

COMPETITIVE ENGLISH

Lesson 1 : Usage of Articles

Basics of Articles (Part 1 - A and An)

Articles are of **TWO** types. They are

1. **Indefinite article** ---- A / An
2. **Definite article** ---- The

What's the difference?

If you want to say about ANY item, you should use the articles A / An. If you want to say about a SPECIFIC item, you should use the article THE.

Confused? Lets see an example. Assume that you've selected for a Bank Exam. You have a stupid friend like me. So obviously She will ask you a party.

Suppose if She says

- Lets go to **a** Restaurant, that means She doesn't have any specific restaurant in Her mind. So you can give her party in ANY cheap restaurant. But,
- If she says Lets go to **THE** restaurant, that means She has some SPECIFICATIONS. I mean she have a specific restaurant in her mind. So you cant escape ;)

Well, this is the basic difference between A/An and The. There are so many differences and usages of these articles. We shall discuss them later.

Ok, lets discuss about the Indefinite articles first.

Indefinite Articles :

A : The indefinite article 'a' is used before singular countable nouns that start with a Consonant sound.

An : The indefinite article 'an' is used before singular countable nouns that start with a Vowel sound.

Wow, Nice definitions. No?

Have a look at some examples,



A :

- A Bat
- A Cat
- A Rat
- A Jug

An :

- An Apple
- An Egg
- AN Ink-Bottle
- An Orange
- An Umbrella

Great,

Now tell me, what should I use before the words European, One-Eyed Beggar, University, Useful Website?

Can I say, Guide4BankExams is an Useful site to know about Banking Exams?

NO

why ?

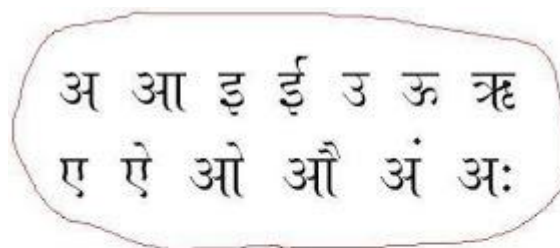
Please Re-Read the definitions. Here we are talking about Vowel and Consonant **SOUNDS**. Not the Letters. People often confuse with this. They blindly put A before a word, if it starts with a Vowel letter (A, E, I, O, U) and put An before the word which starts with the consonant letter.

Consider the SOUND, not the LETTER.

Confusing? Lets see a short cut for this.

- If a word starts with a SWAR (Any of the Indian Language) sound, then we should use An before it.
- If a word starts with a Vyanjan (An of the Indian Language) sound, then we should use A before it.

Have a look at this picture,



Use Article "An"

For Remaining all, use article "A"

so, now see these examples,

A :

- A European
- A One-Eyed beggar
- A University
- A Useful Website

An:

- An hour
- An Honest Man
- An honourable person

Thats it.

Now lets see some more TRICKY examples in English.

Suppose , if you want to say about the Member of Parliament, you can say **a** Member of Parliament, But if you use shorter form as M.P, Then you should say, He is an M.P

Lets see another example, He is an NRI but He is a Non Resident Indian

Articles - The

The Usage of the "THE"

Ok, first of all sorry for the confusing title. In this blog we shall discuss where we should use the article "The". Some of these statements are really make you confuse and seems they are opposing each other. Please try to read this for two or three times. so that you can understand THE concept easily.

- Before superlative forms
 - **Ex :**
 - The Tallest
 - The Best
 - The most beautiful
- Before double comparatives
 - **Ex:**
 - ✓ The higher you go, the colder you gets
 - ✓ The harder you work, the better rank you get in Bank Exams
 - ✓ The more you earn, the more you want

- ✓ Sachin is the greater of the two cricketers
- ✓ Of the two cricketers sachin is the greater
- Note :
 - ✗ Sachin is the greater than lara
 - Now whats the difference between the first statement and the third? why the first one is correct and third one is wrong? because in the 3rd statement, we have mentioned the Person's name. But in the first statement we didnt.
- Before positive form in apposition



- **EX:**
 - Alexander, the great
 - Manmohan Singh, the prime minister etc
- Before musical instruments
 - The Guitar
 - The Tabla
 - The voilin etc
- Before a **Proper noun** when used as a **Common noun**
 - Nelson mandela is **The Gandhi** of South Africa
 - Kalidasa is **The Shakespeare** of India
- Before some **adjectives** to make them **nouns**
 - **Ex:**
 - The Blind
 - The Dead
 - The Rich
 - The Poor
 - **Usage :**
 - The doctor restored sight to the blind (Here there is no need to mention "The Blind Person" because, the term Blind itself represents the Blind person, so its the adjective which is used as the noun.)
 - The rich should not mock at the poor
 - ✓ Jesus rose from the Dead
 - ✗ Jesus rose from Dead
- Before some Languages, to make them PEOPLE.
 - ✗ English ruled over India for many Years
 - ✓ The English Ruled over India for Many Years
 - ✗ French are good at heart
 - ✓ The French are good at heart
- When a noun's quality is STRESSED
 - ✗ We cannot remove warrior in him
 - ✓ We cannot remove the warrior in him
- ✓ The mother in her aroused when she saw a Crying Baby

- Before Ordinal numbers
 - The First
 - The Third
 - The Tenth, etc
 - **Ex:**
 - The first and the second posts of this blog
 - **Note :** Little clarification for those people who have no idea about Ordinal numbers
 - One, Two, Three, Four → Cardinal Numbers
 - First, Second, Third → Ordinal Numbers
- Before the names of Oceans, Seas, Rivers, Canals, Deserts, Groups of Mountains and Groups of Islands
 - **Note :** Dont use "The" for single mountain or single Island (Thats the reason why we've underlined these two statements)
 - **Ex :**
 - ✓ The Pacific
 - ✓ The Red Sea
 - ✓ The Sahara
 - ✓ The Himalayas
 - **Usage :**
 - ✓ Kolkata is on the banks of the Hoogli
 - ✗ Kolkata is on the banks of the River Hoogli
 - ✓ Kolkata is on the banks of river Hoogli
 - ✓ Kolkata is on the banks of the Hoogli river
 - **Dont be confued, please read the above sentences properly and understand them**
- Before Holy Books
 - The Ramayana
 - The Quran
 - The Bible
 - **Usage:**
 - My father reads the Bible everyday
- Before the names of the Things, which are **unique** in nature
 - The Sun
 - The moon
 - The Sky
 - The _____ (You can add your name here :P kidding)
- Before the names of Planets and Satellites
 - The Mars
 - The Earth
 - **Note :** Little clarification for those people who confuses between the words Planet and Satellites
 - Planets rotates around the Sun
 - Satellites rotates around Planets
- In apposition, when name precedes the position (**Important**)
 - Manmohan singh, the prime minister is on a two day tour to srilanka
 - In correction of sentences, they've given this model for a number of times. The above sentence means, Manmohan singh, who is the prime minister is on a two day tour to srilanka.
 - Some time they will give like this
 - The X, the Y is on a two day tour to srilanka
 - Whats wrong with this sentence? You can remove THE at the begining or, just put ARE in the place of IS, so that the sentence tells about TWO different persons one is X and the second one is Y

- The Hindu etc
- Before the names of some countries
 - The U.S.A
 - The UAE
 - The Netherlands
 - The Congo etc

Omission of Articles

Till now we have learnt where should we use A , An and where should we use THE. Now we shall learn where shouldn't we use these articles. Following are the conditions where we shouldn't use any article.

- Before the common nouns man, woman, god, heaven, hell, when used in general sence
 - Man is mortal but God is immortal
 - Man proposes but god disposes
 - Everybody wants to go to heaven but nobody wants to die
 - **Note :** But when particularized 'the' definite article is used.
 - The man who is standing at the door is my uncle
 - When it means one, the indefinite article is used.
 - There is a man at the door
- Before abstract nouns, when generalized
 - Honesty is the best policy
 - Beauty should lie in one's heart
 - Bravery is the sign of man
 - **Note :** But when these are particularized, THE is used
 - The honesty the auto-driver showed was finally rewarded
- Before material nouns when Generalized
 - Water is essential for all
 - Sugar is sweet
 - Wood is used for making furniture
 - Gold is a precious metal
 - But when particularized, THE definite article is used
 - The water in this pond is pure
 - The gold used for making this chain was 22 carat
- Before places like Church, Temple, Mosque, School, College, University, Hostel, Library, Class, Hospital, Jail (Prison) etc. **When they are visited for their primary purpose**
 - ✗ He was an atheist, but now a days he is going to the church
 - ✓ He was an atheist, but now a days he is going to church
 - ✗ You should go to the school regularly in-order to get good marks
 - ✓ You should go to school regularly in-order to get good marks
 - ✓ I went to the church to meet my friend (here i dint go for the primary purpose(prayer))
 - ✓ The man was put in jail for killing a woman
 - ✓ The injured were taken to hospital
 - ✗ The injured were taken to the hospital
- But when these places are visited for their secondary purpose the definite article should be used.
 - He went to the temple to meet the priest
 - My father came to the school to talk to my class teacher

- There is a school at the end of the street
- Before Breakfast, Brunch, Lunch, Dinner etc, when used in general sense
 - we usually take lunch at 1
 - Breakfast is served between 7 and 9
- But when these are particularized, by an adjective, the indefinite article is used.
 - We had a delicious lunch yesterday (here the lunch is particularized, so we used an indefinite article "a")
 - We are going to have a healthy breakfast
- Before plural nouns, when generalized
 - Tigers are ferocious animals
 - Cows are domestic animals
 - Children like chocolates
 - **Note** : Here if we represent singular instead of plural, then we should use articles
 - The tiger is a ferocious animal
 - A tiger is a ferocious animal
 - Tigers are ferocious animals
- In expressions like Go to bed, Take heart, Lose heart, Send word, Set fire
 - Please switch off all the lights before going to bed (not going to the bed)
 - Dont lose heart when you are on the verge of danger (not lose the heart)
 - The house was set on fire (not on the fire)

Lesson 2 : Usage of Nouns

Noun and Number

All of us know what is noun and what is number. But there are some issues in Noun and Number which makes us confused often. Lets discuss them

- Some nouns always singular in number, so they take the singular verb
 - Scenery, Luggage, Information, Advice, Machinery, Stationary, Poetry, Issue (Children), Rice, Soap, Bread, Brick etc
 - **(There are no plural forms for the above words)**
 - Two cakes of Soap (Not Two Soaps)
 - Two Pieces of brick (Not Two Bricks)
 - ✗ The sceneries of Kashmir are beautiful
 - ✓ The scenery of Kashmir is beautiful
- Some nouns are always plural in number. So, they take a plural verb.



- Alms, Thanks, Goods, Regards, Wishes, Proceeds, Premises, Credentials, Riches, Pants, Pantaloons, Jeans, Tights, Shorts, Pajamas, Scissors, Forceps, Spectacles, Binoculars etc
 - ✗ Convey my regard and wishes to your parents
 - ✓ Convey my regards and wishes to your parents
 - ✗ I have never used such a scissors in my life
 - ✓ I have never used such scissors in my life
 - ✓ I have never used such a pair of scissors in my life
- Some nouns appear plural. But they are singular in number. So we should take a singular verb
 - Wages, Summons, Gallows, News, Politics, Electronics, Billboards, Measles, Mathematics etc
 - ✗ The court has issued two **summons** to the minister, but he hasn't turned up yet

- ✗ I have **a** good news to tell you
 - Here there is no plural for News. **We shouldn't use articles for these type of words.**
- ✓ I have good news to tell you
- ✓ Measles is a disease (not are)
- Some nouns appear singular but they are plural in number. So, they take a plural verb.
 - Cattle, Infantry, Police, Poultry, Swine, Artillery, Peasantry, Gentry etc
 - ✗ This cattle is mine
 - ✓ These cattle are mine
- Some nouns can be used either as singulars or as plurals without changing their form
 - Sheep, Deer, Offspring, Species, Aircraft, Space Craft, Salmon, Yoke etc
 - ✗ These are many sheeps in the fields
 - ✓ There are many sheep in the fields

Formation of Plurals :

- Boy ----- Boys
- Man ----- Men
- Tooth ----- Teeth
- Dog ----- Dogs
- Ox ----- Oxen
- Child ----- Children
- Belief ----- Beliefs
- Sheaf ----- Sheaves
- Leaf ----- Leaves
- Datum ----- Data
- Stratum ----- Strata
- Matrix ----- Matrices
- Brother ----- Brothers
- Brother - In - Law ----- Brother - in - Laws ✗

Brothers - in - Law ✓

- Man - Servant ----- Men - Servants

Noun and Case

The Case is of 3 types,

1. Nominative Case (Subjective Case)
2. Accusative Case (Objective Case)
3. Possessive Case

Now have a look at an example for proper understanding,

1. Sachin is a Cricket player (Nominative)
2. We like Sachin (Accusative)
3. This is Sachin's Bat (Possessive)



Possessive Case :

- 'S (apostrophe) --- This is used for Human-beings / Living Things
- Of ----- Non Living / Living Things

Note : Usually we don't use 'S(apostrophe S) for Non Living Things.

- ✓ This is Ravi's Book
- ✗ The building's roof needs to be repaired
- ✓ The roof of the building needs to be repaired

Exceptions :

- There are some exceptions for the above mentioned case. We can use 'S(apostrophe S) for Time, Distance, Weight etc
 - An Hour's Time
 - A Ton's weight

Note : When a singular noun, which doesn't end in **S** (Hissing sound), The possessive case takes "**S**"

- Kamal's Pen
- Karthik's Watch
- Ramu's Dress

Note : When a singular noun, ends in **S**(Hissing Sound), the possessive case takes only apostrophe (') at the end (no need to add S)

- Keats' Poetry
- Lotus' Petals

When a plural noun doesn't end in S, the possessive case takes apostrophe S ('S)

- Children's specialist
- Women's college
- Men's single

When a plural noun ends in 'S', the possessive case takes only apostrophe at the end.

