

## Introducing Online Shopping

Now you can purchase/buy  
from our vast range  
of books and magazines online.

Log on to [www.upkar.in](http://www.upkar.in)

---

© Author

---

### Publishers

#### UPKAR PRAKASHAN

(An ISO 9001 : 2000 Company)

2/11A, Swadeshi Bima Nagar, AGRA-282 002

**Phone :** 2530966, 2531101, 3208693/94

**Fax :** (0562) 4031570

**E-mail :** publisher@upkar.in

**Website :** www.upkar.in

### Branch Office

4840/24, Govind Lane, Ansari Road,

Daryaganj, New Delhi-110 002

**Phone :** 23251844/66

- *This book or any part thereof may not be reproduced in any form by Photographic, Mechanical, or any other method, for any use, without written permission from the Publishers.*
- *The publishers have taken all possible precautions in publishing the book, yet if any mistake has crept in, the publishers shall not be responsible for the same.*
- *Only the courts at Agra shall have the jurisdiction for any legal dispute.*

ISBN 81-7482-072-8

ISBN 13 : 978-81-7482-072-3

---

**Price :** Rs. 210-00

**(Rs. Two Hundred Ten Only)**

---

**Code No. 1502**

---

**Printed at :** UPKAR PRAKASHAN (Printing Unit) Bye-pass, AGRA

---

## Preface

*Adding a new book on English Grammar and Usage to the existing flood of books on the subject sounds rather audacious. But strangely enough, it is this flood of books, some of which are spurious and others too technical and abstruse to be followed by the learner, that has prompted the present author to write a new book on Applied Grammar, Usage, Comprehension, and Letter-Writing which could well be used as a practical handbook and guide to the learning of English Language both by the primary as well as advanced learners.*

*English is indeed a difficult language to learn, and the rules of Formal and Applied Grammar and Usage which govern it are equally difficult for the learner to understand through the medium of English. Therefore, all these rules and their application have been explained in the present book through the medium of Hindi. This would enable even the primary learner to understand all these rules in their real spirit and to apply them with judicious understanding and discrimination. A purist may scoff at the idea of explaining the rules of English Grammar through the medium of Hindi, but the practical needs of the hour and the prospects of future demands would not only justify this attempt but also applaud it as a far-sighted approach.*

*The book is designed to be all-comprehensive in its range and scope. It has 45 Chapters which, as the contents would show, cover practically all aspects of Applied Grammar, Usage, Word-Formation, Comprehension, Composition, and Letter-Writing. It represents a synthesis of the traditional and the structural methods to teach the learner how to read, write and speak English correctly, idiomatically and fluently. While dealing with Grammatical and Structural problems under various chapters, special attention has been paid to the intricate and ticklish problems which even the advanced students have to face. These problems relate particularly to the correct use of Syntax, Articles, Prepositions, Auxiliaries, Non-Finite Verbs, Position of Adverbs, Tense and Time Sense, and Phrasal expressions. Due attention has also been paid to the special requirements of the candidates appearing at various competitive examinations at the State and Central levels.*

*It is confidently hoped that the book would serve as a complete practical text book and manual of English Grammar, Usage, Comprehension, and Letter-Writing to the candidates preparing for the various University and competitive examinations throughout the country.*

