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Section

A

GRAMMAR

Nouns

Noun is the name of a person, place, thing, animal, or idea. Like Ram, happiness, chain, etc.

Noun can be classified into four groups.

Which are as follows:

- (i) Proper Noun
- (ii) Common Noun
- (iii) Collective Noun
- (iv) Material Noun

(i) Proper Noun: Proper Noun Denotes a particular person, place or thing.

For Ex - India, Calcutta, Ramesh, The Ganga, etc.

(ii) Common Noun: Common Noun is the name given in common to every person or thing of the same class or kind.

For Ex - Table, Glass, Town, King etc.

(iii) Collective Noun: Collective Noun denotes a group or collection of similar individuals considered as one complete whole.

Some of the collective nouns are given below:-

Examples of Collective Noun.

1. A **band** of musicians.
2. A **board** of directors, etc.
3. A **bevy** of girls, women, officers etc.
4. A **bunch** of grapes, keys, etc.
5. A **bundle** of sticks and hay.
6. A **caravan** of merchants, pilgrims, travellers.
7. A **chain/range** of mountains or hills.
8. A **choir** of singers.
9. A **class** of students.
10. A **retinue** of servants/ attendants.
11. A **clump/ grove** of trees.
12. A **code** of laws.
13. A **cluster/ constellation/ galaxy** of stars.
14. A **company/ regiment/ army** of soldiers.
15. A **convoy** of ships, cars etc. moving under an escort.
16. A **course** or **series** of lectures.
17. A **crew** of sailors.
18. A **crowd/ mob** of people.
19. A **curriculum** of studies.
20. A **flight** of steps, stairs.
21. A **fleet** of ships or motorcars.

22. A **flock** of geese, sheep and birds.
23. A **gang** of robbers, labourers.
24. A **garland/bunch/ bouquet** of flowers.
25. A **heap** of ruins, sand, stones.
26. A **herd** of cattle.
27. A **litter** of puppies.
28. A **pack** of hounds, cards.
29. A **pair** of shoes, scissors, compasses, trousers.
30. A **series** of events.
31. A **sheaf** of corn, arrows.
32. A **swarm** of ants, bees or flies.
33. A **train** of carriages, followers etc.
34. A **troop** of horses (cavalry)
35. A **volley** of shots, bullets.
36. A **forum** of people (discussing issues)
37. A **congregation** of people (discussing religious issues)

(iv) **Material Noun:** Material Noun denotes matter or substance of which a thing is made.

For Ex - Iron, Silver, Gold, Milk, etc.

(v) **Abstract Noun:** An Abstract Noun is usually the name of a quality, action, or state considered apart from the object to which it belongs.

For Ex -

Quality	Action	State
Goodness	Laughter	Childhood
kindness	Theft	Boyhood
Whiteness	Movement	Youth
Darkness	Judgement	Slavery
Hardness	Hatred	Sleep
Brightness	Heroism	Sickness

Abstract Noun are generally formed from verbs, Adjectives and common Nouns.

(a) **From Verbs:**

live	life
know	knowledge
see	sight
advise	advice
laugh	laughter
please	pleasure
grow	growth
govern	government
serve	service
obey	obedience
practise	practice
think	thought

(b) From Adjectives

brave	bravery
great	greatness
poor	poverty
young	youth
wise	wisdom
long	length
deep	depth
grand	grandeur
good	goodness
honest	honesty
just	justice
true	truth
broad	breadth
wide	width
sole	solitude
kind	kindness

(c) From Common Nouns:

boy	boyhood
infant	infancy
thief	theft
slave	slavery
friend	friendship
judge	judgement
girl	girlhood
agent	agency
hero	heroism
bond	bondage
leader	leadership
coward	cowardice

The Noun- Number (Singular/Plural)

On the basis of number, there are two types of noun.

- (a) Singular Noun
- (b) Plural Noun

Singular Noun: A noun that is used to denote a single (one) person or thing is called singular Noun.

For Ex - Boy, girl, man, bird, tree, etc.

Plural Noun: A noun that is used to denote more than one person or thing is called plural Noun

For Ex - Boys, girls, men birds, trees, etc.

There are some rules which must be followed to ensure grammatical accuracy.

Rule 1: Hyphenated noun does not have plural form.

Ex - (a) He gave me two **hundred-rupees** notes. (change 'rupees' into 'rupee')

(b) He stays in **five-stars** hotels. (change 'stars' into 'star')

Rule 2: Certain nouns/ words are used in colloquial English in India which is wrong as the word is literally translated from English to Hindi.

Ex -

Wrong

1. Cousin brother / Cousin sister
2. Pick pocket
3. Good name
4. Big blunder
5. Strong breeze
6. Bad dream
7. Proudly
8. According to me

Correct

1. Cousin
2. Pick pocket
3. Name
4. Blunder (means a big mistake)
5. Strong wind (Breeze is always light and gentle)
6. Nightmare
7. Proud
8. In my opinion

We generally get confused while using the following nouns:-

- | | |
|--|--|
| (a) Floor (the flat surface of a room) | (a) Ground (surface of the earth) |
| (b) Skill (we acquire it by learning) | (b) Talent (A natural ability) |
| (c) Envy (a wish to possess that the other person has.) | (c) Jealousy (a feeling that arises out of fear of losing that you have.) |

How Plural is formed

Generally, the Plurals of nouns are formed by adding 's' to the singular form.

For Ex -

- | | |
|----------------------|--------------|
| boy – boys | Girl – girls |
| Bird – birds | Cow – cows |
| Ship – ships | Desk – desks |
| Pencil – pencils | Book – Books |
| Cassette – cassettes | Film – films |

But, there are some rules of changing singular nouns into plural ones.

Rule 1: If –s, –ss, –sh, –ch, –x and –z are the last letters of noun, put –es to the end to make them plural.

Singular	Plural	Singular	Plural
Class	Classes	Mass	Masses
Kiss	Kisses	Toss	Tosses
Miss	Misses	Bus	Buses
Brush	Brushes	Dish	Dishes
Bush	Bushes	Watch	Watches
Bench	Benches	Match	Matches
Branch	Branches	Tax	Taxes
Box	Boxes	Topaz	Topazes

But, in case of Stomach (Pronounced as Stomak), Monarch (Pronounced as Monark) only s is needed at their end to make them plural.

- Stomach Stomachs
 Monarch Monarchs

Rule 2: If there is –O in the end of a noun, put –es to the end for plural.

Singular	Plural	Singular	Plural
Hero	Heroes	Zero	Zeroes
Volcano	Volcanoes	Mango	Mangoes
Mosquito	Mosquitoes	Echo	Echoes
Potato	Potatoes	Buffalo	Buffaloes
Negro	Negroes	Cargo	Cargoes
Bingo	Bingoes		

There are some exceptions where only –s is needed for a plural one in –o ending nouns.

Singular	Plural	Singular	Plural
Photo	Photos	Piano	Pianos
Dynamo	Dynamos	Canto	Cantos
Quarto	Quartos	Momento	Momentos
Solo	Solos	Stereo	Stereos

Rule 3 : If there are double vowels to the end of noun, put only –s to the end of that noun for plural.

Singular	Plural	Singular	Plural
Radio	Radios	Ratio	Ratios
Studio	Studios	Portfolio	Portfolios
Cuckoo	Cuckoos	Bamboo	Bamboos

Rule 4 : If –y is the last letter of a noun and that –y is preceded by a consonant, then change y into ies for the plural forms.

Singular	Plural	Singular	Plural
Spy	Spies	Baby	Babies
History	Histories	Lady	Ladies
Fly	Flies	Sky	Skies
Story	Stories	City	Cities
Army	Armies	Pony	Ponies

Rule 5 : If –y is the last letter of a noun and that –y is preceded by a vowel, put only –s to the end of that noun for plural.

Singular	Plural	Singular	Plural
Lay	Lays	Bay	Bay
Ray	Rays	Prey	Preys
Key	Keys	Storey	Storeys
Tray	Trays	Day	Days
Clay	Clays	Play	Plays

Rule 6 : If –f or –fe are the last letters of a noun, then change –f or –fe into 'ves'.

Singular	Plural	Singular	Plural
Knife	Knives	Life	Lives
Wife	Wives	Thief	Thieves
Leaf	Leaves	Loaf	Loaves
Calf	Calves	Handkerchief	Handkerchieves
Wolf	Wolves	Shelf	Shelves
Self	Selves		

Yet, there are some exceptions to this rule, such as:

Singular	Plural	Singular	Plural
Proof	Proofs	Roof	Roofs
Chief	Chiefs	Reef	Reefs
Gulf	Gulfs	Belief	Beliefs
Grief	Griefs	Brief	Briefs
Serf	Serfs	Dwarf	Dwarfs
Hoof	Hoofs	Strife	Strifes

Rule 7 : It is found that a few nouns form their plural by changing the inside vowel of the singular form.

Singular	Plural	Singular	Plural
Man	Men	Woman	Women
Tooth	Teeth	Goose	Geese
Mouse	Mice	Louse	Lice
Foot	Feet		

Rule 8 : There are a few nouns that form their plural by adding en to the singular.

Singular	Plural	Singular	Plural
Ox	Oxen	Child	Children

Rule 9 : There are some nouns which have their singular and plural forms alike.

Singular	Plural	Singular	Plural
Swine	Swine	Sheep	Sheep
Deer	Deer	Trout	Trout
Salmon	Salmon	Pair	Pair
Dozen	Dozen	Score	Score
Gross	Gross	Stone (unit)	Stone

Rule 10: There are some nouns which are only used in the plural. They take plural verb with them.

(a) Names of instruments which have two parts forming a kind of pair.

For Ex - **Ballows, spectacles, scissors, tongs, pincers etc.**

(b) Names of certain articles of dress.

For Ex - **Trousers, breeches, drawers etc.**

(c) Certain other nouns.

For Ex - **Annals, thanks, proceeds (of a sale), tidings, environs, nuptials, obsequies, assets, chattels, odds, amends, seals, shambles, vegetables, troops, particulars, aborigins, alms, ashes, arrears, dregs, eaves, earnings, sweepings, etc.**

Rule 11: There are some plural forms of nouns which are actually singular. They take singular verb with them.

For Ex - **Innings, mathematics, news, civics, politics, physics, ethics, economics, mechanics, summons, measles, mumps, rickets, singles, billiards, athletics etc.**

For Ex - **Mathematics** is an easy subject. (Mathematics is singular number)

If plural looking subjects are particularised or possessed, they becomes as plural nouns.

(a) **My Mathematics** are strong.

↓
Possessed

↓
Plural Number

(b) **The politics** of our state are dirty.

↓
Particularised

↓
plural number

(c) The **summons** was issued by the magistrate

↓
singular number

Rule 12: The following nouns are always used in singular number.

For Ex - Scenery, machinery, poetry, stationery, sultry, jewellery, crockery, luggage, baggage, breakage, haltage, percentage, knowledge, postage, wastage, furniture, information, traffic, coffee, dust etc.

Rule 13: Certain Collective Nouns, though singular in form, are always used as plurals.

For Ex - Poultry, cattle, vermin, people, gentry, police and peasantry etc.

Rule 14: In Compound Nouns, we make their plural forms only by adding 's' to the main word.