- Boys' Hostel
- Girls' College

When two persons and one possession in the sentence, the possessive case should be added to the latter

- ✓ I went to Raju and Rani's house, but i found the couple absent (Whats the difference? here Raju and Rani are couple. So obviously they live in the same house :) so two persons and one possession, so we should use 'S to the latter (Rani)

When two different things are referred to, the possessive case should be added to both

- ✗ India and China's problems are different
- ✓ India's and China's problems are different (because, here india and china are different countries and cant be same)

The comparison should be made between the same cases

- ✗ India's problems are the same as Pakistan
- ✓ India's problems are the same as Pakistan's

In **apposition**, the possessive case should be added to the latter

- ✗ This is Prime minister's manmohan singh's speech
- ✓ This is Prime minister manmohan singh's speech

Both **of** and **apostrophe** cannot usually be used i none sentence

- ✗ This is the house of Gandhi's
- ✓ This is the house of Gandhi

Note : But the following expression is an exception

- **Its** -----> Of It
- **It's** -----> It is, It Was, It Has
- **Hers** ---> Of Her
- ✗ **Her's** --> Her was, Her is (but these are wrong expressions)
- **yours** ---> Of Your
- ✗ **Your's** ----> Your Is, Your Was (How horrible it is... so thats the reason why, our teachers tell us dont use apostrophe while writing yours faithfully at the end of letter. But we neglect it ;)

Note : Dont use apostrophe for pronouns

- He is my friend
- He is a friend of mine
- He is her friend
- He is a friend of hers
- He is a friend of my brother ✓
- He is a friend of my brother's ✗

Care should be taken while using a relative pronoun

- I have seen many of amitabh's movies who is considered a great actor ✗
- I have seen many movies of amitabh, who is considered a great actor ✓

- I have read four great tragedies of Shakespeare who is considered the greatest writer in English ✓
- I have read the four great tragedies of Shakespeare which are worth reading ✗
- I have read Shakespeare's four great tragedies which are worth reading ✓

In compound nouns the possessive case should be added to the last word

- He is my brother's-in-law friend ✗
- He is my brother-in-law's friend ✓

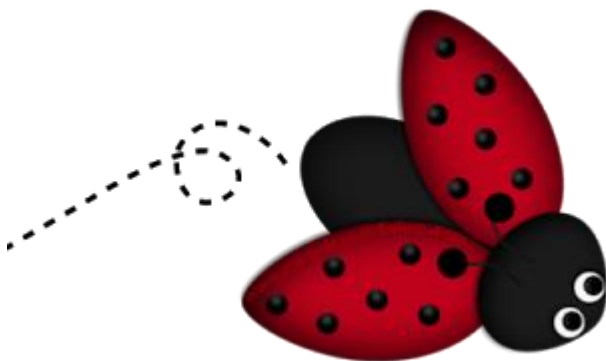
In the sentences with "One of These" the possessive should be used carefully

- I met, the minister at one of my friends house (this means, I have number of friends, and i met the minister in one of those friend's house)
- I met the minister at one of my friend's house (this means, my friend have number of houses and i met the minister in one of those houses)

Noun and Verb / Pronoun Agreement

Noun and Verb Agreement :

In this Post we shall discuss about the Noun and Verb agreement of the sentences. Have a look at the following points. These points will help you to use correct verbs while writing sentences.



- In the sentences, with " **One of The**" and a relative clause, the verb should be Plural. Confused??? see the example.
 - Aamir is one of the students **who has** paid the fee ✗
 - Aamir is one of the students **who have** paid the fee ✓
- In the sentences with the "**Only one of The**" and a relative clause, the verb should be Singular.
 - Aamir is the only one of the students **who have** paid the fee. ✗ :P
 - Aamir is the only one of the students **who has** paid the fee.

Got the difference???

- The lecturer and the principal **are** on the leave. ✓

What is the difference? We are saying **THE lecturer and THE principal**. So they are **TWO** people. So we should use **ARE** instead of **IS**. Have a look at another Rule. So that you can get the rule in detail.

- But, when two nouns joined by "**and**" with an article before the first are treated as Singular.
 - The lecturer and principal **are** on leave. ✗
 - The lecturer and principal **is** on leave. ✓

Here, we are joining TWO nouns with and and using a Sing article (THE) before them. Simply, we are using one THE for two nouns. So, we are talking about a single person. So we should use IS instead of ARE.

Check the following examples

- I have a black and a white dogs. (Two dogs)
- I have a black and white dog. (One dog)
- When two nouns are joined by "**and**" refers to one thing, singular verb can be used.
 - Bread and butter is a healthy food.
 - The horse & carriage is at the door.

Noun and Pronoun Agreement :

- When a collective noun is unanimous, it takes a singular verb.
 - The committee **has** taken its decision unanimously.
- But when a collective noun is NOT unanimous, it usually takes a plural verb & plural pronoun (adj)
 - The committee **are** divided in their opinion.
- The expression "many a" takes everything in singular, but it express a plural meaning.
 - Many students **have** passed their test ✓
 - Many a students **has** passed this test ✓

Lesson 3 : Some Common Errors of English

All of us know English. We can chat with our friends in English, read English books and ofcourse watch English movies and understands them. But we cant get more marks in English paper of bank exams. Some times we feel disappointed by seeing our English marks lesser than our expectations. Whats the problem ? Well the problem is "we Neglect some basic things!!! we know everything, but we don't mind forgetting them. Lets have a look at some common errors in English. Just read these point twice or thrice so that you can get 5 marks at least for sure :)

Wrong

The Titanic drowned in the sea
Higher we go, cooler we feel
She quickly did the job.
He is my older Brother
Most unique opportunity
It is much hot today
Rich should be kind to poor
S/He is my Cousin brother/sister
She quickly did the job
One must do his duty
Do you know to Dance?
Have you bought some apples?
No less than 50 persons Killed
The climate of Goa is better than Nagpur

Many a man were here
My state of health
I don't know the English alphabets
May I take your leave
Excuse me being late

He admitted that he was in wrong

Correct

The Titanic sank in the sea
The higher we go, the cooler we feel
She did the job quickly.
He is my elder Brother
Unique opportunity
It is very hot today
The rich should be kind to the poor
S/He is my Cousin
She did the job quickly.
One must do one's duty
Do you know how to Dance?
Have you bought any apples?
No fewer than 50 persons Killed
The climate of Goa is better than that of Nagpur

Many a man was here
The state of my health
I don't know the English alphabet
May I take leave of you
Excuse my being late

He admitted that he was in the wrong

The number of people are small
My little sister goes to the school by bus
The series of lectures were boring
English teacher
He lives in a boarding
You are wiser than old
A good play of football
He behaves as if he was a king
Chennai is further than Delhi
They were counting on me helping them
This drawing is more perfect than the other one
Word by word translation is not necessary
Two third of the book
No space in this compartment

The number of people is small
My little sister goes to school by bus
The series of lectures was boring
Teacher of English
He lives in a boarding house
You are more wise than old
A good game of football
He behaves as if he were a king
Chennai is farther than Delhi
They were counting on my helping them
This drawing is perfect than the other one
Word for word translation is not necessary
Two thirds of the book
No room in this compartment

Lesson 4 : Important Shortcut rules of English for Competitive Exams

Nouns Shortcut Rules

In this post, we shall discuss some important Shortcut Rules about Nouns which comes in handy for your upcoming competitive exams.

Shortcut Rule 1 : The following words are uncountable and are normally used in the singular form only. The indefinite article "A or An" Should not be used with them. They have no plural forms. 'A/An' not used before them.

Ex : Luggage / Baggage / Breakage / Advice / Furniture / Information / Scenery / Poetry / Work / Soap / Food / Bread / Fish / Paper / Machinery etc.

- The Sceneries of Kashmir is very beautiful. ✗
- The Scenery of Kashmir is very beautiful. ✓

- I know that he has many informations. ✗
- I know that he has much information / a lot of information. ✓

- They gave me a good advice. ✗
- The gave me a piece of good advice. ✓

- I want a Soap/Bread. ✗
- I want a piece of Soap/Bread. ✓

Shortcut Rule 2 : The words such as "News / Maths / Ethics / Politics / Phonetics / Economics / Statistics / Measles / Mumps / Rickets / Billiards / Innings" look like plural nouns but give singular meaning. So, they take singular form of verbs.

- Mathematics is a difficult subject. ✓
- But say "His Mathematics are very weak". ✓
 - Rule : When Preceded by a possessive adjective, the noun takes a plural verb

- The news are not reliable. ✗
- The news is not reliable. ✓

Shortcut Rule 3 : Some Nouns have the same form whether singular or plural.

Ex : Sheep / Deer / Service / Series / Species / Fish / Apparatus



- He saw two sheeps in the zoo. ✗
- He saw two sheep in the zoo ✓
- A series of lectures are to be delivered tomorrow. ✗
- A series of lectures is to be delivered tomorrow. ✓

Shortcut Rule 4 : The following nouns are always used in the plural form only

Cattle / People / Police / Electorate / Poultry / Trousers / Scissors / Spectacles / Binoculars / Crackers / Swine / Gentry / Clergy. All these are used with plural form of verbs.

- The police is coming towards us now. ✗
- The police are coming towards us now. ✓
- The scissor is very sharp. ✗
- The scissors are very sharp. ✓

Shortcut Rule 5 : Add 'S' to the main word in compound noun to make it plural.

- Sister-in-Law, the plural form is Sisters-in-Law, not Sister-in-Laws
- Brother-in- Law, the plural form is Brothers-in-law, not Brothers-in- Laws

Shortcut Rule 6 : The possessive case of a compound noun is formed by adding 'S' to the last word.

- Father-in-Law, Father-in-Law's property.
- Sister-in-Law, Sister-in-Law's property.

Shortcut Rule 7 : After the phrases One of / Some of/ Each of / Either of /Neither of / Any of / None of, a plural form of a noun is used.

- One of my best friends (not One of my best friend)
- One of the biggest cities (not One of the biggest city)
- Each of the boys is (not Each of the boys are)
- Either of the teachers is (not Either of the teachers are)

Shortcut Rule 8 : Nouns indicating numerals should be used in singular form "A Dozen eggs / Two Dozen Oranges". But say Hundreds of eggs / Houses / A hundred rupees / Two hundred rupees.

Shortcut Rule 9 : After collective nouns either a singular or plural form of verb is used.

- The team is strong (here, we are treating the TEAM as an UNIT) ✓
- The team are fighting among themselves (Here, we are saying about the players of the team) ✓

Shortcut Rule 10 : An "Apostrophe" and 'S' should be used with living beings only to show possession.

- The table's legs were broken. ✗
 - (This is wrong, because the table is a non living thing)
- We can say "The legs of the table were broken" ✓

Shortcut Rule 11 : Say, "A five rupee note", " A two mile walk"

Shortcut Rule 12 : Don't say "family members / cousin brother or cousin sister" but say "The members of the family / he or she is my cousin".

Shortcut Rule 13 : When two nouns are connected by "and", and are closely related, add an apostrophe and S to the last noun.

- Kareena's and Saif's house ✗ (if you think they are wife and husband then this sentence is wrong)

- But you can say "India's and Pakistan's population" ✓

Pronouns - Shortcut Rules

In this post we shall discuss some important shortcut rules about Pronouns which comes in handy while solving Banking and other Competitive exam papers.

Shortcut Rule 1 : We should use the personal pronouns in the order of 231 for good results (I mean, Second Person, Third Person, First Person). Have a look at the following Examples.

- I, He and You are to finish it. ✗
- You, He and I are to finish it. ✓
 - The order 123 (First Person, Second Person and Third Person) is also possible when we admit guilt.
 - I, You and He have committed the Sin. ✓

Shortcut Rule 2 : A Pronoun in the nominative form should be compared with the same form of the pronoun.

- He is better than I (am) (Two Nominatives are compared) ✓
- I respect you more than him (Two objectives are compared) ✓

Shortcut Rule 3 : A Pronoun in the objective case is used after "Let / Between / Any Preposition"

- Let you and me play (You and me are objects) ✓
- There is no dispute between you and me. ✓

Shortcut Rule 4 : When a pronoun stands for a collective noun, it should be used in the singular form.

- The army has left its Head Quarters (As a Whole) ✓
- The committee were divided in their opinion (Separate Individuals) ✓

Shortcut Rule 5 : When two singular nouns are joined by "and", refer to to the same person, the pronoun used in their place should be singular in form.

- The Collector and Magistrate has done his best. ✓
- But the collector and the Magistrate have done their best. ✓



Shortcut Rule 6 : A singular pronoun should be used when two singular nouns are joined by either or / neither nor

- Either Ravi or Gopal should do his duty ✓

Shortcut Rule 7 : A pronoun in the plural form should be used when two nouns of different members are joined by "or" or "nor".

- Either the Principal or his teachers have attended their duty. ✓

Shortcut Rule 8 : The distributive pronouns "Either / Neither / None / Any / No one" are used with singular verbs.

- Either / NeitherUsed for two Person / Things
- None / No one / Any Used for more than two person / things.
- AnyUsed for more than two persons / things. Have a look at some examples.
 - Either of the two girls is diligent. ✓
 - Neither of the brothers is quarrelsome. ✓
 - None of the four sisters is intelligent. ✓
 - Any of the four men can do it. ✓

Shortcut Rule 9 : The Reciprocal pronouns "Each other / One another"

- Each other - For two persons
- One another - For more than two persons.
 - The two sister hate each other.
 - The five brother love one another.

Shortcut Rule 10 : The indefinite pronoun "One" should be used as "One's" for its possessive case.