**—Dr. B. B. Jain**

## **CONTENTS**

<i>Chapters</i>	<i>Pages</i>
<b>1. Some Basic Concepts</b>	<b>3–5</b>
Letters, Syllables, Phrases and Sentences	3
Kinds of Sentences	4
Parts of Speech	4
<b>2. Syntax</b>	<b>6–31</b>
Agreement of the Verb with the Subject	6
Some Exceptions	10
Collective Noun and the Verb	15
Some Typical Nouns and the Verb	16
Relative Pronoun and the Verb	17
Numeral Expressions and the Verb	20
Quantitative Expressions and the Verb	21
Verb 'to be' and the Complement	25
Concord of Nouns, Pronouns and Possessive Adjectives	28
<b>3. Articles</b>	<b>32–52</b>
Kinds of Articles	32
Forms of Indefinite Article : 'A' or 'An'	32
Uses of Indefinite Article : 'A' / 'An'	34
Uses of Definite Article : 'The'	39
Omission of Articles	43
Position of Articles	48
<b>4. Nouns</b>	<b>53–74</b>
Formation of Genders	53
Conversion of Numbers (Or Genitive)	55
Formation of Possessive Case	60
Correct Use of Nouns : Rules	62
<b>5. Pronouns</b>	<b>75–97</b>
Forms of Pronouns	75
Correct Use of Pronouns : Personal Pronouns	76
Pronoun 'It'/'This'	83
Relative Pronouns	85
Compound Relative Pronouns	89
Omission of Relative Pronouns	90
Reflexive Pronouns	93
Interrogative Pronouns	94
<b>6. Adjectives</b>	<b>98–130</b>
Kinds of Adjectives	98
Position of Adjectives	101
Degrees of Adjectives	104

Correct Use of Adjectives : Positive Degree Adjectives	108
Comparative Degree Adjectives	110
Superlative Degree Adjectives	116
Some Other Typical Adjectives	119
<b>7. Adverbs</b>	<b>131–153</b>
Kinds of Adverbs	131
Degrees of Adverbs	132
Position of Adverbs	133
Some Typical Adverbs	139
Some Common Rules	149
<b>8. Prepositions</b>	<b>154–194</b>
Forms of Preposition	154
Functional Types of Preposition	155
Use of Prepositions : Their Position	156
Omission of Preposition	158
Wrong Use of Prepositions	160
Some Typical Prepositions	160
Preposition + Gerund	165
The Same Word followed by Different Prepositions	167
Different Forms of Words followed by Different Prepositions	169
List of Appropriate Prepositions	174
(a) Nouns followed by Prepositions	175
(b) Adjectives and Participles followed by Prepositions	180
(c) Verbs followed by Prepositions	185
<b>9. Conjunctions</b>	<b>195–213</b>
Correlative Conjunctions	195
Uses of Conjunctions	198
Functional Conjunctions	206
<b>10. Verbs</b>	<b>214–256</b>
Kinds of Verbs	214
Auxiliary/Modal Verbs : Their Functions	217
Verbs 'To be' : Am, Is, Are, Was, Were.	219
Have/Has/Had/Will have	222
May/Might	231
Can/Could	234
Shall/Should, Will/Would	237
Must/Ought	243
Need/Needn't	245
Dare/Daren't	246
Used to	248
Two Auxiliaries and Principal Verb	249

Position of Subject, Verb, Object, and Complement	250
Question–Tags/Tail Questions	252
<b>11. Non-Finite Verbs</b>	<b>257–273</b>
Kinds of Non-Finite Verbs	257
The Infinitive	257
(a) Infinitive with or without ‘to’	257
(b) Noun Infinitives	259
(c) Gerundial Infinitives	260
(d) Other Uses of Infinitives	261
The Gerund	264
(a) Functions of the Gerund	265
(b) Uses of the Gerund	266
The Participle	267
(a) Kinds of Participles	268
(b) Uses of Participles	268
(c) Rules of Use of Participles	269
<b>12. Time and Tense</b>	<b>274–327</b>
Distinction between Time and Tense	274
Three Forms of Verbs : A List	275
Structures of Sentences :	
Structures in the Present Tense	279
Structures in the Past Tense	292
Structures in the Future Tense	304
Uses of Tenses	315
Tenses and Time	325
Structures of ‘It is time...’, ‘If...were’ and ‘Wish’ Sentences	327
<b>13. Active and Passive Voice</b>	<b>328–339</b>
Interchange between Subject and Object	328
Changes in the Verb	330
Imperative Sentences	334
Negative Sentences	335
Interrogative Sentences	335
Some Other Sentence Structures	336
<b>14. Direct and Indirect Narration</b>	<b>340–365</b>
Some General Terms	340
Rules for Connectives	340
Rules for Change in Tenses	342
Rules for Change in Persons	346
Miscellaneous Changes	348
Conversion of Interrogative Sentences	349
Conversion of Imperative Sentences	352