Singular	Plural
Father-in-law	Fathers-in-law
Daughter-in-law	Daughters-in-law
Mother-in-law	Mothers-in-law
Commander-in-chief	Commanders-in-chief
Step-daughter	step-daughters
Maid-servant	Maid-servants
Looker-on	Lookers-on
Passer-by	Passers-by
Man-of-war	Men-of-war
Coat-of-mill	Coats-of-mill

Now, look at these examples:

Singular	Plural
Man killer	Man killers
Chief Minister	Chief Ministers
Woman hater	Woman haters
Cupful	Cupfuls
Handful	Handfuls
Drawback	Draw backs

Rule 15: Noun borrowed from other languages in English have their special rules to change them into plural.

Singular	Plural	Singular	Plural
Datum	Data	Ditum	Dita
Erratum	Errata	Bacterium	Bacteria
Referendum	Referenda	Momorandum	Memoranda
Agendum	Agenda	Medium	Media
Sanatorium	Sanatoria	Criterion	Criteria
Phenomenon	Phenomena	Oasis	Oases
Thesis	These	Hypothesis	Hypotheses
Analysis	Analyses	Crisis	Crises
Index	Indice/Indices		

Rule 16: Some –um ending Latin nouns take only –s in plural form.

Singular	Plural
Harmonium	Harmoniums
Forum	Forums
Pendulum	Pendulums
Stadium	Stadiums
Quorum	Quorums
Premium	Premiums

Rule 17: Noun + Proposition + the same noun remain always singular in use.

For Ex -

Village after village – correct

Match after match – correct

Row upon row – correct

Word for word. – correct

But,

Villages after villages – wrong

Matches after matches – wrong

Rows upon rows – wrong

word for words – wrong

Rule 18: The digits, some words and abbreviations take their plural form in the following ways:

Singular	Plural
70	70s
21	21s
if	ifs
M.A.	M.As (not M.A.'s)
B.A.	B.As (not B.A.'s)
M.L.A.	M.L.As (not M.L.A.'s)
M.P.	M.Ps

Rule 19: Some nouns have two meanings in the singular but only one in plural.

	Singular	Plural
Light	1. radiance 2. a lamp	Lights : Lamps
Practice	1. habit 2. exercise of a profession	Practices : habits
Powder	1. dust 2. a dose of medicine in fine grains like dust	Powders : doses of medicine
People	1. nation 2. Men and women	Peoples : nations

Rule 20: Some nouns have two forms for the plural, each with a somewhat different meaning.

Singular	Plural
Brother	Brothers : Sons of the same parent Brethren : members of a society of a community.
Cloth	Cloths : kinds or pieces of cloth. Clothes : garments.
Die	Dies : stamps for coining. Dice : small cubes used in games.
Fish	Fishes : taken separately.
Genius	Fish : collectively Geniuses : persons of great talent
Index	Genii : spirits Indexes : tables of contents to books Indices : signs used in algebra
Penny	Pennies : number of coins. Pence : amount in value

Rule 21: Some nouns have one meaning in the singular and more than one in the plural.

Singular	Plural
Colour : hue	Colours : 1. Hues 2. the flag of a regiment
Custom : habit	Customs : 1. habits. 2. Duties levied on imports.
Effect : result	Effects : 1. results 2. property
Manner : method	Manners : 1. methods 2. correct behaviour
Moral : a moral lesson	Morals : 1. moral lessons 2. conduct
Number : quantity	Numbers : 1. quantities 2. verses
Pain : Suffering	Pains : 1. sufferings 2. care, exertion
Premise : proposition	Premises : 1. propositions 2. buildings.
Quarter : fourth part	Quarters : 1. Fourth part. 2. Lodgings

Singular	Plural
Spectacle : a sight	Spectacles : 1. sights. 2. Eye-glasses
Letter : letter of the alphabet	Letters : 1. letters of the alphabet 2. epistles 3. literature
Ground : earth	Grounds : 1. enclosed land 2. attached to house 3. reasons dregs

Rule 22: Some nouns change their meaning when we make them plural.

Singular	Plural
Air : atmosphere	Airs : affected manners
Alphabet : letter	Alphabets : languages
Advice : counsel	Advices : information
Abuse : bad language	Abuses : Evil
Compass : extent, range	Compasses : an instrument for drawing circles
Force : strength	Forces : military forces
Good : benefit, well-being	Goods : merchandise
Physic : medicine	Physics : natural science
Practice : habit	Practices : traditions
Iron : a kind of metal	Irons : fetters
Light : radiant	Lights : lamps
Respect : regard	Respects : compliments
Work : duty	Works : creations

Rule 23: (a) Abstract Nouns have no plural.

For Ex - Hope, charity, love, kindness, happiness, hatred etc.

When such words do appear in the plural, they are used as common nouns.

For Ex - Kindness = acts of kindness.

Provocations = instances or cases of provocation.

(b) There are also some names of substances or materials which are never used in plurals.

They are called **Material Nouns**.

For Ex - Copper, iron, tin, wood etc.

But, when these words are used in the plural, they become Common nouns and also, their meanings are changed.

For Ex - Coppers-Copper coins.

Irons – fetters.

Tins – cans made of tin.

Woods – forests.

The Noun - Gender

In grammar, gender is the sexual classification of noun.

Gender can be divided into four categories.

Which are as follows:

- (i) **Masculine Gender** (which denotes male sex)
- (ii) **Feminine Gender** (Which denotes female sex)
- (iii) **Common Gender** (which denotes both male and female)
- (iv) **Neuter Gender** (which denotes no sex and is used for non-living things)

Rules for changing masculine nouns into feminine nouns:

- (1) By using a different word.

For Ex -

Masculine	Feminine	Masculine	Feminine
Father	Mother	Brother	Sister
Husband	Wife	Boy	Girl
Uncle	Aunt	Pappa	Mamma
Nephew	Niece	Man	Woman
King	Queen	Gentleman	Lady
Sir	Madam	Son	Daughter
Cock	Hen	Boar	Sow
Stag	Hind	Swan	Nymph
Widower	Widow	Fox	Vixen
Beau	Betle	Gander	Goose
Bachelor	Maid, Spinster	Drone	Bee
Horse (or Stallion)	Mare	Bullock	Heifer
Hart	Roe	Buck	Doe
Wizard	Witch	Bull (or Ox)	Cow
Earl	Countess	Groom	Bride
Drake	Duck		
Colt	Filly		
Dog (or Hound)	Bitch		
Monk (or Friar)	Nun		
Lad	Lass		

- (2) By adding a syllable (-ess, -ine, -trix, -a, etc.)

For Ex -

Masculine	Feminine	Masculine	Feminine
Lion	Lioness	Heir	Heiress
Host	Hostess	Poet	Poetess
Priest	Priestess	Mayor	Mayoress
Patron	Patroness	Peer	Peeress
Benefactor	Benefactress	Conductor	Conductress
Negro	Negress	Enchanter	Enchantress
Instructor	Instructress	Founder	Foundress
Waiter	Waitress	Traitor	Traitress
Seamster	Seamstress	Tempter	Temptress
Songster	Songstress	Preceptor	Preceptress
Murderer	Murderess	Sorcerer	Sorceress

(3) By substituting a feminine word for a masculine in compound words.

For Ex -

Masculine	Feminine	Masculine	Feminine
Peacock	Peahen	Grandfather	Grandmother
Billy-goat	Nanny-goat	Cock-sparrow	Hen-sparrow
Foster-father	Foster-mother	Czar	Czarina
Jack-ass	Jenny-ass	Testator	Testatrix
Viceroy	Vicereine	Prophet	Prophetess
Executor	Executrix	Steward	Stewardess
Shepherd	Shepherdess	Manager	Manageress
Viscount	Viscountess	Baron	Baroness
Jew	Jewess	Signor	Signora
Author	Authoress	Giant	Giantess
Count	Countess	Hero	Heroine
Don	Donna	Sultan	Sultana
Administrator	Asministratrix	Signor	Signora

Again, –ess is added after dropping the vowel of the masculine ending.

For Ex -

Masculine	Feminine	Masculine	Feminine
Abbot	Abbess	Duke	Cuchess
Emperor	Empress	Actor	Actress
Hunter	Huntress	Master	Mistress
Marquis	Marchioness	Prince	Princess
Tiger	Tigress	Votary	Votaress
he-ass	She-ass	Land-lord	Land-lady
Man-servant	Maid-servant	Milk-man	Milk-maid
School-master	School-mistress	Man-kind	Woman-kind
Washer-man	Washer-woman	Bull-calf	Cow-calf
Step-son	Step-daughter	He-bear	She-bear
Buck-rabbit	Doe-rabbit	Great-uncle	Great-aunt

Note: 1. Some Masculine Nouns are used in the Common Gender.

For Ex - Actor, Advocate, Author, Chairman, Doctor, Hound, Lawyer, Man, Painter, Poet, Teacher, Tutor, Hunter

2. Some Feminine Nouns are used in the Common Gender.

For Ex - Cow, Duck, Bee

3. Some Feminine Nouns have no corresponding Masculine forms.

For Ex - House-wife (mistress of the house)

Virgin (an unmarried woman)

Flirt (woman pretending to make love)

Virago (a turbulent woman)

(A) Apostrophe is used in the following ways to express possession.

Living things

Ex - (a) Mohan's book (b) A cow's horn (c) A woman's purse

(B) If a plural noun ends in 's/es', 's' is not added while apostrophe with the plural form.

Ex - (a) boys' college

(b) Girls' school

Note: If plural form is different from singular form, 's' comes with both the forms.

Ex - (a) Child's play, Children's school. (b) Man's duty, Men's wear.

(c) Working women's hostel

(C) When noun ends in hissing sound, 's' is not added after apostrophe.

Ex - (a) For peace' sake (b) for conscience' sake (c) for goodness' sake

(d) Ganesh' idol (e) for Jesus'sake

Note: God's sake

(D) Apostrophe is **not** used with **possessive pronouns** (his, hers, yours, hours, theirs)

Ex - Yours faithfully, yours truly

(E) Apostrophe can come only at the end of the compound nouns.

(a) **Commander-in-chief's** orders.

(b) My **son-in-law's** sister.

(F) 'Apostrophe' is not used with non-living things. We use 'of' :

Ex - Table's leg (✗)

Leg of table (✓)

Exceptions:

(1) **When a non-living thing is personified**

Ex - (a) Sun's fury (b) Nature's love

(2) **Nouns related to 'time/weight/place'**

Ex - (a) a day's leave (b) arm's length (c) a pound's weight

(3) **With respectable nouns**

Ex - (a) court's order (b) At duty's call

(4) **With phrases**

Ex - (a) at wit's end (b) at a stone's throw

(5) **With heavenly objects**

Ex - (a) Earth's atmosphere

(G) Do not use double apostrophe.

Ex - (a) My wife's secretary's mother has expired. (✗)

The mother of my wife's secretary has expired. (✓)

(b) Mrs. Sharma the society's chariman's proposal was rejected by the members of the society. (✗)

The proposal of Mrs. Sharma, the chairperson of society, was rejected by the members of the society. (✓)

(H) 's' is used with anybody/nobody/everybody/somebody/anyone/someone/no one/everyone.

Ex - (a) Everyone's concern is no one's concern.

(b) Everydoby's business is nobody's business.

• If 'else' is used with anybody/ no body etc, 'apostrophe' will be used with 'else'.

Ex - (a) I can rely on your words, not **somebody else's**.

