

Important Grammar Rules- Topic Wise



Guidely Xpress Video Package

Subscribe Now to Get Unlimited Access

Complete Package for Bank Exams

IBPS RRB /
IBPS PO 2020

Recorded Video Course + Exam wise Live Classes
+ Complete Mock Test Series

- ✓ 1200+ Mock Tests for Bank, Insurance, Railway and SSC
- ✓ 500+ Videos for Bank and Insurance Exams
- ✓ 350+ Hours Video Classes (Individual Live Classes)
- ✓ Personal Guidance in Telegram Group
- ✓ Life Time Validity
- ✓ Access on Mobile & Desktop



ALL IMPORTANT RULES OF ENGLISH GRAMMAR- TOPIC WISE

Important Rules for Noun

1. A **Material Noun** (Gold, Steel, Wood, Water, Silver etc) and an **Abstract Noun** (Happiness, Freedom, Sorrow, Illness, Friendship etc) are always written in singular forms. These are thus always followed by **singular verbs** (or helping verbs).

Example – **Gold** is getting expensive day by day.

Poverty is just a state of mind.

2. **Hyphenated Nouns** are never written in plural forms.

Example – The ATM was not delivering **five-hundred rupee** notes.

The workers of the **three-star hotel** were ill-mannered.

3. **Collective Nouns** even when used to denote living things, are considered to be of neuter gender and therefore, the possessive adjective used for them is 'its'.



Important Grammar Rules- Topic Wise

Example – The committee was determined on **its** decision.

The jury has changed **its** verdict.

4. Sometimes objects without life are spoken of as if they are persons. In that case they are regarded as **males** and **females**.

- The things that are remarkable for strength, firmness or energy are regarded as **males**; as – Sun, Time, Death, summer, Thunder, Ocean etc.

Example – Then the Sun showed **his** rage.

Death always knows his victim.

- Things remarkable for beauty, gracefulness and gentleness are regarded as **females**; as Moon, Earth, nature, spring, Hope, Virtue, and Charity.

Example – Spring has her own charms and delights.

The moon shed her light on the bank.

5. A **Compound Noun** generally forms its Plural by writing its principal word in plural form.

Example – Foot**man** (s) – Foot**men** (p)

Man of war (s) – Men of war (p)

Son-in-law (s) – Sons-in-law

Commander-in-Chief (s) –

Commanders-in-Chief (p)

Maid-servant (s) – Maid-servants (p)

6. Several Nouns which are used in counting, when preceded by Numerals, are unchanged in the Plural;

as, score, dozen, gross, hundred, thousand, pair, couple, stone etc.

Example – His uncle has reached the age of four **score** and ten.

(Not ‘four scores’)

I bought two **dozen** bananas. (Not ‘two dozens’)

7. Some Nouns are found only in Plural forms. Such nouns are:

- Names of pairs of things which are usually inseparable; as, Tongs, Scissors, Trousers, Braces, Spectacles etc
- Names of things not generally thought of singly; as, Bowels, Vitals, Eatables, Movables, and Valuables.
- Names of games; as, Billiards, Draughts etc
- Names of diseases; as, Measles, Mumps, Rickets etc
- Some miscellaneous nouns like Thanks, Wages, Tidings, Assets, Premises etc

8. Some nouns have two forms for the plural, with different meanings:

Example –

- Brother
 - Brothers – Sons of the same father
 - Brethren – Members of the same society or community
- Cloth (singular)



Important Grammar Rules- Topic Wise

○ Cloths – Kinds or Pieces of cloth

○ Clothes – Garments for wear

• Die

○ Dies – Stamps for coining

○ Dice – Small cubes used in gaming

• Fish

○ Fish – Taken collectively (of all kinds)

○ Fishes – Taken or described separately
(of a particular kind)

• Genius

○ Geniuses – Men of great virtues or talent

○ Genii – Spirits

• Index

○ Indexes – Table of contents to books

○ Indices – Signs used in algebra

• Penny

○ Pennies – Denotes the number of coins

○ Pence – A sum of money viewed as a whole

9.

- The possessive case of a singular noun is formed by adding apostrophe mark + s ('s).

Example - The boy's watch, the bird's eye, the uncle's car

- The possessive case of a plural noun (noun ending in s) is formed by adding apostrophe mark only (and not adding s to it).

Example – boys' hostel, workers' clothes, dogs' ears

- The possessive case of plural nouns not ending in s is formed by adding apostrophe mark + s ('s).

Example – Men's club, Children's playground

- When a noun ends in a hissing sound, apostrophe mark is added to it to make its plural.

Example – Rakesh' house, Conscience' sake

10. The possessive case is now used chiefly with nouns denoting living beings.

Example – Ravi's bike, Sister's car

- For non living things, possessive case is not used. Therefore,

The car's tyre – (Incorrect)

The tyre of the car (Correct)

The water's sound – (Incorrect)

The sound of the water – (Correct)

- But possessive case is used with non living things for special cases. These are:

i. When the noun denotes personified things.

Example – Nature's call, Sun's fury

ii. When the noun denotes time, space, weight.

Example – A month's extension, hair's breadth, stone's throw

iii. In some phrases.

Example – At his wit's end, At arm's length, for mercy's sake

Exercise: Correct the following sentences.

1. The sceneries of Kashmir are very charming.



Important Grammar Rules- Topic Wise

2. The news are good.
3. The house is built of stones.
4. I do not wear trouser.
5. Physics are an interesting subject.
6. This car cost me forty thousands rupees.
7. What are the criterions of success in life?
8. Politics are not meant for young boys,
9. Poors are always with us.
10. Please cut it with a scissor.
11. The street's width is insufficient.
12. The national anthem is written by Rabindranath Tagore, one of the great poets of India's.
13. This house is of my father.
14. It was his servant's mother's watch.
15. The table's legs are broken.
16. His trouser was torn.
17. Rohan keeps his words.
18. I was welcomed with a stream of abuses.
19. The furnitures he bought were very expensive.
20. Your cattles were grazing in my field.

Answers:

1. The **scenery** of Kashmir is very charming.
2. The news **is** good.
3. The house is built of **stone**.
4. I do not wear **trousers**.
5. Physics **is** an interesting subject.
6. The car cost me forty **thousand** rupees.
7. What are the **criteria** of success in life?
8. Politics **is** not meant for young boys.
9. **The Poor** are always with us.
10. Please cut it with **scissors**.
11. The **width of the street** is insufficient.
12. The national anthem is written by Rabindranath Tagore, one of the great **poets of India**.
13. This is **my father's house**.
14. It was **the watch of his servant's mother**.
15. The **legs of the table** are broken.
16. His **trousers** were torn.
17. Rohan keeps his **word**.
18. I was welcomed with a stream of **abuse**.
19. The **furniture** he bought **was** very expensive.
20. Your **cattle** were grazing in my field.

Important Rules for Articles

1. As a general rule, a Singular Noun which is countable when it is mentioned for the first time and represents no particular person or thing, must have an Article before it.
'A or an' is called the Indefinite Article because it is used when we do not speak of any particular or

definite person or thing i.e. which the speaker only knows or is aware of and the listener doesn't know and isn't aware of the person or thing; as,

Example – I saw **a** boy in the market.

I found **a** mobile phone in the room.



Important Grammar Rules- Topic Wise

'The' is called the Definite Article, because it is used when we speak of some particular person or thing, which the speaker and the listener know and are aware of.

2. **A or An** is not normally used before nouns standing for things that cannot be counted; as, Ink, Water, Milk, Wood, Meat etc.

3. **A or An** is used for names or professions; as, A teacher, An engineer, A student, A pilot, A hero etc.

4. **A** is used before:

- Words beginning with the sound of a consonant; as, a boy, a woman, a cow etc.
- Such vowels that have the sound of 'yu' or 'wa'; as, a useful person, a university, a uniform, a one-rupee note, a one-way road etc.

