

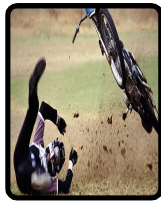
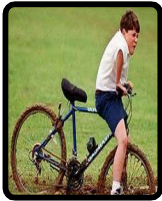
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Bingo! Grammar
is so manageable.

Grammar Primer

Tickle Your Funny Bone



OUCHHH!

Well! **You are not alone** to be reacting like this upon hearing the word "**grammar**". Yes, English grammar was something many of us loved to hate at school. We had renamed the famous authors of the grammar bible, Wren and Martin as Wrench and Hammer for the effect their book had on our poor brains!

Well, school is history now. Grammar, however, is not. In fact, it is your future, considering that it is an important part of every major competitive examination. No, you don't have to make that face. It is not that bad! Since you are intelligent enough to seek PT's help to clear the path to your dream career, you definitely have it in you to conquer grr...ammar.

Let us talk about **Pavneet Singh**, the CAT 2008 topper. Casually, we might say "**Pavneet scored 100 percentile in CAT.**" Now, do you find **three mistakes** in this sentence? Well, if you don't, you are pretty ill-prepared for the questions based on grammar (on the CAT). The correct sentence will be "Pavneet scored a 100 percentile on the CAT." Yes! It will be '**ON**' the CAT, not '**IN**'. This may sound strange, but that's the way it is.

Grammar questions on (not in) the CAT test such finesse with language. No wonder it bamboozles most test takers; and, that too, quite disarmingly. Grammar has always been the **pet-peeve** of Indians, more so of the younger generation. These days, when MS-WORD™ does the spelling and grammar check (not correctly, though, as it may prove useless without human discretion), and SMSs and e-mails flaunt rules of grammar with impunity, there is little possibility of it going right for most of us.

Gotcha! And this becomes the Achilles' heel (of most students) for the CAT-setters, AND, believe us; they always go for the jugular, catching the students unawares by the scruff of the neck.

But, wait! Does the CAT test you on those prissy, schoolmarmish, persnickety, prudish, priggish or puristic rules of grammar; or on Standard Correct Usage? Well, the CAT tests you on usage and not on rigorous rules of traditional grammar. The CAT may never test you on controversial areas. Also, it will not have questions lacking consonance between grammar and usage. **In this introductory chapter, we shall try to see how grammar can be made interesting and fun.** Let us see some examples.



There's this story about the man who appeared at the Pearly Gates. St. Peter asked him, "Who goes there?" "**It is I**", answered the man.
"Oh, no", moaned St. Peter. "Not another English teacher."
Got the joke? A common soul, not used to the niceties of grammar, is likely to have replied, "It is me."

Rahul calls up a friend and so goes the conversation:

"Hi, have you been very busy over the last fortnight?"

"Ya! Sorta! My sister was to be married off and it took a lot of my time."

"But you must be free now."

"Sure I am as the **marriage is over.**"

"**WHAT! Is she divorced?**"

"Are you outta your wits? She has just gotten married – how could you even talk of a divorce?"

"You just said the **marriage is over.**"



(Well, he should have said, "the wedding is over" not "marriage".)



The common saying, "**Let's lay in the sun**" (please do not suggest this to anyone!), is not only incorrect grammatically, it suggests a **public promiscuity** that's frowned on even in this age of permissiveness. Not that there's anything wrong with THAT! It's just ungrammatical (unless you're talking about ... well, **you know what**). (It should have been "**lie**" rather than "**lay**".)

Why grammar?

Let us hear it from Bunty.

Bunty received two letters from Babli. Wonder why he is looking so flustered? Read both the letters and you will know.

Dear Bunty
I want a man who knows what love is all about. You are generous, kind, thoughtful. People who are not like you admit to being useless and inferior. You have ruined me for other men. I yearn for you. I have no feelings whatsoever when we're apart. I can forever be happy -- will you let me be yours?



Dear Bunty
I want a man who knows what love is. All about you are generous, kind, thoughtful people, who are not like you. About to being useless and inferior. You have ruined me. For other men, I yearn. For you, I have no feelings whatsoever. When we're apart, I can forever be happy. Will you let me be?

Yours,
Babli

Babli

Funny, isn't it? The same words in both the letters but they convey totally different meanings. We haven't dared to ask Babli yet, but Bunty has definitely realised the importance of grammar. **Last heard, he was looking for the nearest PT centre.**

Bad grammar can confuse you (ROYALLY):

- When your kids reach a certain age, you must prepare to talk to them about sex, even if you've never done **it** before. (**Done what before?**). [This is an error of ambiguous pronoun reference.]
- Looking radiant in my new dress, my boyfriend insisted on taking me to the discotheque. (**Hey, we don't care if the guy's a cross-dresser**, but if you write this sentence in a letter to your parents, they may get the wrong idea). [This is an error of misplaced modifier.]
- **Man to his belle:** Tired of cleaning yourself? Let me do it. (**I'd groove it!**) [This is an error of pronoun placement.]



- **A newspaper headline:** Two Soviet Ships Collide, One Dies. (**I'd love to see how a ship dies**). [This is called ellipsis error.]
- Are you cooking yourself for dinner? (**Ouch! It seems painful being grilled on the pan**). [This is an error of ambiguous position of the reflexive pronoun.]
- He is a man who cares. (**A rare sight indeed!**)
- He is a man. Who cares? (**What the HELL!**)
- The boss says, "The employee is a fool." (**The boss is always right!**)
- "The boss", says the employee, "is a fool." (**May be he has seen the latest Naukari.com ad!**)

How can you tell if you're grammarphobic?



There's no denying the fact that the rules of standard written English are **scary** – **more frightening** than a voyage on the **Titanic** or a night with **Michael Jackson**. English rules are scary, yes — but difficult, no. Remember your **English teachers** (when you were at school)? You always **wanted to give their classes the royal slip**, didn't you? But the rules of compulsory attendance **thwarted your noble intentions!**

You're suffering from acute **GRAMMAR-ITIS** if any (or all) of the following happen(s) with you:

1. Having to conjugate an irregular verb **feels like a kick in the gut** from Jackie Chan.
2. I'd rather **shoot myself in the foot** than be asked when and how to use the possessive case before a gerund.
3. **Chewing ground glass** is more appealing to me than having to write a résumé and a letter of application for a job (no matter how good the job and the salary sound).
4. I'd rather **dive into a pile of double-edge razor blades** than have to distinguish between "who" and "whom."
5. Having my **finger slammed in a car door** is less painful than knowing if I should use an adjective or adverb after a linking verb.
6. **Rip out my intestines** with a fork? No problem. It's far preferable to having to draft a letter for my boss.
7. I break into a **cold sweat** at the very thought of seeing my high-school **English teacher again**.



Grammar bloopers?

1. Being an esteemed politician, the poodle lunged straight for Mr. Laloo's saffron scarf. (Is the poodle a politician? **Well, politicians may be as good as poodles** in India BUT they are not poodles, literally).
2. Do not sit in the chair without being fully assembled. (**Ha! Ha!** – your body may have been **smashed to smithereens** after an accident – so the **warning** – get all the **slings etc.** mounted **before mounting the chair!**)
3. Locked in a vault for 50 years, the owner of the coins decided to sell them. (**Ha! Ha!** – may be he learnt a trick or two from the Egyptians – who know **how to preserve the mummies** – and applied them to himself!)
4. While eating dinner, a fly slipped into her soup. (**Did the fly have soup after having dinner?**)
5. Sailing up the river, the Taj Mahal was seen. (**You must be crocked!**)
6. Two cars were reported stolen by the police yesterday. (What's there to **laugh at?** The **police in India pull off such feats everyday with impunity!**)
7. The patient was referred to a psychologist with several emotional problems. (**I never knew shrinks were shrunken too!**)
8. A superb and inexpensive restaurant; fine food expertly served by waitresses in appetising forms. (**YUM YUM!**)
9. **For sale:** Several very old dresses from grandmother in beautiful condition. [**Must be the modern, up-market gran!**]
10. **Wanted:** Man to take care of cow that does not smoke or drink. (**A teetotaler cow indeed!**)



Choose the correct word in each set of parentheses:



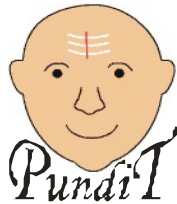
1. **Bigamy:** One wife (to/two/too) many. **Monogamy:** same idea.
2. Living with a (conscious/conscience) is like **driving a car with the brakes on**.
3. Being (conscious/conscience): **that annoying time between naps**.
4. **Egotist:** a person more interested in himself (**than/then**) in me.
5. In America (there/their) are two classes of travel – **first class and with children**.
6. Just remember (you're/your) **unique, just like everyone else**.
7. **Archaeologist:** A person (who's/whose) **career lies in ruins**.

HELP: too, conscience, conscious, than, there, you're, whose.

The other side of grammar

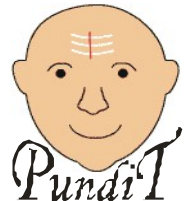
How you speak it! (Some STYLES named by PT)

In order to make the study of grammar painless and interesting, we have introduced some terms (for the styles of writing and speaking). So, throughout this book, you may find the following styles:



Read the following sentence:

The man became very angry when the channel started showing the remix of the beautiful and soothing golden oldie, with skimpily clad models and cacophonous tunes. He thought the recording was an insult to the great song, its singers and its composer.



Now read the following sentence:

The dude was really ticked when the channel started playing this cheesy music. He thought it was so lame.

If you speak (or write) like this, you are going to have a lot of (loads) problems in the CAT.

Well, the **PUNTER** style may seem very tempting to follow, but, sadly enough, you have to follow the **PUNDIT** style for the CAT.

Now read the following conversation (heard at an up-market party):



Last night Mom told us we had to go listen to this cheesy chorus my dad is in. I was like, "Mom, I'm not into choruses." Mom goes, "It will be cool, honey." I was like, "As if! Who ever heard of a good chorus? Those guys are totally lame." Mom started wiggling out and was like, "The group is the best chorus in the whole country! The least you could do is go support your father!" I rolled my eyes and was like, "Whatever, Mom. Chill out." Things went downhill from there. I ended up getting grounded because of "disrespect." Unfortunately, the grounding didn't stop until after the stupid chorus concert. BUMMER!

Well, once again, **PAGE-THREE-style** is very tempting, BUT you should refrain from it when dealing with MBA Entrance Tests.

Are you an idiom freak? Check out.

Would you ever go about speaking such sentences?

- Due to his lack of sincerity he has been **on the carpet** (reprimanded) but he said his health had been **on the fritz** (broken/bad). In fact he had been **on the lam** (fleeing – usually the police) beforehand for having been **on the make** (eager for financial or sexual gain) with the receptionist and he said it was the laced drink that made him **on the prowl** (in search of the prey) and that he was generally **on the wagon** (not drinking).

- Remember, if you have a **tough row to hoe**, be a **tough nut to crack** and **tough it out**. Truth will **win out** and you can **turn over a new leaf**, **turn the tables**, **turn the other cheek**, or **turn the corner**. **Under a cloud? Not up to par or, scratch, or snuff?** Use your head; it's all **water under the bridge**. After all: **The world is your oyster** — you can **bet your bottom dollar!**

Using too many idioms is not considered good. These days, even the best of orators do not use many idioms. Please do not take a fancy to idioms.

The Final Words: So, all in all, grammar is about being able to cherish language and its beautiful usage and not about trying to be the linguistic police who arrest the miscreants who split their infinitives or dangle their participles in public.

Let's get real (and serious)

Welcome to the most dreaded, yet one of the most important test-areas of MBA Entrance: GRAMMAR.

The way all of you would have reacted, whenever the topic of "grammar" sprang up, is anybody's guess. Yes, all of us may hate it to glory, but the CAT-setters definitely think otherwise. Of the 50 marks that the Language Section comprises, at least 15 depend on good knowledge of grammar. **The CAT-grammar questions can be too hot to handle even for the so-called "Best-Stock".**

Why is grammar necessary? Remember **GELS?** The very first word here is GRAMMAR. Believe us, bad grammar may put off some of the humblest of people and at times is **enough to make a saint swear**. Even if you speak garden-variety English, it has to be grammatically correct. PERIOD. It is a great pain listening to "grammatically incorrect" English. You needn't be scholarly but have GOT to be correct.

What do we mean by correct grammar? So far as the CAT is concerned, correct grammar means standard and commonly acceptable set of norms/rules applicable to "written" English. There are a lot of ambiguities in English grammar but they are never tested. The stress in the CAT is on errors that somehow elude our attention when we are at school. Errors pertaining to misplaced modifiers, parallelism, subject-verb agreement, pronoun case, articles, prepositions, subjunctive mood, adverbs, phrasal verbs, homonyms, etc. are stressed more whereas others related to tenses, verbs, modals, adjectives, conjunctions, nouns, idioms, active and passive voice, direct and indirect speech, pronoun antecedent agreement, etc. are stressed less. **Though there is no thumb rule governing the types of questions asked**, the best way to prepare is to read and listen to a lot of quality content in English. Don't be frightened by all the jargon. What matters is your skill in spotting errors in usage and your ability to pick the best, most concise way to structure a sentence.

The PT way. We at PT Education will try to make grammar as much fun as possible. We have used a particular terminology that will make things very clear to you. **PT makes grammar fun.** Well, now that we know how important grammar is, we cannot afford to make fun of it, but we can definitely have fun while learning it. That is the PT approach to grammar; we try to make grammar simple and fun to learn.

The Start Drill Part 1

Read the following sentences and find out if there is something wrong with these. Most of these will sound correct to you, though.

1. That's the true me.
2. Hopefully, I shall learn correct English soon.
3. John Abraham looks too cool in his bed-head style of hair.
4. She met her friend after a long time and her friend never recognised her.
5. She has not come back uptil now.
6. There was pindrop silence during the Prac-CATs.
7. This computer needs upgradation.
8. He simply refused to go to the party.
9. The website needs updation.
10. Why don't you prepone the meeting?
11. There is no boundation on any member of the party to keep working.
12. Can you explain me the working of a computer?
13. I am seeking for the best possible solution for this problem.
14. He ordered for a sandwich.
15. PT Education is existing since the last 13 years.
16. My friend is older than me.
17. My friend is not as fast as me.

18. The leader of the men who are tired is unwilling to rest.
19. The problem are the mice.
20. The mice is the problem.
21. Convey him my greetings.
22. Meet my would-be wife Priya.
23. Our Prime Minister always goes to take the blessings of Godman Chandraswami.
24. Please bring the tent from the godown.
25. This shop sells very good shirtings and suitings at low rates.
26. Let us go to city and buy some medicine.
27. We have no work to do so we came here for a movie just as a time-pass.
28. The Mathematics teacher was very pleased with me when I told that the under root of 2025 is 45.
29. The customer complained to the waiter that there was less salt in the curry.
30. Tiger Woods instructed the caddie to keep the ball back in the hole.
31. Can we meet tomorrow itself?
32. We are going to temple for prayer.
33. The England team members fell sick due to so much of heat in the sub-continent.
34. Please take your breakfast on time.
35. She is having many skirts.

Correct Answers to Part 1

1. That's the true I.
2. I hope I shall learn correct English soon. ("Hopefully" is an Indianism and should be avoided).
3. John Abraham looks very cool in his bed-head style of hair ("too" is used for negative attributes). **Colloquially, there is no problem, in such a construction, though.**
4. She met her friend after a long time and her friend did not recognise her. **(In such usage, "never" is an Indianism. Also, some people use "anyways" which is wrong).**
5. She has not come back till now (or yet or so far). ('Uptil' is not a standard English word).
6. During the Prac-CATs, you could hear a pin drop. ('Pin-drop silence' is an Indianism and not a standard English phrase).
7. This computer needs to be upgraded. ('Upgradation' is not a standard English word).
8. He simply refused to go to the party. ('Simply' means 'in a simple manner', and should be avoided in such sentences. **Indians misuse this word a little too often).**
9. The website needs to be updated. ('Upadation' is not a standard English word).
10. Why don't you re-schedule (or antedate) the meeting? ('Pre-pone' is not a standard English word).
11. There is no obligation / binding on any member of the party to keep working. ('Boundation' is not a standard English word).
12. Can you explain to me the working of a computer?
13. I am seeking ~~for~~ the best possible solution to this problem.
14. He ordered ~~for~~ a sandwich.
15. PT Education has been existing for (~~since~~) the last 13 years.
16. My friend is older than I.
17. My friend is not as fast as I.
18. CORRECT.
19. The problem is the mice.
20. The mice are the problem.
21. Convey my greetings to him. **(This is a common error made by Indians).**
22. Meet my fiancée Priya. ('Would-be wife' is not a standard English usage).
23. Our Prime Minister always goes to seek the blessings of the religious guru (or leader) Chandraswami. ('Godman' is not a standard English word).
24. Please bring the tent from the warehouse. ('Godown' is not a standard English word).
25. This shop sells very good shirting and suiting at low prices. ('Shirtings and suitings' is an Indian usage and must be avoided).
26. Let us go to the city and buy some medicine(~~s~~). (There is no plural 'medicines')
27. We had no work to do so we came here for a movie just to while away (or kill) time. ('Time-pass' is not a standard English word).
28. The Mathematics teacher was very pleased with me when I told that the square root of 2025 is 45. ('Under-root' is not a standard English word).
29. The customer complained to the waiter that there was little salt in the curry.
30. Tiger Woods instructed the caddie to put the ball back in the hole.
31. Can we meet tomorrow ~~itself~~? ('Tomorrow itself' is an Indianism and must be avoided).
32. We are going to the temple for a prayer.
33. The England team members fell ill owing to so much ~~of~~ heat in the sub-continent.
34. Please have your breakfast on time.
35. She has many skirts.

The Start Drill

Part 2

Select the right option in the following questions:

1. These days, the train is running (to time / on time / in time).
2. Each of the Femina Miss India (contestants / contestant) (has / have) long, lustrous and shiny (hair / hairs).
3. He runs faster than (I / me).
4. (He is older to me / He is elder to me / He is older than me / He is older than I / He is elder than me / He is elder than I).
5. The cat licked (its / it's) tail.
6. I cannot (cope with / cope up with) the tensions of my job.
7. The report (comprises / comprises of) five sections.
8. This morning I (lied / laid / lay) in bed for three hours.
9. PT material is (continuously / continually) updated, year after year.
10. This is to be kept between you and (I / me).
11. Let Raju and (I / me) enter the room.
12. (This / It) is one of those (book / books) (which / that) (have / has) been published in the last one year.
13. I (had / had had / have had) my dinner before the phone (rang / rings / had rung).
14. Walk carefully (lest / so that) you (should / should not / would / would not) stumble.
15. You cannot succeed until and unless you (study hard / do not study hard).
16. "Doctor, My child and (I / me) would like to visit you tomorrow" – said the lady over the phone.
17. This is a (childrens / children's / childrens') park.
18. (Bill Gates' / Bill Gates / Bill Gates's) worth is \$80 billion.
19. His shot is wide (of / off) the mark.
20. The two horses were almost (neck to neck / neck and neck) at the finish line.
21. The mystery of the CAT paper has always (lied / laid / lain) in the RC section.
22. The river has (overflowed / overflowed) (its / it's) (banks / bank's / banks').
23. His bank account has been (freezed / frozen / frozen) by the police.
24. The police (has / have) arrived.
25. (This jeans / This pair of jeans / These jeans / These pair of jeans) (have / has) been washed more than (hundred / a hundred) times but you still look foxy in (this / these / it).
26. That problem was (too much / much too) difficult so I left it.
27. At PT the number of successful students (is / are) increasing every year.
28. I am feeling very (low / lowly) today. Let us go to Baskin Robbins' and freak out.
29. There is (so much / so much of) happiness in being honest!
30. Last Friday, our Mathematics teacher (took/gave) a very tough test. One student fainted while (giving / taking) the test.

Correct Answers to Part 2

- | | |
|---|---|
| 1. to time | 2. contestants, has, lustrous and shiny hair. |
| 3. I | 4. He is older than I |
| 5. its | 6. cope with |
| 7. comprises | 8. lay Lie/lay/lain lay/laid/laid |
| 9. continually | 10. me |
| 11. me | 12. This, books, that, have |
| 13. I had had , rang | 14. lest, should |
| 15. study hard | 16. I |
| 17. children's | 18. Bill Gates' |
| 19. of | 20. neck and neck |
| 21. lain | 22. overflowed, its, banks |
| 23. frozen | 24. have |
| 25. This pair of jeans ... has, a hundred, it. OR These jeans, have, a hundred, these | |
| 26. much too | 27. is |
| 28. low. Let us go to Baskin Robbins' and have a good time (or have a ball/blast etc.) " Freak out " is an Indianism when we want it to mean 'have a good time'. It has a very different meaning, otherwise. | |
| 29. so much | 30. gave, taking |

Modifier Errors



Raju Shrivastava, PT's Humour Ambassador, would get a lot of grist in this chapter.