(b) I obey your orders and **nobody else's**.

(Here, it will be wrong to write somebody's else/ nobody's else.)

(4) **Dative Case:** It noun or Pronoun has been called or addressed, It is called Dative Case.

For Ex - Shivam, Go there.

Read loudly, Priya.

Exercise

Directions: Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part is the answer. If there is no error, the answer is '4' i.e. No error, (Ignore the errors of punctuation, if any).

1. Jaya Jyostna went (1)/to her friend's house (2)/and gave her two ten-rupees note. (3)/No error (4).
2. There was (1)/no money in the bank in Dhananjay's (2)/ and Mritunjay's joint account. (3)/No error (4)
3. Thousand (1)/of rupees were (2)/ spent by him. (3)/No error (4)
4. The machineries are (1)/not functioning properly (2)/ these days. (3)/No error (4)
5. The poetries (1)/of R.N. Tagore has been taught (2)/ in the class. (3)/No error (4)
6. Thousand of people (1)/had already been killed (2)/in the accident near Fatuha. (3)/No error (4)
7. Five thousand (1)/rupee is a large amount (2)/ for everybody. (3)/No error (4)
8. There is (1)/no place (2)/in the compartment. (3)/ No error (4)
9. Mr. Sharma is one of the (1)/best teacher (2)/ in our school. (3)/No error (4)
10. One of the important lesson (1)/he taught me was to save (2)/at least thirty percent of my gross income. (3)/No error (4)
11. The table's legs (1)/have been (2)/elaborately carved. (3)/ No error (4)
12. None of the student (1)/in the class scored below the (2)/ given cut-off marks. (3)/No error (4)
13. He is (1)/one of the tallest boy (2)/in the class. (3)/No error (4)
14. I have (1)/many works (2)/ to do. (3)/ No error (4)
15. Mritunjay prefers (1)/extra sugars in (2)/ his tea. (3)/No error (4)
16. All the child playing (1)/at the beach ran towards Sam when (2)/ they heard him shout. (3)/No error (4)
17. Cattles are (1)/ not allowed to (2)/ enter this place. (3)/No error (4)
18. It is a pity that (1)/even five years old boys are (2)/engaged in hazardous factories. (3)/ No error (4)
19. I visited Anna's and Steve's house (1)/ twice but found (2)/ the couple absent. (3)/No error (4)
20. A ton's weight (1)/ is too heavy for anyone to (2)/ carry on his head. (3)/No error (4)
21. He did not approve (1)/ of his son raising stupid questions and thereby (2)/ vexing the teacher. (3)/No error (4)
22. America's problems (1)/ are, however, not so serious (2)/ and awful as India. (3)/No error (4)
23. The Finance Minister boasts of improving (1)/ the economic condition of (2)/ the country's. (3)/No error (4)
24. For your sake as well as for your wife (1)/ we all wish that you may (2)/ get that job. (3)/No error (4)
25. The expert mason reported to the owner of the hotel that (1)/ there was no question (2)/ of the wall's falling down. (3)/No error (4)
26. As we are told, this idea of Mrs. Gandhi's (1)/ was totally valid in the (2)/present condition of India. (3)/ No error (4)

27. The teacher said to us that one ought (1)/ to work hard in order (2)/ to attain one goal. (3)/No error (4)
28. Being sure of his success, he told his friends that (1)/ he would never forget (2)/ even his enemies names. (3)/No error (4)
29. Very few soldiers dared to turn (1)/ a deaf ear to their (2)/ Commander's-in-Chief orders. (3)/No error (4)
30. Your son's-in-law's friends is seriously ill (1)/ and he wants you (2)/ to see him as soon as possible. (3)/ No error (4)

Solutions

1. (3); Use 'ten-rupee note'in place of 'ten-rupees note'.
2. (2); Use 'Dhananjay' in place of 'Dhananjay's'.
3. (1); Use 'Thousands' in place of 'Thousand'.
4. (1); Use 'The machinery is' in place of 'The machineries are' because machinery is an 'Uncountable Noun.
5. (1); Use 'The poetry' in place of 'The poetries'.
6. (1); Use 'Thousands of people' in place of 'Thousand of people'.
7. (2); Use 'rupees' in place of 'rupee'.
8. (2); Use 'room' in place of 'place'. The word 'room' is used with some nouns like train, bus, car, ship, aeroplane etc.
There is no place for you in this car. (x)
There is no room for you in this car. (✓)
9. (2); Use 'teachers' in place of 'teacher'.
10. (1); Use 'lessons' in place of 'lesson'.
11. (1); Use 'The legs of the table' in place of 'The table's legs'.
12. (1); Use 'None of the students' in place of 'None of the student'.
13. (2); Use 'boys' in place of 'boy'.
14. (2); Use 'Much work' or 'a lot of work' in place of 'Many works' because 'work' is an uncountable noun.
15. (2); Use 'sugar' in place of 'sugars'.
16. (1); Use 'All the children' in place of 'All the child'.
17. (1); Use 'cattle' in place of 'cattles'.
18. (2); Use 'five year old boys' in place of 'five years old boys'.
19. (1); Use 'Anna and Steve's' in place of 'Anna's and Steve's'.
20. (4); No error.
21. (2); Use 'son's' in place of 'son'.
22. (3); Use 'India's' in place of 'India'.
23. (3); Use 'country' in place of 'Country's'.
24. (1); Use 'wife's' in place of 'wife'.
25. (3); Use 'the falling down of the wall' in place of 'the wall's falling down'.
26. (1); Use 'Gandhi' in place of 'Gandhi's'.
27. (3); Use 'One's' in place of 'One'.
28. (3); Use 'enemies' in place of 'enemies'.
29. (3); Use 'Commander-in-Chief's' in place of 'Commander's-in-Chief'.
30. (1); Use 'son-in-law's' in place of 'son's-in-law'.

Pronouns

A **Pronoun** is a word that is used in place of Noun in order to avoid repetition of a noun in a sentence make our language stylistic.

Pronouns are of Ten Types:

1. Personal Pronouns
2. Possessive Pronouns
3. Reflexive Pronouns
4. Demonstrative Pronouns
5. Relative Pronouns
6. Interrogative Pronouns
7. Reciprocal Pronouns
8. Universal Pronouns
9. Distributive Pronouns
10. Indefinite Pronouns

I. PERSONAL PRONOUN

Personal Pronouns are used for three persons:

- (i) **The person speaking.** (First person)
- (ii) **The person Spoken to** (Second Person)
- (iii) **The person spoken of.** (Third Person)

Personal Pronouns include – I, we, he, she, it, they, you, me, etc.

Nominative Case	Objective Case
I	me
She	her
They	them
We	us
He	him
It	it
You	you

Use of Personal Pronouns

(i) **Use of 'we' and 'I'**

We and I are used for first person.

For Ex - I am a teacher.

We go to School.

(ii) **Uses of 'He'/'She'**

'He' / 'She' is used for third Person.

For Ex - He plays cricket.

She goes to market.

(iii) **Uses of 'You'**

'You' is used for second person.

For Ex - You are a good boy.

You should respect your elders.

(iv) **Uses of 'It'**

⇒ 'It' is used for animals, infants, insects and non living things.

For Ex - India is a developing country. It has a great cultural heritage.

It is my car.

⇒ 'It' is used to denote 'time', 'weather', 'distance', 'temperature' or any other natural event. It is used only as an 'Introductory subject' and has no meaning.

For Ex - It is raining.
It is Sunday.
It is 6 O' clock.

⇒ 'It' is also used as a subject to emphasize the noun or pronoun.

For Ex - It was she who passed the exam.
It was he who came late.

(v) **Uses of 'They'**

'They' is the plural form of 'it' and can be used for mankind, animal, bird, non-living, etc. in plural.

For Ex - They are girls (**Mankind**)
They are chairs. (**Non-livings**)
They are cats. (**Animals**)

There are some rules that must be followed while dealing with personal pronouns. They are as follows:

Rule 1: If all the three persons (**ie first person (1), Second person (2) and third person (3)**) or two out of three persons are coming in a single sentence, then the order of pronouns that is to be followed is '231'.

For Ex - You, he and I have scored good marks. (231)
He and I are going to party (31)
You and He are doing a great job. (23)

Rule 2: If all three persons or two out of three persons are used in a single sentence, which is negative in sense, then the order of pronouns that must be followed is '123'

For Ex - I, you, and he are guilty and will be punished.

Rule 3: The order that is to be followed while using Plural Pronouns (They, we, you) is '123'

For Ex - we, you and they will be awarded for the good work we have done.

Rule 4: Words like 'let', 'like', 'betweenand', 'but', 'except' and all prepositions are followed by an objective (accusative) case.

For Ex - He looked at me.
Let me complete this work.

Rule 5: In case of a comparison between two nominative case, the pronoun that is used is also of the nominative case:

For Ex - He is as fast as me. (**wrong**)
He is as fast as I. (**correct**)
She is better than him. (**wrong**)
She is better than he. (**correct**)

II. POSSESSIVE PRONOUN

Possessive Pronouns are used to indicate possession, for example mine, yours, hers, theirs, ours, etc.

Note: Noun is not used after possessive pronoun.

For Ex - This is mine book. (**wrong**)
This is yours book. (**wrong**)

Our, your, her, their, etc are called possessive Adjectives.

Note: Noun is used after possessive adjective

For Ex - That is my car.
This is your pen.

Uses of Possessive Pronouns

(i) When a verb comes in between a noun and a pronoun, possessive Pronoun is used.

For Ex - Yours is the best, mine the worst.

(ii) We can use a Possessive Pronoun as the subject in any sentence.

For Ex - Mine is a new book.

(iii) Possessive Pronoun can be used as the object of a verb.

For Ex - I have my pen as well as yours.

(iv) When a pronoun is preceded by 'of', we use possessive pronoun.

For Ex - That pen of yours is lost.

There are some rules which must be followed to ensure grammatical accuracy while studying possessive Pronoun. Some of them are as follows:

Rule 1: Possessive Pronouns are not used with the words like 'Separation, leave, excuse, mention, report, pardon, sight, favour'

For Ex - She needs your favour. (Wrong)

She needs favour from you. (Correct)

Rule 2: 'Apostrophe' is not used in Possessive Pronouns.

For Ex - I have a car. It's colour is red. (Wrong)

I have a car. Its colour is red. (Correct)

III. REFLEXIVE PRONOUN

Reflexive pronoun are formed by joining suffix - Self to Personal Pronouns of the singular number and-selves to personal pronouns of the plural number. For e.g. - myself, ourselves, herself, himself, themselves, etc.

Uses of Reflexive Pronoun.

1. It is used after some words like acquit, avail, reconcile, amuse, resign, avenge, adapt, adjust, pride, absent and enjoy.

For Ex - One should avail oneself of the opportunity which life gives.

Note: If absent is used as a verb.

2. If the door is affected by the action and the result, Reflexive Pronoun is used.

For Ex - I cut my finger myself.

3. Reflexive Pronoun is used when the 'Subject' emphasizes his action or skill.

For Ex - I will myself complete my work.

We will ourselves face this problem.

Note: Reflexive Pronoun is not used as a subject or an object of a sentence unless a noun/pronoun precedes it.

For Ex - Myself Sagar from Punjab. (Wrong)

I am Sagar from Punjab. (Correct)

I myself can do this work. (Correct)

Note: Keep, stop, turn, qualify, bathe, move, rest, hide, etc. are few words which do not take a reflexive pronoun.