5. **An** is used before words beginning with a vowel or vowel sounding words; as, an eye, an ox, an idiot, an honourable man, an honest man etc.

6. **The** is used:

- When we refer to some particular person or thing; as,
Example – The house I bought last month is a spacious one.

I have the bag you lost last evening.

- Before *oceans, rivers, seas, gulfs, mountains, bays and straits.*

Example - The Indian ocean, the Atlantic, the Red sea, the Ganga etc

- Before the names of some countries like The United States, the Netherlands, the United Kingdom etc.

- Before the names of newspapers, magazines etc; as, The Times of India, the Statesman etc.

- Before the names of religious books; as, The Gita, the Mahabharat, the Ramayan

- Before ordinals; as, the first of March, the fifth time etc.

- Before the names of celestial bodies; as, the sun, the moon, the Jupiter, the universe etc.

- Before superlatives; as, the best book, the worst movie, the biggest fare etc

- Before adjectives which are understood as noun; as, the rich, the poor, the blind etc.

7. The use of articles is omitted.

- Before proper nouns.

Example – *Rohan* is a good boy. (Not a/the Rohan)

Delhi is the capital of India. (Not a/the Delhi)

- Before abstract nouns.

Example – He loved *truth* and *wisdom*.

He was a man of *justice* and *mercy*.

- Before material nouns.

Example – *Silver* and *Gold* are found in India.

Bread is made up of *flour*.

- Before the names of games.



Important Grammar Rules- Topic Wise

Example – I play football.

Cricket is my favourite game.

- Before the names of meals.

Example – Breakfast is ready.

Lunch is delayed.

8. When two or more Adjectives qualifying the same noun are connected by 'and', the article is used before the first adjective only; but when they qualify different nouns, expressed or understood, the article is used before each adjective.

Example – He has *a black and white* horse.

(Only 1 horse – partly black and partly white)

He has a black and a white horse.

(Two horses – one black and one white)

9. When two or more Nouns connected by 'and' refer to the same person or thing, the article is used before the first noun only; but when they refer to different persons or things, the article is repeated with each noun.

Example – The MD and CEO of the company has come.

(Both MD and CEO are the same person)

The MD and the CEO of the company have come.

(MD and CEO are two different persons)

10. When two nouns in a comparison refer to the same person or thing, the article is used before the first noun only.

Example – Jack is a better gardener than photographer.

(Jack is both gardener and photographer, but he is not as good as a photographer as he is a gardener)

Exercise: Fill in the blanks with the appropriate articles.

1. French is _____ easy language.
2. Raman is the _____ cleverest boy in _____ class.
3. _____ honest man is _____ noblest work of God.
4. _____ earth moves around _____ sun.
5. He is not _____ honourable man.
6. He waited for her for _____ hour.
7. He is _____ Indian but his wife is _____ European.
8. _____ sun rises in _____ east.
9. _____ lion is _____ king of beasts.
10. Ramayana is _____ holy book of _____ Hindus.
11. _____ Andaman and Nicobar is _____ group of islands in _____ Bay of Bengal.
12. _____ pen is mightier than _____ sword.
13. We stayed at _____ hotel in _____ centre of _____ town.
14. Get me _____ kilo of sugar from _____ nearest store.



Important Grammar Rules- Topic Wise

15. _____ word to _____ wise is sufficient.
16. Please pass me _____ sugar.
17. _____ Taj Mahal is _____ finest mausoleum in _____ world.
18. She is _____ most beautiful girl of my city.
19. _____ French defeated _____ Germans.
20. English is _____ language of _____ people of England.

Solution: Fill in the blanks with the appropriate articles.

1. French is **an** easy language.
2. Raman is **the** cleverest boy in **the** class.
3. **An** honest man is **the** noblest work of God.
4. **The** earth moves around **the** sun.
5. He is not **an** honourable man.
6. He waited for her for **an** hour.
7. He is **an** Indian but his wife is **a** European.

8. **The** sun rises in **the** east.
9. **A** lion is **the** king of beasts.
10. Ramayana is **a** holy book of **the** Hindus.
11. **The** Andaman and Nicobar is **a** group of islands in **the** Bay of Bengal.
12. **A** pen is mightier than **a** sword.
13. We stayed at **a** hotel in **the** centre of **the** town.
14. Get me **a** kilo of sugar from **the** nearest store.
15. **A** word to **the** wise is sufficient.
16. Please pass me **the** sugar.
17. **The** Taj Mahal is **the** finest mausoleum in **the** world.
18. She is **the** most beautiful girl of my city.
19. **The** French defeated **the** Germans.
20. English is **the** language of **the** people of England.

Important Rules for Pronoun

1. The pronouns **I, we, our, mine, my, me, us, our**, which stand for the person or persons speaking, are said to be Personal Pronouns of the **First Person**.

Example – **I** have a mobile phone.

We have a car.

The mobile phone is **mine**.

The dog loves **us**.

2. The pronouns **you, yours**, which stand for the person or persons spoken to, are called Personal Pronouns of the **Second Person**.

Example – **You** a good boy.

This pen is **yours**.

3. The pronouns **he, his, him, she, her, hers, they, their, theirs, them, it**, which stand for the person or thing spoken of, are called Personal pronouns of **Third Person**.

Example – He has a blue car.

It is my pen.



Important Grammar Rules- Topic Wise

4. Words like *my, mine, your, yours, his, her, hers, their, theirs, our, ours, its* show possession, yet, these are different.

- ‘*My, our, your, his, her, their*’ are called **Possessive adjectives** as these always are always followed by a noun which they qualify like an adjective.

Example – This is *my* pen.

Here is *your* gift.

- ‘*Mine, Ours, Yours, his, hers, theirs*’ are called **Possessive pronouns** as these are used in place of a noun to avoid its repetition like what the pronouns do.

Example – This pen is *mine*.

The gift is *yours*. (Mine and yours are used here in place of a name that could be placed here, but isn’t placed here for avoiding repetition. Therefore, these are called Possessive Pronouns).

5. When a Pronoun stands for a *Collective Noun*, it must be in the *Singular number*, if the collective noun is viewed as a *whole*.

Example – The jury has given *its* verdict.

The University has altered *its* regulations.

- But, if the *Collective Noun* conveys the idea of separate individuals, composing the whole, then the plural number must be used.

Example – The jury *were* divided in *their* opinions.

The committee gave *their* votes in favour of co-education.

6. **Polite manners** require that we must always say ‘You and I’, ‘He and I’, ‘She and I’, ‘You, He and I’ or ‘You, She and I’. This may be briefed as 231 (1,2,3 refer to first person, second person and third person respectively).

If names are mentioned, the same rule is followed: *person spoken to first, person spoken about second, and the speaker himself last*.

Example – You, Rohit and I have been called for a meeting.

You and He have been promoted.

- When a Pronoun refers to more than one Noun or Pronoun of different persons, the Pronoun agrees with the First person rather than with the Second or Third person, and it agrees with the second person rather than with the third.

Example – Hiren and you have lost the chance.

You and He have wasted your time.

7. The pronoun following ‘than’ must be in the same case as that preceding it (i.e. in First person).

The reason for this is that when we use ‘than’, we are comparing a noun or pronoun with another noun or pronoun. And comparison can only be done between two nouns or pronouns used as *subjects*.



Important Grammar Rules- Topic Wise

Example – Ganesh is stronger than me. (Incorrect)

Ganesh is stronger than I. (Correct)

She sings better than him (Incorrect)

She sings better than He. (Correct)

8. The pronouns following ‘as’ must be in the same case as that preceding it. (i.e. in First person).

It also has the same reason stated above in 7.

Example – He is as hard working as **me**. (Incorrect)

He is as hard working as **I**. (Correct)

- In formal conversations, the use of me, him, her after the verb **to + be** is now quite common.

Example – It is me. It was her. It was he.

9. The indefinite pronoun **one**, if used in a sentence as subject, should be used throughout like that.

Example – **One** should take care of **one’s** (not his or her) health.