Conversion of Exclamatory Sentences	354
Question-Tags	355
Sentences Beginning with 'Let'	355
Some General Observations	356
<b>15. Analysis</b>	<b>366–383</b>
Some General Observations	366
Analysis of Complex Sentences	367
Subordinate Noun Clause	368
Subordinate Adjective Clause	370
Subordinate Adverb Clause	372
Analysis of Compound Sentences	377
<b>16. Synthesis</b>	<b>384–399</b>
Combining into a Simple Sentence	384
Combining into a Complex Sentence	390
Combining into a Compound Sentence	394
<b>17. Transformation</b>	<b>400–423</b>
Interchange between 'too' and 'so'	400
Conditional Sentences	401
Concession or Contrast	402
Degrees of Adjectives	404
Active and Passive Voice	404
Affirmative and Negative Sentences	406
Exclamatory and Assertive Sentences	407
Changes in Parts of Speech	408
Interchange between Simple and Compound Sentences	410
Interchange between Simple and Complex Sentences	412
Interchange between Compound and Complex Sentences	417
Interchange between Principal and Subordinate Clauses	419
<b>18. Formation of Words</b>	<b>424–433</b>
Suffixes	424
Words Converted into Different Parts of Speech	426
Prefixes	431
Antonyms Formed by Negative Prefixes	431
<b>19. Antonyms</b>	<b>434–441</b>
<b>20. Synonyms</b>	<b>442–450</b>
<b>21. Homonyms</b>	<b>451–465</b>
<b>22. Paronyms</b>	<b>466–476</b>
<b>23. Same Word Used as Different Parts of Speech</b>	<b>477–486</b>
<b>24. One-Word Substitution</b>	<b>487–494</b>
<b>25. Idioms</b>	<b>495–518</b>

<b>26. Idiomatic Phrases</b>	<b>519–535</b>
Noun Phrases	519
Adjective Phrases	520
Adverb Phrases	521
Prepositional Phrases	523
Verbal Phrases	524
Phrases in Pairs	532
Idiomatic Comparisons	534
<b>27. Distinction Between Similar Expressions</b>	<b>536–537</b>
<b>28. Proverbs</b>	<b>538–544</b>
<b>29. Expansion : Paragraph-Writing</b>	<b>545–553</b>
<b>30. Spellings</b>	<b>554–557</b>
<b>31. Punctuation and Capitals</b>	<b>558–567</b>
<b>32. Figures of Speech</b>	<b>568–574</b>
<b>33. Foreign Words and Phrases</b>	<b>575–580</b>
<b>34. The Courtesy Words</b>	<b>581–584</b>
<b>35. Greetings and Salutations</b>	<b>585–586</b>
<b>36. Dates and Time</b>	<b>587–589</b>
<b>37. Comprehension</b>	<b>590–612</b>
<b>38. Precis-Writing</b>	<b>613–632</b>
<b>39. Paraphrasing</b>	<b>633–644</b>
<b>40. Report-Writing</b>	<b>645–648</b>
<b>41. Messages</b>	<b>649–655</b>
<b>42. Notices</b>	<b>656–661</b>
<b>43. Diary-Writing</b>	<b>662–664</b>
<b>44. Telegram</b>	<b>665–668</b>
<b>45. Letter-Writing</b>	<b>669–696</b>
Format of Personal Letters	669
Format of Official Letters	673
Format of Business Letters	675
Models of Personal Letters	677
Models of Matrimonial Letters	684
Models of Business Letters and Applications	689

---