functional Conjunctions.....	123
10. Verbs	128–151
Kinds of Verbs.....	128
Auxiliary/Modal Verbs : Their Functions.....	130
Verbs 'To be' : Am, Is, Are, Was, Were.....	130
Have/Has/Had/Will have.....	132
May/Might.....	137
Can/Could.....	139
Shall/Should, Will/Would.....	141
Must/Ought.....	144
Need/Needn't.....	145
Dare/Daren't.....	146
Used to.....	147
Two Auxiliaries and Principal Verb.....	147
Position of Subject, Verb, Object, and Complement.....	148
Question–Tags/Tail Questions.....	149

11. Non-Finite Verbs	152–160
Kinds of Non-Finite Verbs.....	152
The Infinitive.....	152
(a) Infinitive with or without 'to'.....	152
(b) Noun Infinitives.....	153
(c) Gerundial Infinitives.....	154
(d) Other Uses of Infinitives.....	154
The Gerund.....	156
(a) Functions of the Gerund.....	156
(b) Uses of the Gerund.....	156
The Participle.....	157
(a) Kinds of Participles.....	157
(b) Uses of Participles.....	158
(c) Rules of Use of Participles.....	158
12. Time and Tense	161–189
Distinction between Time and Tense.....	161
Three Forms of Verbs : A List.....	161
Structures of Sentences :	
Structures in the Present Tense.....	163
Structures in the Past Tense.....	170
Structures in the Future Tense.....	176
Uses of Tenses.....	182
Tenses and Time.....	187
Structures of 'It is time...', 'If...were' and 'Wish' Sentences.....	188
13. Active and Passive Voice	190–196
Interchange between Subject and Object.....	190
Changes in the Verb.....	191
Imperative Sentences.....	193
Negative Sentences.....	194
Interrogative Sentences.....	194
Some Other Sentence Structures.....	194
14. Direct and Indirect Narration	197–214
Some General Terms.....	197
Rules for Connectives.....	197
Rules for Change of Tenses.....	198
Rules for Change in Persons.....	201
Miscellaneous Changes.....	202
Conversion of Interrogative Sentences.....	203
Conversion of Imperative Sentences.....	205
Conversion of Exclamatory Sentences.....	206
Question-Tags.....	207
Sentences Beginning with 'Let'.....	207
Some General Observations.....	208
15. Analysis	215–226
Some General Observations.....	215
Analysis of Complex Sentences.....	216

Subordinate Noun Clause.....	216
Subordinate Adjective Clause.....	218
Subordinate Adverb Clause.....	219
Analysis of Compound Sentences.....	222
16. Synthesis	227–236
Combining into a Simple Sentence.....	227
Combining into a Complex Sentence.....	231
Combining into a Compound Sentence.....	233
17. Transformation	237–251
Interchange between 'too' and 'so'.....	237
Conditional Sentences.....	238
Concession or Contrast.....	238
Degrees of Adjectives.....	239
Active and Passive Voice.....	240
Affirmative and Negative Sentences.....	241
Exclamatory and Assertive Sentences.....	241
Changes in Parts of Speech.....	242
Interchange between Simple and Compound Sentences.....	243
Interchange between Simple and Complex Sentences.....	244
Interchange between Compound and Complex Sentences.....	247
Interchange between Principal and Subordinate Clauses.....	249
18. Formation of Words	252–256
Suffixes.....	252
Words Converted into Different Parts of Speech.....	253
Prefixes.....	255
Antonyms Formed by Negative Prefixes.....	255
19. Antonyms	257–260
20. Synonyms	261–265
21. Homonyms	266–272
22. Paronyms	273–278
23. Same Word Used as Different Parts of Speech	279–283
24. One-Word Substitution	284–289
25. Idioms	290–304
26. Idiomatic Phrases	305–313
Noun Phrases.....	305
Adjective Phrases.....	305
Adverb Phrases.....	306
Prepositional Phrases.....	307
Verbal Phrases.....	308
Phrases in Pairs.....	311
Idiomatic Comparisons.....	312
27. Distinction between Similar Expressions	314–315
28. Proverbs	316–318
29. Expansion : Paragraph-Writing	319–324

30. Spellings	325–326
31. Punctuation and Capitals	327–332
32. Figures of Speech	333–336
33. Foreign Words and Phrases	337–339
34. The Courtesy Words	340–341
35. Greetings and Salutations	342–343
36. Dates and Time	344–345
37. Comprehension	346–358
38. Precis-Writing	359–370
39. Paraphrasing	371–377
40. Report-Writing	378–379
41. Messages	380–384
42. Notices	385–388
43. Diary-Writing	389–390
44. Telegram	391–392
45. Letter-Writing	393–408
Format of Personal Letters.....	393
Format of Official Letters.....	395
Format of Business Letters.....	396
Models of Personal Letters.....	398
Models of Matrimonial Letters.....	401
Models of Business Letters and Applications.....	404