One should love **one’s** (not his or her) country.

10. The pronoun **it** is used –

- For things without life; as,
I have a book. It has pictures in it.
- For animals; as,
The horse fell and broke its leg.
- For young children; as,
When I saw the child it was weeping.
- In speaking of the time, distance or weather; as,
It is a fine day.

It is the fifth of August.

Where is Udaipur? It is one hundred kilometers.

- To give emphasis to the noun or pronoun following; as,

It was I who first volunteered.

11. **Anybody, Everybody, Anyone, Everyone, Each** are followed by he or she according to the context.

Example – He helped **everyone** of his class-fellows in **his** studies.

I helped **each** of the girls in **her** studies.

Note- When the sex is not clear, we use the pronoun of the masculine gender.

Example – If anybody helps me, I shall be thankful to him.

Everyone has his own ideas on the subject.

12. **‘Each’** is used generally to express everyone of a small number of persons or things, while **‘every’** is used to express everyone of a large number of persons or things.

Example – The municipality has decided to reconstruct **every** road of my locality. (The number of roads – large number)

There is a post box on **each** side of the square. (Side of the square = small number)

‘Either’ is used to denote one of two persons or things.

Example – Either of the boys has called you. (It means ‘One of the two boys’)



Important Grammar Rules- Topic Wise

‘**Neither**’ is the negative of either and means **none of the two**.

Example – Neither of the pens is good. (It means ‘none of the two pens’)

13. ‘**Who, whose, whom**’ are used only for persons or for animals intimate with persons. They may refer to a Singular or a Plural Noun.

Example – The man **who** doesn’t love his country is a sinner.

These are the people **whom** we visited yesterday.

I know cats **whose** intelligence is almost equal to men’s.

14. **Which** – It is used for **animals and things without life**. It may refer to a Singular or a Plural Noun.

Example – The time which is once lost is lost forever.

The dog which bit him has been shot.

- **Who** and **which** have a restrictive force when they limit or define the meaning of the Antecedent.

Example – The beggar who cheated us was arrested today.

This is the picture which I bought.

- **Who** and **which** have sometimes a continuative force when they are used only to make some additional statement about the antecedent. They may then be replaced by a conjunction and a pronoun.

Example – I sent for the girl, who came at once.

I gave her one rupee, which was all I had then.

15.

- **That** – That may refer to persons, animals or things.

Example – These are the boys that can be trusted.

I have lost the pen that you gave me.

- **That** – That is used instead of **who** and **which** –
i. After Adjectives in Superlative degrees.

Example – He is the **best** speaker **that** I ever heard.

This is the **worst** picture **that**

I ever saw.

- ii. After two antecedents when one requiring **who** and the other requiring **which**.

Example – The **girl** and the **dog that** you saw belonged to me.

Various are the **men** and the **countries that** I have seen.

- iii. After the interrogative pronouns **who** and **what**.

Example – Who is there that does not love his country?

What is that will last forever?

- iv. After the words **only, any, same, all, nothing**.



Important Grammar Rules- Topic Wise

Example – Man is the **only** animal *that* laughs.

He is the **same** man that came here yesterday.

16. **Each other** and **One another** are called Reciprocal Pronoun because they denote mutual action.

Each other is generally used when two person or things are referred to, and **One another** is used when more than two persons or things are referred to; but this rule is not strictly observed even by the best writers.

Example – The two brothers quarrelled with each other.

All the members of the family quarrelled with one another.

Exercise: Correct the following sentences

1. The climate of Delhi is better than Mumbai.
2. Everybody is discontented with their lot in life.
3. They all gave evidence against each other.
4. Each person did their own work.
5. You may have either of these five mangoes.
6. I prefer black horses to brown.
7. Not one of the parties injured themselves.
8. Neither of the three books was worth reading.
9. The two brothers quarrelled with one another.
10. One must not praise his achievements.
11. Our soldiers were better organized than of the enemies.
12. Everybody has their own ideas on co-education.

13. Both of them became rivals of one another.

14. I did not buy either of the three pictures.

15. The size and quality of this mirror are as important as that of the other.

16. I was more intelligent than her.

17. I thought it was him.

18. My mobile and yours have been taken by the class teacher.

19. I met the girl whom you said won the prize.

20. This is the one of the pens which are gifted to me by you.

Solution:

1. The climate of Delhi is better than **that of** Mumbai.
2. Everybody is discontented with **his** lot in life.
3. They all gave evidence against **one** another.
4. Each person did **his** own work.
5. You may have **one** of these five mangoes.
6. I prefer black horses to brown **ones**.
7. Not one of the parties injured **itself**.
8. **None** of the three books was worth reading.
9. The two brothers quarrelled with **each** other.
10. One must not praise **one's** achievements.
11. Our soldiers were better organized than **the soldiers** of enemies.
12. Everybody has **his** own ideas on co-education.
13. Both of them became rivals of **each other**.
14. I did not buy **any** of the three pictures.



Important Grammar Rules- Topic Wise

15. The size and quality of this mirror are as important as that of the other **things**.
16. I was more intelligent than **she**.
17. I thought it was **he**.

18. **Your mobile and mine** have been taken by the class teacher.
19. I met the girl **who**, you said won the prize.
20. This is the one of the pens which **is** gifted to me by you.

Important Rules for Adjectives

1. The following comparatives that end in **-or** are followed by **to** instead of **than**:

Inferior – Rakesh is inferior to Rohan in intelligence.

Superior – The apples of Shimla are superior to the apples of Kashmir.

Junior – He is junior to all his friends.

Senior – All his co-employees are senior to him.

Prior – I have organized this event prior to your engagement.

Anterior – This event is anterior (earlier than) to that.

Posterior – This event is posterior to (earlier than) to that.

2. When two persons or things are said to be equal in respect of some quality, we use the Positive degree as-as, or with some equivalent phrases like no less – than, not more – than.

Example – This boy is **as** industrious **as** his brother.

This boy is **no less** industrious **than** his brother.

That boy is **not more** industrious **than** his brother.

3. The following *comparatives* that end in **-or** have no Positive or Superlative Degree. They have lost their comparative force and are now used as Positive Adjectives.

Interior, Exterior, Major, Minor,

Ulterior

Example – The interior wall of the house is made of wood.

It is a fact of minor importance.

4. The *comparative adjectives* are followed by **than** when *opposition* is implied, and they are followed by **of** when selection is meant; as,

Example – Alok is wiser than Reena.

Alok is wiser of the two.

5. When two persons or things are compared with each other, we must use the word other to exclude the former; as,

Example – Ashoka was wiser than any other king.

Iron is more useful than any other metal.

We must not say –



Important Grammar Rules- Topic Wise

Ashoka was wiser than any king.

Iron is more useful than any metal.

Because it means the same thing as saying 'Ashoka was wiser than Ashoka' and 'Iron is more useful than Iron', since 'Ashoka is himself a king' and 'iron is itself a metal'.

6. The superlative degree can be expressed by the *Comparative*, in the following way:

This boy is more intelligent than all other boys.

If this mode of expression is used, care must be taken not to leave out the word other; for there is no sense in saying, "This boy is more intelligent than all boys."

7. Double Comparatives and Superlatives must not be used; as,

Incorrect: He is more wiser than Anil

Correct: *He is wiser than Anil.*

Incorrect: He is the most strongest man in the village.

Correct: *He is the strongest man in the village.*

8. If two qualities are to be compared of the same person or thing then we don't use the comparative degree. Comparative degree is used for comparison between two different things or persons. Instead of using the comparative degree, 'more + positive degree' will be used.

Example – Vicky is luckier than hardworking.
(Incorrect)

Vicky is **more lucky** than hardworking.

(Correct)

9. Article 'the' is used before superlative degree because of it being definite.

Example – Alok is **the** most successful businessman of his town.

10. If two adjectives are used for a same noun or pronoun, then the adjective should be of the same degree.

Example – India is the greatest and tolerant country.