Modifier is a word or phrase that modifies another word or phrase, limiting or adding to its meaning.

Modifier errors occur due to the faulty placing of words or phrases in a sentence.


There are no fixed rules to correct these. All we need to make sure is that the right (intended) meaning is conveyed using the least possible words. Your best friend in these situations will be your **common sense**, and of course, experience gained from plenty of practice.

Read the following sentences. While you enjoy yourself, make a mental note not make such mistakes.

1. **Wanted:** Man to take care of cow that does not smoke or drink (*who should not smoke a drink the cow or the man*)
2. If the baby does not thrive on fresh milk, it should be boiled. (*What is to be boiled – the baby or the milk?*)
3. At the age of twenty, my father let me drive his car. (*Who was 20, the father or the author?*)
4. Walking back from the village, my wallet was lost. (*Does your wallet walk?*)
5. The store sold inflatable children's toys. (*The sentence reads as though the children are inflatable, instead of the toys.*)
6. We provide restrooms for ladies that are clean and comfortable. (*Paul Harvey said that about Wal-Mart restrooms. What about ladies who are not clean and comfortable?*)
7. Beautiful and sensually dressed, the men noticed her immediately. (*Why were the men so dressed?*)
8. Dressed in a silk nightgown, he thought his wife looked sexy. (*What was he doing in the nightgown?*)
9. I lost my hat running down the street. (*Was the hat running?*)
10. The other day, I shot an elephant in my pajamas. (*How did the elephant get inside my pajamas, I'll never know.*)
11. She claimed yesterday she saw a UFO. (*Did she see the UFO yesterday? Or did she make the claim yesterday? To be clear, we must rewrite the sentence.*)
12. The assembly line workers were told they had been fired by the personnel director. (*Did the personnel director tell the workers they had been fired? Or was he the one who actually fired them and somebody else told them? It's not at all clear.*)
13. If your dog hates the cat, throw it out. (*Throw out what – the dog or the cat?*)

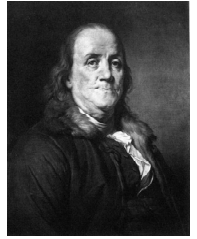
We are sure you have got a first-hand feel of what modifier problems are. So, ready for some BATTING practice?

Incorrect	Correct
Smoking a big cigar, the baby was admired by its father.	Smoking a big cigar, the father admired his baby.
Romeo almost kissed Juliet as soon as he met her.	Romeo kissed Juliet almost as soon as he met her.
I have fallen in love with the beautiful woman's daughter.	I have fallen in love with the woman's beautiful daughter.
Following are some useful tips for protecting your person and property from the FBI.	Following are some useful tips from the FBI for protecting your person and property.
Manufactured in Italy, Abhishek was delighted with the fine quality of the leather shoes.	Abhishek was delighted with the fine quality of the leather shoes manufactured in Italy. OR Manufactured in Italy, the leather shoes delighted Abhishek.
The patient was referred to a psychologist with several emotional problems.	The patient with several emotional problems was referred to a psychologist.
Two cars were reported stolen by the police yesterday.	Yesterday, the police reported that two cars were stolen.

Incorrect	Correct
The young girl was walking the dog in a short skirt. The dog was chasing the boy with the spiked collar.	The young girl in a short skirt was walking the dog. The dog with the spiked collar was chasing the boy.
In a red satin gown spangled with sequins, he was captivated by her beauty.	Catching sight of her in a red satin gown spangled with sequins, he was captivated by her beauty.
Mother gave the cake to the homeless man that she had baked and iced yesterday.	Mother gave the homeless man the cake that she had baked and iced yesterday.
I gave a book to my teacher that was old and tattered.	I gave my teacher a book that was old and tattered.
The mayor was described as a round, squat man with a droopy beard weighing 60kg.	The mayor was described as a round, squat man, weighing 60kg, with a droopy beard.
Hanging on the wall, she glanced in the mirror.	She glanced in the mirror hanging on the wall.
I bought a bus from an elderly man that was in good running condition.	I bought a bus that was in good running condition from an elderly man.
Having lost patience, the malfunctioning computer was replaced.	Having lost patience, the student replaced the malfunctioning computer.
Having leaped out of a second-storey window, her leg was broken by the fall.	Having leaped out of a second-storey window, the girl suffered a broken leg in the fall. OR When the girl leaped out of a second-storey window, she broke her leg in the fall.
While climbing the tree, the bottle dropped. 	While Mr. Daroobaz was climbing the tree, the bottle dropped. OR While climbing the tree, Mr. Daroobaz dropped the bottle.
The teacher said on Thursday we'd have to work harder on our math exercises.	On Thursday, the teacher said we'd have to work harder on our math exercises.
Though only sixteen, UCLA accepted her application	Though she was only sixteen, UCLA accepted her application.
Defining your terms clearly strengthens your argument.	Defining your terms will clearly strengthen your argument. OR A clear definition of your terms strengthens your argument.
Naina said during the meeting Maina acted like a fool.	During the meeting, Naina said Maina acted like a fool. OR Naina said Maina acted like a fool during the meeting.
Do not sit in the chair without being fully assembled.	You should not sit in the chair unless it is fully assembled.
While eating dinner, a fly slipped into her soup.	While she was eating dinner, a fly slipped into her soup.
They bought a puppy for my sister they call Fido.	They bought a puppy they call Fido for my sister.
Nearly dead, the police finally found the victim.	The police finally found the victim, who was nearly dead.
Walking through the park, the grass tickled my feet.	Walking through the park, I found that the grass tickled my feet.
A fine athlete and student, the coach honoured the captain of the tennis team.	The coach honoured the captain of the tennis team, a fine athlete and student.
He said tonight he'd call me.	Tonight, he said he'd call me. OR He said he'd call me tonight. (<i>Slightly different meaning</i>)

Parallelism and Comparisons

If **Benjamin Franklin** had written: "**Early to bed, early to rise, makes a man healthy, wealthy, and a C.E.O.,**" we wouldn't be quoting him today. Instead, he began his list with *two adjectives*, "healthy" and "wealthy," and completed it not with a noun, "C.E.O.," but with a third adjective, "wise," thereby rendering his maxim memorable. What he did was follow **parallel construction**, a technique that lends a **sentence rhythm and cadence**. It sounds good, and it creates emphasis.



Parallel construction = Consistency

The principle of parallel construction is a simple one. Plainly put, the reader expects **consistency**. Ideas that are related to each other should be expressed in parallel form. Expressions similar in content and function should be expressed similarly. Get the idea? Here's a sentence with *non-parallel construction*:

She is capable, experienced, and often works late at night.

Doesn't sound right, does it? In this sentence the writer breaks the contract with the reader by shifting from a series of adjectives, "capable" and "experienced," to a verb phrase, "often works late at night". The result is a break in rhythm, a loss of momentum. To honour the contract, the writer should have written:

She is capable, experienced, and *dedicated* — or *talented* or *brilliant*.

Here's another example:

The volume of business depends on an institution's delivery method, production time, and whether or not it is open or closed.

Can you hear where the sentence violates parallel construction and loses its momentum? To eliminate the breach in contract, the series should be concluded as it was begun – with a third noun phrase, like this: "delivery method, production time and hours of operation."

Here's another example:

She researches cell membranes and walls.

Is she a biologist, or a biologist with an interest in interior design? This revision makes the meaning clear:

She researches cell membranes and cell walls.

Here's another example:

Not only do I like to ski, but I also like sledding.

The verb in the first clause is an infinitive: to ski. But the verb in the second clause is a gerund: sledding. Fix it in one of two ways:

1. **Not only do I like to ski, but I also like to sled.**
2. **Not only do I like skiing, but I also like sledding.**

Here's another example:

He liked killing, running, and to sulk.

Again, there are two ways to fix this:

1. **He liked to kill, to run and to sulk.**
2. **He liked killing, running and sulking.**

Here's another example:

1. **Painting with oils is easier than when you paint with water colours.**

To fix this, make sure your verbs are in the same form:

2. **Painting with oils is easier than painting with water colours.**

Another problem in parallelism occurs when you are using two verbs in a sentence and they are not grammatically parallel.

Incorrect: The doctors have been and will continue to **conduct** tests on the sick patient.

Correct: The doctors have been **conducting** and will **continue** to conduct tests on the sick patient.

Often parallelism problems occur when one preposition is expected to do the work of two.

Incorrect: She is a believer and supporter **of** the theory of love at first sight.

Correct: She is a believer **in** and a supporter **of** the theory of love at first sight.

Use parallel structures when organising items in a series or a list.

Nouns go with nouns, verbs with verbs and adverbial phrases with adverbial phrases.

- **Noun + noun + noun:** He likes **roses, violets** and **bicycles**.
- **Verb + verb + verb:** When she was on stage, she **danced, sang,** and **acted** like an angel.
- **Adjective + adjective + adjective:** My teacher is **fussy, picky,** and **hard-headed**.
- **Participle + participle:** They danced through life, **loving** one another and **enjoying** their adventures.
- **Infinitive + infinitive + infinitive:** I like **to sing, (to) draw,** and **(to) write poetry**.
- **Phrase + phrase:** **With his arms akimbo** and **in a state of bliss,** he leaped off the cliff.
- **Clause + clause:** **If she capitulates** and **when she apologises,** we will forgive her blunders and unforgettable actions.

Look at another sentence below:

She thwarted his moves because of her status, her young age and desiring to marry a famous person.

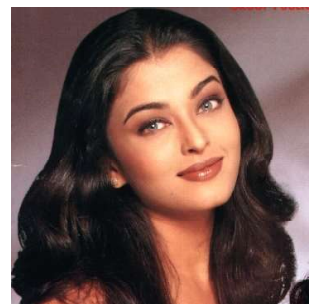
Do you think that there is a problem with the above sentence? Maybe you do not! The problem of parallelism (the problem in this sentence) is something that we normally gloss over, and do not pay much attention to. However, these problems are quite simple to identify if we are attentive. Try replacing the "and desiring to marry" with "and desire to marry".

Another example:

Aishwarya is a great dancer, but she acts ordinarily.

OR

Aishwarya is a great dancer but ordinary at acting.



Here the sentence describes two activities of Aishwarya. So, there should be parallelism between the words expressing those two acts. However, we have **dancer, a noun,** and **act, a verb.**

We can correct this sentence in a few ways, by removing the error of parallelism. For example:

1. Aishwarya is a great **dancer**, but an ordinary **actor**. (*Parallelism between nouns: dancer and actor.*)
2. Aishwarya is great at **dancing**, but ordinary at **acting**. (*Parallelism between nouns: dancing and acting.*)
3. Aishwarya **dances** greatly, but **acts** ordinarily. (*Parallelism between verbs: dances and acts.*)

Let's take another example:

I believe that if Leander has it in him to win gold, he will beat Sampras in the semis and emerge the best player India has ever produced.

The problem with this sentence is that there is no parallelism of infinitives. It should have been:

I believe that Leander has it in him to win gold, to beat Sampras in the semis and to emerge the best player India has ever produced.

Similarly,

Romance is exciting, fun and it is expensive.

This sentence should be

Romance is exciting, fun and expensive.

Now we have parallelism between adjectives.

The three reasons why Vijay has not married are his young age, his uncertain future and desiring to marry every pretty girl.

Do you notice any problem in the above sentence? Let us look at the sentence first. In this sentence, there is a main verb that controls several phrases that follow it. Each of those phrases has to be set up in the same way. In the sentence mentioned above, the three reasons cited are: **his young age, his uncertain future and desiring to marry every pretty girl**. There should have been parallelism in the construction of the three reasons as they stand for the same thing. The first two reasons have the same construction and function as nouns (young age and uncertain future). However, the third one seems to function as a verb and has a different construction. Therefore, we have to change **desiring** to a noun. The sentence now becomes:

The three reasons why Vijay has not married are his young age, his uncertain future and desire to marry every pretty girl.

The sentence is still wrong. Though we have changed the verb to a noun, we have not inserted the possessive pronoun **his** used before each of the other nouns. The correct sentence would be:

The three reasons why Vijay has not married are his young age, his uncertain future and his desire to marry every pretty girl.

It would have been correct, if the sentence had been:

The three reasons why Vijay has not married are his young age, uncertain future and desire to marry every pretty girl.

In this case, there is one possessive pronoun, which stands for each of the reasons as it is used before all the reasons. In the earlier sentence, since it was used before two of the reasons, it had to be used before the third reason as well.

We should be especially alert for problems in a sentence that is divided into two or more parts.



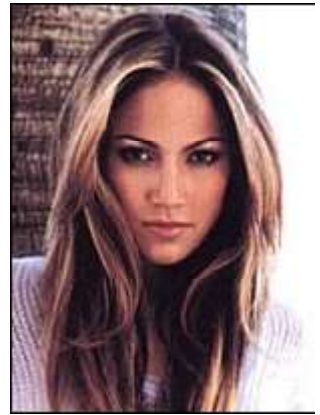
Here is an example:

To say that I do not deserve Jennifer Lopez is being unfair to me.

The problem with this sentence is that there is no parallelism between the two parts of the sentence. If the first half of the sentence is constructed in a particular way, the second half must also be constructed in the same way.

The first half of the sentence begins with **"To say that"**. Therefore, the second half must begin the same way. The correct sentence is:

To say that I do not deserve Jennifer Lopez is to be unfair to me.



Some complicated parallels

1. The suicidal roach **skulked** out of the toaster, **scuttled** across the counter, and **skirted** the sink before hurling itself into the disposal.
2. Angry ants, **munching** marshmallows, **crumbling** coffeecake, and **sipping** syrup, headed off across the Great Divide.
3. The concubine's entourage included **a dimpled dwarf, a joking giant, and a humungous hamster.**
4. The duties of the Hospitality Committee are to **greet** the gynaecologists, **serve** the Sangria, **pass** the Popsicles, and **woo** the wallflowers.

Diagnose these

1. **Like birds, wings have evolved in some mammals.**

What's being compared here? Birds and wings or birds and some mammals? Right, birds and some mammals. To fix this, put the two things being compared next to each other:


Like birds, some mammals have evolved wings.

2. **Like the Byzantines, Ottoman buildings often feature huge domes.**

It's illogical to compare the Byzantines to Ottoman buildings. You're comparing people to structures. Instead, compare like with like. Here are some ways to fix this problem:

1. **Like Byzantine structures, Ottoman buildings often feature huge domes.**
2. **Like the Byzantines, the Ottomans built structures that feature huge domes.**
3. **Like Byzantine architects, Ottoman architects built structures with huge domes.**

Note: Be sure to compare only those things that are capable of being compared.

Incorrect	Correct
The damage done by the flood was worse than the fire.	The damage done by the flood was worse than that of the fire. OR The damage done by the flood was worse than the damage done by the fire.
The girl's teeth were prettier than the boy.	The girl's teeth were prettier than the boy's. OR The girl's teeth were prettier than the boy's teeth.
When hiking through the wilderness, pay attention to your feet; the pain caused by blisters is worse than a steep hill. 	When hiking through the wilderness, pay attention to your feet; the pain caused by blisters is worse than that caused by a steep hill. OR When hiking through the wilderness, pay attention to your feet; the pain caused by blisters is worse than the pain caused by a steep hill.
Education Hall is older than any building on campus.	Education Hall is older than any other building on campus.
My best buddy, Naina, is more loyal than my friends.	My best buddy, Naina, is more loyal than any other of my friends. OR My best buddy, Naina is more loyal than any of my other friends.
What takes the most time, your job or school?	What takes more time, your job or school?
Of all my four children, Himesh is the better cook by far.	Of all my four children, Himesh is the best cook by far.
Both Lalit and Varun are big eaters, but Lalit is the fattest of the two.	Both Lalit and Varun are big eaters, but Lalit is the fatter of the two.
She types faster than I, and she's the most accurate.	She types faster than I, and she's more accurate.
When I was younger, I was most frightened of dogs.	When I was younger, I was more frightened of dogs.
She likes hiking, swimming, and to ride a bicycle.	She likes hiking, swimming, and riding a bicycle.
The production manager was asked to write his report quickly, accurately, and in a detailed manner.	The production manager was asked to write his report quickly, accurately, and thoroughly.
The teacher said that he was a poor student because he waited until the last minute to study for the exam, completed his lab problems in a careless manner, and his motivation was low.	The teacher said that he was a poor student because he waited until the last minute to study for the exam, completed his lab problems in a careless manner, and lacked motivation.
The coach told the players that they should get a lot of sleep, that they should not eat too much, and to do some warm-up exercises before the game.	The coach told the players that they should get a lot of sleep, that they should not eat too much, and that they should do some warm-up exercises before the game.
The coach told the players that they should get a lot of sleep, not eat too much, and do some warm-up exercises before the game.	The salesman expected that he would present his product at the meeting, that there would be time for him to show his slide presentation, and that questions would be asked by prospective buyers.
The dictionary can be used for these purposes: to find word meanings, pronunciations, correct spellings, and looking up irregular verbs.	The dictionary can be used for these purposes: to find word meanings, pronunciations, correct spellings, and irregular verbs.
He wondered whether it was better to tell his girlfriend that he forgot or if he should make up some excuse.	He wondered whether it was better to tell his girlfriend that he forgot or to make up some excuse.

Exercises

The following exercises will help you understand parallelism better.

Correct errors in parallel structure in the following sentences.

1. He has neither done the dishes nor has he made his bed.
2. She hopes to finish college, get a job and to find her own apartment.
3. To learn proper grammar and writing effectively are my goals.
4. I plan to travel this summer either in Europe or Central America.
5. The suspect has sold his house, packed his belongings and has left town.
6. He can't decide whether to enrol in Social Services or to choose General Arts.
7. He is both tired from jet lag, and he is irritated by the long line-ups.
8. He will write the report, proofread it and mail it before tomorrow.
9. That student is studying English, psychology, and is taking two computer courses as well.
10. Not only are we paying for our daughter's wedding but also for the honeymoon.
11. Reading trashy novels, the soaps and eating junk food are his only vices.
12. He is either studying in the library, or he is working in the computer lab.
13. I know how to brainstorm, write a good thesis statement and I can organise my ideas well, too.
14. She has trouble with study skills, memory techniques and managing her time.
15. This weekend, he will both research his essay topic on the Internet, and he will also write the first draft of his essay.
16. The disk in the sky revolved rapidly, emitted a humming sound and then it began to descend slowly towards the surface of the earth.
17. Hoping to thumb a ride and crossing the border, the escaped prisoner cautiously approached the highway.
18. Although we enjoyed the article on *Seven Years in Tibet*, neither we have seen the movie nor did we read the book.
19. The members of the tour group boarded the bus wearily, enduring a two-hour drive to the resort and then they discovered that they had no reservations.
20. The rebels not only attacked the village, but they also took several hostages.

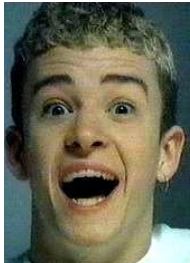
Solutions

1. He has **neither done** the dishes **nor made** his bed. (Two main verbs **done** and **made** after the two parts of the correlative conjunction.)
2. She hopes to **finish** college, **get** a job, and **find** her own apartment. (Three verbs sharing the word **to** - of course, you could also repeat **to** each time, but that would sound unnecessarily repetitious.)
3. To **learn** proper grammar and **write** effectively / **To learn** proper grammar and **to write** effectively / **Learning** proper grammar and **writing** effectively are my goals. (Two verbs sharing **to**, two infinitives, or two **-ing** words)
4. I plan to travel this summer **either in Europe or in Central America**. (Two complete prepositional phrases after the two parts of the correlative conjunction.)
5. The suspect has **sold** his house, **packed** his belongings, and **left** town. (Three main verbs sharing the helper **has**.)
6. He can't decide **whether to enrol** in Social Services **or to choose** General Arts. (Two infinitives after the two parts of the correlative conjunction.)
7. He is **both tired** from jet lag **and irritated** by the long line-ups. (Two adjectives after the two parts of the correlative conjunction.)
8. He will **write** the report, **proofread** it, and **mail** it before tomorrow. (Three main verbs sharing the helper **will**)
9. That student is taking **English, psychology**, and two computer **courses**. (Three nouns acting as objects for the verb **is taking**)
10. We are paying **not only** for our daughter's wedding **but also** for the honeymoon. / **Not only** are we paying for our daughter's wedding, **but we are also** paying for the honeymoon. (Either two prepositional phrases or two independent clauses after the two parts of the correlative conjunction - but not one clause and one phrase.)
11. *Reading* trashy novels, *watching* the soaps and *eating* junk food are his only vices.
12. He is **either studying** in the library **or working** in the computer lab.
13. I know *how to brainstorm*, *how to write* a good thesis statement and *how to organise* my ideas well. / I know how to *brainstorm*, *write* a good thesis statement and *organise* my ideas well.
14. She has trouble with study *skills*, memory *techniques*, and time *management*.
15. This weekend, he will **both research** his essay topic on the Internet **and write** the first draft of his essay.
16. The disk in the sky *revolved* rapidly, *emitted* a humming sound and then *began* to descend slowly towards the surface of the earth.
17. Hoping to *thumb* a ride and *cross* the border, the escaped prisoner cautiously approached the highway.
18. Although we enjoyed the article on *Seven Years in Tibet*, we have **neither seen** the movie **nor read** the book.
19. The members of the tour group *boarded* the bus wearily, *endured* a two-hour drive to the resort and then *discovered* that they had no reservations.
20. The rebels **not only attacked** the village **but also took** several hostages.