- One should love one's country. ✓

Shortcut Rule 11 : The verbs such as "Hurt / Cheat / Prostrate / Introduce / Present / Absent / Satisfy / Prepare / Enjoy / Avail of" are followed by either "an" object or "a" reflexive pronoun. (Myself / Ourselves / Yourself / Yourselves) (Himself / Herself / Itself /

- I introduced her to the Principal (Her.....object) ✓
- I introduced myself to the Principal (Myself.....Reflexive pronoun) ✓
- He enjoyed the party (Party.....Object) ✓
- He enjoyed himself at the Party (Himself.....Reflexive Pronoun) ✓

Shortcut Rule 12 : The use of Relative Pronouns :

- Who..... for Persons
 - This is the boy who is diligent.
- Whichfor Things.
 - The book which is in the shelf is mine.
- That is used both for persons and things.
- One boy who stole my purse was a student ✓
- The boy that stole my purse was a student. ✓
- As a relative pronoun "That" is used with superlative Adjective / Only / Any / Nothing / Some / All / None"
 - All that glitters is not gold
 - This is the best thing that I can do.

Shortcut Rule 13 : The word "Who" as a relative pronoun is used in the nominative case, takes a verb.

- The Principal who came here was Raju's Brother.
- **The word "Whom" as a relative pronoun is used in the objective case (takes no verb)**
 - The doctor whom I met yesterday was Krishna's Father

Shortcut Rule 14 : Agreement of the verb with its antecedent in number and person

- I who is your brother must trust you ✗
- I who am your brother must trust you. ✓
- You who is my friend ✗
- You who are my friend ✓

Shortcut Rule 15 : If a pronoun is to be placed after "to be", the pronoun in the subjective case is used.

- It is Him ✗
- It is He ✓

Verbs - Shortcut Rules

Verbs - Shortcut Rules - Part 1

In this post we shall discuss some important shortcuts Rules about Nouns which comes in handy while solving Banking and Other Competitive Exams papers.

Shortcut Rule 1 : If the subject is of the third person, singular number (He, She, It) add 'S' or 'es / ies' to the first form of the verb to make it singular number.

- She plays the violin every day.
- He loves his parents
- The dog barks at the people.
- The bird flies in the Sky.
- He does his duty.



Shortcut Rule 2 : The following verbs are not usually used in the continuous form. See / Smell / Feel / Hear / Notice / Recognize / See / Think / Agree / Believe / Consider / Remember / Hope / Understand / Mind / Suppose / Hate / Love / Know / Have / Want / Forgive / Keep / Prevent etc. But they may be used in continuous forms in a particular cases.

- He is having a telephone connection. ✗
- He has a telephone connection ✓
- The flower is smelling sweet ✗
- The flower smells sweet (you can say I am smelling this flower) ✓
- The manager is seeing your application (Seeing - Examining) ✓ (in particular situation)

Shortcut Rule 3 : The present perfect tense should not be used with adverbs indicating past time. Instead the simple past tense should be used.

- I have seen a film last night ✗
- I saw a film last night. ✓
- He has left for Hyderabad last week. ✗
- He left for Hyderabad last week. ✓

Shortcut Rule 4 : The present perfect tense with "For or Since" is used to express an action began at some time in the past and is still continuing upto the time of speaking or just finished.

- Forperiod of time (for 2 days / for 10 days / for a long time)
- Sincepoint of time. (Since 1996, Since morning, since yesterday, since last week)
- I know him since 1986 ✗
- I have know him since 1986 ✓
- Our teacher is sick for the last two days ✗

Shortcut Rule 5 : "The present perfect continuous Tense" is also used for actions began in the past and are still continuing.

- I am reading this novel since morning. ✗
- I have been reading this novel since morning. ✓
- They are going to English classes for the last one month. ✗
- They have been going to English classes for the last one month. ✓

Shortcut Rule 6 : When the first action led to the second action immediately The simple Past Tense + Simple Past Tense are used.

- When he opened the gate, they came in. ✓

Shortcut Rule 7 : When the first action completed before the second one started, the Past Perfect Tense for the first finished action and the Simple Past Tense for the Second are used.

- The patient had died before the doctor arrived. ✓

Shortcut Rule 8 : After negative sentences, the question tag used should be in an ordinary interrogative form.

- She didn't like that book, didn't she? ✗
- She did not like that book, did she? ✓
- They have not told him the news, Haven't they? ✗
- They have not told him the news, Have they? ✓

Shortcut Rule 9 : After Positive Statements, we use the negative interrogative.

- I am a student, Am I? ✗
- I am a student, Aren't I? ✓
- Let's play for some Time, Shall We? ✓
- He works hard, Does He? ✗

Shortcut Rule 10 : When the verb in the principal clause is in a past tense, the verbs in the subordinate clauses are normally in the Past Tense.

- He said that He will pass the examination. ✗
- He said that he would pass the examination. ✓
- They told me that they have paid the fees. ✗
- They told me that they had paid the fees. ✓

Verbs - Shortcut Rules - Part 2

Shortcut Rule 11 : When the subordinate clause expresses a universal truth the past

- He said that the sun rose in the East. ✗
- He said that the sun rises in the East. ✓

Shortcut Rule 12 : The Past Tense in the main clause may be followed by any tense after the conjunction "Than" in the subordinate clause.

- He worked faster than we do / did. ✓

Shortcut Rule 13 : In Conditional Sentences, to express improbability in the Present, the Simple Past Tense in the if clause and the Present Conditional Tense in the main clause are used.

- If I am the Principal, I would Punish Him. ✗
- If I were the Principal, I would Punish Him. ✓
- If he is rich, he would buy a car. ✗
- If he were rich, He would buy a car. ✓

Shortcut Rule 14 : To express unfulfilled condition in the Past, we should express with "Past Perfect Tense" in the if clause and Perfect Conditional Tense in the Main Clause.

- If you worked hard, you would have passed in the examination. ✗
- If you had worked hard, you would have passed in the examination. ✓

Shortcut Rule 15 : For the interrogative sentences that begin with auxiliary verbs, "if or whether as a connective word in indirect speech.

- He said to me, "Are you going there?" ✗
- He asked me if I was going there. ✓
- He asked me that I was going there ✓
- "Are they ready or not?" she said to me. ✗
- She asked me whether they were ready. ✓
- She asked me that they were ready or not. ✓

Shortcut Rule 16 : No other conjunction should be used as a connective word, in indirect speech when the question indirect speech begins with "Why (or) How" question words.

- He asked me that who my best friend was. ✗
- He asked me who my best friend was. ✓
- He asked me that How I got time to write all posts in my Blog. ✗
- He asked me how I got time to write all posts in my Blog. ✓

Shortcut Rule 17 : No preposition is used after the verb "told"

- He told me that he passed the examination. ✗
- He told me that he had passed the examination. ✓

Shortcut Rule 18 : The question forms in direct speech should be changed to

- The receptionist asked me who do I want to meet in the office. ✗
- The receptionist asked me whom I wanted to meet in the office. ✓

Shortcut Rule 19 : The verb "Suggest" purpose in indirect speech should be followed by "that clause" with the auxiliary verb "should"

- He suggested me to go for a walk every morning. ✗
- He suggested to me that I should go for a walk every morning. ✓

Shortcut Rule 20 : In the absence of an indirect object after "suggest" a gerund form is used.

- He suggested going for a walk every morning. ✓

Shortcut Rule 21 : The verb "Tell" should be used with an object.

- He told that he had passed in the test. ✗
- He said that he had passed in the test (OR) ✓
- He told me that he had passed in the Test. ✓

Adjectives - Shortcut Rules

Adjectives - Shortcut Rules - Part 1

Friends, in our English Grammar Shortcut rules series today we shall discuss the Rules of Adjectives. Before going into details let's start with the basic definition of Adjectives followed by some examples.

Basic Definition of Adjective : Simply we can say that Adjectives are describing words. Adjectives are words that describe or modify nouns.

Examples :



- **Sizes :** big, small, large, thin, thick

- **Personality** : happy, sad, angry, depressed
- **Time** : Yearly , monthly, annually
- **Ages** : new, young, old, brand-new, second-hand
- **Sounds** : Loud, noisy, quiet, silent
- **Tastes** : juicy, sweet
- **Qualities** : good, bad, mediocre

now lets have a look at the **Rules on Adjectives** :

Shortcut Rule 1 : In a comparison, the conjunction '**than**' should be followed by '**any other**' If a person / thing is compared with any other person / thing among some / many.

- Mumbai is greater than any city in India. ✗
- Mumbai is greater than any other city in India. ✓

Shortcut Rule 2 : In comparisons, the **monosyllable words** like "**hot / easy / tall / small**" should not be used with **more / most**.

- This question is more easier than that. ✓
- This question is easier than that. ✓
- He is more taller than Kumar. ✗
- He is taller than Kumar. ✓

Shortcut Rule 3 :

- Elder / Eldest should be used with the members of the same family.
- Older/ Oldest these comparative adjective denote the age of person / thing.

Ex :

- He is elder to me. (He and me belong to one family).
- Ronald Reagan was the oldest person elected to the Presidency in US history (Not specifying a family)
- This is the eldest tree in the garden ✗
- This is the oldest tree in the garden. ✓

Shortcut Rule 4 : While comparing the objects, we should see that a noun is compared with another but not with some other word.

- The population of Hyderabad is greater than Nagpur ✗
- The population of Hyderabad is greater than that of Nagpur (OR) ✓
- The population of Hyderabad is greater than the population of Nagpur. ✓
- The climate of Ooty is better than Chennai. ✗
- The climate of Ooty is better than that of Chennai. ✓

Adjectives - Shortcut Rules - Part 2

Shortcut Rule 5 :

In usage the Ordinal number is used in the First Place.

Adjectives tell us...



- The five first chapters of this book are very interesting. ✗
- The first five chapters of this book are very interesting. ✓

Shortcut Rule 6 : The following comparative adjectives should be used 'to' in comparison but not 'than'. (More / Most should not be used).

Interior / Superior / Junior / Senior / Anterior / Posterior etc.

- They are senior than me ✗
- They are senior to me. ✓
- She is more senior to me ✗
- She is senior to me ✓

Shortcut Rule 7 : After 'comparatively / relatively' an adjective under positive degree should be used.

- The weather is comparatively hotter today ✗
- The weather is comparatively hot today. ✓

Shortcut Rule 8 : After 'prefer / preferable' instead of than, 'to' should be used.

- She prefers milk than coffee ✗
- She prefers milk to coffee ✓
- Winter is preferable than summer ✗
- Winter is preferable to summer ✓

Shortcut Rule 9 : More / Most should not be used with 'excellent / unique / perfect / major / complete / round / golden etc.

- It is more excellent ✗
- It is excellent ✓

Shortcut Rule 10 : When we compare two qualities in the same person, we should say

Shortcut Rule 11 : When two adjectives in different degrees of comparison are used in the same sentence, each should be complete in itself.

- He is as good if not better than his brother ✗
- He is as good as if not better than his brother ✓

Articles - Shortcut Rules

Friends, today we shall discuss some important rules of Articles.

Rule 1 : The indefinite article 'A' should be used before the word 'Half' when it follows a whole number.

- I stayed in Madras for one and half years. ✗
- I stayed in Madras for one and a half years. ✓
- He spent one and half a half rupee. ✗
- He spent one and a half rupees. ✓

Rule 2 : The definite article 'THE' should be used with a comparative adjective if the phrase 'of the two' is used.



- She is better of the two sisters. ✗
- She is the better of the two sisters. ✓
- This is the best of the two books. ✗
- This is the better of the two books. ✓

Rule 3 : With the names of meals such as Break fast / Lunch / Dinner / Supper, no article should be used in a general way except in particular causes.

- I have the breakfast at 8 hrs in the morning ✗
- I have breakfast at 8 hrs in the morning ✓

Rule 4 : The + Positive Adjective represent the whole class, and take a plural verb.

- The rich is responsible for the lawlessness in the country. ✗
- The rich are responsible for the lawlessness in the country. ✓

Say 'The poor are / The young are / The old are' etc....

Rule 5 : After Di- Transitive Verbs like Elect / Make / Appoint, articles should not be used except when they are used as Mono transitive verbs.

- We appointed him a chairman. ✗
- We appointed him chairman ✓
- We made him a leader ✗
- We made him leader. ✓

The Govt. has appointed a Committee (mono transitive)
(As a mono transitive verb)

Rule 6 : After type of / kind of / sort of / post of / title of / rank of / articles are not used.

- He is not that sort of a man. ✗
- He is not that soft of man. ✓
- He was promoted to the rank of a General manager. ✗
- He was promoted to the rank of General manager. ✓

Adverbs in English - Shortcut Rules

Friends, in today's post we shall discuss about the rules on Adverbs along with some Adverb Examples.

What are Adverbs?

An adverb is a word that tells us more about a verb. It "qualifies" or "modifies" a verb. Lets try to understand this with a small example.

Adverb Example:

Sunaina walks gracefully (The word 'gracefully' is an adverb. It modifies the verb 'to walk'.)

Now lets have a look at some important rules of Adverbs.

Rule 1 : The adverbs 'too much' is used with nouns and 'much too' is used with adjectives.

- Too much pain / Too much insincerity (Nouns)
- Much too painful / much too careless (Adjectives)



Examples :

- His failure is too much painful for me ✗

- His wife's rude behavior gives him much too pain ✗
- His wife's rude behavior gives him too much pain ✓

Rule 2 : Before the word 'Enough' an adjective under positive form should be used.

- He is more intelligent enough to follow you. ✗
- He is intelligent enough to follow you. ✓
- She is enough lucky to get the job. ✗
- She lucky enough to get the job. ✓

Rule 3 : The adverb quite ('quite means perfectly/ completely) should not be used with the adjective 'Handsome'.

- He is quite handsome. ✗
- He is very handsome. ✓

Rule 4 : Late / Lately. The adverb 'late' indicates time and lately means recently.