India is a great and tolerant country.

11. Some confusing adjectives –

- **Later, Latter, Latest, Last** – *Later* & *Latest* are used to refer to time; *Latter* and *Last* refer to order or position.
- **Elder, Older; Eldest, Oldest** – *Elder* and *Eldest* are used for persons only to denote the position of one member of a family with reference to another. *Older* and *Oldest* are used for both persons and things.
Remember - Only '**older**' is used for comparison. 'Than' is used for comparison with 'older' only and not with 'elder'.
- **Farther, Further** – *Farther* denotes a greater distance between two points, while *further* means something additional.
- **Some, Any** – To express quantity *some* is used in affirmative sentences, *any* in negative sentences.



Important Grammar Rules- Topic Wise

- **Much, Many** - *Much* is used to express 'a large quantity' for uncountable nouns while, *Many* is used to express 'a large quantity' for countable nouns.
- **"Few/ A few/ The few"** are always used to denote a **countable** noun and mean a small number of quantity.

The difference between these is that **"Few"** is used to express a negative message for quantity of something. (Almost no), **"A few"** is used to express a small quantity (but some positively) for a quantity while **"The few"** is used to express a small but certain quantity we can show or indicate.

Example – I have few friends here. (A small number but almost no)

I have a few friends here. (A small number but some)

Note – Similarly, **"Little/ A little/ The little"** are always used to denote an **uncountable** noun and mean a small amount.

The difference between these is same as the difference stated above for "few/ a few/ the few".

Example – I had little milk to make a dish. (Almost no milk to make a dish)

I had a little milk to serve guests.

(Some milk available to make a dish)

Exercise – Fill in the blanks with the appropriate adjectives.

1. This is the _____ price I can take. (Little)
2. Honour is _____ to him than life. (Dear)
3. Her doll is _____ than yours. (Pretty)
4. Jack is the _____ boy in the class. (Clever)
5. Neetu is the _____ girl in the world. (Idle)
6. Iron is _____ than copper. (Useful)
7. My uncle is _____ than my aunt. (Old)
8. The pen is _____ than the sword. (Mighty)
9. The tiger is the _____ of all animals. (Ferocious)
10. Lead is _____ than any other metal. (Heavy)
11. It is _____ to preach than to practice. (Easy)
12. Time makes the _____ enemies friends. (Bad)
13. Who is the _____ boy in the class? (Intelligent)
14. It was the _____ moment of my life. (Proud)
15. The _____ buildings are found in America. (High)

Exercise - Fill in the blanks with appropriate words.

1. Lead is heavier _____ any other metal.
2. I don't want _____ tea, thank you.
3. He is inferior _____ Ashok in intelligence.
4. There is not _____ milk in the jug.
5. He is the bravest _____ all men in the village.
6. This cloth is superior _____ that.
7. Did you have _____ difficulty in finding the house?
8. Until _____ orders, you act as Headmaster of the school.
9. We can't go any _____ without a rest.
10. This pearl is superior _____ that.



Important Grammar Rules- Topic Wise

11. The thief was taken to the _____ police station.
12. _____ drops of water make a mighty ocean.
13. He has _____ appreciation of good music.
14. He has read _____ books.
15. She visited us _____ three days.
16. _____ side won.

Solutions – Fill in the blanks with the appropriate adjectives.

1. This is the **least** price I can take. (Little)
2. Honour is **dear** to him than life. (Dear)
3. Her doll is **prettier** than yours. (Pretty)
4. Jack is the **cleverest** boy in the class. (Clever)
5. Neetu is the **idlest** girl in the world. (Idle)
6. Iron is **more useful** than copper. (Useful)
7. My uncle is **older** than my aunt. (Old)
8. The pen is **mightier** than the sword. (Mighty)
9. The tiger is the **most ferocious** of all animals.
(Ferocious)
10. Lead is **heavier** than any other metal. (Heavy)
11. It is **easier** to preach than to practice. (Easy)
12. Time makes the **worst** enemies friends. (Bad)
13. Who is the **most intelligent** boy in the class?
(Intelligent)

14. It was the **proudest** moment of my life. (Proud)
15. The **highest** buildings are found in America.
(High)

Solution - Fill in the blanks with appropriate words.

1. Lead is heavier **than** any other metal.
2. I don't want **any** tea, thank you.
3. He is inferior **to** Ashok in intelligence.
4. There is not **much** milk in the jug.
5. He is the bravest **of** all men in the village.
6. This cloth is superior **to** that.
7. Did you have **any/much** difficulty in finding the house?
8. Until **further** orders, you act as Headmaster of the school.
9. We can't go any **further** without a rest.
10. This pearl is superior **to** that.
11. The thief was taken to the **nearest** police station.
12. **Little** drops of water make a mighty ocean.
13. He has **a little** appreciation of good music.
14. He has read **a few** books.
15. She visited us **every** three days.
16. **Each** side won.

Important Rules for Verb

1. **Modal Auxiliary Verbs** are never used for Main Verbs. They are always used for *Helping Verbs*.
Example – I can take that risk.

You should work hard.

2. **Modal Auxiliary Verbs** don't have any Verb I, Verb II, Verb III or V + ing form. These are always used in the same way for all subjects.

Example – We may get success.



Important Grammar Rules- Topic Wise

Rohan must go there.

3. **Ought** and **Used** are always followed by **Infinitive forms of Verb** (to + Verb I form).

Example – We ought to care our siblings.

She used to do day dreaming.

4. Can/Could

- **Can** is used to show *power, ability or capacity* for the **present time**.
- **Could** is used to show the *power, ability or capacity* of the **past time**.

Example – She can help you for this.

You could go there when I gave you an option.

- **Can** is used to show **theoretical possibility**.
- **Could** is used to show **remote possibility**.

Example – Any one of you **can** win the competition.

There **could** be a bomb under your seat.

- **Can** is used to show **friendly request**.
- **Could** is used to show **formal request**.

Example – Can I play games on your phone?

Could you please transfer the call to Mr. Patni?

- **Can** is sometimes used to give **permission**.

Example – You can start now.

Note – **Can/Could** are not used together with ‘**able to**’ because both of these have same meaning i.e. showing power.

5. **May/Might**

- **May** is used to show **more possibility** for an action to happen and **Might** is used to show **less possibility** for an action to happen.

Example – He **might** learn quickly, but seeing his commitment, I doubt it.

We **may** reach in time if we drive nonstop.

- In case of too much possibility, we use **must**.
- **May** is used to request someone with respect.

Example – May I come in Sir>

- If the **principal clause** of a sentence is in **present tense** and the subordinate clause start with **that/so** **that**, and if there is a **purpose** intended, then we use **may** as the helping verb for the subordinate clause.

Example – We work hard so that we **may** get selected.

- **May/Might** are not used in the same sentence with **possibly/likely** as both of these show **possibility**.

6. **Shall/Will**

- **Shall** is used for **Interrogative Sentences** with the first persons of the Subjects **I/We** to express a future action.

- For all other subjects we use **will**.

- **Shall/Will** are not used in following types of sentences:

- If the sentence starts in past. In sentences that start with past, we use **would/should** instead of **will/shall**.



Important Grammar Rules- Topic Wise

Example – He hoped that he ~~will~~ **would** pass the test.

- If two future actions are one after another, and the second action depends on the first, then the first action is written in **Simple Present Tense** and the second action is written in **Simple Future Tense**.

Example – If I will come, I will meet you.
(Incorrect)

If I come, I will meet you.
(Correct)

The following words are never immediately followed by Simple Future Tense, but are followed by Simple Present Tense.

These words are: **If, As soon as, In case, Provided that, Unless, Until**

7. **Would**

- **Would** is used to express **past habit**.

Example – I would play cricket regularly in school days.

- **Would** is used to make preference or choice over something else. Usually, we use ‘rather’ with would.

Example – He would rather die than beg.