Subject-Verb Agreement

Read the following sentences and try to understand what is being talked about:

- The sweater and skirt **have** their own hangers.
- *Each* sweater and *each* skirt **has** its own hanger.
- The sweater and skirt each **have** their own hanger.
- The leader of the men who **are** tired is unwilling to rest.
- The problem **is** the mice.
- The mice **are** the problem.



There seems to be something fishy about these sentences, right? May be, you can't just put a finger on it but something feels wrong. **BUT** all the above sentences are **GRAMMATICALLY CORRECT**.

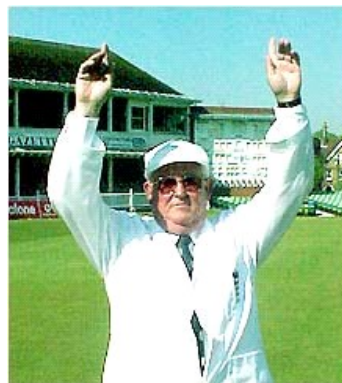
Welcome to the most innocuous yet the most error-prone area of English grammar. Let us call it SVA, short for subject-verb agreement. These are essentially errors that result when you try to match a singular noun with a plural verb or vice versa.

Make your verb agree with your subject


A verb must agree with its subject, not with any additive phrase in the sentence such as a prepositional or verbal phrase.

Don't let all the clutter confuse you. Look for the subject, look for the verb and make sure they agree.

1. Your **copy** of these rules **is** on the desk. (*Don't let the plural "rules" right before "is" mislead you. Here the subject is "copy" and "is" agrees with it.*)
2. The video will not be available until the **dispute** over video rights **is** settled. (*Ignore everything between "dispute" and "is" and just make sure they agree with each other.*)
3. Ms. Hema's **record** of community service, outstanding teaching ability and thorough involvement with the university **qualifies** for her promotion. (*The "record" "qualifies" her; don't let everything else between the subject and the verb confuse you.*)



So, eliminate the middlemen, and you can hit a SIX.

WATCH OUT!			
	Common errors	The correct form	Why? (The theory)
1	At the end of the Dusshera holidays comes the best sales .	At the end of the Dusshera holidays come the best sales .	In an inverted sentence beginning with a prepositional phrase, the verb still agrees with its subject.
2	The problem are taxes.	The problem is taxes.	
3	Under the house is some old jars .	Under the house are some old jars .	
4	Somebody in Detroit love me.	Somebody in Detroit loves me.	Indefinite pronouns such as <i>each, either, neither, one, everyone, everybody,</i> and <i>everything</i> are always singular. Eek!!
5	Neither of my parents have a formal education.	Neither of my parents has a formal education.	
6	Either are fine with me.	Either is fine with me.	
7	Both of my sisters has decided to live off campus.	Both of my sisters have decided to live off campus.	
8	Few seeks the enlightenment of higher education.	Few seek the enlightenment of higher education.	
9	A few of the members disagrees with the proposal.	A few of the members disagree with the proposal.	Indefinite pronouns such as <i>several, few, both,</i> and <i>many</i> are always plural. Pooh!! 
10	Only a handful of the protesters remains .	Only a handful of the protesters remain .	

May be singular, may be plural

Indefinite pronouns such as "some", "any", "none", "all" and "most" (SANAM) may be singular or plural depending what they refer to.

- Some** of the food **is** cold.
- Some** of the vegetables **are** cold.
- Some** of the students **are** late for class.
- All** she wants **is** to be happy.
- All** her dreams **have** come true.
- Any** friend of yours **is** a friend of mine.
- Any** friends he had **were** few and far between.
- Some** of the meat **is** raw.
- I can think of **some** remarks in retort, but **none seem** appropriate.

With "none" we use the plural or singular form according to whether it is one or many things that we're referring to.

- None** of the girls **is** married.
- None** of the children **is** as sweet as Mary Ann.
- None** of the criminals **have** been arrested.

Fractions such as "one-half" and "one-third" may be singular or plural depending on what they refer to.

- Half** of the mail **has** been opened.
- Half** of the letters **have** been read.

Subjects joined by "and" take a plural verb unless the subjects are thought to be one item or unit.

BUT, if two nouns point to only one person or thing, they take a singular verb.

1. Jai and Veeru are radio jockeys.
2. Incorrect: **Jai and Veeru** each is **applying for the position**.
Correct: Jai and Veeru **each are** applying for the position.
3. *Guns and Roses* **is** my favourite rock group.
4. Chicken and dumplings **is** my favourite holiday dish.
5. A psychiatric *analysis and examination* **has** been done.
6. The great *poet and scholar* **is** dead.
7. My *friend and benefactor* **has** come.
8. *Bread and butter* **makes** a good breakfast. (Taken together)
9. *Slow and steady* **wins** the race.
10. *Early to bed and early to rise* **makes** a man healthy, wealthy and wise.

One man, two roles




Remember that when two nouns point to only one person or thing, article "the" is used **only once** with the first noun:

The Chief Engineer and Manager of the factory **has** agreed. (One person holding two positions.)

If "the" is used before each noun separately, this would mean two persons or things, and in that case the plural verb should be used.

The Chief Engineer and the Manager of the factory **have** agreed. (Two different persons.)

WATCH OUT!			
	Common errors	The correct form	Why? (The theory)
1	Either the teacher or the <i>students</i> is responsible.	Either the teacher or the <i>students</i> are responsible.	<p>In cases where the subjects are joined by "or", "nor", "either . . . or", or "neither . . . nor", the verb must agree with the subject closer to it.</p> <p>Bingo!!</p>
2	Neither the students nor the <i>teacher</i> are responsible.	Neither the students nor the <i>teacher</i> is responsible.	
3	Is either my <i>brothers</i> or my father responsible?	Are either my <i>brothers</i> or my father responsible?	
4	Are either my <i>father</i> or my brothers responsible?	Is either my <i>father</i> or my brothers responsible?	
5	She is one of the <i>girls</i> who cheers on Friday nights.	She is one of the <i>girls</i> who cheer on Friday nights.	<p>Relative pronouns, such as "who", "which" or "that", which refer to plural antecedents require plural verbs. However, when the relative pronoun refers to a single subject, the pronoun takes a singular verb.</p>
6	She is the only one of the cheerleaders who have a broken leg.	She is the only one of the cheerleaders who has a broken leg.	
7	They each is applying for the position.	They each are applying for the position.	<p>Subjects preceded by "every", "each", and "many a" are singular.</p> <p>Yippee!!</p> 
8	<i>Every</i> man, woman, and child were given a life preserver.	<i>Every</i> man, woman, and child was given a life preserver.	
9	<i>Many a</i> tear have to fall, but it's all in the game.	<i>Many a</i> tear has to fall, but it's all in the game.	
10	<i>Each</i> of the students work after school.	<i>Each</i> of the students works after school.	

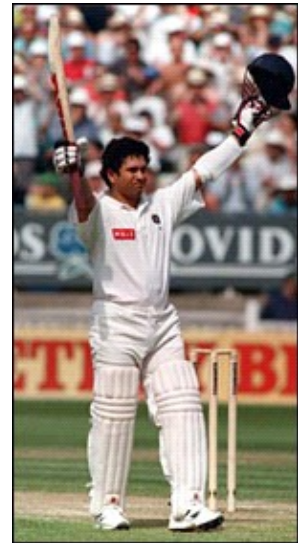
When many come together

A collective noun, such as "audience", "faculty" or "jury", requires a singular verb when the group is regarded as a whole and a plural verb when the members of the group are regarded as individuals.

With collective nouns, the usage depends on the sense. If the collective noun represents a whole group or a body (institution), it takes a singular verb. But, if the collective noun represents a part or parts or divisions of a body, it takes a plural verb.

These are some of the commonly used collective nouns: **Government, parliament, assembly, council, committee, army, crew, staff, jury, fleet, crowd, administration, audience, class, crowd, faculty, orchestra, team, majority, mob**, etc.

1. The committee **has** *agreed* on this issue. (The verb is singular because there is no division in the committee.)
2. The committee **are** *divided* on this issue. (Here the verb is plural because the committee is divided.)
3. The crew **is** well trained. (Here the verb is singular because the "crew" represents one undivided group.)
4. The crew **were** taken prisoners. (Here the verb is plural because the members of the crew have to be taken prisoners separately.)
5. The Parliament **has** elected its Speaker.
6. The military **were** deployed over the troubled area.
7. The fleet **has** touched the shore.
8. The government **has** decided to introduce the Bill.
9. The assembly **is** in session.
10. The mob **has** dispersed.
11. The mob **have** started throwing stones.
12. The jury **has** come to a unanimous verdict.
13. The jury **are** divided in opinion.
14. The jury **has** made its decision.
15. The *faculty* **are** preparing their presentations.
16. The group of bizarrely dressed youths **is** taking over the cafeteria.
17. The Kapoor family **is** going on vacation this year.
18. The Kapoor family **are** going to fight all the way through their vacation.
19. A *herd* of elephants **was** charging towards us.
20. The *class* **is** very noisy today.
21. My football *team* **is** doing really well.
22. **The bag of shopping was** too heavy to carry. (Bag of shopping = singular subject. Lots of shopping, but there's only one bag).



"People", in the sense of "group of persons", is always used in the plural number. But when "people" is used in the sense of a "nation", it can be used both as singular (a people) and as plural (collectively referring to people hailing from different nations).

1. The **peoples** of India and China are hardworking.
2. We Indians are an emotional **people**.

Subjects preceded by "the number of" or "the percentage of" are singular, while subjects preceded by "a number of" or "a percentage of" are plural.

The same rule applies to some other phrases of indefinite number like *many of, a handful of, the rest of, half of, a quarter of, some of, most of, majority of, minority of, part of, percent of, none of, all of, a few of, etc.*

1. A number of children **are** playing.
2. A number of students **are** absent.
3. The number of students **is** going down.
4. The number of graduates **is** increasing.
5. The number of guests **varies**.
6. A large percentage of the vacationers **are** senior citizens.

Some nouns such as *deer, shrimp* and *sheep* have the same spelling for both their singular and plural forms.

In these cases, the meaning of the sentence will determine whether they are singular or plural.

1. *Deer* **are** beautiful animals.
2. *The spotted deer* **is** licking the sugar cube.

Always singular

Titles of books, companies, brand names, and groups are singular.

1. *Great Expectations* **is** my favourite novel.
2. *Cats* **is** my favourite musical.
3. *The Untouchables* **was** a very violent movie.
4. *The X-files* **is** re-screening this evening.
5. **Is** "dinosaurs" spelt dinosuars or dinosaurs?

"Words" used as "words", not as "grammatical parts" of the sentence, require singular verbs.

1. "Can't" **is** the contraction for *cannot*.
2. "Cats" **is** the plural form of *cat*.

Some nouns are always used in the singular number — poetry, scenery, machinery, stationery, crockery, luggage, baggage, postage, knowledge, breakage, jewellery, information, furniture, money and wastage.

1. Kashmir is famous for its colourful scenery. (Not **sceneries**)
2. It is an anthology of poetry. (Not **poetries**)
3. He has imported all his machinery from Germany. (Not **machineries**)
4. The laboratory equipment is made of glass. (Not **equipments**)
5. I have no information from him. (Not **informations**)

Note — If it is necessary to indicate the singular or plural form of these nouns we place "a piece (or pieces) of", "an item(s) of", "an article(s) of" etc. before the noun, without changing the form of the noun.

1. I have **a piece of information** for you.
2. This **item of your furniture** is really beautiful.
3. I don't like this **article of jewellery**.
4. **All kinds of furniture** are available here.
5. I want only **a few articles of stationery**.
6. The **pieces of equipment** were found damaged.

A verbal noun (infinitive or gerund) serving as a subject is treated as singular, even if the object of the verbal phrase is plural.

1. *Hiding* your mistakes **does** not make them go away.
2. *To run* five miles **is** my goal.

A noun phrase or clause acting as the subject of a sentence requires a singular verb.

1. *What I need* **is** to be loved.
2. *Whether there is any connection between the two events* **is** unknown.
3. *The best thing about birthdays* **is** the presents.

Some nouns like measles, news, physics, politics, mathematics, mechanics, summons, gallows, calculus, innings etc., which appear plural in form, are actually singular in number.

1. Politics **is** not an easy game.
2. A summons **has** come from the court.
3. A gallows **is** made of wood or iron.
4. Mathematics **is** a difficult subject.
5. The news **is** correct.
6. Their first innings **was** disappointing.
7. Measles **is** a dreadful disease.
8. Calculus **requires** great skill in algebra.
9. Politics **has** lost its moral character.

Some nouns ending in -ics, such as economics and ethics, take singular verbs when they refer to principles, a system or a field of study; however, when they refer to individual practices or applications, they usually take plural verbs.

1. *Ethics* **is** being taught in the spring.
2. *His unusual business ethics* **get** him into trouble.
3. *Economics* **is** an interesting subject.
4. The *economics* of your project **are** all wrong.
5. *Statistics* **is** taught at B-schools.
6. No *statistics* **are** available on calls-to-conversions ratio.

Phew!

When adjectives of quantity (like much, more, little, less, lots, etc.) are used as subjects, they take a singular verb.

1. **Much has** already been done.
2. **Little has** been done so far.
3. **Much more is** still needed.
4. **Much less was** expected.
5. **Lots is** still needed.

Always plural

Some words ending in -s refer to a single thing but are nonetheless plural and require a plural verb. (Also refer to "Singular in pair" below.)

These include: Alms, thanks, riches, caves, species, scissors, trousers, pants, clippers, tongs, bellows, gallows, fangs, measles, eyeglasses, goggles, amends, annals, archives, ashes, arrears, athletics, auspices, belongings, breeches, bowels, braces, binoculars, billiards, customs, congratulations, dregs, earnings, entrails, embers, fetters, fireworks, lodgings, lees, mumps, odds, outskirts, particulars, proceeds, proceedings, regards, remains, savings, shambles, shears, spectacles, surroundings, tidings, troops, tactics, vegetables, valuables, wages, works, innings, etc.

1. His **trousers** are dirty.
2. What are your monthly **earnings**?
3. My assets **were** wiped out in the depression.
4. The average worker's earnings **have** gone up dramatically.
5. Our thanks **go** to the workers who supported the union.
6. He gave him **alms**.
7. He lives on the **outskirts** of the town.



Some nouns are singular in form but plural in use, always taking a plural verb.

Examples: Cattle, gentry, clergy, cavalry, infantry, nobility, poultry, peasantry, children, admiralty, yeomanry, etc.

Note: Family is used both as singular and as plural depending on the context.

1. The **cattle are** grazing in the field.
2. The **peasantry are** very happy.
3. Our **cavalry are** very strong.

Unusual forms

Certain nouns of Latin and Greek origin have unusual singular and plural forms.

Examples (plural in brackets): Criterion (criteria), alumnus (alumni), datum (data), medium (media).

1. The *data* **are** available for inspection.
2. The only *criterion* for membership **is** a high GPA.

Singular in pair

Sometimes nouns take weird forms and can fool us into thinking they're plural when they're really singular and vice-versa. Words such as **trousers, glasses, pants, spectacles, jeans, shears, tongs, pliers, and scissors** are regarded as plural (and require plural verbs) unless they're preceded by **pair of** (in which case the word *pair* becomes the subject).

1. Your trousers **are** dirty.
2. Your scissors **are** blunt.
3. The tongs **are** missing.
4. Where **are** your spectacles?
5. A pair of trousers **is** ready for you.
6. A pair of scissors **is** on the table.
7. My glasses **were** on the bed.
8. My pants **were** torn.
9. A pair of plaid trousers **is** in the closet.

Of numbers and measures

Mathematical expressions of *subtraction and division* require singular verbs, while expressions of ***addition or multiplication*** take either singular or plural verbs but it is best to stick to singular.

- | | |
|--|---|
| 1. Ten <i>divided</i> by two equals five. | 2. Five <i>times</i> seven equals thirty-five. |
| 3. Two plus two is four (preferred). | 4. Two plus two are four (also correct but not preferred). |

Nouns expressing time, distance, weight, and measurement are singular when they refer to a unit and plural when they refer to separate items.

- | | |
|--|---|
| 1. <i>Fifty yards</i> is a short distance. | 2. <i>Ten years</i> have passed since I finished college. |
| 3. Two hundred bottles of wine is plenty. | 4. One hundred dollars is too much to spend on a pair of sneakers! |
| 5. Nine out of ten dentists recommend the new toothpaste. | |

Some nouns after definite numeral adjectives are always used in the singular number. But if the numeral adjective is indefinite, the nouns will be used in the plural number.

Examples: Pair, dozen, score, gross, stone, hundred, thousand, million, billion, etc.

- | | |
|---|---|
| 1. He bought two pair of shoes (not two pairs of shoes). | 2. He bought four dozen pencils. |
| 3. He is three score and ten (means seventy). | 4. I have five thousand rupees. |
| 5. The city has ten million people. | 6. He bought dozens of pencils. |
| 7. Millions of people had to suffer as the gas leak went undetected for hours. | |



If a compound word is formed by joining a definite numeral adjective and a noun (by a hyphen), the noun so used will always be in the singular number.

- | | |
|---|--|
| 1. Here is a five-rupee note. | 2. Please lend me a ten-rupee note. |
| 3. He gave me a hundred-rupee note. | 4. This is included in our five-year plan. |
| 5. He fell down from a ten-foot high wall. | 6. A three-man enquiry committee has been set up. |
| 7. There was a twenty-foot deep ditch. | 8. A five-judge bench will hear this case. |

If a numeral adjective and a fraction (a half, a quarter, three quarters, etc.) are to be used with a noun, the sentence must be carefully structured.

Noun should be used after the numeral adjective, and the number of the noun is singular or plural according to the numeral adjective. The fractions should be used after the noun.

Incorrect	Correct
The train is late by one and a half hours .	The train is late by one hour and a half .
I have one and a half rupees .	I have one rupee and a half .
I have read five and a half chapters .	I have read five chapters and a half .
The distance is four and three quarters kilometres .	The distance is four kilometres and three quarters .
Its weight is one and a half kilo .	Its weight is a kilo and a half .

BUT, if a numeral adjective and a fraction are joined by **and**, and they are used in the sense of multiplication, the noun is placed after them, and is always plural.

Incorrect	Correct
The amount will grow one time and a half .	The amount will grow one and a half times .
The amount will grow two times and a half .	The amount will grow two and a half times .

Singular, and also plural

“Wages” may be singular or plural.

1. The wages of sin **is** death ('wages' is singular in only this sense)
2. The wages **are** not so low these days.

A plural subject followed by a singular appositive requires a plural verb. Similarly, a singular subject followed by a plural appositive requires a singular verb.

1. When the girls throw a party, *they* each **bring** a gift.
2. The *board*, all ten members, **is** meeting today.

Same singular and plural

Some nouns remain the same in both singular and plural numbers and are used in the same form.

Examples: Swine, vermin, mankind, police, public, etc.

1. The **police has** been informed.
3. **Swine are** dirty animals.



2. The **police have** taken action.
4. You are **a dirty swine**.

Agree positively

If the sentence compounds a positive and a negative subject and one is plural, and the other singular, the verb should agree with the positive subject.

1. The department members but not the chair **have** decided not to teach on Valentine's Day.
2. It is not the faculty members but the president who **decides** this issue.
3. It was the speaker, not his ideas, that **has** provoked the students to riot.