For Ex - He hid himself behind the wall. (Wrong)

He hid behind the wall. (Correct)

IV. DEMONSTRATIVE PRONOUN

Demonstrative Pronoun are those pronouns that are used to point towards something specific within a sentence.

For Ex - this, that, these, those, such, one, etc.

Uses of Demonstrative Pronoun

1. 'This' is used for singular nouns that are placed closer.

For e.g.: This is a pen

Singular Noun

2. 'These' is used for plural pronouns that are placed for near.

For e.g.: These are pens

Plural Noun

3. **'That'** is used to demonstrate singular nouns that are placed for.
For Ex - That is a pen.
4. **'Those'** is used to demonstrate Plural Nouns that are placed far.
For Ex - Those are pens.
5. **'One'** and **'Ones'** are used as substitutes for nouns.
For Ex - I have lost my book, but I have got one (book) from my friend.
6. **'Such'** is also used as a substitute for a Noun.
For Ex - I am a teacher. And as such(a teacher)I should be unbiased.

V. RELATIVE PRONOUN:

A Relative Pronoun is one which relates a clause or phrase to a noun or a pronoun.

For Ex - Who, which, that, etc.

Uses of Relative Pronoun:

1. **'Who'** and **'Whom'** are used for humans in subjective and objective cases respectively.
For Ex - She is the girl who teaches English.
They are the students who she teach.
2. **Which** is used for all except humans.
For Ex - This is the car which I bought.
3. **Whose** is used in Possessive case.
For Ex - These are the children whose father has died.
4. If a human and a non living thing/ animal are joined by 'and', then a relative pronoun 'that' is used.
For Ex - The girls and her dog that I saw last Sunday have
5. After a superlative degree, 'That' is used
For Ex - She is the most beautiful girl 'that' I have ever seen.
6. Words like Everything, nothing, anything, the only, the few, the little, the same etc are used with 'that'.
For Ex - I gave him the few pens that I had got.
She is the same girl that helped me.

VI. INTERROGATIVE PRONOUN.

Interrogative Pronouns are used for asking question.

For Ex - Who, which, what, etc.

Uses of Interrogative Pronouns.

1. **Who** is used to ask about the subject.
For Ex - who is she?
2. **Whom** is used to ask about the object.
For Ex - Whom have you called?
3. **Whose** is used to ask about the possession of something.
For Ex - Whose car is that?
Note: 'Whose' is not used for non living things.
For Ex. - This is the pen whose cap was lost. (Wrong)
This is the pen, the cap of which was lost. (Correct)
4. **Which** is used for both persons and things if a choice is to be made between two or more.
For Ex - 'Which' of the two cars is yours?
5. **Where, why** and **when** are used as interrogative pronouns for place, reason and time respectively.
For Ex - where is your book? (Place)
Why are you sad? (Reason)
When will you come here? (Time)

VII. RECIPROCAL PRONOUN

Pronouns that indicate a mutual relationship are called Reciprocal Pronouns. Each other and One another are the two Reciprocal Pronoun.

Uses of Reciprocal Pronoun

1. Each other is used to denote a relationship between two subjects.
For Ex - Meenakshi and her sister love each other.
2. One another is used to denote a relationship among more than two subjects.
For Ex - All the team members support one another.

VIII. UNIVERSAL PRONOUN

Anybody, Somebody, nobody, someone, all, both, some, many, etc are called Universal Pronouns.

Uses of Universal Pronoun

1. Anybody, Somebody, nobody, everybody, etc. denote singular nouns.
For Ex - Somebody has arrived to help him.
Everybody loves this movie.
2. **All, both, Some, many etc. denote plural nouns.**
For Ex - **Many** are required.
All have done their job.

XI. DISTRIBUTIVE PRONOUN

Pronouns which separate a person or thing from a group of persons or things are called Distributive Pronouns.

For Ex - Either of, Neither of, each of, everyone of, Any of, one of, etc.

Uses of Distributive Pronoun:

1. **Either of** and **Neither of** are used to denote choice between two persons or thing.
For Ex - Either of these two men is our new teacher.
Neither of these two pens is mine.
2. '**Any of**' or '**One of**' is used to denote choice among many persons or things.
For Ex - One of these books is mine.
Note: 'None of' is negative of 'one of' and means 'not one of more than two'
For Ex - None of (not one of) the boys has come.
Note: **Distributive Pronouns agree with singular verbs.**

X. INDEFINITE PRONOUN.

Indefinite Pronouns are those that are used in general sense and have no definite relationship with a noun. Some of the examples of indefinite pronouns are:

'**One**', '**none**', '**all**', '**many**', '**both**', etc.

Uses of Indefinite Pronouns

1. Any and All are used both in Singular and Plural numbers.
For Ex - **All** that glitters is not gold. (Singular)
All of us have cleared the exam (Plural)
2. Both, Some, Many and Few are used as Plural.
For Ex - Both of them are coming.
Some of my classmates have cleared the test.
Note: **If 'One has been used in Nominative Case, then we should use 'one' in accusative case as well.**
For Ex - One should respect his teachers. (Wrong)
One should respect one's teachers. (Correct)

Exercise

Directions: Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part is the answer. If there is no error, the answer is '4' i.e. No error, (Ignore the errors of punctuation, if any).

1. Each one of us goes to (1)/purchase items for (2)/ our own use. (3)/No error (4)
2. He was the man whom (1)/they thought. (2)/ should be the next mayor. (3)/No error (4)
3. His salary (1)/is lower (2)/than a caretaker. (3)/No error (4)
4. If you absent from (1)/college your name likely (2)/to be struck off the rolls. (3)/ No error (4)
5. One should make (1)/his best efforts if (2)/one wishes to achieve success in this organization. (3)/No error (4)
6. The principal decide to (1)/sanction any money that was required for (2)/ completing the project. (3)/ No error (4)
7. A woman came in (1)/with a baby whom she said (2)/ had just swallowed a safety pin. (3)/No error (4)
8. Neither he nor his brother (1)/was informed about the venue of the (2)/ meeting of our society. (3)/No error (4)
9. After every participant had had (1)/three minutes to express their opinion (2)/the debate thrown open to the audience. (3)/No error (4)
10. Sanjay is one of the latest (1)/additions to good drama (2)/ who appeared in recent times. (3)/No error (4)
11. One of his greatest contributions (1)/to social reform was their movement for (2)/ eradication of child marriages. (3)/No error (4)
12. He is the man (1)/who I know helped my son (2)/ in the final examination. (3)/No error (4)
13. He looks at everything (1)/from their (2)/ best side. (3)/No error (4)
14. Everyone of the men present here (1)/has given a day's pay (2)/as their contribution to the fund. (3)/No error (4)
15. The clerk whom (1)/spoke rudely to (2)/the customer yesterday has been suspended. (3)/No error (4)
16. This is one of the few companies (1)/who have done (2)/ well for the past two years. (3)/No error (4)
17. Out of the six companies (1)/shortlisted for the project (2)/five have already made its presentation. (3)/ No error (4)
18. India's GDP is most likely to grow (1)/at six per cent higher than (2)/ those of the U.S. (3)/No error (4)
19. Ashok is among the few people in the world (1)/which did not blindly follow (2)/their sharp decline in purchasing power. (3)/No error (4)
20. He is a university professor (1)/but of his three sons (2)/neither has any merit. (3)/ No error(4)
21. You, (1)/ I and he (2)/ should take this threat seriously. (3)/ No error (4)
22. When warned (1)/ he stopped (2)/himself at once. (3)/No error (4)
23. They did not go to attend (1)/ the marriage of their (2)/neighbours' daughter, didn't they? (3)/ No error (4)
24. All (1)/ which glitters (2)/ is not gold. (3)/ No error (4)
25. She bought two bags (1)/ of sweets and gave (2)/ it to the children. (3)/ No error (4)
26. The cause of pollution is (1)/ man himself and (2)/ their inventions. (3)/ No error (4)
27. A student must study hard (1)/ to maintain their marks (2)/ throughout the year. (3)/ No error (4)
28. My friends and I (1)/ went for a holiday in Hawaii (2)/ and really enjoyed himself. (3)/ No error (4)
29. I could see three cows (1)/ sitting in a nearby field (2)/ having its afternoon rest. (3)/ No error (4)
30. Rohini was an excellent student (1)/ but she always suffered terrible nerves (2)/ before doing his exams. (3)/ No error (4)

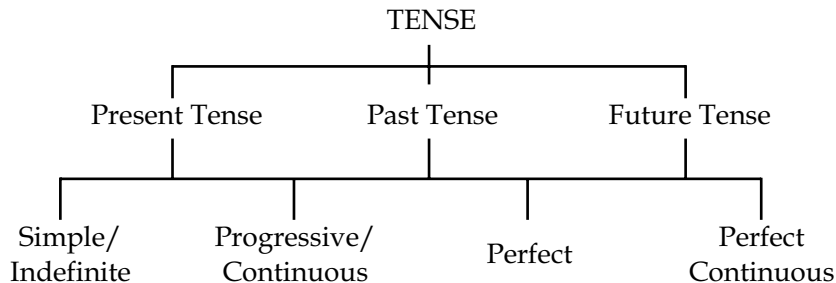
Solutions

1. (3); Use 'his own use' in place of 'our own use' because in the given sentence, 'each' is the subject. Possessive 'his' is used with 'each'.
Each of you/them/us has completed their work. (x)
Each of you/them/us has completed our work. (x)
Each of you/them/us has completed his work. (✓)
2. (1); Use 'who' in place of 'whom'.
3. (3); In the given sentence comparison is made between the salaries of two persons. So "that of a caretaker" should replace 'a caretaker'.
Example-
The road of Ranchi is wider than Patna. (x)
The road of Ranchi is wider than that of Patna. (✓)
4. (1); Use 'If you absent yourself from' in place of 'If you absent from'. 'Reflexive Pronoun' is used with the verb 'absent'.
Example-
Babita deliberately absent from the meeting. (x)
Babita deliberately absented herself from the meeting. (✓)
5. (2); Use 'one's best effort if' in place of 'his best efforts if'. Possessive case of 'one' is 'one's'.
Example-
One should do his duty. (x)
One should do one's duty. (✓)
6. (2); Use 'sanction some money' in place of 'sanction any money' because 'some' is used in affirmative sentences and 'any' is used in negative and interrogative sentences.
Example-
I have some books to read. (✓)
I have not some books to read. (x)
I have not any book to read. (✓)
7. (2); Use 'who she said' in place of 'whom she said'.
8. (4); No error.
9. (2); Use 'his' in place of 'their'.
10. (3); Use 'which' in place of 'who'.
11. (2); Use 'his movement' in place of 'their movement'.
12. (4); No error.
13. (2); Use 'his' in place of 'their'.
14. (3); Use 'his contribution' in place of 'their contribution'.
15. (1); Use 'who' in place of 'whom'.
16. (2); Use 'that' in place of 'who'.
17. (3); Use 'their' in place of 'its'.
18. (3); Use 'that' in place of 'those'.