- In sentences where we do **imagination** for present or past, we use **would** in the principal clause as helping verb.

Example – If I were the PM, I would have rectified everything wrong.

- **Would** is used to make **Polite Request**.

Example – Would you help me?

- **Would** is used to show **possibility**.

Example – He would be sleeping.

8. **Should**

- **Should** is used to make **suggestion** or **advice**.

Example – We should study hard.

- **Should** is used after **lest** in expressing negative purposes.

Example – Go fast lest you should miss the class.

9. **Ought to**

- **Ought to** is used to express **moral obligation** or **duty**.

Example – We **ought to** do efforts for betterment for our country.

Exercise: Fill in the blanks with the suitable modals.

1. She _____ speak English when she was hardly five years old.
2. Soldiers _____ always obey their officers.
3. You _____ worry, she won't get lost.
4. Visitors _____ not pass beyond this point.
5. He is so strong that he _____ bend an iron bar with his bare hands.
6. It _____ rain, but I don't think it will.
7. They _____ be able to help if you ask them.
8. _____ I come in? 'Yes, of course you _____.'
9. She _____ speak French very well now, but she _____ not speak it at all last year when he met her.



Important Grammar Rules- Topic Wise

10. 'I _____ take her in my car if I had more time'.
'You _____ worry; she _____ find a taxi quite easily.'
11. 'The sun is shining now, so we _____ take an umbrella.'
12. She _____ not play tennis last year because she met with an accident.
13. Your essay is full of mistakes. You _____ be more careful. You _____ do much better if you tried harder.
14. Criminals _____ be punished.
15. A teacher _____ make his or her lessons interesting.
16. The world _____ avoid war if the human race is to survive.

Solutions

1. She **could** speak English when she was hardly five years old.
2. Soldiers **must** always obey their officers.
3. You **needn't** worry, she won't get lost.
4. Visitors **should** not pass beyond this point.

5. He is so strong that he **can** bend an iron bar with his bare hands.
6. It **might** rain, but I don't think it will.
7. They **may** be able to help if you ask them.
8. **May** I come in? 'Yes, of course you **may**'.
9. She **can** speak French very well now, but she **should** not speak it at all last year when he met her.
10. 'I **could** take her in my car if I had more time'. 'You **needn't** worry; she **will** find a taxi quite easily.'
11. 'The sun is shining now, so we **need not** take an umbrella.'
12. She **could** not play tennis last year because she met with an accident.
13. Your essay is full of mistakes. You **should** be more careful. You **can** do much better if you try harder.
14. Criminals **must** be punished.
15. A teacher **must** make his or her lessons interesting.
16. The world **must** avoid war if the human race is to survive.

Important Rules for Tenses

➤ A **Simple tense**, also called as **Indefinite tense** (Simple Present/Past/Future) is always written to express a habitual/regular actions, irregular actions or universal truth that happens for an indefinite length of time (No beginning or ending known).

Structure:

• **Simple Present** – Subject + Main Verb (I form) + Object ('s' is written after main verb for singular subjects)

Example – Rohan eats a sandwich.

They play football.



Important Grammar Rules- Topic Wise

- **Simple Past** – Subject + Main Verb (II form) + Object

Example – Rohan ate a sandwich.

They played football.

- **Simple Future** – Subject + will/shall + Main Verb + Object

Example – Rohan will eat a sandwich.

They will play football.

- A **Continuous tense (Present/Past/Future)** is used to denote an action that is in action at a certain point of time.

Unlike Simple Tense, the length of time for a continuous action is limited and has a beginning and an end too.

Structure:

- **Present Continuous** – Subject + is/am/are + Verb (1st form) + ing + Obj.

Example – Rohan is eating a sandwich.

They are playing football.

- **Past Continuous** – Subject + was/were + Verb (1st form) + ing + Object

Example – Rohan was eating a sandwich when I called him.

They were playing football at 8 am.

(For Past Continuous or Future Continuous Tense, there is always an exact /particular time required for their happening)

- **Future Continuous** – Subject + will/shall + be + Verb (1st form) + Object

Example – Rohan will be eating a sandwich in breakfast in his hostel days.

They will be playing football at 9 am tomorrow.

- A **Perfect tense** is used to express that an action has been completed or finished. It doesn't have any reference on for how long the action was carried out. It expresses just completion.

Structure:

- **Present Perfect** – Subject + has/have + Verb (3rd form) + Object

Example – Rohan has eaten a sandwich.

They have played football.

- **Past Perfect** – Subject + had + Verb (3rd form) + Object

Example – Rohan had eaten a sandwich before he slept.

They had played football in their school days.

- **Future Perfect** – Subject + will/shall + have + Verb (3rd form) + Object

Example – Rohan will have eaten a sandwich before you ask him.

They will have played football before you reach there.



Important Grammar Rules- Topic Wise

Note – If a sentence of Past Perfect and Future Perfect doesn't have another action/time to relate it, **it is advised to be written in Simple tense.**

- A **Perfect Continuous tense** is used to express the time period of an action. It may have a time period of a second or a long duration. This shows the time for which an action would have continued at a certain point of time.

Structure:

• **Present Perfect Continuous –**

Subj. + has/have + been + Verb (1st form) + ing + Object + for/since + time

Example – Rohan has been eating sandwich in his breakfast for months.

They have been playing football since their school days.

• **Past Perfect Continuous –**

Subject + had + been + Verb (1st form) + ing + Object + for/since + time

Example – Rohan had been eating sandwich in hostel for many days.

They had been playing football since 5 am on that day.

• **Future Perfect Continuous –**

Subj. + will/shall + have + been + Verb (1st form) + Obj. + for/since + time

Example – Rohan will have been eating sandwich in his hostel for days.

They will have been playing football for 4 years in this January.

Note – If a sentence of Past Perfect Continuous or Future Perfect Continuous doesn't have a period of time related to it, it is **advised to be written in Continuous Tense.**

Errors in the use of Tenses

1. The **Simple Past** is often used wrongly for the **Present Perfect Tense**. Words which show that the action may have continued for a period of time or show the beginning of an action show a perfect action.

Example – I did not eat the meal yet. (Incorrect)

I **have not eaten** the meal yet. (Correct)

I lived here since 1992. (Incorrect)

I **have lived** here since 1992. (Correct)

2. There are at times when we just mention action in a general way, that happened in past. Many times people write **Present Perfect Tense** instead of **Simple Past**.

Example – Vasco da gama has discovered India. (Incorrect)

Vasco da gama **discovered** India. (Correct)

The magic has not worked when tried. (Incorrect)

The magic **did not work** when tried. (Correct)



Important Grammar Rules- Topic Wise

3. **Present Perfect Tense** denotes the action of present time. Therefore, it cannot be connected with an **adverb of past time**.

Example – I have given a piece of cloth to him yesterday. (Incorrect)

I **gave** a piece of cloth to him yesterday.
(Correct)

She has submitted her work last morning. (Incorrect)

She **submitted** her work last morning.
(Correct)

4. The **Past Perfect** tense is often used wrongly for **Simple Past**. And similarly, there are many times that we use **Simple past** instead of **Past Perfect**.

A sentence of **Simple Past** just mentions an action in a general way i.e. when the incidents of past are just narrated as a story to someone, **Simple past** is used and when we want to show completion of an action of **Past** i.e. completion of an action before another action in past, we use **Past Perfect**. Always remember, sentences of **Past Perfect** always need a time of completion of an action before another action started in past or completion of an action in past at an exact point of time.

Example – I had written a letter to her yesterday.
(Incorrect)

(Since, here we are referring to just writing a letter and we don't have any connection of it with any other action of the past. Therefore, just to

mention this action in general way, we will use Simple Past here.)

I **wrote** a letter to her yesterday.
(Correct)

Similarly,

I finished the work before he came.
(Incorrect)

(Now, this sentence shows two incidents and when we show two actions of past in connection to each other, we write the first incident that happened in Past Perfect Tense.)