- He was punished for coming lately. ✗
- He was punished for coming late. ✓

Rule 5 : When we begin a sentence with 'seldom / never / hardly / rarely / scarcely / barely / neither / never, the rule of inversion should be applied (i.e.,) an auxiliary verb is used before the subject.

- Hardly he goes to school. ✗
- Hardly does he go to school. ✓
- Seldom I got to films. ✗
- Seldom do I got to films. ✓
- No sooner the school bell rings than all the boys go to their class rooms. ✗
- No sooner does the school bell ring, than all the boys go to their class rooms.

After Only + adverbial expression.

- Only by working hard, he got success. ✗
- Only by working hard, did he get success. ✓

Not only but also

- Not only she reads but also she writes. ✗
- Not only does she read but also writes. ✓

Rule 6 : The adverbial phrase 'No less than' should be used with uncountable nouns whereas 'No fewer than' is used with countable nouns.

- There were no less than forty people who were killed in the accident. ✗
- No fewer than forty people were killed in accident. ✓

Rule 7 : The adverb (As) is not used after call and consider.

- He called me a fool. ✓

- I always consider him as my brother. ✗
- I always consider him my brother. ✓

Rule 8 : The derived adjectives such as interested / pleased / satisfied / delighted are used with 'much' but not 'very'.

- I am very interested to play cricket. ✗
- I am much interested to play cricket. ✓

Rule 9 : The adverb 'very' is used with positive adjectives and 'much' with comparative adjective forms.

- He is very clever to understand it. ✓
- He is much clever to understand it. ✗

Rule 10 : 'Very much' should be used with comparative forms.

- It is very much better to stay here tonight. ✓

Conjunctions in English - Shortcut Rules

Friends, in this post we shall discuss some important Rules of Conjunctions.

Rule 1 : The co-relative conjunctions are used in pairs.

1. Not only - but also
2. Either - or
3. Neither - nor
4. Both - and
5. Though - yet
6. Whether - or

Please see that the pair is properly used.

- They will either do the work else return the money. ✗
- They will either do the work or return the money. ✓



- Both kumar as well as Ravi must finish it. ✗

- Both kumar and Ravi must finish it. ✓
- Not only does he read but also writes. ✓
- Though he is rich but he is economical. ✗
- Though he is rich yet he is economical. ✓

Rule 2 : After the adverbs "Hardly / Scarcely", the conjunction 'when or before' should be used.

- Hardly had he left the place than the Bomb exploded. ✗
- Hardly had he left the place when the Bomb exploded. ✓

Rule 3 : After 'Rather / Other, the subordinating conjunction 'Than should be used.

- He has no other object but to get a handsome job. ✗
- He has no other object than to get a handsome job. ✓
- I would rather buy a scooter but not a cycle. ✗
- I would rather buy a scooter than a cycle. ✓

Rule 4 : After the subordinating conjunction 'lest' the auxiliary 'should' is used.
Lest - for fear that / If it is not so.

- Work hard lest you fail. ✗
- Work hard lest you should fail. ✓

Rule 5 : The connecting word 'that' is used with the adjective phrase 'the same/the only/superlative adjectives/all

- This is the same book which I wanted. ✗
- This is the same book that I wanted. ✓

Rule 6 : The conjunction 'or' is used with not / never.

- I have never spoken to him nor written to him. ✗
- I have never spoken to him or written to him. ✓

Rule 7 : With the word 'such' the connective 'that' may be used.

- There was such a noise what we could not hear ourselves. ✗
- There was such a noise that we could not hear ourselves. ✓

Rule 8 :

>	Until	-	Denotes	Time
>	Unless - Denotes Condition			

- You will not succeed until you work hard. ✗
- You will not succeed unless you work hard. ✓
- I want to stay here unless she speaks the truth. ✗
- I want to stay here until she speaks the truth. ✓

- You cannot do well unless you prepare yourself. ✓

Rule 9 : After the connective 'because' the words ' so / therefore / as' are not used.

- Because he came late so he failed to see her. ✗
- Because he came late, he fail to see her. ✓

Rule 10 : The adverb 'Not' should not be used with the connective 'Till/unless/lest/until' in that clause.

- Until he does not solve this problem, I will stay with him. ✗
- Until he solves this problem, I will stay with him. ✓
- Unless they do not work sincere, they will not succeed. ✗
- Unless they work sincerely, they will not succeed. ✓

Rule 11 : When 'since' is used as a conjunction should be preceded by present perfect tense and followed by a verb in the past tense to denote point of time.

- Many things have happened since I have left the school. ✗
- Many things have happened since I left the school. ✓

Rule 12 : With the conjunction 'if' 'then' should not be used.

- If you work for 8 hours a day, then you will get through the examination. ✗
- If you work for 8 hours a day, you will get through the examination. ✓

Rule 13 : When two objects are joined by 'as well/besides/along with /together with / in addition to / except / including with, the verb agrees with the first subject in number.

- He as well as his students have gone there. ✗
- He as well as his students has gone there. ✓

Prepositions in English

Friends, in this post we shall see some important rules of Prepositions.

Rule 1 : Across

- Across - On the opposite side of
 - My Cousin lives across the river. ✓
- Across - From one side to another
 - The boy swam across the river ✓
- Across - both sides
 - He threw the luggage across his shoulders ✓
- Come Across - means meet accidentally / suddenly

Rule 2 :

- **Between**
 - Used for two persons / things.
 - She is sitting between munni and sheela. ✓
- **Among**
 - Used with more than two persons / things
 - The principal distributed prizes among the winners ✓
- **Amid or Amidst**
 - Used for more than two persons / things (groups)
 - Amid his friends ✓
 - It was hard to hear amid all the cheering. ✓

Rule 3 :

- **During** - denotes duration.
 - During the war, many people suffered hardship. ✓
 - We go to Darjeeling during summer every year. ✓

Rule 4 :

- **From** - is used with past / future tenses.
 - I stayed there from Monday to Wednesday. ✓
 - I will start my preparation from Monday next. ✓



Rule 5 :

- **Of** - denotes origin / cause
 - She comes of a rich family (origin) ✓
 - He died of Malaria (cause) but she died in an accident. ✓
- **Off** - denotes 'separation'
 - A button has come off. ✓

Rule 6 : After a preposition, a pronoun under objective case should be used.

- He depends on I. ✗
- He depends on me. ✓

Rule 7 : When two words are connected by 'and / or' etc., the prepositions should be mentioned clearly to be used with them.

- He was surprised at as well as pleased with her performance. ✓
- She is conscious and engaged in her work. ✗
- She is conscious of and engaged in her work ✓

Rule 8 : No preposition should be used with the noun 'Home' except when it is followed by an adjective in the possessive case, say go to home / arrive home / reach home / get home.

- I went to his home / He went home. ✓
- He decided to go to Krishna's home. ✓

Rule 9 : After transitive verbs such as 'Discuss/Describe/reach/order/tell/demand/attach/resemble/ridicule' etc. no preposition is used. The verbs directly take an object.

- The poet describes about the beauty of nature. ✗
- The poet describes the beauty of nature. ✓
- He ordered for two cups of tea. ✗
- He ordered two cups of tea. ✓

Rule 10 : After the verbs "Say / suggest / propose / speak / explain / reply / complain / talk / listen / write" the preposition "to" should be used if any object is used.

- He did not reply me. ✗
- He did not reply to me. ✓
- You never wrote me. ✗
- You never wrote to me. ✓
- He suggested her that she should eat less. ✗
- He suggested to her that she should eat less. ✓

Rule 11 :

- **Since** - Denotes point of time
- **For** - denotes period of time.
- They should be used with present tense or the present perfect continuous tense / past perfect tense / past perfect continuous tenses.
- I know her since 2011. ✗
- I have known her since 2011. ✓
- He is working in the bank for the past 3 years. ✗

Rule 12 : After the verb "Enter" the preposition "into" should not be used except when it is used with reference to agreement or conversation.

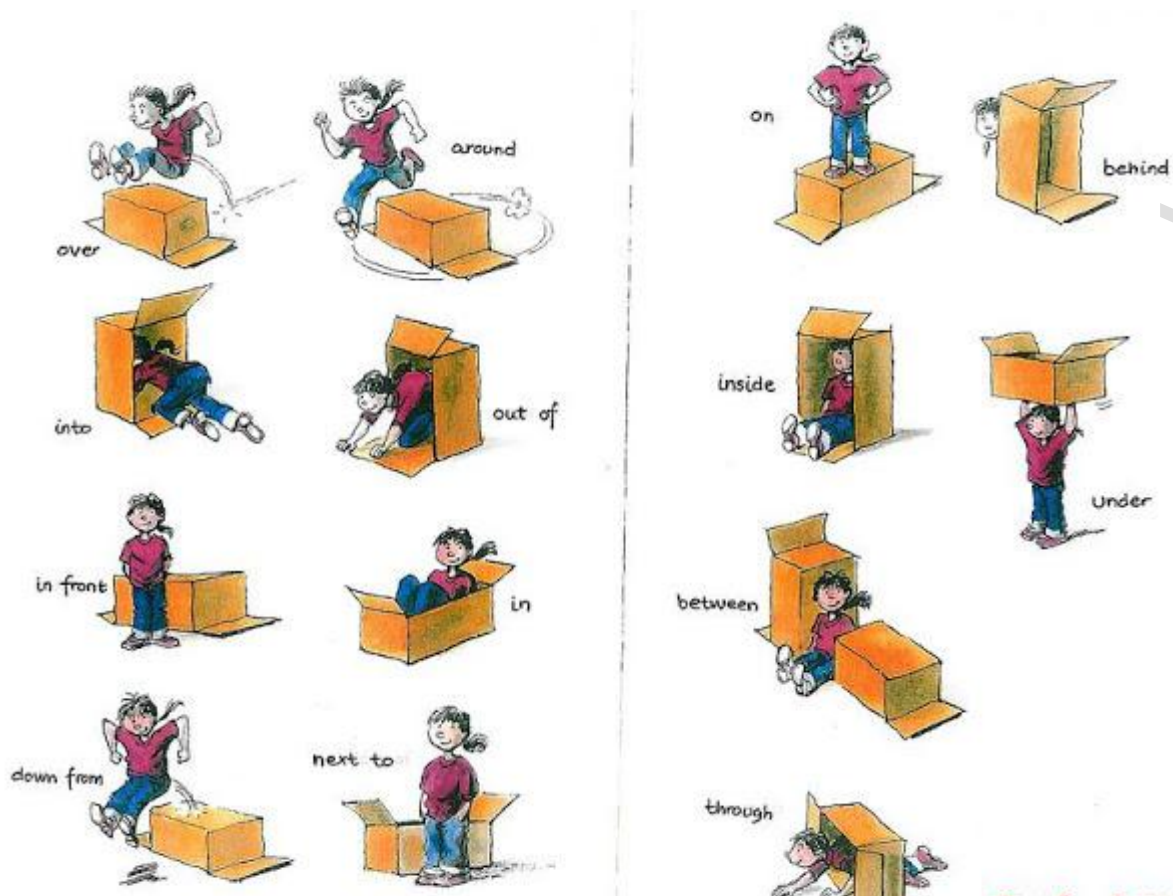
- He entered into the premises without any permission. ✗
- He entered the premises without any permission. ✓
- They entered a hot discussion. ✗
- They entered into a hot discussion. ✓

Rule 13 :

- **Wait for** - Await.
 - He is awaiting for the reply. ✗
 - He is awaiting the reply. ✓
- **Despite** - inspite of.
 - Despite of his hard work, he failed in the examination. ✗
 - Despite his hard work he failed in the examination. ✓
 - This book comprises of 5 chapters.
 - This book comprises of 5 chapters. ✓
 - This book consists of 5 chapters. ✓

Rule 14 :

- **Dispose of** - Sell away.
 - He disposed off his scooter. ✗
 - He disposed of his scooter. ✓



Parts of Speech - Identification

The words in English can be classified (according to their functions in a sentence) into Parts of Speech as follows.

- Noun
- Pronoun
- Adjective
- Verb
- Adverb
- Preposition
- Conjunction
- Interjection

Noun :

Simply we can call it as the Naming Word. A name of a Person, Place, Animal, Thing, etc..

Examples : Shivani, Bangalore, Tiger, Table, etc.,

Pronoun :

A word used for or in the place of noun.



Examples : She, It, They etc.,

Adjective :

A word that qualifies or describes a noun or a pronoun.

Examples : Our team played a good game

adj. noun

Every sentence that he spoke was listened to with great attention.

adj. noun

All these proposals are good.

adj.

Pronoun

- a. These are good Students.
- b. Each of these books is worth reading.
- c. Some of the problems are difficult to solve
- d. Either of you can participate in the competition.

Adjective

1. These students are good.
2. Each book has some special features worth reading.
3. Some problems are difficult to solve.
4. Either book is good for reference.

www.guide4bankexams.blogspot.com

Verb :

A verb expresses what the subject of a sentence is or does, or has, or what is done to it.

Ex :

Shivani teaches Maths.

verb

She has taught the subject for twenty-five years.

verb

She is a capable teacher

verb

Adverb :

A word that modifies an adjective or a verb or another adverb.

Ex :

I am deeply grateful to you for your timely help.

adv adj

This horse runs very fast.

v adv adj

Preposition :

Look at the words underlined in these sentences.

He wrote the document with a pen.

The professor gave a lecture on Superconductivity.

The P.M. reaches Bangalore after the President does.

The words underlined are called Prepositions because they normally take position before (pre) a noun. The preposition is said to 'govern' the noun that follows it. The noun is said to be the 'object' of the preposition.

Besides single-word prepositions, there are also phrases which do the work of prepositions and are called 'Phrase Prepositions'.