19. (2); Use 'who' in place of 'which'.
20. (3); Use 'none' in place of 'neither'.
21. (2); Use 'You,he and I' in place of 'you,I and he'.
22. (3); Remove 'himself'.
23. (3); Use 'did they?' in place of 'didn't they?'
24. (2); Use 'that' in place of 'which'.
25. (3); Use 'them' in place of 'it'.
26. (3); Use 'his' in place of 'their'.
27. (2); Use 'his' in place of 'their'.
28. (3); Use 'ourselves' in place of 'himself'.
29. (3); Use 'their' in place of 'its'.
30. (3); Use 'her' in place of 'his'.



Tenses



On the basis of time of an action performed, we can divide sentences into the following three tenses:

- (i) Present Tense (ii) Past Tense (iii) Future Tense

Again on the basis of state of an action performed, we can further classify each tense into the following four parts:

- (i) Simple Indefinite Tense
 (ii) Progressive/ Continuous Tense
 (iii) Perfect Tense
 (iv) Perfect Continuous Tense

Present Tense

This Tense expresses an action that is currently going on or habitually performed or a state that currently or generally exists. We can classify present Tense into the following four parts:

- (i) Present Indefinite (Simple Present)
 (ii) Present Continuous (Present Progressive)
 (iii) Present Perfect
 (iv) Present Perfect Continuous

(i) Present Indefinite Tense

This Tense is called Present 'Indefinite' Tense because in this Tense, the action is simply mentioned and nothing can be said about its completeness. This Tense is used to express an action which occurs on regular basis.

Structure

For Singular:

→ **Sub + V₁ + s/es + Obj. (Affirmative)**

For Ex - She writes a letter

→ **Sub + does not + V₁ + Obj. (Negative)**

For Ex - She does not write a letter.

→ **Does + Sub + V₁ + Obj. + '?' (Interrogative)**

For Ex - Does she write a letter?

→ **Does + Sub + not + V₁ + Obj + '?' (Interrogative - Negative)**

For Ex - Does she not write a letter?

For Plural:

→ **Sub + V₁ + Obj (Affirmative)**

For Ex - They play cricket.

→ **Sub + do not + V₁ + Obj (Negative)**

For Ex - They do not play cricket.

→ **Do + Sub + V₁ + Obj + '?' (Interrogative)**

For Ex - Do they play cricket?

→ **Do + Sub + not + V₁ + obj + '?' (Interrogative - Negative)**

For Ex - Do they not play cricket?

Note: I is treated as 'Plural' in Present Tense.

For Ex - I eat dinner at 8 O'clock daily.

Uses:

1. To show Habitual Actions

For Ex - (a) He goes out for a walk every day.

(b) My father visits temple thrice a week.

2. To show General truth/Universal truth/ permanent truth etc.

For Ex - (a) The sun rises in the east.

(b) Water boils at 100°C.

3. To show imperative sentences.

For Ex - (a) Always obey your parents.

(b) Do not play on the road.

4. In exclamatory sentences which start with 'Here' and 'There'

For Ex - (a) Here comes the train!

(b) There rings the bell!

5. In newspaper headlines and commentary of sports.

For Ex - (a) India launches a satellite.

(b) Sachin hits a boundary.

6. To describe the events that occurred in past in a dramatic way.

For Ex - (a) India uproots the British Empire.

(b) Alexander defeats Paurus.

7. This Tense is also used to express professional activities.

For Ex - (a) A barber cuts hair.

(b) A confectioner sells sweets.

(ii) Present Continuous Tense

This Tense is used to express action that is currently in progress.

Structure

For Singular:

→ **Sub + is + V₁ ing + Obj (Affirmative)**

For Ex - She is singing a song.

→ **Sub + is not + V₁ ing + Obj (Negative)**

For Ex - She is not singing a song

→ **Is + Sub + V₁ ing + Obj + '?' (Interrogative)**

For Ex - Is she singing a song?

→ **Is + Sub + not + V₁ ing + Obj + (Interrogative - Negative)**

For Ex - Is she not singing a song?

For Plural:

→ **Sub + are + V₁ ing + Obj. (Affirmative)**

For Ex - They are playing cricket.

→ **Sub + are not + V₁ ing + Obj. (Negative)**

For Ex - They are not playing cricket.

→ **Are + Sub + V₁ ing + Obj + '?' (Interrogative)**

For Ex - Are they playing cricket?

→ **Are + Sub + not + V₁ ing + Obj + '?' (Interrogative - Negative)**

For Ex - Are they not playing cricket?

Note: 'Am' is used as helping verb with I.

For Ex - I am reading a novel.

Uses:

1. To show a continuous action.

For Ex - (a) She is playing chess.

(b) They are not driving a car.

2. To show those actions which have following words

"Now, these days, now-a-days, still, at this time, at this moment, at present."

For Ex - (a) Is she still reading?

(b) My mother is reading the Mahabharata now.

3. To denote a change of present state/situation into another.

For Ex - (a) Cars are becoming costlier day by day.

(b) She is getting more and more complicated.

4. To show those events/ actions that will take place in near future.

For Ex - (a) I am going on vacations tomorrow.

(b) She is getting married next week.

(iii) Present perfect Tense

This Tense is used to express those actions that have been finished recently.

Structure

For singular:

→ **Sub + has + V₃ + Obj (Affirmative)**

For Ex - She has bought a house.

→ **Sub + has not + V₃ + Obj (Negative)**

For Ex - She has not bought a house.

→ **Has + Sub + V₃ + Obj + '?' (Interrogative)**

For Ex - Has she bought a house?

→ **Has + Sub + not + V₃ + Obj + ? (Interrogative - Negative)**

For Ex - Has she not bought a house?

For Plural:

→ **Sub + have + V₃ + Obj (Affirmative)**

For Ex - They have completed their work.

→ **Sub + have not + V₃ + Obj (Negative)**

For Ex - They have not completed their work.

→ **Have + Sub + V₃ + Obj + '?' (Interrogative)**

For Ex - Have they completed their work?

→ **Have + Sub + not + V₃ + Obj + ? (Interrogative - Negative)**

For Ex - Have they not completed their work?

Note: I is used as 'Plural' in this type of Tense

For Ex - I have submitted my assignment

Uses:

1. To show the action that has just ended

For Ex - (a) I have written a letter

(b) Ishan has gone to Mumbai.

2. In sentences which consist the following:

"This/That/It is the first/second/third/best/worst".

For Ex - (a) This is the worst novel, I have ever read.

(b) It is the best book, I have ever read.

3. To show those sentences which have the following words.

"Already, so far, as yet, yet, upto now, just, just now, recently, ever, lately"

For Ex - (a) I have already taken my lunch.

(b) Have you ever been to London?

Note: Generally, Present Perfect Tense does not take an adverb of Past time.

For Ex - 'I have seen Amit yesterday' is wrong.

⇒ Simple past is used when an adverb of past is mentioned.

Therefore, the correct usage of sentence given above should be as follows:

'I saw Amit yesterday.'

(iv) Present perfect Continuous

This type of Tense is used to express those actions that had begun in the past and are still in progress.

Structure:

For Singular:

→ **Sub + has been + V₁ ing + Obj. + since/for + Time being. (Affirmative)**

For Ex - (a) Ram has been living here since 1993

(b) Ram has been living here for last ten years.

→ **Sub + has not been + V₁ ing + Obj. + since/for + Time being. (Negative)**

For Ex - (a) Ram has not been living here since 1993.

(b) Ram has not been living here for last ten years.

→ **Has + Sub + been + V₁ ing + Obj + since/for + Time being + '?' (Interrogative)**

For Ex - (a) Has Ram been living here since 1993?

(b) Has Ram been living here for last ten years.

→ **Has + Sub + not + been + V₁ ing + Obj + since/for + Time being + '?' (Interrogative - Negative)**

For Ex - (a) Has Ram not been living here since 1993?

(b) Has Ram not been living here for last ten years.

For Plural:

→ **Sub + have been + V₁ ing + Obj. + since/for + Time being. (Affirmative)**

For Ex - (a) They have been singing since morning.

(b) They have been singing for two hours.

→ **Sub + have not been + V₁ ing + Obj. + since/for + Time being. (Negative)**

For Ex - (a) They have not been singing since morning.

(b) They have not been singing for two hours.

→ **Have + Sub + been + V₁ ing + Obj. + since/for + Time being + '?' (Interrogative)**

For Ex - (a) Have they been singing since morning?

(b) Have they been singing for two hours?

→ **Have + Sub + not + been + V₁ ing + Obj. + since/for + Time being + '?' (Interrogative - Negative)**

For Ex - Have they not been singing for two hours?

Note: 'T' is used as plural in this tense

For Ex - I have been cleaning the room since morning.

Note: (a) 'since' is used to represent 'Point of time'

(b) 'for' is used to represent 'Period of time'

Uses:

1. To show those actions that had begun in the past and are still in progress.

For Ex - The baby has been sleeping since morning.

2. It can be used with time phrases like

"for, since, long, how long, all the time, all week, etc.

For Ex - (a) For how long have you been eating?

(b) She has been crying all the time.

Past Tense

This Tense expresses an action that has happened or a state that previously existed

Like present Tense, Past Tense can also be classified into following four parts:"

(a) Past Indefinite (Simple Past)

(b) Past Continuous (Past Progressive)

(c) Past Perfect

(d) Past Perfect continuous

(i) Past Indefinite Tense

This Tense is used to express an action that happened or finished in the past.

Structure:

The structure of sentence with singular/plural subject remains same in Past Indefinite Tense.

For Singular:

For Plural:

→ $\left. \begin{array}{l} \text{For Singular} \\ \text{For Plural} \end{array} \right\} \text{Sub} + \text{V}_2 + \text{Obj. (Affirmative)}$

For Ex - She wrote a book.

→ **Sub + Did not + V₁ + Obj (Negative)**

For Ex - She did not write a book.

→ **Did + Sub + V₁ + Obj + '?' (Interrogative)**

For Ex - Did she write a book?

→ **Did + Sub + not + V₁ + Obj + '?' (Interrogative - Negative)**

For Ex - Did she not write a book?

Uses:

1. To Show a past action.

For Ex - (a) I wrote a letter yesterday.

(b) She came last week.

Note: Following words are used in Past Indefinite Tense.

"Yesterday, ago, last, the other day, the day before, etc."

2. To show a past habit.

For Ex - (a) I played cricket in my childhood.

(b) She always prayed to God.

3. This Tense is used in conditional sentences to indicate a condition which is unlikely to occur.

For Ex - (a) I wish I knew singing.

(b) If Ravi came we would congratulate him.

4. With the phrase

"It is time, It is high time, It is about time"

For Ex - (a) It is time you repaired the A/c.

(b) It is about time you got a haircut.

(ii) Past Continuous Tense

This Tense is used to express an action which was in progress for some time in the past.

Structure:

For singular:

→ **Sub + was + V₁ ing + Obj (Affirmative)**

For Ex - She was calling me.

→ **Sub + was not + V₁ ing + Obj (Negative)**

For Ex - She was not calling me.

→ **Was + Sub + V₁ ing + Obj + '?' (Interrogative)**

For Ex - Was she calling me?

→ **Was + Sub + not + V₁ ing + Obj + '?' (Interrogative - Negative)**

For Ex - Was she not calling me?

For Plural:

→ **Sub + were + V₁ ing + Obj (Affirmative)**

For Ex - They were watching a movie.

→ **Sub + were not + V₁ ing + Obj (Negative)**

For Ex - They were not watching a movie.

→ **Were + Sub + V₁ ing + Obj + '?' (Interrogative)**

For Ex - Were they watching a movie?