I **had finished** the work before he came.
(Correct)

5. The **Past Perfect** or **Past Perfect Continuous** and not the **Simple Past** or **Past Continuous** is used to express something that continued up to a past time after beginning at a still earlier time.

Example – He told me that he was ill for six days.
(Incorrect)

(For six days mean she remained ill for six days and not just for a while)

He told me that he **had been ill** for six days. (Correct)

6. When two actions of future tense are written in a sentence depending on each other, the first action is always written in **Future Perfect Tense** and not **Future Simple Tense**.



Important Grammar Rules- Topic Wise

Also, when two sentence of *future tense* are written, 'will' is used only once for the first action and the second action is written in *Simple Present Tense*.

Example – He will reach Jaipur before his father will reach there.

He **will have reached** Jaipur before his father **reaches** there.

Exercise: Correct the following sentences

1. The rain has stopped yesterday.
2. She has seen me last Monday.
3. She ran away before the police came.
4. She has written a mail to me last Wednesday.
5. I waited at park for her since 8'0 clock.
6. She will reach the station before the train will go.
7. He left Jaipur before the 2002 riots.
8. He is suffering from fever since last night.
9. The exhibition has been over a week ago.
10. I am reading Lenin for last 2 months.
11. She finished her lunch when I called her.
12. He will go to the park before his friends will come to his home.
13. Edison has invented the bulb.
14. The servant has not responded when I called him.
15. He had gone to Delhi last week.
16. In olden times, Magicians were abusing their powers.
17. I live in Udaipur since 1990.
18. The new hotel has been opened last Sunday.

19. The great reformer had died in 1980.

20. He had been born in 1978.

Solution:

1. The rain stopped yesterday. (Omit 'has')
2. She **saw** me last Monday.
3. She **had run** away before the police came.
4. She **wrote** a mail to me last Wednesday.
5. I **had waited** at park for her since 8'0 clock.
6. She **will have reached** the station before the train goes.
7. He **had left** Jaipur before the 2002 riots.
8. He **has been suffering** from fever since last night.
9. The exhibition **was** over a week ago.
10. I **have been** reading Lenin for last 2 months.
11. She **had finished** her lunch when I called her.
12. He **will have gone** to the park before his friends **come** to his home.
13. Edison invented the bulb. (Omit 'has')
14. The servant **did not respond** when I called him.
15. He **went** to Delhi last week.
16. In olden times, Magicians **abused** their powers.
17. I **have lived** in Udaipur since 1990.
18. The new hotel **opened** last Sunday. (Omit 'has been')
19. The great reformer **died** in 1980. (Omit 'had')
20. He **was** born in 1978.



Important Grammar Rules- Topic Wise

Important Rules of Adverb

1. Adverbs of Manner are mostly formed from Adjectives by adding *-ly*;
As, Kind - Kindly; Brave -Bravely; Wise - Wisely;
Quick – Quickly; Quiet - Quietly; Nice - Nicely; Fine - Finely; Rude - Rudely; Polite - Politely; Sincere - Sincerely; Affectionate - Affectionately; Foolish - Foolishly etc.

2. When the Adjective ends in *-y* preceded by a consonant, change *-y* into *-i* and add *-ly*;

As, Happy – Happily, Merry – Merrily, Heavy – Heavily, Easy – Easily, Ready – Readily, Steady – Steadily, Angry – Angrily, Pretty – Prettily.

But the following adjectives from their adverbs as shown below:

True – Truly, Noble – Nobly, Simple – Simply, Double – Doubly, Single – Singly, Final – Finally

3. Some adverbs have the same form as the corresponding adjective:

Adjective	Adverb
He has <i>enough</i> milk.	He
has slept <i>enough</i> .	
There is <i>much</i> milk in the jug.	He is much
better today.	
It was a long story.	She
waited long.	

She spoke in a loud voice.

She

spoke loud.

Iron is a hard metal.

He

worked hard.

He is her only son.

I can

only write.

He gave a quick reply.

He came

quick.

He is an early riser.

He

came early.

He is a fast bowler.

He

runs very fast.

Face every little difficulty.

He

likes him little.

4. Some adverbs have two forms which have different meanings.

Example – He found the road easy. (= not difficult to walk on)

He found the road easily. (= found it without difficulty)

Mohan works hard (= diligently)

Mohan hardly works. (= not in time)

She came late. (= not in time)

He came lately. (= recently)

The station is quite near. (= not far away)



Important Grammar Rules- Topic Wise

Sita and Kamla are nearly related. (= closely)

5. *Only, merely, solely, chiefly* are generally placed immediately before the word they modify. Note the changes in meaning of the following sentences.

- Only he used my pen. (He and nobody else)
- He only used my pen. (He used & didn't do anything else with pen)
- He used only my pen. (My pen was used and no one else's)
- He used my only pen. (The only pen I had)
- He used my pen only. (Used pen and nothing else)

6. 'Else' must be followed by 'but' and 'rather/other/otherwise' must be followed by 'than'.

Example – He needed nothing *else but* a slice of bread.

Rahul had no *other* option *than* to work hard.

7. Adverbs like '*seldom, never, nothing, hardly, scarcely, neither, barely, rarely, forbid, deny, unless, until, lest, both*' are negative words and therefore, these are never followed by any other negative word.

Example – She denied that she didn't do anything wrong. (*Incorrect*)

She denied that she did anything wrong.

(*Correct*)

Both of us are not going there.

(*Incorrect*)

Neither of us is going there. (*Correct*)

8. Adverb 'as' is used with the following words:

Regard, Describe, Define, Treat, View, Know

But, it is never used with the following words:

Name, Elect, Think, Consider, Call, Appoint, Make, Choose.

Example – I regard him **as** my brother.

She is considered ~~as~~ the best student of her class.

The teacher called him ~~as~~ stupid.

9. In a sentence, an **adverb** must be followed by a **helping verb** and then, a **subject**.

Example – Seldom does he come to Delhi.

Never shall I go there.

No sooner did she come to class than the teacher fell down.

10. Verbs of sensation (**taste, smell, feel, appear, seem, sound and look**) are followed by **adjectives** and not **adverbs**.

Example – I look honest. (Adjective)

He works honestly. (Adverb)

I felt bad. (Adjective)

I sing badly. (Adverb)

Exercise: Correct the following sentences.

1. A woman of sixty cannot be called as young.



Important Grammar Rules- Topic Wise

2. He got selected as Clerk in Bank of India.
3. I was full of energy today because I soundly slept last night.
4. I did not know hardly anyone in the college and so I felt lonely.
5. Reena worked very hardly as she wanted to be a doctor.
6. Hardly he sleeps early.
7. I want nothing else than chocolate.
8. Unless you don't practice regularly, you will never understand maths.
9. He works hardly.
10. The teacher asked the students to talk loud.

Solutions:

1. A woman of sixty cannot be called young.
(‘As’ removed)
2. He got selected **for** Clerk in Bank of India.
(‘As’ replaced with ‘for’)
3. I was full of energy today because I slept **soundly** last night.
(‘Soundly’ to be put after ‘slept’)

4. I **hardly knew** anyone in the college and so I felt lonely.
(Removed ‘did not’)
5. Reena worked very **hard** as she wanted to be a doctor.
(‘Hardly’ changed to ‘hard’)
6. Hardly **does** he sleep early.
(‘Hardly’ changed to ‘hard’)
7. I want nothing else **but** chocolate.
(‘than’ is replaced with ‘but’)
8. Unless **you practice** regularly, you will never understand mathematics.
(Removed ‘not’)
9. He works **hard**.
(‘Hardly’ is replaced with ‘Hard’)
10. The teacher asked the students to talk **aloud**.
(‘Loud’ changed to ‘aloud’)

Important Rules for Conjunction

1. Conjunctions like *An, As well as, Both - and, Not only - But also* are used to join two nouns or pronouns. But when two adjectives are concerned,

they join two positive or two negative adjectives but not a positive and a negative adjective.