WATCH OUT!			
	Common errors	The correct form	Why? (The theory)
1	A dozen was injured.	A dozen were injured.	Some nouns (like dozen, score, million, hundred, thousand, people and cattle) appear to be singular in form, but they are actually plural in meaning and sense and take a plural verb.
2	The cattle is grazing.	The cattle are grazing.	
3	The people is satisfied.	The people are satisfied.	
4	Ship after ship arrive at the port.	Ship after ship arrives at the port.	If the same noun is repeated before and after a preposition, the noun is used in the singular each time, and the verb is also used in the singular number.
5	Chance after chance were lost.	Chance after chance was lost.	
6	I , who is your friend, should help you.	I , who am your friend, should help you.	If the subject of a verb is a relative pronoun (who, whom, whose, which, that) the verb depends on the number and person of the antecedent (noun or pronoun used before it).
7	You , my servant, is not loyal to me.	You , my servant, are not loyal to me.	
8	The poor is honest.	The poor are honest.	Certain adjectives when joined with "the" become plural nouns, and take a verb in the plural number. Examples: Poor, rich, humble, blind, honest, dumb, lame, crippled etc.
9	The dumb does not speak.	The dumb do not speak.	
10	Shakespeare was very popular in the sixteenth and seventeenth century.	Shakespeare was very popular in the sixteenth and seventeenth centuries.	If two or more adjectives are connected with "and", and if an article has been used only before the first adjective, the noun used after the adjectives will be in the plural number. But if the article is used before each adjective, the noun will be singular.
11	Shakespeare was very popular in the sixteenth and the seventeenth centuries.	Shakespeare was very popular in the sixteenth and the seventeenth century.	

Common gender

Some nouns and pronouns are of common gender or are said to have dual gender as these may be used as masculine or feminine.

Examples: Child, baby, friend, student, teacher, lecturer, professor, pupil, artist, author, reader, servant, worker, poet, speaker, writer, typist, engineer, lawyer, advocate, client, clerk, conductor, musician, politician, minister, leader, dealer, secretary, enemy, parent, relation, cousin, orphan, neighbour, person, president, monarch, etc.

Nouns of common gender that end in "-man" should not be used with feminine gender pronouns. In such cases, "-man" should be replaced by "-person".

Use chairperson, spokesperson, sportsperson, mediaperson, etc. instead of chairman, spokesman, sportswoman, mediaman, etc.

A difficulty arises when the pronoun to be used with a common gender noun is in the singular number.

1. Every teacher should do **his** duty.
2. Every teacher should do **her** duty.

The grammatically correct (but politically incorrect or sexist) way is to use the masculine gender.

1. Every teacher should do **his** duty.
2. No student should waste **his** time.

A politically correct but clumsy way to restructure this is: Every teacher should do **his** or **her** duty.

A more accepted, politically correct version (which is, however, grammatically incorrect), is:

Every teacher should do **their** duty.

The best solution is to reconstruct the sentence: Teachers should do **their** duty.

Let us look at some more examples, where a little restructuring helps us breathe easy.



Problematic	Better
Before the audition, each actor must submit his or her photograph.	Before the audition, each actor must submit a photograph. <i>(It's obvious the producers don't want a picture of the family dog.)</i>
Each doctor felt rewarded for his participation in the clinic.	The doctors felt rewarded for their participation in the clinic.
The student can depend on peer tutors to help solve his/her writing problems.	The student can depend on peer tutors to help solve writing problems.
If a motorist calls for help, she must pay for the call. <i>(This is a little sexist.)</i>	A motorist who calls for help must pay for the call.
Every customer deserves the most courteous service we can give him .	Every customer deserves our most courteous service.
Always do your best for the patient , no matter how cranky s/he is.	Always do your best for the patient, not matter how cranky the patient is. <i>(There is some repetition, but the meaning is very clear.)</i>

Exceptions to the Subject-Verb Agreement rules **Why??**

By now, you know the common SVA rule: A singular subject takes a singular verb and a plural subject takes a plural verb.

What makes grammar so exciting is that there are exceptions to almost every rule!

Here are the **exceptions** to this general SVA rule:

Exception 1: Dare not, need not

These are two typical verbs used in **negative sentences**. These are used in the plural form even with singular subjects. The third person singular is **"need"**, and not **"needs"** just as **"dare"** is used for **"dares"** provided it is followed by a negative.

- | | |
|--|---|
| 1. He dare not oppose me. (<i>Not dares</i>) | 2. He need not work hard. (<i>Not needs</i>) |
| 3. She need not see a doctor. | 4. He needn't have gone to school on Sunday. |
| 5. He has got a car. He needn't have travelled by bus. | 6. He dare not slap her! |
| 7. She dare not go out. | 8. Need he go there? |
| 9. Need he try again? | 10. Dare he speak before you? |
| 11. Dare he repeat the mistake? | 12. They dare not oppose me. |
| 13. He need not go. | 14. He need never fear me. |
| 15. He need hardly take my help. | 16. He need scarcely demand any more help. |
| 17. He needn't smoke or drink at the party. | 18. He dare hardly speak before me. |
| 19. He daren't come before me. | 20. He daren't have gone alone in the deep woods. |

Note—If **"dare"** and **"need"** are used in the affirmative sense (without **"not"**) they take the plural form with the plural subject and singular form with the singular subject.

- | | |
|---|-----------------------------------|
| 1. He needs a pen. | 2. They need food. |
| 3. She doesn't need a pen? | 4. Does he need to go there? |
| 5. He dares me to climb the peak. | 6. Does he dare to challenge you? |
| 7. Will the girls dare to walk in the dark? | |

Exception 2: Verbs of supposition, in subjunctive mood

A plural verb is used with singular subjects in sentences expressing mere imagination or impossible hope, wish or condition.

1. If I **were** a bird.
2. **Were** I a king.
3. How I wish she **were** here.
4. If I **were** you, I would do it.
5. He behaved as if he **were** our master.
6. I wish I **were** a rich man. (But I'm not.)
7. If I **were** you, I wouldn't do that. (But I'm not you).
8. Airlines insist that each passenger **pass** through a metal detector. (Not *passes*)
9. It's extremely important that silicon chips **be made** (Not *are made*) in a dust-free environment.
10. Alexander the Great said, "If I **were** not Alexander, I would want to be Diogenes."
11. The student would score more if he **studied**. (Not *if he studies*)
12. She could be the leader if she **ran** for the office. (Not *runs*)



Verbs in subjunctive mood can be tricky. Let us look at more examples so that they are very clear.



Incorrect	Correct
The Supreme Court <i>decreed</i> that the Centre will take charge of the situation.	The Supreme Court <i>decreed</i> that the Centre take charge of the situation.
He wishes the train moves faster.	He wishes the train moved faster. (<i>Here there is no possibility of the train moving faster.</i>)
If I was the prime minister, I would eradicate corruption.	If I were the prime minister, I would eradicate corruption.
I wish it was earlier.	I wish it were earlier.
Suppose he speeds up suddenly.	Suppose he were to speed up suddenly.
If the college lowers its tuition fee, I would probably enrol.	Should the college lower its tuition fee, I <i>would</i> probably enrol. OR If the college lowered its tuition fee, I would probably enrol.
If he drives slower, he will recognise the landmarks from now on.	If he drove slower, he would recognise the landmarks from now on.
Ann suggested we should go to the Chinese restaurant.	Ann suggested that we go to the Chinese restaurant.
I insist you to be quiet.	I insist that you be quiet.
The supervisor preferred all workers to wear uniforms from now on.	The supervisor <i>preferred that</i> all workers wear uniforms from now on.
It is time you should realise your responsibility.	It is time you realised your responsibility.
I would rather you learn English.	I would rather you learnt English.

Exception 3: Verbs of wish or blessing

In sentences expressing deep and sharp wish, blessing or hope, plural verb is used with singular subjects. In these sentences, the verb is used in the subjunctive mood. This use is now rare.

1. Long live the King!
2. God save the King!
3. Long live our friendship!


Noun errors

Noun errors may seem elementary but can really vixen (oops! that should be fox) you unless you are watchful. Study these examples and sharpen your clause (oops again!).

Incorrect	Correct
R Shakuntala, the custom official, virtually put an end to smuggling.	R Shakuntala, the customs official, virtually put an end to smuggling.
Shakuni was an expert in the game of dies .	Shakuni was an expert in the game of dice .
Force was brought in to curb the militant activities.	Forces were brought in to curb the militant activities.
Inventions are made by genii .	Inventions are made by geniuses .
The Queen's of England reaction was important in the Diana episode.	The Queen of England's reaction was important in the Diana episode.
I am going to Stephen Hawking's the scientist's country.	I am going to Stephen Hawking the scientist's country.
The audience listened to Javed and Vajpayee's poems.	The audience listened to Javed's and Vajpayee's poems.
The cart's wheel was broken.	The wheel of the cart was broken.
If you are the favourite of the Fortune, you might escape suffering while others suffer.	If you are Fortune's favourite , you might escape suffering while others suffer.
His house is at the throw of a stone from here.	His house is at a stone's throw from here.
He wears glass to aid his short-sighted eyes.	He wears glasses to aid his short-sighted eyes.
Take care of the vixen as they are wily creatures.	Take care of the foxes as they are wily creatures. OR Take care of the vixen as she is a wily creature.
Who shall win if there is a contest between the dwarves and the giants?	Who shall win if there is a contest between the dwarfs and the giants?
The same board is used for chess as well as draught.	The same board is used for chess as well as draughts .
Children should not seek admissions to the elders' society.	Children should not seek admission to the elders' society.
The down-to-earth never forget the grounds on which they stand.	The down-to-earth never forget the ground on which they stand.
The law of indexes proves very helpful in algebraic calculations.	The law of indices proves very helpful in algebraic calculations.
The bright lamps gave much lights .	The bright lamps gave much light .
The practices of the lawyers vary from those of the doctors.	The practice of the lawyers <i>varies</i> from <i>that</i> of the doctors.
I spoke to Kumar Gaurav's the actor's secretary.	I spoke to Kumar Gaurav the actor's secretary.
There was no money in the bank in Maya's and Veena's joint account.	There was no money in the bank in Maya and Veena's joint account.
The cup's base was rounded.	The base of the cup was rounded.
You will be promoted in the time of a year .	You will be promoted in a year's time .
Mr. M is ready to make any sacrifice for the sake of justice .	Mr. M is ready to make any sacrifice for justice' sake .
Devendra Kaushik is Vishwanathan Anand of our chess circle.	Devendra Kaushik is the Vishwanathan Anand of our chess circle.
The fleet of ships move at a uniform speed.	The fleet of ships moves at a uniform speed.
Neelesh is Gandhiji of our class.	Neelesh is the Gandhiji of our class.
My friend brought two dozens eggs.	My friend bought two dozen eggs.
This cattle has been in trouble ever since the famine.	These cattle have been in trouble ever since the famine.
Cares of the old <i>are</i> necessary.	Care of the old <i>is</i> necessary.
A book is printed on papers .	A book is printed on paper .
The team members should listen to the advices given by the captain and the manager.	The team members should listen to the pieces of advice given by the captain and the manager.
She gives herself air whenever at a party.	She gives herself airs whenever at a party.
The cloths he wears are costly.	The clothes he wears are costly.
A realist sees a thing in its true colour .	A realist sees a thing in its true colours .
When you draw a circle, you use a compass .	When you draw a circle, you use compasses .

Subject-Verb Agreement revisited

Before we move on to the exercises, let us look at some more examples of SVA errors. Recapitulate and reinforce!

Incorrect	Correct
Among the constitutional rights we cherish are freedom.	Among the constitutional rights we cherish is freedom.
The group of protesters are blocking the entrance to the building.	The group of protesters is blocking the entrance to the building.
The annual rituals of the group confuses the neighbours.	The annual rituals of the group confuse the neighbours.
The quiz , as well as all workbook exercises, were collected. 	The quiz , as well as all workbook exercises, was collected. <i>Phrases such as "as well as," "such as," "along with," "rather than," "with," "together with," "in addition to," "like," "and not", "no less than", "rather than", "more than", "unlike", "besides", "excluding", "accompanied by" and "including" introduce it</i>
The commander , with all his soldiers, were killed.	The commander , with all his soldiers, was killed.
The chief cashier , together with all his men, have been dismissed.	The chief cashier , together with all his men, has been dismissed.
He , as well as his friends, have failed.	He , as well as his friends, has failed.
Ram , like Mohan and Sohan, are fond of pictures.	Ram , like Mohan and Sohan, is fond of pictures.
A driver's license , together with two other pieces of identification, are required.	A driver's license , together with two other pieces of identification, is required.
The mayor as well as his brothers are going to prison.	The mayor as well as his brothers is going to prison.
The mayor and his brothers is going to jail.	The mayor and his brothers are going to jail.
The mayor , who has been convicted along with his four brothers on four counts of various crimes but who also seems, like a cat, to have several political lives, are finally going to jail.	The mayor , who has been convicted along with his four brothers on four counts of various crimes but who also seems, like a cat, to have several political lives, is finally going to jail.
His jacket , not his shirt or his socks, always seem to match his slacks.	His jacket , not his shirt or his socks, always seems to match his slacks.
Her birthday celebration , together with the upcoming holiday, make for a very full calendar.	Her birthday celebration , together with the upcoming holiday, makes for a very full calendar.
The war-torn country's only relief were the food and medical supplies dropped from the sky.	The war-torn country's only relief was the food and medical supplies dropped from the sky.
The explanation provided by the agency were farming practices, population growth and international aid.	The explanation provided by the agency was farming practices, population growth and international aid.
A mixture of materials were used to withstand high temperatures.	A mixture of materials was used to withstand high temperatures.
The woman who made those cakes are our next-door neighbour.	The woman who made those cakes is our next-door neighbour.
The president and vice president , accompanied by the board of directors, plans to vote against changing the company rules.	The president and vice president , accompanied by the board of directors, plan to vote against changing the company rules.

Exercises

Exercise # 01

1. The schedule of courses and classes often (bewilder/bewilders) new students.
2. Communication among family members (play/plays) a key role.
3. The parade of cars and horses (was/were) spectacular.
4. The news about the survivors (is/are) really bad.
5. Beyond the Alps (lie/lies) Italy.
6. The cost of new cars (is/are) dropping.
7. My severest critic and best friend (is/are) my wife.
8. Ham and eggs (is/are) a tasty dish.
9. The president of the First National Bank and leader of the scout troop (has/have) just started to speak.
10. None of the men (was/were) arrested.

Exercise # 02

1. Take two (spoonsful/spoonfuls) of your medicine every hour.
2. (This/These) data (is/are) interesting.
3. One and one (equals/equal) two.
4. Two plus two (is/are) four.
5. On the wall (was/were) several posters.
6. His favourite dessert (is/are) rasmalai.
7. One or two books (is/are) enough.
8. Two credit cards or a driver's license (is/are) required.
9. The book or the magazines (is/are) on the shelf.
10. What we need in this country (is/are) more honest politicians.

Exercise # 03

1. Five millilitres (seem/seems) to be an adequate amount of base to neutralise the acid.
2. Five years (is/are) the maximum sentence for that offence.
3. Ten rupees (is/are) a high price to pay.
4. A thousand bushels (is/are) a good yield.
5. Neither the President nor the members of the cabinet (is/are) behind the bill.
6. Neither the members of the cabinet nor the President (is/are) behind the bill.
7. Your blood pressure, as well as your temperature and heartbeat, (is/are) up today.
8. His income, like that of many small businessmen, (has/have) taken a terrific drop this year.
9. She is one of those (women/woman) who (runs/run) (her/their) husbands ragged.
10. All I want (is/are) friends and money.

Exercise # 04

1. The depletion of natural resources, in addition to the rapid increase in utilisation of these resources, (have/has) encouraged many nations to conserve energy.
2. A series of sightings of UFOs (has, have) turned the sleepy town into a tourist attraction.
3. It is good service that (makes, make) a restaurant great.
4. Economics (is/are) studied in most colleges.
5. The (alumni/alumnus/alumna/alumnae) of The College of New Rochelle are bright young women with good education.
6. (Those kinds of apples are / That kind of apple is) too sour.
7. Three-quarters of the work (is/are) done.
8. Two-thirds of the pupils (was/were) sick.
9. Either his sister or his parents (has/have) to see me.
10. George Bernard Shaw, as well as Mahatma Gandhi and River Phoenix, (was a vegetarian/were vegetarians).

Exercise # 05

1. She screamed as if she (was/were) being murdered.
2. If she (was not/were not/ had not been) so stupid, she (would understand/would have understood) how you feel about her.
3. If he (had gone/went) to the party, he (would have felt/ would feel) better.
4. If her husband (was/were/had been) at home that night, he would not (countenance/have countenanced) such shenanigans.
5. If I ever (became/will become/become) the CEO of the organisation, I (would/will) weed out the entire deadwood.
6. Each one of the children here (speak/speaks) fluent French.
7. Every possible cause and suspect (were/was) investigated.
8. One of the many (galaxy/galaxies) (was/were) proved to be near a black hole.
9. Everyone in the fraternity has (his/their/his or her) own set of prejudices.
10. Time and tide (wait/waits) for no one.

Exercise # 06

1. She (dare, dares) not come before me.
2. He (need, needs) not do it.
3. (Was, Were) he in England to see the coronation!
4. The commission (is / are) divided in their opinion on this issue.
5. The committee (has / have) arrived at a unanimous decision.
6. My spectacles (has/have) been broken.
7. Here (are/is) a pair of trousers for you.
8. (I, you and he/He, you and I) have been selected for scholarship.
9. Each boy and each man received (his/their) share in time.
10. The blind (need/needs) to get social recognition.

Exercise # 07

1. More games than one (is/are) lost for want of coordination.
2. Question after question (was/were) asked to me.
3. It (is/are) they who will help us.
4. My great disappointment (is/are) my repeated failures.
5. Not only I but also all my sons (are/am) ready to go.
6. Not only the strikers but also their leader (were/was) arrested.
7. Nothing but peak over peak (appear/appears) over there.
8. Our only guide (was/were) the teachers.
9. A (five-man/five-men) commission has been set up.
10. He jumped into a (forty-foot/forty-feet) deep well.

Exercise # 08

1. We should not be miserly in giving (alm/alms) to the beggars.
2. I have sent my (trouser/trousers) to the laundry.
3. He has built a house on the (outskirt/outskirts) of the city.
4. He immersed the (remain/remains) of his father in the Ganges.
5. He has lost all his (valuable/valuables).
6. Please accept my (congratulation/congratulations) for your success.
7. He sucked the liquor to the last (dreg/dregs).
8. The prisoner was kept in (fetter/fetters).
9. I have no liking for pastoral (poetry/poetries).
10. I have to purchase all kinds of (stationery/stationeries) for the school.

Exercise # 09

1. She is very fond of sparkling (jewellery/jewelleries).
2. I don't travel with heavy (luggage/luggages).
3. I receive all necessary (information/informations) from him.
4. Please show me all items of (crockery/crockeries).
5. The letter is short of (postage/postages).
6. Can you not reduce your (wastage/wastages)?
7. No news (is/are) good news.
8. Their performance in the first (inning/innings) was very poor.
9. Politics (is/are) the game of fortune hunters.
10. The Indian peasantry (is/are) still backward.

Exercise # 10

1. Our cavalry (is/are) highly trained.
2. The (gentry/gentries) have already arrived.
3. There is a large herd of (swine/swines).
4. All the (people/peoples) were happy.
5. I have several (pair/pairs) of shoes.
6. There are three (thousand/thousands) workers in this factory.
7. (Thousand/thousands) of workers are working in this factory.
8. I have four (pair/pairs) of shoes.
9. He is now three (scores/score) and ten.
10. (Scores/score) of houses have been gutted in fire.

Exercise # 11

1. He is rolling in (million/millions).
2. There is no absentee in the fifth and the sixth (classes/class).
3. There is no post-office in the first and second (lane/lanes).
4. Many great scientists were born in the eighteenth and nineteenth (century/centuries).
5. There is no mistake in the fourth and the fifth (page/pages).
6. No berth is available in the first and last (coach/coaches).
7. Apples sell at (ten and a half rupees/ten rupees and a half) a kilo.
8. He reached late by (one and a quarter hours/one hour and a quarter).
9. I have (two and quarter hours / two hours and a quarter) at my disposal.
10. He covered (twenty and a half kilometres / twenty kilometres and a half) in (one and a half hours / one hour and a half).