→ **Were + Sub + not + V₁ ing + '?' (Interrogative - Negative)**

For Ex - Were they not watching a movie?

Note: 'I' is used as singular Subject in this Tense.

For Ex - I was writing a letter.

Uses:

1. This Tense is used when two actions were simultaneously in progress in the past.

For Ex - (a) While she was preparing lunch, I was taking shower.

(b) While I was reading, my wife was watching T.V.

2. This Tense is also used in combination with Simple past

For Ex - (a) While I was walking in the fields, I found a mobile phone.

(b) When I was going to school, a dog bit me.

(iii) Past Perfect Tense

This Tense expresses an action which has been completed (a long time ago) in the Past.

Structure:

The structure of sentences with singular/Plural Subject remains same in Past Perfect Tense.

→ **For Singular** } **Sub + had + V₃ + Obj. (Affirmative)**
→ **For Plural** }

For Ex - He had left for USA.

→ **Sub + had not + V₃ + Obj. (Negative)**

For Ex - He had not left for USA.

→ **Had + Sub + V₃ + Obj. + '?' (Interrogative)**

For Ex - Had he left for USA?

→ **Had + Sub + not + V₃ + Obj + '?' (Interrogative - Negative)**

For Ex - Had he not left for USA?

Uses:

1. When two actions occur in the past, one after the other, then, the first action is expressed in Past perfect Tense and the second action is expressed in Simple Past Tense.

For Ex - (a) The patient had died before the doctor came.

(b) He came after she had gone.

2. To express some unfulfilled wish in the Past.

For Ex - (a) I had hoped that he would pass.

(b) She had expected his arrival, but he did not come.

(iv) Past perfect Continuous Tense

This Tense is used to express an action that started in past, continued for a period of time and then finished in Past.

Structure:

The structure of sentences with singular/Plural subject remains same in Past Perfect Continuous Tense.

→ For Singular } Sub + had been + V₁ ing + obj + Since/for + time being. (Affirmative)
 For Plural }

For Ex - (a) She had been watching T.V. for two hours.
 (b) She had been watching T.V. since 2 p.m.

→ **Sub + had not been + V₁ ing + Obj + Since/for + Time being (Negative)**

For Ex - (a) She had not been watching T.V. for Two hours.
 (b) She had not been watching T.V. since 2.00 PM.

→ **Had + Sub + been + V₁ ing + since/for + Time being + '?' (Interrogative)**

For Ex - (a) Had she been watching T.V. for two hours?
 (b) Had she been watching T.V. since 2:00 PM?

→ **Had + Sub + not + been + V₁ ing + Obj + Since/for + Time being + '?' (Interrogative - Negative)**

For Ex - (a) Had she not been watching TV for two hours?
 (b) Had she not been watching T.V. since 2:00 PM.

Uses:**1. It is used to express a repeated action in the past.**

For Ex - (a) I had been trying to contact you.
 (b) He had been trying to get a good job.

2. It is used to express an action that had happened in the past and its effects were still visible in the past.

For Ex - (a) She had been playing tennis when the news of her selection came in.
 (b) I had been reading novel for 2 hours, when she asked me about its plot.

Future Tense

This Tense expresses an action that has not yet happened or a state that does not exist but is expected to take place after some time from now.

Future Tense can be classified into following four Tenses

- (i) Future Indefinite (Simple Future)
- (ii) Future Continuous (Future Progressive)
- (iii) Future Perfect
- (iv) Future Perfect Continuous.

(i) Future Indefinite Tense

This Tense expresses an action that is expected to be finished in near future.

Structure:

Note: The structure of sentences with singular/plural subject remains same in future Indefinite Tense.

→ For Singular } Sub + will + V₁ + obj. (Affirmative)
 For Plural }

For Ex - (a) She will call you.
 (b) They will call you.

→ **Sub + will not + V₁ + Obj. (Negative)**

For Ex - She will not call you.

→ **Will + Sub + V₁ + Obj + '?' (Interrogative)**

For Ex - Will she call you?

→ **Will + Sub + V₁ + Obj + '?' (Interrogative - Negative)**

For Ex - Will she not call you?

Note: Now a days, only 'will' is used as helping verb in future Tense because the usage of 'Shall' has gone out of style in modern English. Though 'Shall' is still used sometimes.

Note: Use of Shall/will is explained in modals.

Uses:

To show conditional actions that have adverb clause, Present Indefinite Tense along with 'unless, until, when, if'

For Ex - (a) Unless she works hard, she will not pass.

(b) If you run fast, you will win the race.

(ii) Future Continuous Tense

This Tense used to express an action that will be in progression in Future.

Structure:

The structure of sentences with singular/Plural subject remains same in future continuous Tense.

**For Singular }
For Plural }**

→ **Sub + will be + V₁ ing + Obj. (Affirmative)**

For Ex - She will be cooking food at this time tomorrow.

→ **Sub + will not be + V₁ ing + Obj. (Negative)**

For Ex - She will not be cooking food at this time tomorrow.

→ **Will + Sub + be + V₁ ing + '?' (Interrogative)**

For Ex - Will she be cooking food at this time tomorrow?

→ **Will + Sub + not + be + V₁ ing + Obj + '?' (Interrogative - Negative)**

For Ex - Will she not be cooking food at this time tomorrow?

(iii) Future Perfect Tense

This Tense expresses those actions that will certainly be finished at a point in future.

Structure:

→ **Sub + will have + V₃ + Obj (Affirmative)**

For Ex - She will have submitted her project by Monday.

→ **Sub + will not have + V₃ + Obj (Negative)**

For Ex - She will not have submitted her project by Monday.

→ **Will + Sub + have V₃ + Obj + '?' (Interrogative)**

For Ex - Will she have submitted her project by Monday?

→ **Will + Sub + not + have + V₃ + Obj + '?' (Interrogative - Negative)**

For Ex - Will she not have submitted her project by Monday?

Note: In future perfect Tense, when an action is expected to be completed in near future, till/by are used before the adverb of future.

For Ex - "by tomorrow, till next week, by Monday"

Uses:

To show an action in which 'when' or 'before' is followed by present Tense.

For Ex - (a) I will have completed this task before she comes.

(b) He will have reached school before the bell rings.

(iv) **Future Perfect Continuous Tense:**

This Tense is used to express an action that continues upto some point of time in future.

Structure:

→ **Sub + will have been + V₁ ing + Obj. + Since/for + Time being (Affirmative)**

For Ex - She will have been washing clothes for 3 hours.

→ **Sub + will not have been + V₁ ing + Obj + since/for + Time being (Negative)**

For Ex - Will not have been washing clothes for 3 hrs.

→ **Will + Sub + have been + V₁ ing + Obj + Since/for + time being + '?' (Interrogative)**

For Ex - Will she have been washing clothes for 3 hours?

→ **Will + Sub + not + have been + V₁ ing + Obj + since/for + time being + '?' (Interrogative - Negative)**

For Ex - Will she not have been washing clothes for 3 hrs?

Note: Future perfect progressive denotes continuous action while future perfect denotes completed action.

For Ex - (a) By the end of this month, I will have been travelling for 6 months (Continuous action)

(b) By the end of this month, I will have travelled for 6 months (Completed Action)

Exercise

Directions: Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part is the answer. If there is no error, the answer is '4' i.e. No error, (Ignore the errors of punctuation, if any).

1. The question is (1)/so complicated that (2)/it could not besolved immediately. (3)/No error (4)
2. Ragesh finished his work (1)/just before you came to see him (2)/ at his residence. (3)/No error (4)
3. Rakesh asked me (1)/why was I angry at his remarks (2)/which he had not made deliberately. (3)/No error (4)
4. If I would have spoken to my father (1)/as you spoke to me (2)/ he would have beaten me. (3)/No error (4)
5. Foolishly Dhananjay threw (1)/some water on the electric heater (2)/when it catches fire (3)/ and he got a shock. (4)/No error (5)
6. The enmity between the (1)/ two groups had reached a level (2)/where reconciliation has (3)/ become impossible. (4)/No error (5)
7. If Deepak had been with us (1)/ from the beginning (2)/we would be much happier. (3)/ No error (4)
8. As soon as Sujeet saw the tiger, (1)/ he run (2)/and climbed up the tree. (3)/No error (4)
9. Rakesh has already gone (1)/ before the (2)/roof fell down to the earth. (3)/ No error (4)
10. The film started (1)/ before we reached (2)/because we were late. (3)/ No error (4)
11. When you will find out (1)/ any solution to this problem you will become able (2)/ to finalise the project. (3)/ No error (4)
12. Whenever you are coming here, (1)/ you bring a lot of (2)/ sweets for me.(3)/ No error (4)
13. A misogynist is a person (1)/ who is hating woman but a philogynist is a person (2)/ who loves woman. (3)/ No error (4)
14. Now-a-days he teaches physics (1)/ because the teacher of physics (2)/ has been absenting himself for a month.(3)/ No error (4)

15. 'It is high time (1)/ you are starting this work.' (2)/ my friend said to me.(3)/ No error (4)
16. Many of my friends (1)/ wished to come here today but (2)/ none of them arrived yet.(3)/ No error (4)
17. She says that she will take (1)/ her umbrella (2)/ in case it will rain.(3)/ No error (4)
18. When I will be thirty (1)/ most of my friends (2)/ will be above thirty five, be sure. (3)/ No error (4)
19. This is, indeed, (1)/ the first time in my life that I hear (2)/ such an interesting story.(3)/ No error (4)
20. Before the alarm (1)/ had stopped ringing (2)/ John had pulled up the shade. (3)/ No error (4)
21. I have been knowing (1)/ him for ten years but I don't know (2)/ where he lives.(3)/ No error (4)
22. If he had a few hours to spare, (1)/ he would spend (2)/ them in a public library. (3)/ No error (4)
23. If I would have done this, (1)/ I would have done wrong and would have disappointed (2)/ many of my friends.(3)/ No error (4)
24. I wish he saw you (1)/ when you were (2)/ living in England.(3)/ No error (4)
25. I lived here since 1980, (1)/ therefore I know everything (2)/ about the city. (3)/ No error (4)
26. If we had Mohan in our team, we (1)/ would have won the match (2)/ against your team. (3)/ No error (4)
27. If I was you I would have told (1)/ the Chairman to keep (2)/ his mouth shut. (3)/ No error (4)
28. The victim tried to tell up (1)/ what has happened (2)/ but his words were not audible. (3)/ No error (4)
29. She was with me uptil now, (1)/ so don't rebuke her (2)/ for getting late. (3)/ No error (4)
30. Had he come even a moment earlier, (1)/ he would have (2)/ found me there.(3)/ No error (4)

Solutions

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. (3); Use 'it cannot be' in place of 'it could not be'.
The given sentence is in present tense so use of 'can' is correct. 2. (1); Use 'Rajesh had finished his work' in place of 'Rajesh finished his work. Past perfect tense is used to describe past event.
Example-
The patient died before the doctor came.
(x)
The patient had died before the doctor came. (✓) 3. (2); Use 'why I was angry' in place of 'why was I angry'. 4. (1); Use 'If I had' in place of 'If I would have'. 5. (3); Use 'when it caught fire' in place of 'when it catches fire'. 6. (3); Use 'had' in place of 'has'. 7. (3); Use 'would have been' in place of 'would be'. 8. (2); Use 'he ran' in place of 'he run'. 9. (1); Use 'Rakesh had already gone' in place of 'Rakesh has already gone'. 10. (1); Use 'The film had started' in place of 'The film started'. 11. (1); Use 'you find' in place of 'you will find'. | <ol style="list-style-type: none"> 12. (1); Use 'you come' in place of 'you are coming'. 13. (2); Use 'who hates' in place of 'who is hating'. 14. (1); Use 'he is teaching' in place of 'he teaches'. 15. (2); Use 'You started' in place of 'You are starting'. 16. (3); Use 'has arrived' in place of 'arrived'. 17. (3); Use 'it rains' in place of 'it will rain'. 18. (1); Use 'I am thirty' in place of 'I will be thirty'. 19. (2); Use 'I have heard' in place of 'I hear'. 20. (2); Use 'Stopped' in place of 'had stopped'. 21. (1); Use 'have known' in place of 'have been knowing'. 22. (4); No error. 23. (2); Use 'had done' in place of 'would have done'. 24. (1); Use 'had seen' in place of 'saw'. 25. (2); Use 'have lived' in place of 'lived'. 26. (2); Use 'we had had Mohan' in place of 'we had Mohan'. 27. (2); Use 'were' in place of 'was'. 28. (1); Use 'had' in place of 'has'. 29. (3); Use 'has been' in place of 'was'. 30. (4); No error. |
|--|---|

Conditional Sentences

Conditional sentences are also known as conditional clauses or 'if clauses'. They are used to denote that 'the action in the main clause (without if) can only take place if a certain condition (in the clause with if) is fulfilled'.