Important Grammar Rules- Topic Wise

Example – He is both smart and ugly.

(Incorrect)

He is both smart and intelligent. (Correct)

2. ‘*Hardly, Scarcely, Barely*’ are always followed by ‘*when*’ while ‘*No sooner*’ is always followed by ‘*than*’ and not any others.

Example – **Hardly** had Rohit reached the station when the bus left.

No sooner had Vicky reached the car **than** robbers attacked him.

3. If two subjects are joined by conjunctions like ‘*rather than, as well as, with, alongwith, and not, in addition to, but besides, except, accompanied by*’, the verb agrees with the **first subject**.

Example – I alongwith my friends **am** going for a feast. (Not ‘are’)

He rather than my friends **has** helped me in bad time. (Not ‘have’)

4. In **not only – but also**, the more important word is placed after ‘**also**’ to make it more prominent.

Example – It was not only I but also your father, who saw the ghost.

He was not only frightened but also shivering of darkness.

5. Some conjunctions are written in pair. The pair should be correct as following:

- Though - yet
- Although - yet

- No sooner – than
- Hardly/Scarcely – when
- As – as
- So – as
- Lest – should
- So – that
- Between – and
- From – to
- Else – but
- Other – than
- Rather – than
- Such – that
- Whether – or
- The same – that
- Both - and
- Not only – but also

Example – Though he prepared well for exams but he failed. (Incorrect)

Though he prepared well for exams **yet** he failed. (Correct)

He is both intelligent as well as industrious. (Incorrect)

He is **both** intelligent **and** industrious. (Correct)

The fountain will run from 6 p.m. and 9 p.m. (Incorrect)

The fountain will run **from** 6 p.m. **to** 9 p.m. (Correct)



Important Grammar Rules- Topic Wise

He has no **other** aim **than** succeed in life.

6. Use of **Either of**, **Neither of**, **None of** and **One of**.

Either of– It is used to mean **one of the two**. This should not be used to make choice between more than two objects.

One of – It is used to mean **one of the many**. This is used to make choice between more than two objects.

Neither of – It is used to mean **none of the two**. This should not be used to show no choice between two objects.

None of – It is used to mean **none of the many**. This is used to show no choice between more than two objects.

Example – Neither of his three sons came to help him. (Incorrect)

None of his three sons came to help him. (Correct)

7. **As soon as** is always used in the clause which is written in **simple present tense** and the next clause is written in **simple future tense**. In simple words, **as soon as** is never followed by '**will/shall**' in the same clause.

Example – As soon as I will reach Udaipur, I will call you. (Incorrect)

As soon as I reach Udaipur, I will call you. (Correct)

8. **If/when** is not followed by **then**.

Example – If I go there, then I will bring a chocolate for you. (Incorrect)

If I go there, I will bring a chocolate for you. (Correct)

Since/as/because is not followed by **so/therefore**.

Example – Since I was ill, so I could not come. (Incorrect)

Since I was ill, I could not come. (Correct)

I was ill, so I could not come. (Correct)

9.

- **Until and Till** are used to show time, while **unless** is used to show condition.

- **Until and Unless** are already negative words and therefore, '**not**' is not used after 'until and unless' in the same clause.

- **Until and Unless** are not followed by **will/shall/would** and it is always written in **simple present tense**.

Example – Until the light does not turn red, no one will stop. (Incorrect)

Until the light turns red, no one will stop. (Correct)

10. When '**since**' is used as a conjunction, it is always followed by a verb in the **simple past**.

Example – Seven days passed since my aunt has come.

Seven days **have** passed **since** my aunt came.



Important Grammar Rules- Topic Wise

Two days passed since she he is coming here.

Two days **have** passed **since** he came here.

11. When '**before**' is used as a conjunction with reference to some *future* event, it is never followed by a verb in the Future tense, even if the verb in principal clause is Future.

Example – The plants will die before the rain will fall. (Incorrect)

The plants will die before the rain falls.

(Correct)

Exercise:

1. Love not sleep, _____ you should come to poverty.
2. Wisdom is better _____ rubies.
3. I would rather suffer _____ apologize.
4. _____ you work hard, you will not pass.
5. Many new things have happened _____ I came here.
6. Either this boy _____ that girl has stolen my watch.
7. No sooner had the train stopped _____ he stepped out.
8. He is not so clever _____ you think him to be.
9. _____ you tell me the truth, I shall fine you.
10. Though he is poor, _____ he is honest.
11. He had scarcely reached _____ it began to rain.

12. I would rather be a good scholar _____ a wealthy prince.

13. She had no other hobby _____ that of playing with the affection of her lover.

14. Had he gone to bed _____ a message was brought in.

15. He is neither an idler _____ a gambler.

16. She is beautiful _____ not vain.

Solutions

1. Love not sleep, **lest** you should come to poverty.
2. Wisdom is better **than** rubies.
3. I would rather suffer **than** apologize.
4. **Unless** you work hard, you will not pass.
5. Many new things have happened **before** I came here.
6. Either this boy **or** that girl has stolen my watch.
7. No sooner had the train stopped **than** he stepped out.
8. He is not so clever **as** you think him to be.
9. **If** you tell me the truth, I will not fine you.
10. Though he is poor **yet** he is honest.
11. He had scarcely reached **when** it began to rain.
12. I would rather be a good scholar **than** a wealthy prince.
13. She had no other hobby **than** that of playing with the affection of her lover.
14. He is neither an idler **nor** a gambler.
15. She is beautiful **but** not vain.



Important Grammar Rules- Topic Wise

Important Rules of Preposition

1. Uses of Prepositions:

- **At, in**

- With reference to time, *at* is used for a point of time; *in* is used for a period of time in which something happens; as,

Example – He came *at* sunrise.

She stayed here *in* June.

- With reference to space, *at* is used for small and less important places, villages and small towns; *in* is used for large spaces, countries and large towns; as,

Example – He lives *at* Udaipur *in* Rajasthan.

- **By, With** – *By* is used after Verbs in the passive to express the agent or doer of the action expressed by the Verb. *With* is used with the *instrument* with which the action is done.

Example – The policeman was killed *by* a terrorist *with* a gun.

- **On, Upon** – *On* is often used in speaking of things *at rest*; *Upon* is generally used in speaking of things *in motion*; as,

Example – We sat down *on* the ground.

The cat sprang *upon* the table.

- **In, Into** – *In* implies a state of rest or position inside anything; while *into* denotes motion towards the inside of anything; as,

Example – He is *in* his room.

He fell *into* the river.

- **In, Within** – *In* denotes at the end of some future period; *Within* means before the end of; as,

Example – He will return *in* a week.

He will return *within* a week.

- **After, In** – *After* is used to denote at the end of a period of time in the past; *In* is used to denote at the end of a period of time in the future; as,

Example – She came *after* a week.

She will come *in* a week.

- **Since, For** – *Since* is used to denote *point of time*; *For* is used to denote a *period of time*.

Example – He has been sleeping *since* 6'o clock.

He has been sleeping *for* last 6 hours.

- **Between, Among** – *Between* is used for two persons or things; *Among* is used for more than two persons or things.

Example – He stood *between* two girls.

There is said to be honour *among* thieves.

- **Beside, Besides** – *Beside* means by the side of; *Besides* means in addition to something; as,

Example – She sat *beside* me.

Besides being fined, he was imprisoned.



Important Grammar Rules- Topic Wise

- **Inspite of, Despite** – Both of these are used to mean ‘without being affected by the particular factor mentioned’.

Example – Inspite of not working hard, he got a distinction.

Despite not working hard, he got a distinction.

- **To, Towards** – *To* is used to denote ‘destination’; *Towards* means ‘in the direction of something’.

Example – I am going to Europe.

Amit is going towards the temple.

- **Across, Through** – *Across* means ‘from one side to the other of something with clear boundaries’; while *Through* is used to indicate the movement from one end to the other.