Exercise # 12

1. At this rate of interest your money will grow (two times and a half /two and a half times).
2. My income has risen (one time and a half/one and a half times).
3. The poor (deserve/deserves) all our sympathy.
4. The wounded (was/were) admitted in hospital.
5. The rich (is/are) not always merciless.
6. Every teacher should know (his/her/their/his or her) students.
7. I love to walk in the fresh morning (air/airs).
8. I shall spare no (pain/pains) in giving entire satisfaction to you.
9. Please submit your income-tax (return /returns) immediately.
10. This stool is made of (iron/irons).

Exercise # 13

1. I shall shift my entire household (effect/effects) from here.
2. I have booked my (good/goods) by passenger train.
3. He struck the ball with great (force/forces).
4. You have to pay your (custom/customs) duty.
5. He has gone to the (wood/woods) in search of his lost cattle.
6. He has built a small temple in the (premises /premise) of his new house.
7. Most men live to the age of three (score/scores) and ten.
8. I like the (scenery/sceneries) of this place.
9. My car cost me fifty (thousand/thousands) rupees.
10. Our score in the first (inning/innings) was very encouraging.

Exercise # 14

1. Pray and give (thank/thanks) to God that you have been saved.
2. There was a herd of (deer/deers) in the wood.
3. Their (offspring/offsprings) are all sickly.
4. Whose (cattle/cattles) are these?
5. Five (hundred/hundreds) years have passed since then.
6. The (tiding/tidings) came very late.
7. The (jury/juries) found him guilty.
8. (Dozen/Dozens) of men were injured.
9. I bought two (dozen/dozens) pencils.
10. He gave (alm/alms) to every beggar.

Exercise # 15

1. Where (is/are) the scissors?
2. The police (has/have) made no arrests.
3. Economics (is/are) taught by Dr. Jain.
4. The clergy (is/are) opposed to closing the church today.
5. A huge crowd (has/have) assembled.
6. No news (has/have) come from my brother.
7. Sheep blindly (follow/follows) the leader.
8. The jury (has/have) not come to a unanimous verdict.
9. Measles (is/are) a bad disease.
10. No cattle (is/are) allowed to graze here.

Exercise # 16

1. My family (is/are) early risers.
2. Three dozen pencils (has/have) been distributed.
3. The government (is/are) determined to implement the plan.
4. The majority of workers (has/have) come on duty.
5. The rich (is/are) not always happy.
6. I have bought a new (spectacle/pair of spectacles).
7. Have you installed new (machineries/machinery)?
8. Please pay my (regard/regards) to your father.
9. These poultry (is/are) mine.
10. You can select from these three (pair/pairs) of shoes.

Exercise # 17

1. So many (pair/pairs) of shoes are here before you.
2. I have all these points at (the ends of my fingers/my finger-ends).
3. He gets a monthly allowance of two (thousand/thousands) rupees.
4. His (hairs have/hair has) turned grey.
5. You must follow my (advice/advices).
6. I have not yet brought my (furniture/furnitures).
7. The news (is/are) not authentic.
8. He attended King (George's the Fifth/George the Fifth's) coronation ceremony.
9. The wages of sin (is/are) death.
10. His weekly (earning is/earnings are) very poor.

Exercise # 18

1. This is my (uncle's, the engineer/uncle, the engineer's) office.
2. (My pen's colour/The colour of my pen) is black.
3. A (three-men/ three-man) enquiry committee will look into the matter.
4. No more (informations/information) (is/are) available.
5. (My father's friend's son/The son of my father's friend) is coming today.
6. (A kite's wings/The wings of a kite) are large.
7. I have sent him my (congratulation/congratulations) for his success.
8. There was a (fifty-feet/fifty-foot) deep valley.
9. (Truck after truck/Trucks after trucks) crossed the prohibited line.
10. There is no light in the fifth and sixth (house/houses).

Exercise # 19

1. The police (has/have) already conducted a search of the fourth and the fifth (room/rooms).
2. His score was (one and a half centuries/one century and a half).
3. (Houses after houses/House after house) (was/were) looted by the dacoits.
4. Indian (force is/forces are) strong enough to face the challenge.
5. Gandhi has left his footmarks on the (sand/sands) of time.
6. Both his (daughter-in-laws/daughters-in-law) are beautiful.
7. There are 5 (M.A./M.A.s/M.A.'s) among the applicants.
8. The Indians are a religious-minded (people/peoples).
9. This vehicle is a carrier of (good/goods).
10. He brought the cake from (Deepak's/Deepaks/Deepaks').

Exercise # 20

1. The economics of your budget (is/are) wrong.
2. The logistics of the project (has/have) to be worked out.
3. Vital statistics (is/are) very important in beauty pageants.
4. A driver's license or two credit cards (is/are) required.
5. A thousand bushels (was/were) obtained.
6. Either his parents or his sister (has/have) to see me.
7. Each of Sylvia Plath's "bee poems" (use/uses) the theme of beekeeping to express aspects of the human condition.
8. This is our eighth (five-year/five-years) plan.
9. He gave me two ten (-rupee/-rupees) notes.
10. The cottage was thrown into (shamble/shambles) by the earthquake.

Solutions

Exercise # 01 to 20

Exercise # 01

- | | |
|--------------|-----------|
| 1. bewilders | 2. plays |
| 3. was | 4. is |
| 5. lies | 6. is |
| 7. is | 8. is |
| 9. has | 10. were. |

Exercise # 02

- | | |
|--------------|----------------|
| 1. spoonfuls | 2. These, are; |
| 3. equals | 4. is |
| 5. were | 6. is |
| 7. are | 8. is |
| 9. are | 10. is |

Exercise # 03

- | | |
|----------------------|--------|
| 1. seems | 2. is |
| 3. is | 4. is |
| 5. are | 6. is |
| 7. is | 8. has |
| 9. women, run, their | 10. is |

Exercise # 04

- | | |
|------------|-----------------------|
| 1. has | 2. has |
| 3. makes | 4. is |
| 5. alumnae | 6. That kind of apple |
| 7. is | 8. were |
| 9. have | 10. was a vegetarian |

Exercise # 05

- | | |
|------------------------------|--------------------------------|
| 1. were | 2. were not, would understand |
| 3. had gone, would have felt | 4. had been, have countenanced |
| 5. became, would | 6. speaks |
| 7. was | 8. galaxies, was |
| 9. his | 10. wait |

Exercise # 06

- | | |
|---------|------------------|
| 1. dare | 2. need |
| 3. Were | 4. are |
| 5. has, | 6. have |
| 7. is | 8. He, you and I |
| 9. his | 10. need |

Exercise # 07

- | | |
|---|----------------|
| 1. are (but "More than one game <u>is</u> lost) | 2. was |
| 3. is | 4. is |
| 5. are | 6. was |
| 7. appears | 8. was |
| 9. five-man | 10. forty-foot |

Exercise # 08

- | | |
|---------------|---------------------|
| 1. alms, | 2. trousers, |
| 3. outskirts, | 4. remains, |
| 5. valuables, | 6. congratulations, |
| 7. dregs, | 8. fetters, |
| 9. poetry, | 10. stationery. |

Exercise # 09

- | | |
|----------------|------------|
| 1. jewellery | 6. wastage |
| 2. luggage | 8. innings |
| 3. information | 10. are |
| 4. crockery | |
| 5. postage | |
| 7. is | |
| 9. is | |

Exercise # 10

- | | |
|--------------|-------------|
| 1. are | 2. gentry |
| 3. swine | 4. people |
| 5. pairs | 6. thousand |
| 7. Thousands | 8. pair |
| 9. score | 10. Scores |

Exercise # 11

- | | |
|---|---------------------------|
| 1. millions | 2. class |
| 3. lanes | 4. centuries |
| 5. page | 6. coaches |
| 7. ten rupees and a half | 8. one hour and a quarter |
| 9. two hours and a quarter | |
| 10. twenty kilometres and a half, one hour and a half | |

Exercise # 12

- | | |
|-------------------------|-------------------------|
| 1. two and a half times | 2. one and a half times |
| 3. deserve | 4. were |
| 5. are | 6. his |
| 7. air | 8. pains |
| 9. returns | 10. iron |

Exercise # 13

- | | |
|-------------|-------------|
| 1. effects | 2. goods |
| 3. force | 4. customs |
| 5. woods | 6. premises |
| 7. score | 8. scenery |
| 9. thousand | 10. innings |

Exercise # 14

- | | |
|--------------|------------|
| 1. thanks | 2. deer |
| 3. offspring | 4. cattle |
| 5. hundred | 6. tidings |
| 7. jury | 8. Dozens |
| 9. dozen | 10. alms |

Exercise # 15

- | | |
|-----------|---------|
| 1. are | 2. have |
| 3. is | 4. are |
| 5. has | 6. has |
| 7. follow | 8. have |
| 9. is | 10. are |

Exercise # 16

1. are
3. is
5. are
7. machinery
9. are

2. have
4. have
6. pair of spectacles
8. regards
10. pair

Exercise # 19

1. have, room
3. House after house, was
5. sands
7. M.A.'s
9. goods

2. one century and a half
4. forces are
6. daughters-in-law
8. people
10. Deepak's

Exercise # 17

1. pairs
3. thousand
5. advice
7. is
9. is

2. my finger-ends
4. hair has
6. furniture
8. George the Fifth's
10. earnings are

Exercise # 20

1. are
3. are
5. were
7. uses
9. -rupee

2. have
4. are
6. has
8. five-year
10. shambles

Exercise # 18

1. uncle, the engineer's
3. three-man
5. The son of my father's friend
7. congratulations
9. Truck after truck

2. The colour of my pen
4. information, is
6. The wings of a kite
8. fifty-foot
10. houses

Pronoun Errors

Welcome to the **most difficult and most annoying** errors in Grammar. There are three kinds of errors in pronouns:

1. Pronoun case (You may **never get it right** while speaking)
2. Pronoun-antecedent agreement (often **eludes our attention**)
3. Pronoun reference (gives rise to **politically incorrect** and **sexist** language).

The problem with pronoun errors is that there is a vast difference between “pure grammar” and “current usage”. This is one of the most favourite areas on the CAT.

I often wonder how to introduce yourself? **“Myself Gaurav?”** or **“Me Gaurav”** or **“I am Gaurav”**? Should I say: **“It is I”** or **“It is me”**? Should I say: **“The book which is on the table”** or **“The book that is on the table”**? Should I say: **“You and I did it”** or **“I and you did it”**? Should I say: **“Between you and I/he did it”** or **“Between you and me/he did it”**?/etc.

Do you think you can outsmart the CAT-setter? Here is a check to flex your muscles at pronoun errors. *Pick the right option in the following sentences.*

1. Fred whispered to his wife/“Let’s keep this a secret between you and (I/me).”
2. (We/Us) students began our adventure at dawn.
3. Charlene and (I/myself) are handling all the renovations.
4. He is one of those doctors (who/whom) others frequently ask for advice.
5. He and I are both hearty eaters/but he can eat more than (I/me).
6. Each of the books is in (its/their) proper place on the shelves.
7. Dinesh gave a party for Binod and (I/me).
8. The victim of the practical joke turned out to be (I/me).
9. We objected to (him/his) taking all the credit.
10. (We/Us) managers must assume a leadership role.
11. He and (myself/I) are cousins.
12. The play could never have been produced without (he and I/him and me).
13. One has to work hard to build up (his/one’s) muscles.
14. What can we do to stop (them/their) worrying about us?
15. The defeat did not hurt him so much as (they/them).
16. They notified everyone except Margie and (she/her).
17. For (who/whom) was the gift intended?
18. Derek is going to the game with (she/her) and (I/me).
19. The two boys/Larry and (he/him)/are sleeping.
20. Daisy saw the two boys/Larry and (he/him).
21. She is funnier than (he/him).
22. She is taller than (I/me).
23. Do you like Professor Danto more than (me/I)?
24. The teacher and (I/me/myself) organised a reading of the play.
25. The caterers left the decision up to Nicholas and (she/her/herself).
26. (Myself/I myself) supervised the renovation.
27. This was a task best handled by (us/we/ourselves).
28. Bill and (I/me) went to the movie.
29. (She/Her) and I went to the movies.
30. Tami met Spencer and (I/me) at the movie.
31. It was (I/me).
32. It is (we/us).
33. That can’t be (she/her).
34. It might have been (they/them).
35. When the bell rings/it will be (he/him).
36. Who’s going to be the new team captain? I would like it to be (I/me).
37. With my luck/the boss will turn out to be (him/he).
38. The boy (who/whom) she met lives nearby.
39. If I had known (who/whom) she was/I would have introduced myself.



40. She resents (his/him) playing basketball all day.
41. He had no patience for (their/them) whining about homework.
42. Our parents were proud of (our/us) running in the marathon.
43. Here is a gift from (I/me).
44. You can go with (she/her).
45. Sit quietly beside (he/him) on that bench.

Solutions

- | | | | |
|-----------|----------------|--|----------------|
| 1. me | 2. We | 3. I | 4. whom |
| 5. I | 6. its | 7. me | 8. me |
| 9. his | 10. We | 11. I | 12. him and me |
| 13. one's | 14. their | 15. them | 16. her |
| 17. whom | 18. her and me | 19. he | 20. him |
| 21. he | 22. I | 23. Both are correct depending upon the meaning. | |
| 24. I | 25. her | 26. I myself | 27. us |
| 28. I | 29. She | 30. me | 31. I |
| 32. we | 33. she | 34. they | 35. he |
| 36. me | 37. him | 38. whom | 39. who |
| 40. his | 41. their | 42. our | 43. me |
| 44. her | 45. him | | |

The rules regarding pronouns involve a lot of grammatical terms that are pretty annoying. So we shall try to limit ourselves to the minimum guidelines that should get you the right answer always.

No objective personal pronoun

1. It is **I** (not **me**) who came yesterday.
2. It is **he** (not **him**) who will help you.
3. If I were **she** (not **her**)/I wouldn't do it.
4. It is **they** (not **them**) who saved us.

Note — It should be remembered that in colloquial use/personal pronoun can be used in the **objective form**. **But this is not allowed in writing**. As – It is **me!** It wasn't **him!** **He is taller than me.** This form is considered wrong in written English.



Order

You can use some simple formulae to remember the correct use of pronouns.

- **In singular number**/remember 3 + 2 + 1/that is You + He + I.
- **In plural number**/it is 2 + 3 + 4/that is/We + You + They.
- But if the sentence has a bad sense/or is expressive of some error or fault/the order should be thus— **I/We + You + He/They**.

The following examples will make this clear.

- | | |
|---|--|
| 1. You/he and I are good friends. | 2. We/you and they can live together. |
| 3. You and he were classmates. | 4. Ram and I lived in the same house. |
| 5. You and I can travel together. | 6. We and you and they can work together. |
| 7. They and we were in the same class. | 8. I/you and he have to accept our fault. |
| 9. You and he will be punished. | |

"Each other" Vs. "One another"

Traditionally/"Each other" is used for two and "One another" for more than two. This rule/however is almost outdated.

- | | |
|--|---|
| 1. The two brothers help each other . | 2. All the five brothers help one another . |
| 3. The two wheels rub against each other . | |

After "than" or "as"

The full form of "I am taller than he" will be "I am taller than he is". Therefore/in order to decide/we should mentally speak the whole sentence in our mind.

1. I am stronger than **he** (is). *So don't say "I am stronger than him."*
2. I am as strong **as he** (is).
3. He loves you more **than I** (love you).
4. I love you more **than he** (loves you).
5. He gave you more marks **than** (he gave) **me**.
6. I shall give you as many books **as** (I shall give) **him**.
7. He and I are both hearty eaters/but he can eat more than (I can).
8. Dinesh gave a party for Binod and me.
9. The defeat did not hurt him so much as (it hurt) them.
10. The two boys/Larry and (he/him)/are sleeping. (**Would you say/"he is sleeping" or "him is sleeping"?** Ans. he
11. Daisy saw the two boys/Larry and (he/him).
12. She is funnier than (he/him).
13. She is taller than (I/me).
14. Do you like Professor Danto more than (me/I)?



Ans. Daisy saw him.
She is funnier than he is.
She is taller than I am.

This can be written in two ways both of which are correct:

15. Do you like Professor Danto more than I like him?
16. Do you like Professor Danto more than you like me?
17. The caterers left the decision up to Nicholas and (she/her/herself).
18. Bill and (I/me) went to the movie.
19. (She/Her) and I went to the movies.
20. Tami met Spencer and (I/me) at the movie.

OR

HER
I
SHE
ME

With and without "that"

In some of the statements below/the word "that" has been put in brackets/where it can **be removed** without changing the meaning. But "that" cannot be removed in the other sentences.

1. I know the house (**that**) he lives **in**.
2. I catch the point (**that**) you are hinting **at**.
3. The picture (**that**) I saw yesterday was good.
4. The man (**that**) you interviewed yesterday has come again.
5. That is the house (**that**) I lived **in**.
6. That is the man (**that**) I talked to.
7. I have not yet read the **book (that)** you suggested to me.
8. I have lost the **pen (that)** you gave me.
9. Gandhi was the **greatest** man **that** modern India produced.
10. He is the **best** speaker **that** I have ever heard.
11. This is **all** the statement **that** he gave.
12. He is **the** same boy **that** came yesterday.
13. It is **only** the fools **that** talk that way.
14. There was **none that** was not moved to tears.
15. **What** is it **that** troubles you so much?
16. **What** is there **that** I cannot do?
17. **Who** am I **that** you should care for?
18. The **rider** and his **horse that** tried to cross the river were drowned.
19. The **driver** and his **bus that** crossed the lane struck against a tree.

"Which" and "that"

It is very important to understand the distinction between **which** and **that**.

If the clause you are introducing **can be removed without significantly changing** the meaning of the sentence/use the non-restrictive "**which**". You will use a comma to set off the clause beginning with "which".

If **you can't remove** it without altering the meaning or intent of the sentence/use the restrictive "**that**". In addition/assuming that you opt for "**which**"/very likely you will be setting off the clause with a comma or two. You will not use a comma with "that".

Let us look at an example.

- The book/which I returned to the library yesterday/is one of my favourites.
The book is one of your favourites whether or not you returned it to the library. Thus/ the information in the "**which**" clause is **not vital** to your meaning.
- The book that I want you to read is in the library.
The particular book you are referring to is in the library. The information in the "**that**" clause is **vital** to your meaning.



In some cases/it is not so easy to choose between "which" and "that".

- The values **which** were recorded by the instrument were all in normal range (Incorrect).
- The values/**which** were recorded by the instrument/were all in normal range (Correct).
- The values **that** were recorded by the instrument were all in normal range. (Best option)
- They **those** worship money only are deprived of life's other rewards. (Incorrect)
- They **that** worship money only are deprived of life's other rewards. (Correct)
- I remember the day **which** he came. (Incorrect)
- I remember the day **which** he came **on**. (Correct but clumsy)
- I remember the day **that** he came. (Better)

When "that" is better than "which" or "who"

"That" is preferred to "who" or "which" in the following cases:

- After adjectives in the superlative degree
- After "all"/"same"/"any"/"none"/"nothing" and "only"
- After the interrogative pronouns/"who" and "what"
- After the antecedents/one denoting a person and the other an animal or a thing.

Using these rules/let us set right some incorrect sentences on the next page.

Incorrect	Correct
It was the best food which we ever tasted.	It was the best food that we ever tasted.
I did all which I could for him.	I did all that I could for him.
What is there which may not be asked in General Awareness?	What is there that may not be asked in General Awareness?
The old man and his stick which are always present at the party were conspicuous by their absence today.	The old man and his stick that are always present at the party were conspicuous by their absence today.
The office was located in the heart of the town which had state-of-the-art interior decoration.	The office, which had state-of-the-art interior decoration, was located in the heart of the town.
He had a cow and which gave him milk.	He had a cow, which gave him milk.
He had a cow, <i>which</i> was brown in colour and that gave him milk.	He had a cow, which was brown in colour and which gave him milk. <i>(The conjunction and has been properly used to join two clauses beginning with which, both referring to the cow.)</i>

"But" as a pronoun

Sometimes "but" is used as a **pronoun**/in which case it means "who not" or "which not".

1. There is none **but** admires you. (but admires = who does not admire)
2. There is no problem **but** can be solved. (but can be solved = which cannot be solved)
3. There is none **but** loves his country. (but loves = who does not love)
4. **Incorrect:** There is no city **but does not have** a huge population.

Now/as the rule suggests/**but** is equivalent to **which ... not** in such sentences. The above sentence then has a double negative which wrongly suggests that there is no city which has a huge population. But this is not true. We mean to say that: There is no city which does not have a huge population. The sentence should be:

Correct: There is no city **but has** a huge population.



Such as

As is always used after "such"/"the same" or "as".

1. His behaviour was **such as** was well expected.
2. His problem was **such as** could not be easily solved.
3. My difficulty is **the same as** yours.
4. This is **as good as** that.