Ex – You will succeed provided you work hard.

The following words are used to introduce the condition of a sentence:

- (i) If (ii) Provided (iii) As soon as (iv) No sooner than
(v) Unless (vi) Until (vii) When

Conditional sentences have two parts:

- (i) If clause (ii) Main clause

Ex – If I have enough money, I will go to Japan
 If clause Main clause

Conditional sentences is of three types:

1. When 'if clause' is in present tense
2. When 'if clause' is in part tense
3. When 'if clause' is in past perfect tense

1. 'If clause' is in present tense:

General formula: If + Simple present, Simple future.

In such sentence, 'If clause' is in simple present tense and the 'main clause' in simple future tense.

Ex – If I will find her address, I'll send her an invitation (×)

If I find her address, I'll send her an invitation (✓)
 1st action 2nd action

If two action take place one after other in future, and if the second action depends on the first action, the first action is in simple present tense and the second action is in simple future tense

Ex – (1) She will come to meet you as soon as you will reach Delhi. (×)

She will come to meet you as soon as you reach Delhi. (✓)

(2) If the government will become strict, corruption will surely finish. (×)

If the government becomes strict, corruption will surely finish. (✓)

(3) If will help him provided he will mends his ways. (×)

I will help provided he mends his ways. (✓)

(4) Unless he will not take care of his health, he will not recover. (×)

Unless he takes care of his health, he will not recover. (✓)

In the above sentences, 'will/shall/would' will not come with the part that consists if, as soon as, provided, before, after, until unless in case, when and lest.

'Not is not used with 'until/unless'

In conditional sentences, 'will/shall not be used with 'when'.

Ex – There will be rush at the platform when the train will arrive (×)

There will be rush at the platform when the train arrives (✓)

2. If 'if clause' is in past tense:

General Formula: If + simple past, subject + would + V_1

Ex – If I had money, would lend it you.

3. If 'if clause' is in past perfect tense.

General formula: If + part perfect, sub + would + have V_3

Ex – If I had seen you, I could have stopped my car.

In such sentences, we can also replace 'If' with 'had' this will not change the meaning of the sentence.

Had + Subject + V_3 + Obj, Subject + Would + have + V_3

Ex – Had I seen you, I would have stopped my car

Three important formula:

⇒ If + Present Indefinite, simple future

⇒ If + S + V_2 , S + would + V_1

⇒ If + S + had + V_3 , S + would + have + V_3

Other types of conditional sentences:

(1) Sentences related to imaginary position.

General formula : If + subject + were, subject + would + V_1

Ex – If I were a bird, I would fly in the sky.

(2) For imaginary sentences, 'were' is used with all subjects.

If, as though, in case, as if, would that and I wish.

Ex – He scolded me as if he was my father. (x)

He scolded me as if he were my father. (✓)

If clause, can also take unless, so long, as soon as, when, provided, in case, but for etc.

Ex – Unless, you work hard, you will not pass.

Exercise

Direction: Find out the error in each of the following sentences, if there is no error, answer is (e).

Avoid punctuation mistakes (if any).

1. (a) If she will work/ (b) hard she/(c) will surely / (d) clear the exam. / (e) No error
2. (a) Before the teacher / (b) will come you / (c) should better / (d) complete your test. / (e) No error
3. (a) We will come to/ (b) know the winner / (c) after the / (d) result is declared. / (e) No error
4. (a) Until the bus/ (b) will not get the signal, / (c) it will not / (d) leave the stand. / (e) No error
5. (a) If she had money/ (b) she will have/ (c) lent it/ (d) to me. / (e) No error
6. (a) If I was you/ (b) I would not/ (c) tolerate her / (d) for a moment. / (e) No error
7. (a) Suppose he/ (b) does not attend the meeting/ (c) what could/ (d) we do ? / (e) No error
8. (a) Supposing if he / (b) does not reach / (c) the examination centre in time, / (d) what will his teacher do? / (e) No error
9. (a) If you saw / (b) a ghost what / (c) will your/ (d) reaction be?/ (e) No error
10. (a) If I had/ (b) two cars, / (c) I would have given / (d) one to you./ (e) No error
11. (a) If we will/ (b) heat camphor / (c) it turns / (d) to vapour. / (e) No error
12. (a) Suppose if you are / (b) late, you will not be / (c) allowed to enter the examination hall. / (e) No error.
13. (a) Unless / (b) he will not understand/ (c) the importance of this project/ (c) he will not / (d) work sincerely. / (e) No error

14. (a) If he tried again,/ (b) he can win/(c) the race/ (d) with decent margin. / (e) No error
15. (a) I will wait/ (b) for her / (c) unless / (d) she comes. / (e) No error
16. (a) If I was / (b) you I / (c) would never/ (d) talk to him . / (e) No error
17. (a) If I were / (b) the Richest person of India / (c) I will work for the / (d) welfare of the poor. / (e) No error
18. (a) If he would have come to me / (b) I would have / (c) given him the / (d) money he needed / (e) No error
19. (a) If he worked/ (b) he can /(c) get the job / (d) in time / (e) No error
20. (a) If I was /(b) a Rockstar/ (c) I would visit / (d) every country of the world / (e) No error

Solutions

1. (a); Change 'If she will work hard' into 'If she works hard '. 'Will' is not used in the 'If clause'.
2. (b); Change 'before the teacher will come' into 'before the teacher comes '.
3. (d); Change 'result is declared' into 'result has declared'. If the 2nd action takes place after the 1st action has already finished, the 1st action will be in present perfect tense.
4. (b); Remove 'will not'. 'Not' and 'will' do not come after 'unless'. Change 'get' into 'gets'
5. (b); Change 'will have lent' into 'would lend'. See the given formula-

$$\text{If} + \text{S} + \text{V}_2, \quad \text{S} + \text{would} + \text{V}_1$$
6. (a); Change 'was' into 'were'. 'Was' is not used in imaginary sentence.
7. (c); Change 'could' into 'can'. The sentence is not of past ability.
8. (a); Remove 'if' . 'supposing' and 'if' mean the same. When used together, they make the sentence superfluous.
9. (c); Change 'will' into 'would'.
10. (c); Change 'I would have given' into 'I would give'.
11. (a); Remove 'will'.
12. (a); Remove 'if'. 'Suppose' and 'if' mean the same. When used together, they make the sentence superfluous.
13. (b); Change 'he will not understand' into 'he understands'. 'Not' and 'will' do not come after 'unless'.
14. (b); Change 'can' into 'could'. The sentence is in past.
15. (c); Change 'unless' into 'until'. Until is time oriented whereas unless is action oriented.
16. (a); Change 'was' into 'were'. 'Was' is not used in imaginary position.
17. (c); Change 'will' to 'would'.
18. (a); Change 'If he would have come' into 'If he had come'. See the given formula-

$$\text{If} + \text{S} + \text{had} + \text{V}_3, \quad \text{S} + \text{would} + \text{have} + \text{V}_3$$
19. (b); Change 'can' into 'could'. The sentence is in past.
20. (a); Change 'was' into 'were'. 'Was' is not used in imaginary position.



Verbs have traditionally been defined as "action" words or "doing" words. The verb in the following sentence is rides:

Paul rides a bicycle

Here, the verb rides certainly denotes an action which Paul performs - the action of riding a bicycle. However, there are many verbs which do not denote an action at all. For example, in Paul seems unhappy, we cannot say that the verb seems denotes an action. We would hardly say that Paul is performing any action when he seems unhappy. So the notion of verbs as "action" words is somewhat limited.

KINDS OF VERBS:

1. Finite verbs
2. Non-finite verbs
3. Transitive verbs
4. Intransitive verbs

1. Finite Verbs: Finite Verbs are those verbs that have a definite relation with the subject or noun. These verbs are usually the main verb of a clause or sentence and can be changed according to the noun. They are used only in present and past tense.

She walks home.

- Here we see that the finite verb is walks and the pronoun is 'she'.

She walked home.

- Here we can see how the verb changed/modified to change the tense of the sentence.

2. Non-finite verbs: These verbs cannot be the main verb of a clause or sentence as they do not talk about the action that is being performed by the subject or noun. They do not indicate any tense, mood or gender. They are used as nouns, adverbs and adjectives. They are also used to form non-finite clauses which are simply dependent clauses that use non-finite verbs.

Non-finite verbs are of the following three types:

- (a) Infinitive (b) Gerund (c) Participle

(a) Infinitive verbs: An infinitive is formed by using the word 'to' before the verb in its stem word. It functions as a noun, adjective or adverb.

Ex – (a) He was made to clean his room.

(b) Shalini loves to talk.

(b) Gerund verbs: A gerund is formed by adding –ing to a verb. It functions as a noun.

Ex – (a) Swimming is very good for the body.

(b) Smoking is prohibited in the hospital.

Note: With the following verbs/ adjectives/ phrases 'V₁ + ing' is used after 'to'.

Ex – Verb+ used to, accustomed to, averse to, with a view to, addicted to, devoted to, in addition to, look forward to, object to, owing to, given to, taken to, prone to.

Ex – I. He is addicted to smoking.

II. I am looking forward to meeting you.

In other words, after all the prepositions (including 'to'), if a verb comes, the verb has to be in 'V₁+ing'

Ex – (a) I am looking forward to meeting you.

(b) He is given to drinking.

(c) He is prone to making the same mistake again and again.

(c) Participle Verb: A participle is usually formed by adding –ing or –ed to a verb. It functions as an adjective.

Ex – (a) The singing bird was the main attraction at the event.

(b) The injured man was waiting for the doctor.

3. Transitive Verb: If a verb requires an object after it, it is called a transitive verb.

I saw the dog.

(the dog - direct object)

Lee ate the pie.

(the pie - direct object)

4. Intransitive Verb: An intransitive verb is one that does not take a direct object. In other words, it is not done to someone or something. It only involves the subject.