Example – She is waving at you from across the road.

They ran swiftly through the woods.

Exercise: Fill in the blanks with appropriate prepositions.

1. He was placed _____ two girls.
2. She comes _____ a noble family.
3. The soldiers marched _____ the courtyard.
4. He was standing _____ his subordinate.
5. He is true _____ his friends.
6. He was struck _____ a stool.
7. I differ _____ you on that point.

8. That addition is very different _____ the other.
9. He is not suitable _____ this post.
10. She was struck _____ lightning.
11. I am sick _____ idleness.
12. He congratulated me _____ my success.
13. Health is preferable _____ wealth.
14. The train is _____ time.
15. What is the time _____ your watch?
16. I have no use _____ it.
17. Your method is different _____ mine.
18. _____ what family is she sprung?
19. Do not translate word _____ word.
20. He is not _____ home just now.

Solutions:

1. He was placed **between** two girls.
2. She comes **from** a noble family.
3. The soldiers marched **into** the courtyard.
4. He was standing **among** his subordinates.
5. He is true **to** his friends.
6. He was struck **with** a stool.
7. I differ **from** you on that point.
8. That addition is very different **from** the other.
9. He is not suitable **for** this post.
10. She was struck **by** lightning.
11. I am sick **of** idleness.
12. He congratulated me **for** my success.
13. Health is preferable **to** wealth.
14. The train is **on** time.



Important Grammar Rules- Topic Wise

15. What is the time **in** your watch?
16. I have no use **of** it.
17. Your method is different **from** mine.
18. **Of** what family is she sprung?

19. Do not translate word **by** word.
20. He is not **in** home just now.

Important Rules for Active-Passive Voice

1. A Verb is said to be in active voice when the person or thing denoted by the subject acts or is **Active**. In simple words, when the action is done by a subject, it is **Active Voice**.

Example – The king killed the lion. [Subject (action doer) – king]

I made this pizza. [Subject (action doer) – I]

A Verb is said to be in **passive voice** when the person or thing denoted by the subject does not act, but suffers something done by something or by someone. In simple words, **passive voice** shows actions which are done on a subject.

Example – The lion was killed by the king. [Subject (action done on) – lion]

This pizza is made by me. [Subject (action done on) – king]

Note: For converting an active voice verb to passive voice verb, the required condition is that the verb must be a **transitive verb**.

Transitive Verb – Transitive verbs are actions that are done by a subject on an object i.e. verbs that require an object are called **Transitive Verbs**.

Example – *I eat a banana.* (Action done on banana)

She made tea. (Action done on tea)

Intransitive Verb – Intransitive verbs are actions that are not done on any object but are done by the subject on its own.

Example – *I slept.*

She cried.

(No object required because the action is done on the subject itself)

2. Rules for changing from Active to Passive –

- **Simple Present Tense**

- **Active Voice** – Subject + Verb(s) + Object

Example – Rohan drives a car.

- **Passive Voice** – Object + is/am/are + Verb (III form) + by + Subject

Example – A car is driven by Rohan.

- **Simple Past Tense**

- **Active Voice** – Subject + Verb (II form) + Object

Example – Rohan drove the car.

- **Passive Voice** – Object + was/were + Verb (III form) + by + Subject

Example – The car was driven by Rohan.



Important Grammar Rules- Topic Wise

- **Simple Future Tense**

- **Active Voice** – Subject + will/shall + Verb (I form) + Object

Example – Rohan will drive the car.

- **Passive Voice** – Object + will/shall + be + Verb (III form) + by + Subject

Example – The car will be driven by Rohan.

- **Present Continuous Tense**

- **Active Voice** – Subject + is/am/are + Verb (ing) + Object

Example – Rohan is driving a car.

- **Passive Voice** – Object + is/are + being + Verb (III form) + by + Subject

Example – A car is being driven by Rohan.

- **Past Continuous Tense**

- **Active Voice** - Subject + was/were + Verb (ing) + Object

Example – Rohan was driving a car.

- **Passive Voice** - Object + was/were + being + Verb (III form) + by + Subject

Example – A car was being driven by Rohan.

- **Present Perfect Tense**

- **Active Voice** – Subject + has/have + Verb (III form) + Object

Example – Rohan has eaten an apple.

- **Passive Voice** - Object + has/have + been + Verb (III form) + by + Subject

Example – An apple has been eaten by Rohan.

- **Past Perfect Tense**

- **Active Voice** – Subject + had + Verb (III form) + Object

Example – Rohan had eaten an apple.

- **Passive Voice** - Object + had + been + Verb (III form) + by + Subject

Example – An apple had been eaten by Rohan.

- **Future Perfect Tense**

- **Active Voice** – Subject + will/shall + have + Verb (III form) + Object

Example – Rohan will have written a letter.

- **Passive Voice** - Object + will/shall + have + been + Verb (III form) + by + Subject

Example – A letter will have been written by Rohan.

- **Infinitive Verb** (To + Verb I form)

- **Active Voice** – Subject + Helping Verb + to + Verb (I form) + Object

Example – You are to do it.

I have to finish this work.

- **Passive Voice** – Object + Help. Verb + to + be + Verb 3rd form + Object

Example – It is to be done by you.

This work has to be finished by me.

- **Imperative Sentences**

- a) **Verb with Object:**

- **Active Voice** – Verb + Article + Object

Example – Shut the door.

- **Passive Voice** –



Important Grammar Rules- Topic Wise

- Let + Object + be + Verb (III form)

Example - Let the door be shut.

- You are ordered/requested/forbidden etc. + to + Verb (I form) + object

Example – You are ordered to shut the

door.

b) Verb without Object:

- **Active Voice** – Verb

Example – Run.

- **Passive Voice** –

You are ordered/requested/forbidden etc + to + Verb (I form) + Object

Example – You are ordered to run.

c) Moral Obligation:

- **Active Voice** – Verb + Article + Noun

Example – Help the poor.

- **Passive Voice** – _Object + should + be + Verb (III form)

Example – The poor should be helped.

Exercise: Convert the sentences from Active to Passive Voice

1. Who has stolen the pen?
2. I gave him a lot of chocolates.
3. Let he set his ringtone.
4. The granny told us a tale.
5. Keep to the right.
6. Who has done this?
7. All the boys made him cry.
8. He was given an offer by the minister.

9. The worker made tea for all.
10. The principal opened the gate.
11. He did a commendable job.
12. Who killed the poor man?
13. The officer instructed me to check the luggage.
14. Give the order.
15. Vikas gave me a gift on my birthday.
16. Let me do this.
17. The act surprised the visitors.
18. He will finish the work in a week.
19. He kept us waiting.
20. He can do this work.

Solutions

1. By whom has the pen been stolen?
2. A lot of chocolates were given to him by me.
3. Let his ringtone be set by him.
4. A tale was told to us by the granny.
5. You are advised to keep right.
6. By whom has this been done?
7. He was made to cry by all the boys.
8. An offer was given to him by the minister.
9. Tea is being made for all by the worker.
10. The gate was opened by the principal.
11. A commendable job was done by him.
12. By whom was the poor man killed?
13. I was instructed by the officer to check the luggage.
14. You are requested to give the order.
15. I was given a gift by Vikas on my birthday.



Important Grammar Rules- Topic Wise

16. Let this be done by me.
17. The visitors were surprised by the act.
18. The work will be finished by him in a week.

19. We were kept waiting by him.
 20. This work can be done by him.
-

[THE COMPLETE Static GK Capsule for Upcoming Exams](#)

[Check Here for Last 6 Months Current Affairs PDF](#)

[Click Here for More Expected Monthly Current Affairs Questions](#)

Monthly Current Affairs PDF 2020 - [Click Here to Download](#)

Monthly One Liner Current Affairs PDF - [Download Now](#)

[Click Here to Join Our What's App Group & Get Instant Notification on Study Materials & PDFs](#)

[Click Here to Join Our Official Telegram Channel](#)