The same that / as

If in a certain sentence/"the same" comes before a noun/the same noun is suggested by "as" or "that" in the following clause. But if in the following clause/the verb is understood (i.e. not expressed)/only "as" will be used/not "that".

1. This is **the same** book **as/that** I bought last year.
2. He is **the same** man **as/that** came this morning.
3. This is **the same** case **as** yours.

One/one's/oneself

One is an indefinite pronoun. It is used in its own form in all the three cases. In nominative and objective cases/it is used as **one**; in possessive case it is **one's**/and in the reflexive form it is **oneself**. It is wrong to use a personal pronoun with it.

1. **One** should mind **one's** (not **his**) own business.
2. **One** should avail **oneself** (not **himself**) of every opportunity.
3. **One** cannot succeed unless **one** (not **he**) works hard.

Reflexive and emphatic pronouns

1. **I** can do it **myself**. (reflexive)
2. **I myself** can do it. (emphatic)



There are some verbs that take some reflexive pronoun for their object if there is no other object to complete them. Examples: Avail/absent/acquit/apply/revenge/enjoy/exert/forget/over-reach/pride/resign/etc.

1. I **availed myself** of this opportunity.
2. I **revenged myself** upon him.
3. He **absented himself** from the class.
4. You must have **enjoyed yourself** during the vacation.
5. **Incorrect:** I pride in being an Indian.
Correct: I pride myself in being an Indian.

Some of us have a peculiar habit of using "myself" for "I" or "I am". As a result we speak or write such monstrosities:

1. **Incorrect:** Myself Gaurav. **Correct:** I am Gaurav.
2. **Incorrect:** Myself can do it. **Correct:** I can do it. OR I myself can do it. OR I can do it myself.

Pronoun-antecedent problems

There is a pronoun in the sentence but it is not clear what or who it is referring to. Worse/it may appear to point to the wrong noun altogether. The way out is to reduce the gap between the pronoun and its correct antecedent or to rewrite the sentence in order to introduce the correct antecedent. Does that sound very complicated? The following examples will make things clear.

Incorrect	Correct
He has a resilience would see him through anything.	He has a resilience that would see him through anything
The book was such that he could read.	The book was such as he could read.
They who are students of the school need not buy tickets.	Those who are students of the school need not buy tickets.
Susan has changed her major twice this semester. This might mean she is unsure of her career goal.	Susan has changed her major twice this semester. This change might mean she is unsure of her career goal. <i>(Try to draw an arrow from the pronoun this to its logical antecedent. The sentence does not contain a noun which equals this, so the pronoun has no explicit antecedent. This makes it necessary to introduce the word "change".)</i>
After interviewing several nurses, I realised that it was not the career for me.	After interviewing several nurses, I realised that nursing was not the career for me. <i>(The pronoun it refers to nursing – a word that never appears in the sentence. Therefore, we revise the sentence by replacing the pronoun with a noun.)</i>
The team's poor sportsmanship made all of them look like whiners.	The team's poor sportsmanship made all of its members look like whiners. <i>(The pronoun "them" is trying to refer to the members of the team. However, neither the word "team" nor the word "members" is used in the sentence. Instead, the possessive form "team's" is used. A possessive antecedent may be used only for a possessive pronoun. Therefore, the sentence has been rewritten.)</i>
Richard told Sam that he needed to buy a new car.	"Sam," said Richard, "you need to buy a new car." OR "I need to buy a new car," Richard told Sam. <i>(The pronoun he could refer to either Richard or Sam. The reader doesn't know if Richard is announcing his own need for a new car or telling Sam that Sam's car was a piece of junk. If the antecedent of a pronoun is ambiguous, the sentence must be reworded or the pronoun must be replaced with a noun. When the pronoun refers to people, quoting may be a solution.)</i>
He found himself caught up in floor activities and neglecting his schoolwork, who was usually a good student.	He, who was usually a good student, found himself caught up in floor activities and neglecting his schoolwork. <i>(The pronoun who can grammatically refer back to the antecedent him, but the distance between them is too great. Arrange sentences so that the pronoun refers back to the nearest noun.)</i>



Who vs. whom

Another frequent cause of pronoun case error is the confusion between **who** and **whom**.

There is one strategy to eliminate this confusion. The difference between "**who**" and "**whom**" is one letter — **M**. Associate the **M** in "**whom**" with the **M** in the objective case pronoun "**him**". If you could use the pronoun **him** in your sentence/you can correctly use "**whom**".

1. You gave permission to **him**?
2. You gave permission to **whom**?
3. **He** agreed to that?
4. **Who** agreed to that?

Pronouns Practice



Incorrect	Correct
Every man must love their own country.	Every man must love his own country.
I am not one of those who believes everything I see.	I am not one of those who believe everything they see.
The committee decided the matter without leaving its seats.	The committee decided the matter without leaving their seats.
Both Manas and Appu showed his fondness for his father.	Both Manas and Appu showed their fondness for their father.
The chairman and managing director (CMD) of the company granted their approval to the scheme.	The chairman and managing director (CMD) of the company granted his approval to the scheme.
Every teacher and every student got their dress ready.	Every teacher and every student got his dress ready.
Neither Mani nor Guni has brought their identity card.	Neither Mani nor Guni has brought his identity card.
Neither the father nor his sons cares for his books.	Neither the father nor his sons care for their books.
It is him whom we are looking for.	It is he whom we are looking for.
Let you and I take a dip in the holy water.	Let you and me take a dip in the holy water.
Between you and I the problem could have been sorted out.	Between you and me the problem could have been sorted out.
When it comes to providing news, The Times of India is as good as him .	When it comes to providing news, The Times of India is as good as he .
No friend will come to your party but I .	No friend will come to your party but me .
He earns more than her .	He earns more than she .
Mohan and myself decided to join politics.	Mohan and I decided to join politics.
The film city in Bombay is much more developed than Noida.	The film city in Bombay is much more developed than that in Noida.
This is true that bell-bottoms were once in fashion.	It is true that bell-bottoms were once in fashion.
India won the match and it was a good news.	India won the match and this was good news.
One should take care of his house.	One should take care of one's house.
Each boy was accompanied by an adult but there were none with the orphan.	Each boy was accompanied by an adult but there was none with the orphan.
I am used to many guests everyday but there was none today.	I am used to many guests everyday but there were none today.
I could not meet either of my three brothers at home.	I could not meet anyone of my three brothers at home.
Either of the choice fit the answer.	Either of the choices fits the answer.
The boys narrated stories each .	Each of the boys narrated stories.

Exercise

1. Harriet Dorn and (I/me) will attend the dance together.
2. (She/Her) and Ira certainly make a cute couple/don't they?
3. You and (we/us) had better go together/I think.
4. Send Mr. Sack and (I/me) separate bills/if you will.
5. Take her father and (she/her) into the next room please.
6. This matter can best be settled/I believe/between (he/him) and his lawyer.
7. How was the letter addressed? Was it addressed to his father and (he/him) or to his mother and (he/him)?
8. That's something you can decide yourself/or else you and (she/her) can decide it between you.
9. We'll leave the decision up to you and (they/them).
10. Everyone is willing to play along with us but (she/her) and Bob.
11. Will you serve (he/him) and (I/me) now?
12. Women treat (we/us) men in a rather unsportsmanlike manner/don't you think?
13. Will you watch Ira and (she/her) so they don't get into trouble?
14. Please write your mother and (I/me) at least once a week.
15. Please call your father and (I/me) whenever you're in town.
16. Did you invite (we/us) and the Harrisons to your party?
17. He considers Margie and (I/me) his best friends.
18. We saw Sam and (she/her) together last night.
19. (They/Them) and (we/us) are not friends.
20. Do you consider (they/them) and (we/us) friends?
21. Was it (she/her) you were talking about?
22. It is (we/us) you will have to answer to if anything goes wrong.
23. (He/Him) and Frank are our best workers.
24. Let's keep this information strictly between (we/us) men.
25. Why/he spoke to you and (I/me) as if we were babies.
26. He sent Charlie Jerome and (I/me) over to the main office.
27. Now it is (I/me) who am at a loss for words.
28. Was it (they/them) who gave you all that misinformation?
29. An American is (he/him) who loves America.
30. That picture doesn't look a bit like (I/me).
31. That picture surely isn't (I/me)/is it?
32. It won't be (he/him) who will suffer/it will be (I/me).
33. Why don't you invite (she/her) and her brother to go with you?
34. Everyone seems more than satisfied/except (she/her).
35. No one but (he/him) would take your offer seriously.
36. Mike Quill (who/whom) is the leader of the Transport Workers' Union/has been conferring with Mayor O'Dwyer for several days.
37. J. A. Krug/(who/whom) Truman appointed Secretary of the Interior after the resignation of Harold Ickes/has also been conferring—with John L. Lewis/of the United Mine Workers.
38. Alfred E. Driscoll/(who/whom) you no doubt recall was elected Governor of New Jersey in 1946/has promised to eliminate government interference with industry.
39. Dr. Joseph R. Sizoo/(who/whom) many people consider is one of the ablest speakers of his day/has been upheld by his congregation in his resignation from the Reformed Dutch Protestant Church of New York.
40. An executive of a large soap company (who/whom) we understand did not wish to be quoted/announced a 50 percent rise in soap prices after the demise of the O.P.A.
41. (Who/Whom) do you think you are anyway?
42. (Who/Whom) would you like to be?
43. (Who/Whom) do you think he is?
44. (Who/Whom) did you think he spoke to?
45. (Who/Whom) are you waiting for?
46. (Who/Whom) do you love best in all the world?
47. (Who/Whom) do you imagine will be the next President of the United States?
48. (Who/Whom) was responsible for Truman's original veto of the Case Bill?
49. (Who/Whom) do you think was responsible for Truman's original veto of the Case Bill?
50. It is hard to say (who/whom) we will vote for in the next elections.

51. It is hard to say (who/whom) the country will decide is to be considered responsible for the misfortunes that befell the Democrats in the 1946 elections.
52. It is hard to say (who/whom) the country will hold responsible for this election debacle.
53. (Who/Whom) do you wish to speak to?
54. (Who/Whom) do you wish to see?
55. (Who/Whom) do you wish to visit today?
56. (Who/Whom) do you believe is best qualified to take care of you?
57. Let me speak to (whoever/whomever) is waiting for the General.
58. To (who/whom) this may concern.
59. (Who/Whom) you've chosen for this task is your own business.
60. He's the man (who/whom) I believe robbed the First National Bank.
61. Was it (he/him) you were talking to?
62. It was (she/her) I was thinking about.
63. Harvey is taller than (I/me).
64. Frank Fay loves Harvey more than (I/me).
65. She is happier than (I/me).
66. He obeys his mother quicker than (I/me).
67. Are the Russians freer in their personal lives than (we/us)?
68. Government regulations affect the Russians more than (we/us).
69. Are the Russians as free as (we/us)?
70. We are just as rich as (they/them).
71. She loves her mother as much as (I/me).
72. We are more truthful than (she/her).
73. No one else can drink a quart of Scotch as fast as (he/him).
74. I am always being blamed; they are never blamed/no matter what they do. Why do you blame me/more often than (they/ them)?
75. They work much faster than (we/us).
76. You may be older than (I/me)/but I'm a lot wiser than you.
77. We can fight just as hard as (they/them).
78. No wonder you're not hungry—you ate much more breakfast than (I/me).
79. He earned more than (I/me) and he worked less.
80. When you're as rich as (they/them)/you'll vote Republican also.
81. You're just as much in error as (he/him).
82. Do you work (like/as) I told you to.
83. Work as hard as (I/me).
84. It is (I/me) who (is/am) tired.
85. It is (I/me) who (has/have) made the error.
86. I /am the one who (has/have) made the error.
87. It is (I/me) who (is/am) lonely.
88. The manager wants you and (I/me) to open the store tomorrow.
89. I want you and (he/him) to stop annoying the children.
90. I bet I can make Gerbrand and (she/her) obey me.
91. Do you want (he/him) and his wife to come in now?
92. We expect Nellie and (he/him) to come for supper.
93. He thought us to be (they/them).
94. (Who/Whom) did you think him to be?
95. I would like to be (he/him).
96. (Who/whom) do you want to be?
97. (Who/Whom) would you like to be if you weren't yourself?
98. (Who/Whom) did you think him to be?
99. Would you like to be (we/us)?
100. Did you think them to be (us/we)?
101. I thought the General to be (he/him).
102. I thought the nurse to be (she/her).
103. We thought the criminals to be (they/them).
104. We expected the murderer to be (him/he).
105. The murderer turned out to be (she/her).

106. I want you and (she/her) to help me.
107. No one but (he/him) can help you.
108. No one can help you except (I/me).
109. Everyone was most agreeable to you except (she/her).
110. Everyone but (she/her) was most agreeable to you.
111. Who but (we/us) has enough money to finance such a venture?
112. Who has enough money to finance such a venture except (we/us)?
113. We spoke to everyone but (she/her).
114. She likes everyone but (he/him).
115. Do you see all your friends here? Everyone except (they/them).
116. They all failed the test but (I/me).
117. The cat licked (it's/its) paws.
118. When he sent the letter to my sister and (I/me)/he felt he had done all that was possible to do under the circumstance.
119. Between you and (I/me) I think she's lying.
120. You've thanked everyone but (he/him) and his father.
121. We're never going to speak to the principal or (she/her) again.
122. No one is here except (we/us) and the servants.
123. Would you like to take a walk with Adelaide and (I/me)?
124. Let him sit near Mary and (we/us).
125. Take a place in line after the boys and (she/her).
126. This is a special arrangement between Charlie and (we/us).
127. I have nothing against Herb and (she/her); I do, however, wish to see justice done.
128. Now you're talking like (I/me).

Solutions

- | | | | |
|---------------|--------------|---|-------------|
| 1. I | 2. She | 59. whom | 60. who |
| 3. we | 4. me | 61. he | 62. she |
| 5. her | 6. him | 63. I | |
| 7. him, him | 8. she | 64. <i>Both may be correct depending upon the meaning</i> | |
| 9. them | 10. her | 65. I | |
| 11. (him, me) | 12. us | 66. <i>Both may be correct depending upon the meaning</i> | |
| 13. her | 14. me | 67. we | 68. us |
| 15. me | 16. us | 69. we | 70. they |
| 17. me | 18. her | 71. <i>Both may be correct depending upon the meaning</i> | |
| 19. they, we | 20. them, us | 72. she | 73. he |
| 21. she | 22. we | 74. them | 75. we |
| 23. He | 24. us | 76. I | 77. they |
| 25. me | 26. me | 78. I | 79. I |
| 27. I | 28. they | 80. they | 81. he |
| 29. he | 30. me | 82. as | 83. I |
| 31. I | 32. he, I | 84. I, am | 85. I, have |
| 33. her | 34. her | 86. has | 87. I, am |
| 35. him | 36. who | 88. me | 89. him |
| 37. whom | 38. who | 90. her | 91. him |
| 39. who | 40. who | 92. him | 93. them |
| 41. who | 42. who | 94. whom | 95. he |
| 43. who | 44. whom | 96. who | 97. who |
| 45. whom | 46. whom | 98. whom | 99. we |
| 47. who | 48. who | 100. us | 101. him |
| 49. who | 50. whom | 102. her | 103. them |
| 51. who | 52. whom | 104. him | 105. she |
| 53. whom | 54. whom | 106. her. | |
| 55. whom | 56. who | | |
| 57. whoever | 58. whom | | |

107 to 128: Second choice in all the questions.

Verbs

A verb is a word or phrase that describes an action, condition or experience.

This should be easy, right? All right, **let us check you out.**

Read the following paragraph and pick the right verb from the brackets.



Harshad, along with his brother Ketan, (plan, plans) to surprise their mother for her birthday. She is usually so tired after work that she has to (lay, lie) down and rest for half an hour before making dinner. What the boys have in mind (was, is) a home-cooked meal of their own. "Where (are, is) the set of wine glasses?" (ask, asks) Harshad. "Most of the glasses (are, is) in the box, but one is (broke, broken)." After (making, to make) burgers and baked potatoes, they call their mother. She is astonished. "I wish Daddy (was, were) in town to see what a beautiful job you've done!" Neither the boys nor their mother (try, tries) to hide their delight when they bring out the dessert. The dessert (are, is) ice cream sundaes.



Did you pick these verbs?

Plans, lie, is, is, asks, are, broken, making, were, tries, is.

If you did, well, you can smile. You seem to know your verbs.

WATCH OUT!			
	Common errors	The correct form	Why? (The theory)
1	I have come yesterday .	I came yesterday.	The sentences mix up past and present tenses. In these cases, the verb should be in the simple past tense.
2	He has left a few minutes ago .	He left a few minutes ago.	
3	He has met me last winter .	He met me last winter.	
4	I had come just now.	I have come just now .	The use of " just now " is correct only in the present perfect tense .
5	He was leaving just now.	He has left just now .	
6	He has already went home.	He has already gone home.	The following adverbs of time are always used with the present perfect tense, not with the simple past tense: Already, yet, since, until now, so far .
7	You did not do any work so far.	You have not done any work so far.	
8	The train left before I had reached the station.	The train had left before I reached the station.	Here, there are two actions occurring at two points of time in the past. The action in the near past is written in simple past tense and that occurring in the distant past, in past perfect tense.
9	The patient died before the doctor reached .	The patient had died before the doctor reached .	
10	He had came and I went.	He came and I went .	When two things happen (almost) simultaneously, then past simple tense is used for both of them.

Have any cause for "has" or "had"?

"Have", "has" and "had" are simple chaps but can get quite mischievous if you are not watchful. Let us get to know them better.

In some sentences, the subject does not act himself but behaves like the boss – he gets the work done by others. Such sentences are constructed as below with the help of **have, has** or **had**, used as causative verbs. Here are some examples:

1. **I had** him **punished** for his fault.
2. He **had** a house **built**.
3. **I have** my essays **corrected** by my teachers.
4. **I shall have** my letter **typed**.
5. They **can have** their furniture **repaired**.
6. I **got** him punished.
7. I **shall get** my essay **corrected**.
8. He **gets** his furniture **repaired** every year.
9. **I am getting** my house **whitewashed**.
10. He **made him** run away.
11. I **got him** dismissed.
12. He **had** the **orders** passed.

When have gives, takes or does!

When "have" means **give, take** or **do**, it can be used in the **present continuous tense** also.

1. We **are having** a party today.
2. They **are having** very difficult times these days.

But we should not write sentences like the following:

1. **Incorrect: I am having** a book.
2. **Incorrect: She is having** a small baby.
3. **Incorrect: This book is having** six chapters.

Have some hope!

There are some verbs that, if used in **past perfect tense**, would indicate **action left incomplete**. These verbs express **hope, wish, desire** and **imagination**. Examples: **Wish, hope, want, expect, intend, suppose, think**. Also remember that an **infinitive** is used after the **past perfect form** of these verbs.

1. **I had expected to find** him here. (But could not find him here.)
2. She **had hoped to pass** in the first division. (But could not)
3. **I had wished to buy** a new car. (But could not)

Perfect infinitives can also be used in place of **simple infinitives**:

1. I had expected **to have found** him here.
2. She had hoped **to have passed** in the first division.
3. I had wished **to have bought** a new car.

Had a good time?

As a main verb, had means *possess, experience* etc. **Had** is the past tense of **have**.

For example, "I **had** a good time" means "I **experienced** a good time."

This is one sentence that continues to confuse students:

I **have had** a good time.



Is this right? Have and had together? Past tense and present tense as neighbours?

Well, we need not get confused because we know "**have**" is both a main and an auxiliary verb. "**Had**" is the main verb meaning "**experienced**". "**Have**" is the auxiliary used for making perfect tense. Let us rewrite the above sentence.

I have experienced a good time.

Ha! Now it is not so bad, is it?

Sometimes **have had, has had** or **had had** are used together. Do not get spooked if you see sentences like the following:

1. **I have had** my breakfast.
2. She **has had** her breakfast.
3. She **had had** her breakfast very early.
4. He **will have had** his breakfast by now.

Have an obligation

1. I **have** to go to office.



Now, that is an obligation, plain and simple. Come what may, I better go.

Suppose I do not have to go to office. How can we turn this obligation around into a negative? Here are two ways:

1. **I haven't** to go to office *today*.
2. **I don't have** to go to office *on a holiday*.



Had I ...

Sometimes "had" is used to express **condition, wish** or **imagination**.

1. **Had** I been a king!
2. **Had** I seen the Olympic games!
3. **Had** I won a lottery!
4. He behaved as if he **had been** my master.

You have been a "has-been"?