Types of Prepositions :

- Single - word Prepositions :
 - In, On, After, At, With, Under, Above, etc. (These are Simple Prepositions)
- Phrase Prepositions (Complex Prepositions) :
 - Some types of Complex Preposition structures with examples are given below.
 - Adverb + Preposition :
 - Along with, Apart From, As for, As to, Away from, Onto, Outof, Together with, Upto, Such as.
 - Verb / Adjective / Conjunction, etc. + Preposition :
 - Except for, Owing to, Due to, But for, Because of...
 - Preposition + Noun + Preposition :
 - By means of, On account of, In comparison with, In accordance with, In view of, In spite of, Instead of...

CONJUNCTION :

A Conjunction is a word that joins words, phrases and sentences.

Ex :

Delhi and Calcutta are densely populated cities.

She must be either the President or the Secretary of Pakistan.

The professor read the essay and was impressed by it.

He is not only intelligent in his studies but also industrious in his life.

INTERJECTION :

Word which expresses a strong or sudden feeling.

Surprise, Joy, Fear, Sadness, etc. It is not grammatically connected with the rest of the sentence. Usually, exclamation mark is put after it.

Example :

Lesson 5 : Important topics of English Section for Competitive Exams

Tenses in English Grammar with Examples

Tense is a form of a verb which is used to indicate the time, and sometimes the continuation or completeness, of an action in relation to the time of speaking. The origin of the word Tense is the latin word Tempus, which means Time. In simple words we can say that the Tense is a method which is used to refer to time - past, present and future. Tense tells you when the action happens.

Tenses in English Grammar



www.Gr8AmbitionZ.com

There are **three main tenses**:

- Present Tense
- Past Tense and
- Future Tense

Each main tense is divided into sub tenses like

- **Simple**
- **Continuous**
- **Perfect**
- **Perfect Continuous tenses.**

lets have a look at the following table

Tenses Table :

	Simple	Continuous	Perfect	Perfect Progressive
Present	Write	am/is/are writing	have/has written	have/has been writing
Past	Wrote	was/were writing	had written	had been writing
Future	will / shall write	will be / shall be writing	will have / shall have written	will have been / shall have been finishing

Now let's discuss the usage of tenses. I mean when, where and how to use tenses.

Usage of Tenses :

Present Simple : A present simple tense is used,

- to show a regular or habitual actions or a universal truth
 - **Eg :**
 - The sun rises in the east
 - He goes to school at 9.AM everyday
- in future clauses of time and condition
 - **Eg :**
 - If it rains, I shall not come
 - I shall come as soon as I finish my homework.

Present Continuous : A Present continuous tense is used,

- to show an action which is now in progress
 - **Eg :**
 - The servant is watering the plants
 - The children are playing outside
- to show a temporary action which is not actually in progress at that time.
 - **Eg**
 - Now I am reading Gr8AmbitionZ.
 - He is staying with his uncle.
- to show as already decided future action.
 - **Eg :**
 - We are going for a movie today evening.
 - The Prime minister is visiting the cities tomorrow.

Present Perfect : A present perfect tense is used,

- to show an action completed in the immediate past.



- **Eg :**
 - He has just left the class.
 - We have just decided to go for a movie.
- to show a past action where the time of action is unknown or indefinite.
 - **Eg:**

- to talk of a past action extending up to the present.
 - **Eg :**
 - Forty years have passed since India became Independent.
 - He has been in hospital since Monday.

Present Perfect Continuous :

- A Present Perfect Continuous tense is used to show an action already started and still going on.
 - **Eg**
 - He has been waiting for you for two hours.
 - I have been staying here since 1985.

Past Simple : A Past simple tense is used,

- to show an action completed in the past
 - **Eg :**
 - I got your letter last week.
 - He went to Bombay yesterday.
- to show a discontinued past habitual action.
 - **Eg :**
 - We met in my house on every Sunday last year.
 - While in Bombay I went for a movie on every Sunday.

Past Continuous :

- A past continuous tense is used to show an action which was going on at a particular time in the past.
 - **Eg :**
 - When I saw him he was reading a novel.
 - He jumped out of the train while it was moving.

Past Perfect :

- A Past Perfect tense is used to show an action which was over at a past time.
 - **Eg :**
 - The train had left before we reached the station.
 - I had finished my work before the guests arrived.

Past Perfect Continuous :

- A past perfect continuous tense is used to show an action started earlier and was going on up-to a particular time in the past.
 - **Eg :**
 - When I joined the college Mr. Sharma had been teaching there for three years.
 - When I met him he had been painting a picture for three days.

Future Simple :

- A Future Simple tense is used to show an action which is yet to happen.
 - **Eg :**
 - The classes will commence on next Monday.
 - I shall meet you next week.

- ### *Future Perfect :*

- ### ***Future Perfect Continuous :***

- ## Tips for Sentence Rearrangement / Reordering in English

Important tips for Sentence Rearrangement in English



- Study PDFs and Official Notices - All in One - <https://sscstudy.com>**

- Now lets have a look at an example with detailed explanation :**

1. DEFACB
2. DAEFCB
3. ACFDEB
4. CFDAEB
5. FDACEB

- Upon reading the above paragraph, we come to see that in **A, B, E, F**, the names mentioned are short while in **D**, the full name is mentioned. Hence **D** is the **first sentence**.
- Next we see that Ms. Sullivan comes into the picture when Helen is seven years old and hence **A** is the **second sentence**.
- The paragraph revolves around Helen's learning and hence **E** states what joins Helen and Ms. Sullivan.
- Sentence **F** states that the teacher became frustrated at times which is followed by **C** (starts with '**But**' which indicates that in spite of something Ms. Sullivan's efforts were rewarded).
- Sentence **B** follows stating how the teacher's efforts were rewarded and is the conclusion to a set of events.

Example 1 :

1. D, A, B, C
2. A, B, C, D
3. C, A, B, D
4. B, A, C, D
5. None of the above

Example

2

- A. She has to be the complement of man
- B. I believe in the proper education of women
- C. She can run the race
- D. But she will not rise to the great heights she is capable of by mimicking man

- 1. C, A, B, D
- 2. B, D, A, C
- 3. B, C, D, A
- 4. D, B, C, A
- 5. None of these

Example

3

- A. But each one gets down when the train stops at his station
- B. We speak to them, share our food with them, share our joys and sorrows with them
- C. Life is like a journey by train
- D. During the journey we come across varieties of people

- 1. C, B, D, A
- 2. C, D, B, A
- 3. D, B, C, A
- 4. D, A, C, B
- 5. None of these

Example

4

- A. The most important of all man's inventions must be the invention of language
- B. Writing makes it possible for people to keep in touch with one another even if they are far away from one another
- C. The invention of writing should come next only to that
- D. And libraries which contain written records of the great minds are storehouses of knowledge

- 1. A, B, D, C
- 2. A, C, B, D

5. None of these

Example 5 :

- A. In every direction space is strewn with whole galaxies
- B. These galaxies are too faint to be seen with the naked eye
- C. Vast number can be seen with a powerful telescope
- D. Most of these galaxies are like our won

- 1. A, D, B, C
- 2. B, A, C, D
- 3. C, D, B, A
- 4. A, B, C, D
- 5. None of these

Correction of Sentences in English

Friends, today we shall discuss one of the very important topics of SBI PO and other competitive exams' English Section **Correction of Sentences** or **Correct usage of words in English**. In this type of questions, each sentence is divided into four parts and each part is marked below as **A**, **B**, **C**, and **D**. There is a mistake in any one part of the sentence. The students are required to detect which part contains the mistake. If there is no mistake in any part of the sentence, it should be marked as **No Error** (**Option E**).



As a number of our friends have been saying that they are unable to perform well in this area we have decided to update detailed lessons on Correction of Sentences in English. This is the introductory lesson and this lesson followed by exercises on Correction of Sentences with detailed explanations. We hope these lessons and exercises will help you perform well in upcoming exams. All the best :)

Examples :

1. He educated not only his nephew / but also / set him up / in business / No error
 (A) (B) (C) (D) (E)

2. The Himalayas / lie / to the north / of India. / No error
 (A) (B) (C) (D) (E)

As there is no mistake in any part of the sentence, students should mark cross (X) against E.

The mistake may be of any one of the following types :

1. Mistake in the use of article -- a, an, the.
2. The subject in the sentence may not be agreeing with the verb in number.
3. Pronoun may not be agreeing with its antecedent in person, number of gender.
4. There may be a mistake in the use of preposition.
5. There may be a wrong use of a conjunction in the sentence.
6. There may be mistakes in the use of participles, gerunds, infinitives and verbal nouns.
7. Some word in a sentence may have been wrongly used.
8. There may be a mistake in the use of an adverb or adjective. Degree of adjective may have been wrongly used.
9. Rules regarding verbs, their tenses, number, or moods may not have been correctly followed.
10. There may be miscellaneous mistakes which may not fit in the above categories.

English Correction of Sentences Exercises with Explanations

Friends, we've already updated short notes on Correction of Sentences which is very important topic of English Section for Upcoming competitive exams. **you can read that post [here](#).** Here are some practice problems on Sentence Corrections with Explanations. **Just Read each sentence to find out whether there is any grammatical/idiomatic/spelling mistake/error in it. The error, if any, will be in one part of the s.sentence. Mark the number of that part with error as your answer. If there is no error, mark (5). And you can check the answer below the questions with explanations. You can read more english related stuff and more practice papers for SBI POs [Here](#). All The Best ☺**

- I have citicize (1)/ the remarkable book (2)/ because I benefited (3)/ from reading it. (4)/ No error (5)



- The error lies in part (1) of the sentence. 'I have citicize' should be replaced with 'I did not criticize'. It will make the sentence meaningful.

- (2) The structure of Past Perfect Continuous is : Subject + had been + verb +ing
- I am grateful to you (1)/ and all your friends (2)/ for showing sym-pathy (3)/ and kindness with me (4)/ No error (5).
- (4) The preposition 'with' should be replaced by 'to'.
- It was clear from the way (1)/ they were behaving (2)/ that they had been (3)/ lost their senses (4)/ No error (5).
- (3) Past Perfect Tense will be used. The structure is : Subject + had + past participle
- As Arundhati Roy (1)/ in her foreword write (2)/ John offers (3)/un-told stories of people. (4) No error (5)
- (2) The word 'write' is in Present Indefinite Tense. It should be replaced with 'has written' as Present Perfect is used to express past action whose time is not given and not definite.
- Responsibilities includes (1)/ working with the editors (2)/ on all. aspects (3)/ of the editorial process. (4)/ No error (5)
- (1) The word Responsibilities is a Plural Subject. It will take plural verb.
- While grouping the words (1)/ care have been taken (2)/ to include the role (3)/ grammar plays in a language. (4)/ No error (5)
- (2) The word Care is Singular and it will take Singular verb. Hence, 'care have been taken' should be replaced with 'care has been taken'.
- Distrust seems (1)/ to be a factor (2)/ borne out of (3)/ prevailing circumstances. (4)/ No error (5)
- (3) The phrase 'borne out of,' should be replaced with 'born of' which means coming from the specified type of parents, background, origin etc. For example,
- That boy possess (1)/ three beautiful pens (2)/ but he would not (3)/ show them to anyone (4)/ No error (5)
- (1) 'That boy possesses' is the correct usage, as the verb must agree with its subject in number and person.
- Though I had been (1)/ his friend for quite a long time, (2)/ I refused to help him (3)/ because his ill nature (4)/ No error (5).
- (4) 'Because of' is the correct idiomatic form.

Bank Exam English - Spotting Errors - Practice Exercises

Here are some **Practice Exercises of Spotting Errors Section** of the **Bank Exams English Paper**.
Happy Reading.

Read Each Sentence to find out whether there is any grammatical mistake / error / in it. The error if any, will be in one part of the sentence. Mark the number of the part with error as your answer. If there is No Error, Mark (5).

1. We are yet starting (1) / offering this facility to (2) / our customers as we are (3) / awaiting approval from the Board. (4) / No error (5).
2. The Chairmen of all large (1) / public sector banks met with (2) / senior RBI officials to give its (3) / suggestions about implementing the new policy. (4) / No error (5).
3. They have not fully considered (1) / the impact that relaxing (2) / these guidelines is likely (3) / to have with the economy (4) / No error (5)
4. Had this notification (1) / been amended earlier, (2) / we could have stopped (3) / the transfer of funds. (4) / No error (5)
5. There are many insurance (1) / disputes nowadays because of (2) / most people do not fully (3) / understand the terms and conditions of their policies (4) / No error (5)
6. India demonstrates its supremacy (1) / in space when it successfully (2) / launched its third satellite (3) / into orbit yesterday. (4) / No error (5)
7. India needs a value education system (1) / who will inculcate values (2) / among the students and (3) / enrich their personalities. (4) / No error (5)
8. Driven by the desire to save trees (1) / residents of locality (2) / has started using solar appliances (3) / for their everyday needs. (4) / No error (5)
9. A large number of unmanned aircrafts (1) / being used by the military (2) / are suspected of having (3) / unsafe radio links. (4) / no error (5)
10. Recent survey shows that (1) / 35 million children in the age group of (2) / 6 to 10 years have never (3) / attended no primary school. (4) / No error (5)

11. Coal mines constitute (1) / a major percentage of the (2) / sources which cause damage (3) / on the environment. (4) / No error (5)
12. A man who has been (1) / accused of fraud in (2) / an earlier job he will never be (3)/ welcome in any other organization. (4) / No error (5)
13. Worried about the continuing violence in the city (1)/ much students are set to migrate (2) / to other cities (3) / for higher education (4)/ No error (5)
14. Many organizations have been offering (1) / attractive incentives to (2)/ their employees in an attempt (3)/ to boosting employee retention. (4) / No error (5)
15. Some genuine issues exist (1) / with the newly adopted (2) / system and needs to (3) / be examined seriously. (4) / No error (5)

ANSWERS:

1. Error is in (1). Replace **we are yet starting** by **we are yet to start**.
2. Error is in (3). Replace **its** by **their**.
3. Error is in (4). Replace **to have with the economy** by **to have on the economy**.
4. No error
5. Error is in (2). Replace **disputes now a days because of** by **disputes now a days because**. It is superfluous to use preposition **of** as subordinate clause follows.
6. Error is in (1). The sentence shows past event. So simple past should be used. **India demonstrated its supremacy** is correct.
7. Error is in (2). Replace relative pronoun **who** by **which** because non-living thing has been used.
8. Error is in (1). Replace **Driven by the desire to save trees** by **Being driven by the desire to save trees**.
9. No error
10. Error is in (4). Here never is in negative. So, **attended any primary school** is correct.
11. Error is in (4). **Damage** takes preposition **to**. So, replace **on the environment** by **to environment**.
12. Error is in (3). Here **he (pronoun)** is superfluous. So remove he.
13. Error is in (2). The word students is a countable noun. So **much students are set** by **many students are set**.
14. Error is in (4). Replace **to boosting employee retention** by **to boost employee retention**.
15. Error is in (3). Plural subject takes plural verb. So **system and need to should be** used.