He laughed.

(Laughed is an intransitive verb. It has no direct object.)

He told a joke.

(Told is a transitive verb. The direct object is a joke. You can tell something. You can tell a story, a lie, a joke, etc.)

MODALS

A modal (like can, must, should, etc.) is a verb which is used with another verb in order to express an idea such as possibility, responsibility, compulsion, etc.

For Ex – (a) You must come on Wednesday.

(b) You should bring this book tomorrow.

Note: A modal is always followed by the first form of verb.

For Ex – One must obey one's elders.

USE OF MODALS:

1. Can: 'Can' is used to denote 'ability'.

For Ex – I can run as fast as you.

'Can' is also used to denote request.

For Ex – Can I use your pen?

Can is also used for giving 'Permission'.

For Ex – You can use my pen.

2. Could: 'Could' is used as past participle of can.

For Ex – When she was younger, she could run 10 km and not get without tired.

'Could' can also be used to show possibility.

For Ex – A lot of money could be saved.

3. May: 'May' is used to denote possibility.

For Ex – I may come tomorrow.

May is used to denote 'permission'.

For Ex – You may come in.

'May' can also be used for taking permission.

For Ex – May I come in?

4. Might: 'Might' Can be used to denote possibility.
For Ex – He might have reached there by now.
'Might' also denotes 'suggestion'.
For Ex – You might try a little more salt in the curry next time.
5. Must: 'Must' denotes 'Necessity'
For Ex – One must sleep for 8 – 10 hours.
'Must' is also used to denote strong possibility.
For Ex – He looks quite sad, he must have failed.
6. Would: Would is used to refer to future time.
For Ex – I would love to see you tomorrow.
'Would' is also used to denote choice.
For Ex – I would prefer tea to coffee.
'Would' is also used to make a 'request'
For Ex – Would you please lend me 10 rupees.
'Would' is also used to express a 'Wish'
For Ex – I wish, I would succeed in my life.
'Would' is also used to express an 'Opinion'
For Ex – I think he would pass the test.
7. Should: 'Should' is used to denote duty.
For Ex – You should respect your teachers.
'Should' is also used to express an advice
For Ex – You should work hard to pass the exam.
Note: Conjunction 'Lest' is generally followed by 'Should'.
For Ex – Work hard lest you should fail.
8. Ought to: 'Ought to' is used to denote 'moral duty'
For Ex – You ought to help poors
We ought not to disrespect our elders.
9. Used to: 'Used to' is used to denote Something that is done or experienced in the past but is no longer done or experienced.
For Ex – I used to play cricket but now I don't like it.
I did not use to eat egg.
10. Dare: Dare is used to denote challenge or courage :
For Ex – Nobody dares to oppose him.
They dare not ask for any further loan.
11. Need: Need denotes requirements.
For Ex – I need to buy a new house.
You need not take off your blazer.
12. Will: Will is used to talk about the future.
For Ex – Ravi will call you tomorrow.
Will is used to make a request.
For Ex – Will you give me your phone?
13. Shall: Shall is used instead of 'will' when the subject is first person ('I' and 'we').
For Ex – I Shall go to school tomorrow.
Note: In modern English, 'Will' can be used with both 'I' and 'Will' as well.

Exercise

Direction: Find out the error in each of the following sentences, if there is no error, answer is (e). Avoid punctuation mistakes (if any).

1. (a) He is very / (b) drunk, so he / (c) cannot tell / (d) you his name.
2. (a) A few selfish leaders are / (b) bent to harm the / (c) very foundation / (d) of the democracy.
3. (a) You should avoid / (b) to go to office as you / (c) have severe / (d) eye infection.
4. (a) Everyone considered him as / (b) a brave man / (c) but he fled from / (d) the battlefield.
5. (a) My father does not / (b) mind to be disturbed / (c) while he is reading/ (d) the newspaper.
6. (a) Perhaps you do not know / (b) I am having a car and a jeep / (c) besides a big house/ (d) in a good locality.
7. (a) I bade him / (b) to submit all the / (c) important documents / (d) before he left the job.
8. (a) Mrs Dorai would rather / (b) spend a quiet evening / (c) than attending/ (d) a party
9. (a) The life-guard would not / (b) let the children / (c) to swim at the / (d) deep end of the pool.
10. (a) Walking along the / (b) bank of the river / (c) the road / (d) began to rise. / (e) No error
11. (a) His assistants have and / (b) are still doing / (c) excellent work/ (d) for the organisation.
12. (a) After the teacher had told the boys / (b) how to pronounce the word / (c) all of them in one voice / (d) repeated the word again.
13. (a) I declined the invitation / (b) not because I did not / (c) want to go, but because / (d) I have no time.
14. (a) Even after sixty years of independence / (b) lakhs of people / (c) do not have / (d) bed to sleep
15. (a) It being a stormy night, / (b) you must thought of postponing / (c) all your programmes / (d) till tomorrow morning.
16. (a) We would also like to help you / (b) if you intend to execute / (c) such lofty plans for the welfare / (d) of the society.
17. (a) The unreasonable behavior / (b) of his daughter / (c) was thoroughly / (d) upset Mr. Gupta./
18. (a) Rajan abided by all / (b) the rules which were / (c) explained to him / (d) before the programme.
19. (a) They did not came/ (b) out victorious, / (c) yet they were not disappointed / (d) rather satisfied because they had played well.
20. (a) He complained to the police / (b) that his briefcase had been stolen / (c) and that was lift / (d) without any money.

Solutions

1. (d); No correction required.
2. (b); Change 'bent to harm' on 'bent to harming'. 'Bent on' means determined to do.
3. (b); Change 'to go' to 'going'. Gerund comes after 'avoid'.
4. (a); Remove 'as'. 'Considered' is not followed by 'as'.
5. (b); 'Gerund' will come after 'mind'. Change 'be' into 'being'.
6. (b); Change 'am having' into 'have'. When 'have' means 'to possess', it does not take 'ing' form.
7. (b); 'Bade' (V_2 of bid) takes 'plain infinitive' (V_1) after it and not 'infinitive' (to + V_1). Change 'to submit' into 'submit'.
8. (c); Use 'attend' after 'than'. Because 'would rather' is followed by ' V_1 ' and after 'than' the form ' V_1 ' will come.
9. (c); Use V_1 after 'let'. Remove 'to'.
10. (a); Add 'while I was' before 'walking alone'.
11. (a); Add 'done' after 'have'. Different forms of verbs should be used in a sentence if required.
12. (a); Remove 'again'. 'Repeat' should not be followed by 'again' because this will make the sentence superfluous.
13. (d); Change 'have' to 'had'. The sentence is in past.
14. (c); Add 'in' after 'sleep'. If 'infinitive' is used after 'noun' then appropriate preposition should follow 'infinitive'.
15. (b); Change 'thought' to 'think' as 'must' is a modal which is always followed by V_1 .
16. (d); No correction required.
17. (c); Remove 'was'
18. (d); No correction required.
19. (a); Replace 'came' with 'come' as did not is always followed by V_1 .
20. (c); Replace 'lifted' with 'left' as 'lift' means raise to a higher position or level and 'left' means go away from.



Subject Verb Agreement or Syntax

In English, the basic structure of a sentence is as follows:

'Subject + Verb + Object'

Now, for a sentence to be grammatically correct, the verb must agree with the subject. In the other words, the verb used must be in accordance with the person and number of subject.

For example, look at the following sentence

- (a) Shivam writes a letter (Singular verb is used with singular Subject)
- (b) They write a letter (Plural verb used with Plural subject)

In order to attain grammatical accuracy some rules must be followed which are as follows

Rule 1: If two subjects are joined by 'and' and they denote two separate entities or ideas, plural verb will be used

- For Ex-** (a) Ravi and Rakesh are playing.
(b) You and Amit are late today.

Rule 2: If two (or more) nouns or adjectives are joined by 'and' but they denote a single person/thing idea, singular verb is used.

- For Ex-** (a) This black and white tie is mine.
(b) Bread and butter, is my favourite breakfast.
(c) Slow and steady, wins the race

Rule 3: If the subjects are joined by expressions like "alongwith, with, as well as, In addition to, besides, nothing, unlike, like, no less than, etc" the verb that follows agrees with the first subject

- For Ex-** (a) Rohan as well as his friends is playing.
(b) They along with their teacher are going on vacations.

Rule 4: If two subjects are joined by "either.....or, neither.....nor, nor, or, not only.....but also" the verb agrees with the subject nearest to it.

- For Ex-** (a) Neither Ram nor Rohan is coming today.
(b) Not only Shyam but also his parents were present in the wedding.

Rule 5: "Neither of, either of, none of" etc. are followed by plural noun and singular verb.

- For Ex-** (a) Neither of these two girls is clever.
(b) Either of you was absent from the class.

Rule 6: Sometimes words like "Somebody, Everybody, each, nobody, anybody, everyone, everybody, nothing, every, anything" are used as subjects. In such case singular verb agrees with them.

- For Ex-** (a) Nobody knows about the future.
(b) Nothing is impossible if you have determination.
(c) Each boy is good in Maths.

Rule 7: If following expressions are followed by uncountable noun. We use singular verb with them.

"Most of, Half of, some of, enough of, plenty of, a lot of"

- For Ex-** (a) Some milk is needed.
(b) Most of the work has been done.

Rule 8: Similarly if following expressions are followed by countable noun we use plural verb with them.

"Most of/Half of, some of, enough of, plenty of, a lot of"

For Ex- (a) Some questions are difficult.

(b) Most of the boys were absent.

Rule 9: **"More than one"** is followed by singular countable noun and singular verb.

For Ex- (a) More than one boy was absent.

(b) More than one man was against the proposal.

⇒ But, **"More than two/three/four"** is followed by plural noun and plural verb.

For Ex- (a) More than two boys were absent.

(b) More than ten houses were damaged in the flood.

⇒ Similarly, sentences with following structure use plural verb.

For Ex- (a) More teachers than one are present.

(b) More books than one are new.

Rule 10: Following expression are followed by plural noun and plural verb.

"A large number of, A number of, A great number of, large number of"

For Ex- (a) A large number of cows are grazing in the field.

(b) A number of boys are playing cricket.

⇒ But, 'the number of' is always followed by singular verb

For Ex- (a) The number of children is twenty.

(b) The number of passenger in Metro is increasing.

Rule 11: We use plural subject and Plural verb with the following:

"Many, A great many, A good many, Many of, A great many of, A good many of, both, several, various, Both of, Several of, various of, few, a few, very few, few of, a few of, very few of"

For Ex- (a) Many boy are absent today.

(b) A great many actors are coming.

(c) Many of the girls are taking part in the contest.

(d) Very few students are hard working.

⇒ But, 'many a' is followed by singular noun and singular verb.

For Ex- (a) Many a boy has come for the class.

(b) Many a car has been stolen.

Rule 12: If we use **'the'** before any adjective, then **'Plural verb'** is used

i.e. **The weak, The rich, The poor, The honest, The injured, The dumb, The French**, etc. are all used as plural subject.

For Ex- (a) The poor are generally hardworking.

(b) The rich are not always happy.

Rule 13: If **'Nothing but/Everything but'** is followed by uncountable noun or countable noun, singular verb is used.

For Ex- (a) Nothing but milk is sold.

(b) Nothing but birds was seen.

(c) Everything but books is sold.