These sentences show that some action **started in the past** and also **ended in the past**, and is **not continuing in the present**.

1. I have been a Professor. (I am not a Professor now.)
2. I have been to England. (I am not there now.)
3. He has been a sportsman. (Now he is not.)
4. He is a bit of a has-been. (Do you think you are praising him when you say this? Why?)

When "do" does it better!

Special effect

It sometimes happens that we want to change the order of words to gain some particular effect. The use of **do** then comes handy.

1. He knows little of the harm being caused to him.
2. Little does he *know* of the harm being caused to him.

Don't you think there is a little more drama in the second version of the sentence?

To avoid repetition

1. **Repetitive:** He sings well and she sings well.
2. **Better:** *He sings well and so does she.*

To add emphasis

1. **Normal:** You **made** a mistake.
2. **Forceful:** You **did** make a mistake.

To make a request or invitation more persuasive

1. **Normal:** Come to the party.
2. **More persuasive:** **Do** come to the party.

Not "has gone"

Sometimes "Go" is used in the sense of "Lose". In that case we should write **is gone** or **was gone**, or **is lost** or **was lost**, not **has** or **had gone** or **lost**.

1. **Incorrect:** My suitcase **has lost**.
2. **Correct:** My suitcase **is lost**.
3. **Incorrect:** My suitcase **has gone** in the train.
4. **Correct:** My suitcase **was gone** in the train.

Ought to do

Ought to is used to express moral obligation, desirability or strong probability. Remember that **ought** is always followed by an infinitive with **to**.

1. We **ought** to serve our fellowmen. (Moral obligation)
2. You **ought** to get married now. (Desirability)
3. It **ought** to rain. (Strong probability)

Would you please?

Habitual action: Would is used to express habitual action in the past. Here, **would** takes the place of **used to**. For example, She **would** teach the children every day.

Express a condition

1. She **would** be killed if she goes. (*Future*) (There is **some possibility** of her going.)
2. She **would** be killed if she went. (*Future*) – (There is **no possibility** of her going.)
3. She **would** have been killed if she had gone. (*Past*) – (She didn't go.)



Polite request: **Would** you lend me your pen?

Probability: The match **would** be over by now.

Strong desire: I **wish** I **would** be at home now.

Need you dare?

These are four words we use regularly. These are also the words we are likely to misuse. Meet **need**, **needn't**, **dare** and **daren't** in their various forms.

- | | |
|---|--|
| 1. I need a pen. | 2. You/they need a pen. |
| 3. He needs a pen. | 4. I/you/he/they needed a pen. |
| 5. I don't need a pen. | 6. She doesn't need a pen. |
| 7. He need not fear me. | 8. He need never fear me. |
| 9. He need hardly take my help. | 10. He need scarcely demand any more help. |
| 11. Need he go there? | 12. Need he try again? |
| 13. Do I need to go with him? | 14. Does he need to go with you? |
| 15. Did you need to behave like this? | 16. You needn't work so hard. |
| 17. He needn't go there. | 18. They needn't go there. |
| 19. He needn't have gone there. (unnecessary) | 20. He needn't have behaved like this. (improper) |
| 21. He dares me to climb to the peak. | 22. I dare you to compete with me. |
| 23. They dare me to move this boulder. | 24. He dare not fight with me. |
| 25. I dare not stand before you. | 26. They dare not question my integrity. |
| 27. He dare hardly speak before me. | 28. Dare he speak before you? |
| 29. Dare he repeat the mistake? | 30. Does he dare to challenge you? |
| 31. Did he dare to argue with you? | 32. Do I dare to stand before him? |
| 33. He daren't come before me. | 34. I daren't go there alone. |
| 35. He daren't have gone alone in the deep wood. | 36. You daren't have challenged him like this. |

WATCH OUT!

	Common errors	The correct form	Why? (The theory)
1	He has and will play cricket.	He has played , and will play , cricket.	When there is only one auxiliary to two principal verbs, it should correctly associate with both.
2	His child has been selected for interview while others failed to qualify.	His child has been selected for interview while others have failed to qualify.	
3	He neither has nor will help you.	He neither has helped nor will help you.	
4	He has not and should not tell a lie.	He has not told and should not tell a lie.	
5	The poachers were caught yesterday when they fell trees illegally.	The poachers were caught yesterday when they felled trees illegally.	Verbs like fall , lie , rise and sit are made transitive by a slight change in their spelling. The transitive is the causative of the corresponding intransitive verbs.
6	He laid still on the carpet.	He lay still on the carpet.	
7	Rise your hands if you are in support of this candidate.	Raise your hands if you are in support of this candidate.	
8	The books are laying on the table.	The books are lying on the table.	
9	Please lie these coats across my bed for now.	Please lay these coats across my bed for now.	
10	He has laid in bed all day; I wonder if he's sick.	He has lain in bed all day; I wonder if he's sick.	



When a question tags along!

Question tags are part of normal conversations. But do you get it right every time? You should check it out, **shouldn't you?**

1. You love me, **don't you?**
2. Let us now play, **shall we?**
3. You don't love me, **do you?**
4. Don't go there, **will you?**
5. He is a good man, **isn't he?**
6. He is not a good man, **is he?**
7. He doesn't work hard, **does he?**
8. He works hard, **doesn't he?**
9. He **rarely** comes here, **does** he?
10. **Few** people are interested in this scheme, **are** they?
11. No one will come, will he / will they?
12. Any one can come, can't he / can't they?
13. All of us will go, won't we?
14. None of us has done it, have we?
15. All of you can do it, can't you?
16. None of you can do it, can you?
17. All of them were present, weren't they?
18. None of them were present, were they?
19. Everything is lost, isn't it?
20. Nothing is lost, is it?
21. I am only a student, aren't I?
22. I am not a student, am I?
23. There is no good college, is there?
24. There is a good college, isn't there?
25. I need a book, don't I?
26. He needs a book, doesn't he?
27. He used to live here, didn't he?
28. Ring the bell, **will you?**
29. Don't ring the bell, will you?
30. Let us now go for dinner, shall we?
31. Let us form a society, shall we?
32. Let them read here, will you?
33. Let her take the book, will you?

More about LAY and LIE

The verbs **to lay** and **to lie** are probably the two most confusing verbs in English. Because they are so widely used they are worth paying a little extra attention to.



Present Stem	Past Tense	Past Participle	Present Participle
lay	laid	laid	laying
lie (down)	lay	lain	lying
lie (untruth)	lied	lied	lying



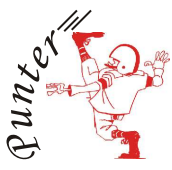
To **"lay"** means to put or place something down. It always takes an object. If you can use the verb **put** in your sentence you need a form of the verb **to lay**.

1. I usually **lay** the keys on the table.
2. Yesterday I **laid** the book on the table.
3. I had just **laid** the book on the table when the phone rang.
4. I'm **laying** the book on the table.

To **"lie"** means to rest, relax, or place oneself in a horizontal position. It does not take an object. If you can use the verb **recline** in your sentence, you need a form of the verb **to lie**.

1. I **lie** on the floor for fifteen minutes every afternoon.
2. Yesterday I **lay** on the floor for fifteen minutes.
3. I have **lain** on the floor for fifteen minutes every afternoon as long as I can remember.
4. I'm **lying** on the floor for fifteen minutes (so don't bother me).

WATCH OUT!

	Common errors	The correct form	Why? (The theory)
1	I bid him to quit the organisation.	I bid him quit the organisation.	The infinitive is used without "to" after verbs like help, watch, bid, dare, hear, let, make, need and see.
2	You need not to worry about us.	You need not worry about us.	
3	She heard her to weep .	She heard her weep .	
4	I agree for helping you out in trouble.	I agree to help you out in trouble.	The following verbs are followed by the infinitive: Agree, arrange, attempt, care, cease, consent, decide, determine, endeavour, fall, forget, hesitate, hope, learn, manage, neglect, prepare, promise, propose, refuse, regret, remember, seem, swear, undertake.
5	There is not alternative but to help him out.	There is no alternative but help him out.	Prepositions "but" and "except" take the infinitive without "to".
6	I would rather to go for batting.	I would rather go for batting.	Expressions "would rather, would sooner, rather than, sooner than and had better" are followed by infinitive without "to".
7	He heard the lion roared .	He heard the lion roaring .	Verbs of sensation like hear, listen, look, observe, perceive, see and smell, and verbs like catch, keep, leave and start are followed by a noun/pronoun + present participle
8	The teacher caught the students napped .	The teacher caught the students napping .	
9	I like my food boiling .	I like my food boiled .	The following verbs are followed by a noun/pronoun + past participle Get (causative), have (causative), like, make, prefer, wish, want, etc.
10	He flew for London at 8 a.m., arriving there twelve hours later. 	He flew for London at 8 a.m., and arrived there twelve hours later.	A present participle should not be used to express an action that is not occurring at the same time as that of the action of the principal verb.

Now you know why that sentence about flying to London is wrong. What about this sentence?

Kumble bowled extremely well, conceding only eight runs in his last four overs.

Can we apply the "London" logic to this sentence and say that Kumble is wrong? **Actually, this sentence is correct.**

Why is London wrong and Kumble right (apart from the fact that he is the first Indian to reach the 500 Test Match Wickets)?



Here we have two parts: Kumble **bowled** extremely well. He **conceded** only eight runs in his last four overs. Now, both these actions are **happening together**. He is **conceding runs while he is bowling**. Whereas our London-bound friend was trying the impossible task of starting for London and arriving there at the same time.

WATCH OUT!			
	Common errors	The correct form	Why? (The theory)
1	Avoid to overwrite as much as possible.	Avoid overwriting as much as possible.	The following verbs are followed by a gerund (ing): Avoid, detest, dislike, enjoy, can't help (in the sense of <i>avoid</i>), keep (in the sense of <i>continue</i>), mind, prevent, risk, stop, accustomed to, fed up with, habituated to, is not good, is no use, is used to, looking forward to, tired of, tired with, with a view to and is worth.
2	I am accustomed to teach students.	I am accustomed to teaching students.	
3	They were to be married last month but had to postpone the wedding until next month.	They were to have been married last month but had to postpone the wedding until next month.	Be is used in the past tense with the perfect infinitive to indicate an arrangement that was "made" but not "carried out".
4	I am sorry for I being late.	I am sorry for my being late.	The noun or pronoun coming before a gerund must be used in possessive case .
5	Nobody can prevent me going there.	Nobody can prevent my going there.	
6	It depends upon your understanding the situation.	It depends upon you understanding the situation.	
7	There is a chance of the milk's turning sour.	There is a chance of the milk turning sour.	If the noun coming before the gerund is a lifeless thing , it should not be used in the possessive case .
8	There is danger of the roof's falling in rains.	There is danger of the roof falling in rains.	
9	I avoid to go there.	I avoid going there.	After the following verbs only a gerund should be used (not an infinitive): Feel, mind, avoid, consider, enjoy, excuse, finish, miss, can't help, look forward, to give up, go on, it is no good and it is no use.
10	We just missed to catch the train.	We just missed catching the train.	

Drunken driver drank more!

There are some past participles which are used as **pure adjectives**, and not as the past participle form of verbs. They are—**drunken, molten, bounden, cloven, graven, stricken, shrunken, sunken and shorn**. They can qualify only a noun, as: a drunken driver, molten lava, bounden duty, cloven foot, graven image, stricken heart, shrunken face, sunken ship and shorn sheep. The normal past participle forms of these are: **Drunk, melted, bound, clove, graved, struck, shrunk, sunk and sheared**.



To "to" or not to "to"?

Infinitive without "to"

The infinitive is used without **"to"** after these verbs: hear, see, feel, make, let, bid, watch, behold, know, notice, observe, need not and dare not.

- | | |
|---|---|
| 1. He bade me go . (not to go) | 2. We shall watch him dance . (not to dance) |
| 3. Let him sing . (not to sing) | 4. Make him work . (not to work) |
| 5. Behold/see/observe him play . (not to play) | 6. My teacher helped me learn tables fast. (not to help) |

But if the verbs listed above are used **passively**, they will take the infinitive **with "to"**.

1. He was made **to do** it.
2. He was known **to have hidden** the treasure.
3. He was bidden **to go**.
4. He was seen **to be crossing** the river.

Infinitives do not take "to" after these expressions: had better, had rather, would sooner, would rather, sooner than, rather than and had sooner.

1. He **had better resign**.
2. He **would rather withdraw**.
3. I **would sooner resign than serve** in these conditions.
4. I would study **rather than waste** my time.

"To" is not used **with the infinitive after the conjunction "than"**: He is better able to write **than speak**.

"To" is not used with the infinitive after the preposition **"but"**, provided that **but** has **"do"** verb before it.

1. She can **do** nothing **but weep**.
2. We **did** nothing but **play**.

If **"have"** or **"has"** or **"had"** has a **noun** or a **pronoun** after it, the infinitive following will not have **"to"** with it.

No "to"	With "to"
1. I will have you remember me.	1. There is no book to read .
2. He had him know his fault.	2. I have no time to waste .
3. He will have me forget my insult.	3. He is not a man to be respected .
4. I saw him dance .	4. I have a horse to sell .
5. I bid you go .	5. This book is good to read .
6. I will have you accept your fault.	6. Mangoes are sweet to eat .
	7. I am eager to go .
	8. The weather is pleasant to enjoy .

In such sentences, the infinitive is used only in **active voice**, not in **passive voice**.



Incorrect	Correct
1. The problem is easy to be solved .	1. The problem is easy to solve .
2. He has a horse to be sold .	2. He has a horse to sell .
3. I have a house to be furnished .	3. I have a house to furnish .
4. He is hard to be pleased .	4. He is hard to please .
5. These mangoes are sweet to be eaten .	5. These mangoes are sweet to eat .
6. He is to be blamed .	6. He is to blame .
7. Tea is easy to be prepared .	7. Tea is easy to prepare .
8. He has a point to be made .	8. He has a point to make .

But, in the following cases, the passive voice is followed by **"to"**:

1. **[Correct]: It was not to be found.** (*Possibility*)
2. **[Correct]: The man said, "If I were to give birth to a child, I would bear it in my womb for a year."** (*Hypothesis*)

Some verbs when joined with an **infinitive** show the occurrence of an action. They also carry the sense of sudden occurrence of the action concerned. These verbs are: happen, seem, chance and appear.

1. I **happened to see** a snake.
2. He **seemed to have forgotten** me.
3. I **chanced to meet** him in the market.
4. He **appeared to recognise** me.

Model use of modals

A modal is a verb (like "can", "might" and "must") used with another verb to express an idea or possibility that is not expressed by the main verb of the sentence. You make use of modals everyday. Study the following sentences:

1. **May** I come in, sir?
2. **May** I sit on this chair?
3. You **may** come in. (Permission)
4. You **may** sit on this chair. (Permission)
5. It **may** rain. (Possibility)
6. He **may** be late. (Doubt)
7. It **might** rain. (Very little possibility)
8. He **might** come today.
9. He **might** pass.
10. He **might** change his mind.
11. **Might I** use your pen, please?
12. **Might I** borrow your pen for an hour?
13. **Might I** go now?
14. You **might** go now.
15. **May** you live long! (Wish)
16. **May** God help you! (Wish)
17. I came so early that I **may** find you at home. (Purpose)
18. Work hard so that you **may** pass. (Purpose)
19. He **may** have submitted his application.
20. He **may** have given him some help.
21. The robber **might** have killed him. (He escaped being killed.)
22. He **might** have robbed me.
23. The thief **might** have escaped from the police custody.
24. He said, "My father **may** come today."
25. He said that his father **might** come that day.
26. You **might** pay a little more attention to your studies. (Dissatisfaction)
27. You **might** come a little earlier. (Expectation – a little negative)
28. **Could** you lend me your pen?
29. **Could** you give me a lift by your car?
30. He asked me, "**Can** you help me?"
31. He asked me if **I could** help him.
32. He said, "**I cannot** go there."
33. He said that he **could** not go there.
34. He **could have passed** the examination. (But he did not.)
35. You **could have reached** in time. (But did not.)
36. He **could have avoided** the accident.
37. **Shall I** lock the gate? (i.e. Do I have your permission to lock the gate?)
38. **Shall I** bring my father tomorrow? (i.e. Do I have your permission to bring my father tomorrow?)
39. **Shall** he be allowed to go? (i.e. Does he have your permission to go?)
40. **Will** you have tea with me?
41. **Will** you lend me your pen for a minute?
42. **Will** you not support me?
43. **Would** you have tea with me?
44. **Wouldn't/won't** you have tea with me?
45. **Would you mind** having tea with me? (Remember that "would" shows more courtesy.)
46. He **will** only talk about his sons. (Habit)
47. He **will** play upon his guitar till midnight. (Habit)
48. The train **will have crossed** Allahabad.
49. He **will have left** the office by now.
50. If he had worked a little harder, he **would have secured** first division.
51. Had he come a few days earlier, he **would have seen** his mother.
52. He **would** often spend his evenings in the club.
53. He **would** often go for swimming. (Used to)
54. **I would rather** remain at home. (Used to)
55. **I would rather** break than bend.
56. **I would sooner** give up my claim.
57. **Should** you come in time, I would give you a prize. (If)
58. **Should I** seek his help, he would certainly help me. (If)
59. **I would like** to know your future plan.
60. He **would like** to know your future plan.
61. **I would prefer** to travel by bus.
62. He **would be glad** to meet you.
63. **I would be inclined to** go with you.
64. **I wish** you **would** not refuse me.
65. **I wish** you **would** study science. **Note**—After "wish" we do not use "will".
66. You must come to office at 10 o'clock.
67. You **mustn't** jump out from a moving train.
68. This book **must** be very popular.
69. We **must** love our country.
70. We **must** be kind to the poor.
71. You **must** drive cautiously.
72. You **must** avoid strong drinks.
73. He laboured very hard. He **must have** secured first division.
74. He started very early. He **must have** caught the train.
75. He talks very proudly. He **must be** an arrogant person.
76. He spoke very fluently. He **must have been** an orator.

DESSERTS: YUM-YUM!

A few transitive verbs like **eat, read, smell, taste** etc, even in an activity form, are sometimes used in a passive sense.

Incorrect: The mangoes *are tasted* sour.

It is true that the mangoes *are tasted*. Mangoes do not *taste*. Yet the above sentence would imply that The mangoes *are tasted when they are sour*. Like "Some vegetables are eaten raw." means "Some vegetables are eaten in their raw state *or* when they are raw.") But common knowledge tells us that people in general prefer sweet mangoes. What the writer intends is the meaning The mangoes *are sour when tasted*. This comes out in the following sentence.

Correct: The mangoes **taste** sour.

Incorrect : This fruit **is smelt** sweet.

This would mean that this fruit is smelt when it is sweet. Do you know of any such fruit bound by such convention? What the writer intends to say is that this fruit is sweet when smelt, So,

Correct: This fruit **smells** sweet.



Exercise

Let's check your command of verbs. Pick the right form of the verb from the brackets.

1. I (lay, laid) the baby in his crib half an hour ago.
2. I have been (lying, laying) down too much lately.
3. He had just (lain, laid) his head on the desk for ten minutes.
4. Either of the two professors (make, makes) a good mentor in physics.
5. Neither the stallion nor the two mares (likes, like) being saddled.
6. In our college, economics (attract, attracts) more students than ever.
7. Yesterday, without warning, one of the pipes in the building (burst, bursted).
8. Esha, along with her cousin, (organise, organises) the music festival every year.
9. He (wrote, had written) his wife a letter once a week, whether he was on the road or at home.

Answers

1. laid 2. lying 3. laid 4. makes 5. like 6. attracts 7. burst 8. organises 9. wrote.

Tenses

Do tenses make you tense?

Tense is a form of a verb which shows the time at which an action happened.

It is significant to know the tense of a verb, because if we know the tense, we know the time of action as well as the state of action.

Take a simple sentence, **I love you**. It is different from:

1. I **had loved** you (before I left college)
2. I **loved** you (in college)
3. I **shall love** you (if you spend some more money on me).



The difference is of course in the tense. You know that the sentence **I love you** is in the **present**; sentences **(1)** and **(2)** are in the **past**; and **(3)** is in the **future**. So, you have no problem with time. You can easily know whether it is in the past, present or future.

The story of IIM Prospect

Suppose there's a student of PT called IIM Prospect, who normally goes to sleep while reading grammar. If I were to report that, I would say **He sleeps**. This is the **simple present tense**, which is used when we talk about things in general. In this case, it is a habitual action. Since I am simply making a statement about his habit, the verb takes the simple present tense.