Passive Voice for Competitive English

In today's article, we shall discuss about Voice. There are two special forms for verbs called voice. Those are

The **active voice** is the "normal" voice. This is the voice that we use most of the time. You are probably already familiar with the active voice. In the active voice, the object receives the action of the verb. The **passive voice** is less usual. In the passive voice, the **subject** receives the action of the verb. Have a look at the following table of examples for better understand of the voices.

The Active Voice	The Passive Voice
Cats Eat Fish.	Fish are Eaten by Cats.

Now Lets see Where and When we should use Passive Voice :

- Passive voice is used when the **focus is on the action**. It is not important or not known, however, who or what is performing the action.
 - Example:** "A letter was written." The focus, here, is on the fact that a letter was written. We don't know, however, who wrote it.
- Sometimes a statement in passive is more **polite** than active voice. Have a look at the following example. Example A vase was broken.

Focus, here, is on the fact that a vase was broken, but we don't blame anyone. Compare this to: "You broke the vase."

Form of the passive voice:

Subject + the appropriate form of *to be* + Past Participle

Note : The appropriate form of *to be* = To be is put in the the tense of the active voice main verb.

When rewriting active sentences in passive voice, note the following :

- The object of the active sentence becomes the subject of the passive sentence.
- The form of the verb is the appropriate form of to be (the tense of the active voice main verb) + the past participle.
- The subject of the active sentence becomes the object of the passive sentence (or is dropped.)

Example:

Active	Shivani	makes	tea
	subject	verb	object
Passive	Tea	is made	(by Shivani)
	object becoming subject	verb	subject becoming object or is dropped

Examples of the passive voice:

Tense		Subject	Verb	Object
Simple Present	Active:	Shivani	makes	tea.
	Passive:	Tea	is made	by Shivani .
Present Progressive	Active:	Shivani	is making	tea.
	Passive:	Tea	is being made	by Shivani .

Past Progressive	<i>Active:</i>	Shivani	was making	tea.
	<i>Passive:</i>	Tea	was being made	by Shivani .
Present Perfect	<i>Active:</i>	Shivani	has made	Tea.
	<i>Passive:</i>	Tea	has been made	by Shivani .
Past Perfect	<i>Active:</i>	Shivani	had made	tea.
	<i>Passive:</i>	Tea	had been made	by Shivani .
Future simple	<i>Active:</i>	Shivani	will make	tea.
	<i>Passive:</i>	Tea	will be made	by Shivani .
Future perfect	<i>Active:</i>	Shivani	will have made	tea.
	<i>Passive:</i>	Tea	will have been made	by Shivani .
Conditional	<i>Active:</i>	Shivani	would make	tea.
	<i>Passive:</i>	Tea	would be made	by Shivani .
Modals	<i>Active:</i>	Shivani	can make	tea.
	<i>Passive:</i>	Tea	can be made	by Shivani .

Passive voice sentences with two Objects:

Rewriting an active sentence with two objects in passive voice means that one of the two objects becomes the subject, the other one remains an object. Which object to transform into a subject depends on what you want to put the focus on. Have a look at the following Examples.

Active/Passive	Subject	Verb	Object 1	Object 2
<i>Active:</i>	Shivani	offered	a flower	to me.
<i>Passive:</i>	A flower	was offered	to me	by Shivani .
<i>Passive:</i>	I	was offered	a flower	by Shivani .

Impersonal Passive:

Have a look at the following Examples :

- They say that the planet is in danger.
- It is said that the planet is in danger.

This type of passive is called impersonal because we use the impersonal form "it is..." This is only possible with verbs of perception (e. g. say, think, know ...)

Ex :

- It is said that...
- It is thought that...
- It is believed that...
- It is known that...

It is also common that we start the passive form of these sentences with the subject of the *that-clause*:

Ex :

- They say that the planet is in danger. = The planet is said to be in danger.
- They think that women live longer than men. = Women are thought to live longer.

Irregular Verbs

Friends, in today's post we shall discuss about Irregular Verbs.

What are these Irregular Verbs ?

Before going into the details, first let's discuss **What are the Regular Verbs ?**

Well, we can call the verbs which contain the **ed** at the end of the **Simple Past** and **Past Participle** forms as the **Regular Verbs**. So the format of the regular verbs is **Base Verb + ed**

Now let's have a look at some Examples of the regular verbs :

Infinitive	Simple past	Past participle
play	played	played
visit	visited	visited
work	worked	worked

Ok, you can take plenty of examples like this for Regular verbs. Now let's have a look at the Irregular Verbs. In contrast to the Regular verbs, **irregular verbs** are those verbs for which **the above pattern of conjugation don't apply**.

So, you can't predict the forms of the Irregular verbs, so you should learn them by heart. Here are some techniques to make them remember.

- Use them in appropriate contexts (in your writing or in your conversation)
- Just write down examples in your exercise book.
- Always keep a list of irregular verbs at your disposal. (Keep in mind, that most language books include a section at the end for irregular verbs.)

Why to put this much stress on Irregular words? because these are very important in the sentence correction part of the competitive exams (especially Bank Exams of course).

Now Let's have a look at some Irregular Verbs :

Infinitive	Simple Past Tense	Past Participle
awake	awoke	awoken
be	was, were	been
bear	bore	born

become	became	become
begin	began	begun
bend	bent	bent
beset	beset	beset
bet	bet	bet
bid	bid/bade	bid/bidden
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
breed	bred	bred
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burn	burned/burnt	burned/burnt
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
dive	dived/dove	dived
do	did	done
draw	drew	drawn
dream	dreamed/dreamt	dreamed/dreamt
drive	drove	driven

eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fit	fit	fit
flee	fled	fled
fling	flung	flung
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forego (forgo)	forewent	foregone
forgive	forgave	forgiven
forsake	forsook	forsaken
freeze	froze	frozen
get	got	gotten
give	gave	given
go	went	gone
grind	ground	ground
grow	grew	grown
hang	hung	hung
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
knit	knit	knit
know	knew	know
lay	laid	laid
lead	led	led

learn	learned/learnt	learned/learnt
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lighted/lit	lighted
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
misspell	misspelled/misspelt	misspelled/misspelt
mistake	mistook	mistaken
mow	mowed	mowed/mown
overcome	overcame	overcome
overdo	overdid	overdone
overtake	overtook	overtaken
overthrow	overthrew	overthrown
pay	paid	paid

Some more Irregular Verbs

pay	paid	paid
plead	pled	pled
prove	proved	proved/proven
put	put	put
quit	quit	quit
read	read	read
rid	rid	rid
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
saw	sawed	sawed/sawn

see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew	sewed	sewed/sewn
shake	shook	shaken
shave	shaved	shaved/shaven
shear	shore	shorn
shed	shed	shed
shine	shone	shone
shoe	shoed	shoed/shod
shoot	shot	shot
show	showed	showed/shown
shrink	shrank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slay	slew	slain
slide	slid	slid
sling	slung	slung
slit	slit	slit
smite	smote	smitten
sow	sowed	sowed/sown
speak	spoke	spoken
speed	sped	sped
spend	spent	spent
spill	spilled/spilt	spilled/spilt
spin	spun	spun
spit	spit/spat	spit
split	split	split

spring	sprang/sprung	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
stride	strode	stridden
strike	struck	struck
string	strung	strung
strive	strove	striven
swear	swore	sworn
sweep	swept	swept
swell	swelled	swelled/swollen
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
thrive	thrived/throve	thrived
throw	threw	thrown
thrust	thrust	thrust
tread	trod	trodden
understand	understood	understood
uphold	upheld	upheld
upset	upset	upset
wake	woke	woken
wear	wore	worn
weave	weaved/wove	weaved/woven
wed	wed	wed
weep	wept	wept
wind	wound	wound

withhold	withheld	withheld
withstand	withstood	withstood
wring	wrung	wrung
write	wrote	written

Parallelism - English for Competitive Exams

In this post, we shall discuss about PARALLELISM. An important topic, which is helpful to you in solving English Language section in Competitive Exams especially Bank Exams. Now have a look at the following Points.

- **Item in a series must be parallel : I mean, they must have the same Grammatical form.**

- **Nouns :**
 - He Likes music, art, and science.
- **Gerunds :**
 - He likes dancing, Swimming, and painting. (Verb + Ing Form)
- **Adjectives :**
 - He is tall, cool, and handsome. (Adj)
 - They wanted to paint, the living room, to lay a new carpet, and to buy a new sofa. (Infin)
- **Past Tense :**
 - The Romans conquered, colonized, and governed much of the world.
- **Past Perfect Tense :**
 - He had finished the game, had taken a shower, and had eaten lunch by the time I went to his house.
 - Note : The auxiliary "had" may be omitted in the second and the third verb phrases.

- **The structure joined by and, but, as, or then, or although must have the same grammatical form.**

- **And :**
 - He enjoyed the music of Spain and the sculpture of France (N PHRASE)
- **But :**
 - That verb form is not active, but passive (Adj)
- **As :**
 - Taking the bus can be as costly as taking a plane (V + Ing)
- **Or :**
 - He wanted to borrow a car or to rent one while his car was being repaired. (Infin)

- Eating in a restaurant is more fun than cooking at home
- **Although :**
 - Although he liked to eat good food, he did not like to pay high prices for it.
(Infin)

Now lets see some **Examples :**

- ✗ Her husband had bought a car, found a job, and choose a school for the children before she arrived.
- ✓ Her husband had bought a car, found a job, and chosen a school for the children before she arrived.
- ✗ That soup should not be served hot, but at a cold temperature.
- ✓ That soup should not be served hot, but cold.
- ✗ Renting an apartment can be as expensive as to buy a house.
- ✓ Renting an apartment can be as expensive as buying a house.
- ✗ He is young, intelligent, and has charm.
- ✓ He is young, intelligent, and charming.
- ✗ She likes to read, to travel and blogging.
- ✓ She likes to read, to travel, and to blog.

Conditionals - English for Competitive Exams

In this post we shall discuss about Conditionals. Another important topic which is useful in writing Competitive Exams. Especially Bank Exams.

There are two kinds of conditionals

- Real
- Unreal

Real conditions are used for possible situations. The present tense is used in the if - clause (or conditional clause), and the future tense is used in the result clause.

If he comes to the library, I will give him these books.
Pres Fut

(it is possible that he will come)

*** This is an Open Condition.**

Unreal conditions are used for impossible or unreal situations.

- The past tense is used in the "If-clause" and would, could, or might, + the simple verb is used in the main clause.

If she practiced well. she could win the game

If she came to my house, I would give her your message.
That means, She doesn't come to my house.

*** This is an unlikely condition.**

- When the past perfect is used in the "If-clause", and would, could, or might + have + the past participle are used in the main clause.

If she had come to my house, I would have given her your message.
past perf. would + have + Past part
(she dint come to my house)

*** This is a closed condition.**

We can summarize the usage of the conditionals discussed above as given below :

<u>If Clause</u>	<u>Main Clause</u>
If + Present	Future (result)
If + Past	Would + Verb (result)
If + Past Perfect	Would + Have + Past Participle (result)

Some points to Remember :

- In general, avoid using would in the if-clause
- In present time unreal if - clauses, the correct form of the verb to be for all persons is were

Have a look at some Examples :

- If he were rich, he would go the U.S.A for higher studies.
- If i were a bird, I would fly to England without VISA.

Conditionals in Sentence Correction in Competitive Exams :

The following examples will make clear some of the common mistakes committed in the usage of conditionals.

- ✗ If I will win the contest, I will buy a new house.
✓ If I win the contest, I will buy a new house.



- ✗ If I had been there, I would make a speech
✓ If I were there, I would make a speech.
✓ If I had been there, I would have made a speech.

✓ If I had a degree from that University, I would get a good Job.

Comparatives and Superlatives

In this post we shall discuss about Comparatives and Superlatives. First lets see what are these comparatives and superlatives and how to use them.

Comparatives :

We use comparatives to compare **two things** or two people. (e.g He is shorter than his wife.).

Superlatives :

Superlatives are used to compare **more than two things** or more than two people. (e.g . Mumbai is the biggest city in India).

Note : To form comparatives and superlatives you need to know the number of *syllables* in the adjective. *Syllables* are like "sound beats".

Example :

- "find" contains one syllable,
- but "finding" contains two — *find* and *ing*.

Hope you have got the basic idea on Comparatives, Superlatives and Sillables. Now lets have a look at some rules to form Comparatives and superlatives.

1. One syllable adjective ending in a silent 'e' — **nice**

- Comparative — add 'r' — **nicer**
- Superlative — add 'st' — **nicest**

2. One syllable adjective ending in one vowel and one consonant — **big**

- Comparative — the consonant is doubled and 'er' is added — **bigger**
- Superlative — the consonant is doubled and 'est' is added — **biggest**

3. One syllable adjective ending in more than one consonant or more than a vowel — **high, cheap**

- Comparative — 'er' is added — **higher, cheaper**
- Superlative — 'est' is added — **highest, cheapest**

4. A two syllable adjective ending in 'y' — **happy**

- Comparative — 'y' becomes 'i' and 'er' is added — **happier**
- Superlative — 'y' becomes 'i' and 'est' is added — **happiest**

5. Two syllable or more adjectives without 'y' at the end — **exciting**

- Comparative — more + the adjective + than — **more exciting than**
- Superlative — more + the adjective + than — **the most exciting**

Examples:

- The Nile River is **longer** and **more famous than** the Thames.
- Egypt is much **hotter than** Sweden.
- Everest is **the highest** mountain in the world.
- This is one of **the most exciting** films I have ever seen.

Here is a table of Irregular comparatives and superlatives

Adjectives	Comparatives	Superlatives
bad	worse	worst
far(distance)	farther	farthest
far(extent)	further	furthest
good	better	best
little	less	least
many	more	most
much	more	most

How to use comparatives and superlatives ?

Comparatives	Superlatives
Comparatives are used to	Superlatives are used to compare more than two

people: <i>Alan is taller than John.</i>	use <i>Alan is the most intelligent.</i>	'the':
---	---	--------

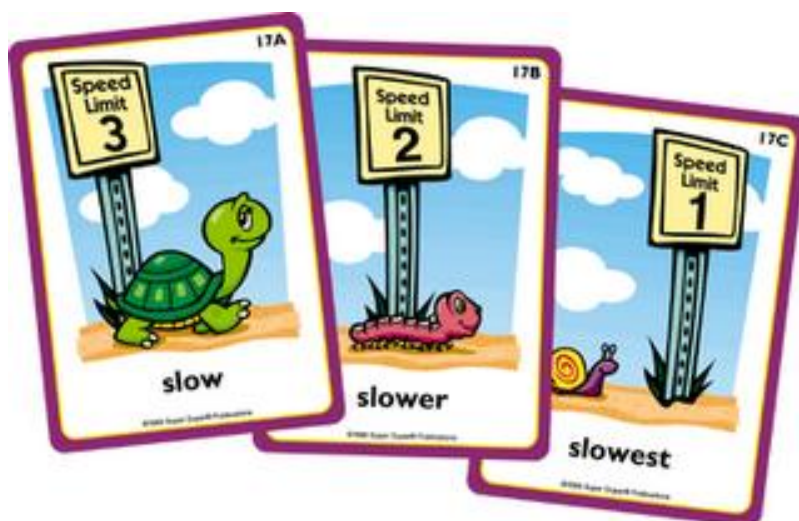
Similarities

To express similarities use the following structure:

... as + *adjective* + as ...

Examples:

- Raghav is **as intelligent as** Prabhas.
- Aamir is **as popular as** Sharukh.



Either / or - Neither / nor

Today we shall discuss about the Usage of **Either / Or** and **Neither / Nor**.

Usage of Either / or :

We can use either / or in a sentence in the affirmative sense when referring to a choice between two possibilities

Ex : We can either study now or after the dinner - it's up to you.



Usage of Neither / Nor :

We can use Neither / Nor in a sentence in the negative sense when you want to say that two or more things are not true.

Ex : Neither my mother nor my father went to university.

Rules you should keep in mind while using Either / Or (or) Neither / Nor :

- If both elements are singular, then the verb should also be singular. Have a look at an example,
 - Either the father or the mother has to attend the meeting.
 - (Here father and mother are singular; so the verb has is also singular)
 - Neither Kareena nor Saif is going to the function. (Kareena and Saif are singular; so the verb **is** is also singular)
- However, if one of the elements is plural, then use a plural verb.
 - Either Jasmine or the girls are going to prepare dinner tonight.
 - (the girls is plural; so the verb are is plural too)
 - Neither the lecturer nor the students were in the classroom this morning.
 - (the students is plural; so the verb were is plural too)

A Little / A Few - Little / Few

Friends, today we shall discuss about the differences and usage of **A little, a few and very little, very few**. A little, a few, (very) little and (very) few are quantifiers.

A Little / A Few :

The expressions **A Little / A Few** mean some or enough.

Ex :

- "I have got a little money" = I have got some money. It's enough for me to do what I want.
- "I have got a few friends" = I have got some or enough friends. We meet every day.

(very) little and (very) few :

The expressions **(very) little and (very) few** mean hardly any or not enough.

Ex :

- I have got (very) little money = I have got hardly any. I haven't got enough. I'll borrow some from my friend.
- I have got (very) few friends = I have got hardly any. I haven't got enough. I need to make new friends.

Have a look at the following example table for a clear understanding of a little / a few and very little and very few.

Example	Meaning
I've got a little money. I'm going to pay the	some/enough
I've got a	

few friends. We meet everyday.	
I've got (very) little money. I need to borrow some to pay the exam fee.	hardly any / not enough
I've got (very) few friends. I need to make new friends.	



dreamstime.com Now we shall discuss some rules :

- Affirmative sentences :
 - A little, a few, (very) little and (very) few are generally used in affirmative statements, not negatives or questions.
- Countable and uncountable nouns :
 - **A little and (very) little** are used with **uncountable** nouns (money, bread, water...)
 - **A few and (very) few** are used with **countable** nouns (friends, tables, teachers..)

Too and Enough

In Today's post we shall discuss about the usage of **Too** and **enough**.

- These two indicate degree.
- They are used with adjectives.

Too : The meaning of Too is "more than what is needed".

Enough : The meaning of Enough is "sufficient".

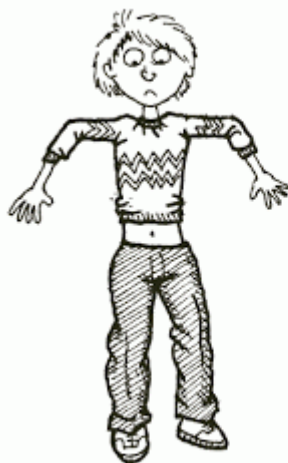
Have a look at some examples so that you can understand the usage of **Too** and **Enough**.

- She is *intelligent enough* to get a good score in IBPS.
- You're not writing *fast enough*.
- I don't have *enough money*.
- He has *too many girl friends*.
- Uma has got *too much patience*

Now let's see some important points you should keep in mind while using **Too**

- **Too** comes before adjectives and adverbs :
 - It's *too hot* to wear that coat.
 - I was walking *too fast*.
- **Too** may also come before nouns when it is used with the expressions **too much** and **too many**.

too/enough



Tom's sweater is not big **enough**



Kevin's sweater is too big

- **Too much** is used before uncountable nouns.
 - There is *too much salt* in this food.
 - **Too many** is used before countable nouns
 - There are *too many students* in this classroom.

Now let's see some important points you should keep in mind while using **Enough**.

- **Enough** precedes adjectives and adverbs :
 - He isn't *young enough* to dance with those students.
 - We're not walking *quickly enough*.
- **Enough** may also precede nouns :
 - We have *enough money*.
 - I have not got *enough money* to pay the exam fees.

Much, Many and A Lot

In today's post we shall discuss about the usage of **Much**, **Many** and **A Lot**. These three indicate a large quantity of something, for example "I have a lot of friends " means I have a large quantity of friends. These three are (much, many and a lot) are quantifiers. Now lets see some examples to demonstrate the usage of Much, Many and A Lot.

- How much money have you got?
 - I haven't got much money.
 - I have got a lot.
 - I have got a lot of money.
- How many students are in the classroom?
 - There aren't many.
 - There are a lot.
 - There are a lot of/lots of students.

In the interrogative forms we use :

- Much with uncountable nouns. (money, bread, water...)



- Ex :
 - How much money / bread / water...is there?
- Many with countable nouns. (students, desks, windows...)
 - Ex :
 - How many students / teachers / desks... are there?

In the negative forms we use :

- Much with uncountable nouns. (money, bread, water...)
 - Ex :
 - I haven't got much money/bread/water...
- Many with countable nouns. (students, desks, windows...)
 - Ex :
 - There aren't many students / teachers / desks...

In the affirmative forms we use :

- A lot, A lot of, lots of with countable and uncountable nouns.
 - Ex :
 - "How many students are there in the classroom?"
 - "There are a lot."
 - "How many students are there in the classroom?"
 - "There are a lot of / lots of students"..

- It is also possible (and preferable) to use many and much rather than a lot of, lots of and a lot in formal written English.
 - Ex :
 - There are many students.
 - Much time was spent on studying.

Remember friends, if you're speaking or writing to friends (informal), use a lot, a lot of, lots of. But if you want to be more formal, perhaps it is preferable to use much and many.

Some more points to Remember :

- In affirmative sentences with so, as or too, we also use much / many.
 - Ex :
 - "Ramani has so many friends."
 - "She has as many friends as Mohana."
 - "Mohan has too much money."

Now lets see the detailed view of the points mentioned above :

Interrogative	Negative	Affirmative
How many books are there?	There aren't many .	There are a lot .
		There are a lot of books.
		There are lots of books.
		There are many books (<i>formal</i>)
How much money have you got?	I haven't got much .	I've got a lot .
		I've got a lot of money.
		I've got lots of money.
		I have got much money (<i>formal</i>)

I wish / if Only

In this post we shall discuss about the usage of **I wish / If Only** in sentences. There are three types of **I wish / if only** sentences:

- Wish, wanting change for the present or future with the simple past.
- Regret with the past perfect.
- Complaints with would + verb.

To express a wish :

The form of the sentence :

If only / I wish + simple past

Ex :

If only I **knew** how to speak Spanish. (I don't know how to speak Spanish and I would like to learn

Usage :



- To express a wish in the present or in the future.
- The simple past here is an unreal past.

- When you use the verb to be the form is “were”.

Example:

I wish I **were** a millionaire!

To express regret :

The form of the sentence :

If only / I wish + past perfect

Ex :

If only I **had woken** up early. (I didn't wake up early and I missed the train.)

Usage :

- To express a regret.
- The action is past.

Complaining :

The form of the sentence :

I wish / if only + would + verb

Ex :

I wish you wouldn't arrive so late all the time (I'm annoyed because you always come late and I want you to arrive on time)

Usage :

- To complain about a behavior that you disapprove.
- Expressing impatience, annoyance or dissatisfaction with a present action

Used to, be Used to, get Used to

Today we shall discuss about the usage of Used to, be Used to and Get Used to.

By using Used to you can express :

- But it no longer happens or is no longer true now:

Have a look at some examples of the usage of Used to :

- Shivani used to live in Bangalore.
- She used to dance every evening, but since she had that terrible lung disorder she doesn't dance anymore.
- Why don't you come and see me like you used to?

Now lets see the forms of used to :

There are three forms for Used to. They are



- Interrogative form :
 - Did you use to dance regularly ?
- Affirmative form :
 - Yes, I used to go jogging nearly every day.
- Negative form :
 - No, I didn't use to exercise on a regular basis.

The usage of Used to, be used to, get used to :

- **Used to** tells us that a particular thing always happened or was true in the past (see the above examples)
- **Be used to** is used to say that something is normal, not unusual.
 - Examples :
 - I'm used to living alone.
 - Don't worry, Mohan is used to driving for long hours. He has worked as a professional driver for 20 years.
- **Get used** tells us that something is in the process of becoming normal.
 - Examples :
 - He doesn't like that small town, but he'll get used to it.
 - She found the heels too high, but she got used to them.
 - Since the divorce, she has become very sad. But I think she'll get used to her new life.
 - I got used to living in Canada in spite of the cold weather.
- Get used to and be used to are followed by either a noun or a **gerund**. Have a look at the following table.

Get used to + noun	Get used to + gerund (verb+ing)
I got used to the noise	I got used to <u>waking</u> up early
I'm used to the hot weather	I'm used to <u>working</u> late at night

Lesson 6 : Tips for Correct Spellings

Rules / Tips for Correct Spellings – Lesson

The one word which most students dread in any competitive exam is "English", and more so "grammar!". Grammar is an integral and indispensable part of English (or any language, for that matter) and words / vocabulary are an integral part of grammar. And, when we talk of words, can spellings be far behind? Identifying the wrong spellings is a part of the evaluation process, in the English section, in most competitive exams - bank PO and clerical exams, SSC, IB and other exams.

The 'beauty' of English is that words are not spelled the same way they are pronounced and vice-versa. As Ambrose Bierce, American editorialist, journalist, short story writer, and one of America's greatest satirist, once said, "Orthography is the science of spelling by the eye instead of the ear." This implies that words that are written are not necessarily pronounced the same way! Under such circumstances, mastering spellings becomes critical to your success, not only in competitive examinations - where both your oral and written communications is tested - but also in your career and life.

Here are some Tips / Rules for Correct Spellings

There are certain rules / tips for correct spellings, and it will do you a 'world of good' if you can remember these rules / tips, and apply them accordingly while practicing the spellings of words.

1. 'ie' and 'ei' : When 'ie' is pronounced 'i:' as in 'bee', the 'i' comes before the 'e'.

SPELLINGS

Believe
Belief
Brief
Achieve
Aggrieved
Fierce
Field
Grieve
Relief
Relieve
Chief
Hygiene

when 'ei' is pronounced 'i:' as in 'bee', 'ei' comes after the 'c'.



Deceive
Deceit
Conceive
Conceit

Preconceived

Receive

However, some exceptions to this rule are :

Counterfeit, Plebeian, Weird, Seize, where the 'ei' spelling doesn't follow a 'c'. You need to learn the spellings for these.

2. The consonant 'l' is usually doubled, even when the stress does not fall on the last syllable. This rule is applicable for UK English spellings. However, the US spellings have also been shown below for your benefit and understanding.

Word	Change in the word after Applying the rule (UK Spelling)	US Spelling
Travel	Traveller	Traveler
Signal	Signalling	Signaling
Distil	Distiller	Distiller
Quarrel	Quarrelled	Quarreled

Note : An Exception is 'paralleled'.

3. **Doubling Consonants** : When adding 'ed' and 'ing' endings to verbs that end with a single vowel plus a consonant, do not double the final consonant if the stress doesn't fall at the end of the word.

Word	'ing' form	'ed' form
Budget	Budgeting	Budgeted
Inherit	Inheriting	Inherited

when adding 'ed' and 'ing' endings to verbs that end with a single vowel plus a consonant, double the final consonant if the stress falls at the end of the word.

Word	'ing' form	'ed' form
Commit	Committing	Committed
Admit	Admitting	Admitted
Refer	Referring	Referred
Defer	Deferring	Deferred

4. **Adding endings to words that end with a double 'l'** : Drop the final 'l' from words that end with a double 'l' before adding endings which begin with a consonant. (Such as 'ment', 'ful' and 'li')

Word	'ly', 'ful' & 'ment' endings
Dull	Dully
Chill	Chilly
Will	Wilful (willful in US English)
Skill	Skilful (Skillful in US English)

Note : The ending 'ness' is an exception to this rule :

- Small- Smallness;
- Ill - illness

5. You must have come across the expression "When two vowels go walking, the first one does not talking". This means that when there are two vowels in a row, the first one usually has a long sound, and the second is silent. "That's why it's 'lean', not 'laen'; 'team', not 'taem'; 'coat', not 'caot', 'boat' not

Tips and Tricks to Improve English Spellings - Lesson 2

Friends, in our last post we have discussed some Rules / Tips for correct spellings. Read that post [here](#) before reading this post. Today we shall discuss some more tips and tricks for correct spellings.

6. You will be at your best at learning words when you make an effort to understand them. A good way to understand a word is to break it into syllables. Look for prefixes, suffixes, and roots. Practice each short part, and then the whole word.

disappearing ---> *dis-ap-pear-ing*

traditional -----> *tra-di-tion-al*

After you break apart a word, ask yourself: How is this word like other words I know ?

Spelling the word "*traditional*" may make you think of the spellings, '*functional*' and '*national*'. Finding patterns among words is one of the best ways to learn spelling.



7. It's also helpful when you try making up funny memory aids. For instance, do you have trouble remembering which has two s's - desert (dry land) or dessert (a sweet course) ? Remember that with 'desert' you'd like a second one ;)

Similarly, do you have trouble remembering how to spell *separate* ? Remember that there is a 'rat' in the middle.

8. Compile a list of words that you find difficult to spell. Go over a few previous papers and spelling exams to track down the trouble makers. Once you've got your list in hand, see if some of the above mentioned tips can help you.

9. Another kind of memory aid is to make up a sentence in which the first letter of each word can be used to make the spelling word. The sillier, the better - goofy sentences may be easier to remember!

Chili - Cats have interesting little ideas

Weird - We entered India running directly

Seize - She entered into zoo everyday

10. Make sure that you are pronouncing the words correctly. This can help you avoid some common spelling errors. Remember, that there are many words (and phrases) in English that are not spelled the way they are pronounced, and vice-versa. For example: imborglio, colonet, plumber, encore, melee, double entendre, Coup d'état, corps, coxcomb, ricochet, rapprochement, communiqué, laissez, faire, lagniappe, gaol etc.

How to master correct spellings ?

One way of mastering correct spellings is to be aware of various kinds of words that are frequently used in written form, such as in news papers, magazines, journals, novels, biographies, autobiographies, websites / internet, etc. Practice correct spelling through reading, by paying attention to the way words are written, and jot down those you didn't know. Whenever you have any doubt about the spelling of any word, look up a dictionary immediately, and try to remember the spellings of such words.

Every day, at least for about half an hour, you should play vocabulary games such as anagrams, word games, cross word puzzles, scrabble, boggle etc.

That's all for now friends. Hope this article helped you improving your English spelling skills. Now lets have a look at some useful books for improving spellings.

Here are some reference books for improving Spellings

1. Webster's Reference Library - Concise Edition Spelling, Grammar & Usage.
2. Basic English Usage - Michael Swan (Oxford University Press).
3. High School English Grammar and Composition - Wren & Martin.

Spellings often Misspelled

Friends, thanks for the overwhelming response to our [Tips for correct spellings](#). Some of our friends have asked us to include some tips to remember the spellings that are often misspelled / confuse. Most spelling errors are unintentional. The main problem with the spellings is, people remember the sound of the word in their mother tongue and try to write the spelling to that sound using their own English language skills. But as English is a tricky language, this technique leads to some typing errors. Some common typos are :

- Omitting letters from a word
- Adding extra letters
- Transposing two letters in a word
- Spacing words improperly

We can avoid these errors with some careful observation and practice. Here is the list of some misspelled / confused words. Just observe the common errors carefully, and learn the correct spellings prudently. We hope this observation helps you improving your spellings. All the Best :)

- **Correct Spelling : Referred**
 - **Common Spelling Errors :** Reffered / reffered
 - To be observed Carefully : Single 'f' and Double 'r'
- **Correct Spelling : Occurred**
 - **Common Spelling Errors :** Ocurrred / Occured
 - To be observed Carefully : Double 'c' & Double 'r'
- **Correct Spelling : Committed**
 - **Common Spelling Errors :** Committed / Comitted
 - To be observed Carefully : Double 'm' & Double 'i'
- **Correct Spelling : Compelled**
 - **Common Spelling Errors :** Compeled / Comppelled
 - To be observed Carefully : Single 'm' & Double 'l'
- **Correct Spelling : Occasion**
 - **Common Spelling Errors :** Occassion / Ocassion
 - To be observed Carefully : Double 'c' & Single 's'
- **Correct Spelling : Accommodation**
 - **Common Spelling Errors :** Accomodation / Acommodation
 - To be observed Carefully : Double 'c' & Double 'm'
- **Correct Spelling : Committee**
 - **Common Spelling Errors :** Commitee / Comittee
 - To be observed Carefully : Double 'm', Double 't' & Double 'e'
- **Correct Spelling : Unparalleled**
 - **Common Spelling Errors :** Unparallelled / Unparaelled
 - To be observed Carefully : Double 'l' only once & Single 'l' latter
- **Correct Spelling : Manoeuvre / Maneuver (US)**
 - **Common Spelling Errors :** Manuvre / Manoeuver
 - To be observed Carefully : 'o' comes before 'e' & 'u' comes before 'v'
- **Correct Spelling : Consummation**
 - **Common Spelling Errors :** Conssumation / Consumption
 - To be observed Carefully : Single 's' & Double 'm'
- **Correct Spelling : Languor**
 - **Common Spelling Errors :** Langour / Languour
 - To be observed Carefully : 'u' comes before 'o' & only single 'u' not double (after 'o').
- **Correct Spelling : Bungalow**
 - **Common Spelling Errors :** Bangalow / Bunglow
 - To be observed Carefully : 'u' comes after 'b' & 'a' comes after 'g'
- **Correct Spelling : Conscience**
 - **Common Spelling Errors :** Consience / Consience / Conscience
 - To be observed Carefully : 'i' comes before 'e'. So, it is 'ie' and not 'ei'
- **Correct Spelling : Definitely**
 - **Common Spelling Errors :** Defenetly / Defnetly
 - To be observed Carefully : 'i' comes after 'f' not 'e' & 'u' comes after 'a' at the end.
- **Correct Spelling : Bureau**
 - **Common Spelling Errors :** Bereau / Burow / Beouro
 - To be observed Carefully : 'e' comes before 'a' & 'u' comes after 'a' at the end.
- **Correct Spelling : Reclamation**
 - **Common Spelling Errors :** Reclammation / Reclaimmation
 - To be observed Carefully : Single 'c' & Single 'm' & no 'i' before 'm'
- **Correct Spelling : Indispensable**
 - **Common Spelling Errors :** Indispensible / Indespincible
 - To be observed Carefully : 'i' comes after 'd' & 'e' comes after 'p' & 's' comes before 'able'

Lesson 7 : Reading Comprehension :

How to Get Good Marks in Reading Comprehension ?

Friends, Now a days, almost every competitive exam asking reading comprehension questions. In these type of questions, they will give you a passage / comprehension and will ask you to read that and answer the questions followed by that passage. Actually this Reading Comprehension section is designed to test the ability of the student to read a passage and understand its contents and his ability to draw inferences on the basis of what is read. In simple words, the student's ability to grasp the contents of the passage in a relatively short span of time is what is being tested.

The Student is expected to read the given passage, understand its contents well and answer the questions given at the end of the passage. All this to be completed in the limited time that is given.

There are two important skills you should develop to do well in reading comprehension. Those are,

1. **Reading Rate**
2. **Understanding of the Passage**



Lets have a look at each of them individually to get a clear understanding, before we get into the techniques of attempting Reading Comprehension.

The reading skill cant be evaluated on a number of words per minute scale, but **reading rate** can definitely be measured. ***A person who can read faster can answer more number of questions in the given time than a person with slower reading speed,*** Other things remaining the same. It is this reading rate or your speed of reading that you have to aim at improving. There is no overnight solution to this. Constant and extensive reading will improve your reading rate. Check your reading speed today (take any passage, count the number of words, clock the time taken by you to read it and calculate the speed in words per minute) and keep a record of it. Then, keep checking your speed regularly and tabulate the same. Check whether your speed has increased over time with practice. However, do not become complacent if your speed has increased.

This brings us to the second point.. i.e., ***understanding of the passage***. A person may be able to read the passage much faster than others but if he is not able to answer the questions pertaining to the passage, then the speed is of no use at all. it is very essential to grasp the meaning of the passage while reading. While you are reading, you should constantly think, evaluate, reason out, judge and co relate with what has already been read. A good vocabulary would enable you understand the nuances and grasp the meaning of various issues discussed in the passage. While an attempt can be made at pointing out various categories of quesiotns that may be asked and give a variety of tips, you will basically have to draw on the resources built by wide and extensive reading and rely on your own vocabulary. No training will possible regarding understanding and analysing the problem. However we are going to

In addition to *good vocabulary*, also needed is the ability to zero in on the central theme of the passage. *This can be developed with extensive reading practice as well as proper concentration at the time of reading the passage.* You should also consciously develop the habit of correlating each new sentence read with the part of the passage already read and mentally form a linkage of all ideas expressed in the passage while simultaneously weeding out redundant statements.

The passage given in competitive exams (especially for bank exams) *do not conform to any standards as regards the subject matter or the length of the passage.* While the subjects covered can be as wide ranging as Economy, Sciences (like Botany, Zoology, Chemistry, Physics, Astronomy), Social Sciences (like Psychology, History, Politics, Sociology), Humanities (like Literature, Art, Music) or Current Topics (Social, Political, Economical), *the student is not expected to have any prior knowledge of the topics given.*

The passages will sometimes be very complex in nature while others will be simple in nature and easy to understand.

The questions themselves can pertain either to parts directly contained in the passage or related to implications and inferences. Sometimes you may be asked to comment on the tone of the passage or to choose a title for the passage or to identify the main idea in the passage but you are hardly ever asked for your **opinion** on the passage.

Important Tips for Reading Comprehension

Friends, in our last post we've discussed some basic techniques on how to get good marks in Reading Comprehension section of bank and other competitive exams. (you can read that post [here](#)). In this post we shall discuss some important points you should keep in mind while dealing with Reading Comprehension problems.

What to read first? The given Passage or Questions?

There are people belonging to both schools of thought. But it is preferable to read the passage first to get a grasp of the broad ideas the author is trying to communicate and then take up the questions one by one. In the process of going through the passage initially, underline key words and phrases as well as some important points in the passage (for online exam you can't mark anything so better keep important words in your mind instead of writing anywhere). Then, when you go through each question, get back to the relevant portion of the passage, read it more thoroughly this time and then answer the question.

As mentioned in our [previous post](#), the following are the major categories of questions that are asked :



1. Main idea of the passage / title for the passage
2. Specific details basically reproducing what is given in the passage
3. Drawing inferences / implications
4. Determining the meaning of words / phrases as used in the passage or by the author
5. Application of the ideas expressed in the passage to other situations

Where you have to choose a title for the passage or identify the main theme of the passage, check the opening and closing sentences of each paragraph particularly the opening sentence of the first paragraph and the last sentence of the last paragraph. At the same time, be wary about too specific or too broad choices in the multiple choices given.

We are planning to give you a number of practice tests on Reading Comprehension as this is one of the crucial area of Competitive Exams. We hope these tests may enable you to get sufficient practice in this important area. Please remember that in this area, unlike in other areas like Maths or Reasoning where you will be able to assess for yourself how much of new knowledge you have added on and how much of improvement in speed you have achieved, there will not be such clear indicators. However, performance in reading comprehension will improve only with practice and that requires a lot of effort and determination on your part.

In addition to the online tests you take from this blog, you will have to put in at least 45 minutes of reading practice per day to improve your reading speed and comprehension. You need to take up serious reading material for practice - News Papers Editorials, editorials in general magazines like India Today or Business Magazines like Business India or other articles in such magazines, general books on a wide variety of subjects like Psychology, Sociology, Technology, etc. For each article or part of a book that you are reading, go through the process of reading, writing down from memory a few important points from what you have just read and then checking back with the text whether any important points got left out. This exercise done regularly over a period of time will certainly help you improve your reading speed as well as your ability to understand and retain what you read. But, as already mentioned, only regular practice can help you in this regard.

All The Best...

Study PDFs and Official Notices - All in One - https://sscstudy.com