Suppose I enter his room for a surprise check one day at, say, 1 p.m., and I see that **he is sleeping**. This is the **present continuous tense**. I do not use the simple present tense here because I may not be making a simple statement that **he sleeps**. I am making a statement about what he was doing **when** I observed him. So, it is more definite. I see that at that moment that action was continuing. I do not know whether he has been sleeping for some time or whether he is fully asleep. I just observe him at a particular point of time and I see an action continuing. Hence, the present continuous tense.

Suppose I go to his room again at 1.30 p.m. I now see that **he has slept**. It is the **present perfect tense** as the action is complete; he is completely asleep. At 1 p.m., when I noticed him for the first time, I was not sure if he was completely asleep. Now I am. At the same time, I do not know if he has been completely asleep for the past 10 to 15 minutes. I observe him now, at 1.30 p.m., and I see that the action is in the complete state.

I have used the verb sleep as example, because this verb demonstrates well the play on the word **complete**. The word **complete** is applicable in both the senses of its meaning, **completed** as in over and **complete** as in completely. **He has slept** can also mean that he has finished sleeping and has got up. It can also mean that he is completely asleep, and not just dozing. Most other verbs generally take **the perfect tense in the sense of the action being over**. For example, **he has drunk two glasses of lemonade**, means he has finished drinking two glasses.

Now, if I go to the IIM Prospect's room again at 3.30 p.m., I see that **he has been sleeping** for the past two hours. This is the **present perfect continuous tense**. That is, the action is still continuing and has been continuing for some time now. The difference between the continuous tense and the perfect continuous is that in continuous, we only know that at the time of reference, the action is continuing. In the case of perfect continuous, the action is continuing, but we are also given information about a time period for which it has been continuing.

We must be careful about another thing here, about the difference between **for** and **since**. He has been sleeping **for two hours**, or **since 1.30 p.m.**, i.e. **for** a duration and **since** a point of time. We should be careful that **for** is not used with the word **all**. He has been **sleeping all morning**. Also, we use **since** when we refer to some action. He has been **sleeping since he returned**.

You may question that we also use the simple tense when giving information about duration. For example, I slept **for two hours**. Yes, this is correct. It is not necessary that whenever we mention duration of action, it must be the perfect continuous. It is the other way round. Whenever we use the perfect continuous, the duration of action should be specified.

So, are you clear about the tenses for the corresponding states of action? If you are clear, then you have understood tenses. This is because it is all the same in the past and the future. It is just that the time changes. If we go to the past or the future tenses, we see that they are the same as the present tenses. It has only changed from the present to the past or the future.

Suppose I want to tell a colleague the next day about my surprise check at IIM Prospect's place, I would change only the time of the tense in the same sentences.

1. You know IIM Prospect **slept** yesterday.
2. I went to observe him for the first time at 1 p.m., and I saw that **he was sleeping**.
3. I observed him again at 1.30 p.m. and I saw that **he had slept**.
4. When I saw him for the last time at 3.30 p.m., I was surprised to see that **he had been sleeping** for two hours, since 1.30 p.m.

We see that the sentences are the same except for the fact that they are reported as having happened in the past.

He slept is a **simple statement** about **something that happened in the past**. **He was sleeping** suggests that at the point of observation, **that action was continuing**. It doesn't say from when it has been continuing as in the case of present continuous. **He had slept** gives the information that at the point of observation **the action was complete**. **He had been sleeping** tells us that he was still sleeping when last observed and had been doing so for some time.

Suppose I were to tell someone to check on IIM Prospect the next day and ask him to verify my prediction about his habit. I would now change the same sentences to read:

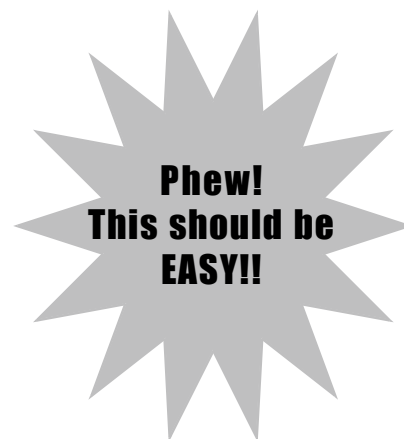
1. He **will sleep** tomorrow.
2. If you go to his place around 1 p.m., he **will be sleeping**.
3. If you again check on him around 1.30 p.m., you will see that he **will have slept**.
4. Go to him again around 3.30 p.m. and he **will have been sleeping** for two hours.

	Present	Past	Future
Simple	He sleeps.	He slept.	He will sleep.
Continuous	He is sleeping.	He was sleeping.	He will be sleeping
Perfect	He has slept.	He had slept.	He will have slept.
Perfect continuous	He has been sleeping.	He had been sleeping.	He will have been sleeping.

Now, don't you dare follow IIM Prospect's example and go to sleep! You have some work to do.

Correct the following sentences.

1. I **had been married** in 1990.
2. She **finished** her work when I met her.
3. They **had gone to Calcutta** last night.
4. Who **had invented** the gramophone?
5. The fair **had been over** ten days ago.
6. He **had come to my room** while I was reading.
7. I saw her when I **had been passing** yesterday.
8. He **was ill** for a week when the doctor was sent for.
9. The rain **had ceased yesterday**.
10. I **have written my application** yesterday.
11. The lion **had been caged** last night.
12. I **understood** what you say.
13. I **lived** in Bombay for twenty years.
14. He **had come** only yesterday.
15. Examinations **have been held** next month.




Solutions

1. married or was married
2. had finished
3. went to Calcutta
4. invented
5. was over
6. came into my room
7. was passing
8. had been ill
9. ceased yesterday
10. wrote my application
11. was caged
12. understand
13. have lived
14. came
15. will be held or are going to be held.

Observe and learn

1. Betty taught for ten years. (**Simple past**)
The implication is that Betty has retired.
2. Betty has taught for ten years. (**Present perfect**)
Implies that she is still teaching.
3. John raised vegetables and later sold them. (**Past**)
4. John sold vegetables that he had raised. (**Past perfect**)
5. Renee washed the car when George arrived. (**Simple past**)
She waited until George arrived and then washed the car.
6. Renee had washed the car when George arrived. (**Past perfect**)
She had already finished washing the car by the time he arrived.
7. This Saturday I will finish my housework. (**Simple future**)
8. By Saturday noon, I will have finished my housework. (**Future perfect**)
9. The children **love** their new tree house, which they **built** themselves.
"Love" is present tense, referring to a current state (they still love it now). "Built" is past, referring to an action completed before the current time frame (they are not still building it.)
10. Before they even **began** deliberations, many jury members **had reached** a verdict.
"Began" is past tense, referring to an action completed before the current time frame. "Had reached" is past perfect, referring to action from a time frame before that of another past event (the action of reaching was completed before the action of beginning.)
11. Workers **are installing** extra loudspeakers because the music in tonight's concert **will need** amplification.
"Are installing" is present progressive, referring to an ongoing action in the current time frame (the workers are still installing, and have not finished). "Will need" is future, referring to action expected to begin after the current time frame (the concert will start in the future, and that's when it will need amplification.)
12. I **have run** in four marathons.
Implication is I may run in more marathons.
13. Before injuring my leg, I **ran** in four marathons.
Implication is my injury prevents me from running in any more marathons.
14. By the time the Senator **finished** (**past**) his speech, the audience **had lost** (**past perfect**) interest.
15. By the time the Senator **finishes** (**present: habitual action**) his speech, the audience **has lost** (**present perfect**) interest.
16. By the time the Senator **finishes** (**present: suggesting future time**) his speech, the audience **will have lost** (**future perfect**) interest.
17. After everyone **had finished** (**past perfect**) the main course, we **offered** (**past**) our guests dessert.
18. After everyone **has finished** (**present perfect**) the main course, we **offer** (**present: habitual action**) our guests dessert.
19. After everyone **has finished** (**present perfect**) the main course, we **will offer** (**future: specific one-time action**) our guests dessert.
20. Long before the sun **rose** (**past**), the birds **had arrived** (**past perfect**) at the feeder.
21. Long before the sun **rises** (**present: habitual action**), the birds **have arrived** (**present perfect**) at the feeder.
22. Long before the sun **rises** (**present: suggesting future time**), the birds **will have arrived** (**future perfect**) at the feeder.



Incorrect	Correct
The ocean contains rich minerals that washed down from rivers and streams.	The ocean contains rich minerals that wash down from rivers and streams. <i>"Contains" is present tense, referring to a current state. "Washed down" is past, but should be present ("wash down") because the minerals are still being washed down.</i>
About noon the sky darkened , a breeze sprang up , and a low rumble announces the approaching storm.	About noon the sky darkened , a breeze sprang up , and a low rumble announced the approaching storm.
Yesterday we had walked to school but later rode the bus home.	Yesterday we walked to school but later rode the bus home. <i>"Had walked" is past perfect tense but should be past to maintain consistency with the time frame ("yesterday"). "Rode" is past, referring to an action completed before the current time frame.</i>
Kapil Dev had played for more than a decade when Tendulkar entered the Indian team. 	Kapil Dev had been playing for more than a decade when Tendulkar entered the Indian team.
He <i>hinted</i> that he wants money.	He <i>hinted</i> that he wanted money.
He <i>replied</i> that he will come.	He <i>replied</i> that he would come.
I never <i>thought</i> that I shall see him again.	I never <i>thought</i> that I should (or would) see him again.
Newton discovered that the apple fell due to gravity.	Newton <i>discovered</i> that the apple falls due to gravity.
He <i>said</i> that honesty was the best policy.	He <i>said</i> that honesty is the best policy.
Just as the sun rose, the rooster crow s.	Just as the sun <i>rose</i> , the rooster crowed . OR Just as the sun <i>rises</i> , the rooster crow s.
Mozart finished about two thirds of the Requiem when he died.	Mozart had finished about two thirds of the Requiem when he died.
By the time I write to Leo he will probably move .	By the time I write to Leo, he will probably have moved .
Being a French colony, Senegal is a Francophone nation.	Having been a French colony, Senegal is a Francophone nation.
The criminal escaped from custody and is believed to flee the country.	The criminal escaped from custody and is believed to have fled the country.
Some archaeologists believe that the Minoans of 3,700 years ago had practised a religion that involved human sacrifice.	Some archaeologists believe that the Minoans of 3,700 years ago practised a religion that involved human sacrifice.
If the experiment works, it will be representing a quantum leap forward for pharmaceutical chemistry.	If the experiment works, it will represent a quantum leap forward for pharmaceutical chemistry.
He had seen that movie recently, so he doesn't want to see it tonight.	He saw that movie recently, so he doesn't want to see it tonight.
When she retires, she will save enough money to allow her to live comfortably.	When she retires, she will have saved enough money to allow her to live comfortably.
She already closed the door behind her when it occurred to her that she wasn't able to get back in later.	She had already closed behind her when it occurred to her that she wouldn't be able to get back in.
I did not see (or had not seen) him since last Saturday.	I have not seen him since last Saturday.
If it rains tomorrow, we cancel our plans.	If it rains tomorrow, we will cancel our plans.
When Bill arrived, Sal still did not begin to unload the truck.	When Bill arrived, Sal still had not begun to unload the truck.
To go to war is to have travelled to hell.	To go to war is to go to hell. OR To have gone to war is to have travelled to hell.
Seeing the obstacle would have allowed him to alter his course.	Having seen the obstacle would have allowed him to alter his course. OR Seeing the obstacle would allow him to alter his course.

Types of tenses

Present simple

Incorrect	Correct
He is taking a walk every morning.	He takes a walk every morning.
Two and two are making four.	Two and two make four. OR Two and two makes four.
Here is coming the bus!	Here comes the bus!
Michael reads the newspaper and then gave it back to Michelle.	Michael read the newspaper and then gave it back to Michelle.
Last week at the movies, this guy talks through the entire film.	Last week at the movies, this guy talked through the entire film.
The Indian team is going to the Caribbean next month. <i>Correct but less common construction.</i>	The Indian team goes to the Caribbean next month. <i>Correct and more common construction.</i>

Present simple tense is used to depict the following:

Present action: She **dances** beautifully.

Habitual action: He **practises** every day.

Literary (in the broadest sense) or artistic action:

1. In the comics, Dagwood Bumstead **begs** Blondie for food every time she cooks.
2. King Lear **is** already old when the play begins.
3. Chagall's characters **float** in midair in his paintings.

Timeless or universally accepted truth:

1. Galileo discovered that the earth **revolves** around the sun.
2. A bird in hand **is** worth two in the bush.



Present continuous

Present continuous is used:

To express an action going on at the time of speaking

For example, if you are sitting indoors, and you lament not being able to go out because of the heavy rain, you say, "It **is raining** heavily". If you say, "It **rains** heavily", you are not referring to the falling of the rain at the moment of speaking, but to a phenomenon that occurs regularly, as in: "It **rains** heavily in equatorial regions and hilly areas."

To express a temporary action which may not be actually happening at the time of speaking

For example, if you are a teacher but work on a project temporarily, you say, "I **am working** on a project." This you may say in a conversation even though you are not *working* at the moment of speaking. You cannot say, "I **work** on a project." Because this would give the false impression that you are a project worker by profession. As things stand in the given circumstances, the appropriate statements would be, "I **teach**. I **am working** on a project."

To express an action that is planned or arranged to take place in the near future

He **is going** to the city tomorrow.

When the reference is to a particularly obstinate habit, the present continuous is used instead of present simple. An adverb like "always", "continually" and "constantly" is also used.

Incorrect: It is no use scolding him; he always **does** what is forbidden.

Note that his doing what is forbidden has become a die-hard habit. The habit persists in spite of advice or warning. So, we should use the present continuous.

Correct: It is no use scolding him; he **is always doing** what is forbidden.



The following verbs are normally used in the present simple instead of the present continuous.


- **Verbs of appearing:** appear, look, seem.
- **Verbs of emotion:** want, wish, desire, feel, like, love, hate, hope, prefer, refuse.
- **Verbs of perception:** see, hear, smell, notice, recognise.
- **Verbs of possession:** belong to, consist of, contain, have, own, possess.
- **Verbs of thinking:** agree, believe, consider, forget, imagine, know, mean, mind, remember, suppose, think, trust, understand.
- **The verb "be":**
Incorrect: The allegation **is appearing** to be true.
Correct: The allegation **appears** to be true.

Do you think it is right to say: "He **is appearing** on the stage for the first time"? This is right because appear here does not mean look or seem. It means *present oneself formally or publicly*.

Present perfect

Present perfect is used:

To express past actions whose time is not known and not definite.

Incorrect	Correct
<p>I wrote three books.</p> 	<p>I have written three books. <i>The original sentence appears to be incomplete. The reader of the sentence immediately queries: "When did you write three books?" It would be a different case if you had said: "I wrote books". Then the reader would infer that you wrote books in the past as a profession or hobby. But when you are being so specific as to say "three books", we immediately feel the need of a time frame. Since no time frame is mentioned, we assume it to be by now (not definite). So, we have something to the effect: I have written three books by now. This by now is implied and need not be written.</i></p>
<p>India has won the match last week.</p>	<p>India won the match last week.</p>
<p>They are building the road since March last.</p>	<p>They have been building the road since March last.</p>
<p>I have been knowing him for a long time.</p>	<p>I have known him for a long time.</p>
<p>He just came.</p>	<p>He has just come. <i>Remember that "just" can be used with the present perfect tense but not with the simple past tense.</i></p>

To depict an action that started in the past and is still going on

I have lived in this apartment for eight years. (... and I'm still here.)

To depict an action that has been completed but is somehow still connected to the present

1. I have bought a house on your block. (...and will now be living there.)
2. He has drunk too much wine. (... and now has a headache.)
3. The Aussies have won the World Cup! (... they have just won it, recently.)

Past simple

Past simple tense is used:

After "It is time or it is high time"

It is time we started working.



To express past actions

1. I met her last year.
2. I visited Jaipur every year.
3. The Aussies won the World Series last year.
4. I ate dinner and went to bed.

Past continuous

Incorrect	Correct
When I saw her, she wrote a poem with full attention.	When I saw her, she was writing a poem with full attention.
She always chewed gum.	She was always chewing gum.

Past perfect

1. **Incorrect:** He **wrote** a novel even before he was 10 years old.
2. **Correct:** He **had written** a novel even before he was 10 years old.

If two actions happen in the past, the earlier one is denoted by past perfect while the later one is denoted by past simple.

1. The Yankees **were winning** (*past perfect*) when I **fell** (*past*) asleep.
2. I **had deposited** money in the bank when my friend **came** to borrow from me.

Future tense

Use the future tense to convey an action that has not yet taken place

1. Stacey **will go** back to school one day.
2. Nancy **finishes** school next spring.

The present tense "finishes" functions in the future tense as a result of its context (next spring), which is perfectly acceptable.

Use the future perfect tense to convey an action that will be completed in the future

By next year, Ellen will have written her third novel.

Progressive (continuous)

Use the progressive tense to convey a continuous or perpetual action taking place within any other tense (past, present or future)

1. Lisa **is studying** economics.
2. Tom **has been praying** for rain.
3. In September, Doug **will have been painting** for twenty years.

Will and shall

We use **shall** with the **first person** and **will** with the **second** and **third person in normal sentences**.

1. I **shall** go there.
2. We **shall** entertain them.
3. He **will** go there.
4. They **will** entertain us.

However, if there is a tone of **determination** or **threat** or **promise**, etc., which necessitates **emphasis**, the reverse takes place.

1. I **will** do it.
2. We **will** not spare them.
3. He **shall** do it.
4. You **shall** receive your treat tomorrow.

Nowadays, we do not use **shall** with **second** and **third person** even in the special case. But for our purpose, we have to be clear with the traditional rules of grammar.

Two bachelors

Hear the story of the two bachelors to understand the difference between **will** and **shall**.

Two bachelors are about to die. Ram says, "I **will** die and none **shall** marry me." Shyam says, "I **shall** die and none **will** marry me."

Are they confused their grammar in their last moments? Actually not! Their statements are correct but they are stating two different things.

Ram just wants to die and does not **want** anyone to marry him.

Shyam is worried that he is going to die a bachelor. So, **shall** is used with the first person and **will** with the second person.

Hopefully, both bachelors **will** die in peace.

Will and would

We use **would** instead of **will**, when we are talking about something that had been predicted at some time in the past. It is like a **future-in-the-past** tense.

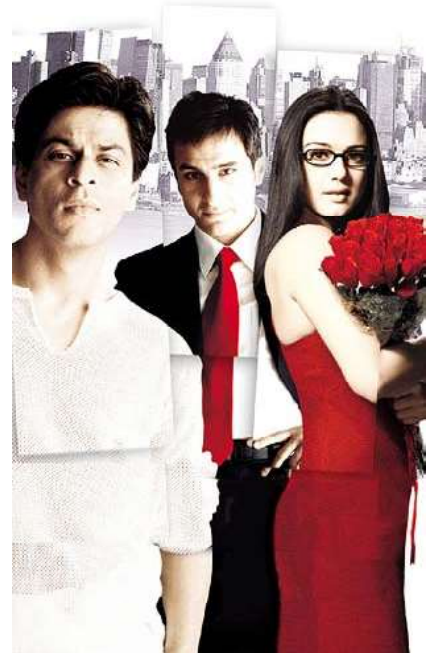
1. Everyone believed that he **would** marry Malti.
2. No one believed that he **would** score a century. (At some time in the past this had been predicted).

We also use **would** instead of **will**, when we talk about something that was predicted to happen in the **future because it was habitual**.

Had **Bradman** been alive today, he **would** have scored many more centuries.

Sometimes we use **would** with a negative connotation as in sentences with a dependent and independent clause.

I would if I could. (This sentence obviously means that I won't do it because I can't do it.)



Exercises

Exercise # 01

Choose the correct verb form from those given in brackets.

1. He (has, is having) a house in Bombay.
2. The earth (moves, moved) round the sun.
3. We (saw, have seen) the Prime Minister yesterday.
4. I shall meet you when he (comes, will come) back.
5. It started raining while we (played, were playing) football.
6. Can I have some milk before I (go, am going) to bed?
7. He (fell, had fallen) asleep while he was driving.
8. I am sure I (met, had met) him at the station yesterday.
9. He (is living, has been living) in this house (since, for) ten years.
10. He thanked me for what I (have done, had done) for him.
11. She (is, will be) twenty next Monday.
12. We (have been working, are working) in this factory (since, for) five years.
13. She (is wanting, wants) to be a doctor.
14. If you (start, started) at once, you will reach there by this evening.
15. He (went, had gone) out five minutes ago.

Exercise # 02

Choose the correct verb form from those given in brackets.

1. He (wants, is wanting) to talk to you.
2. You (bought, had bought) a new scooter last week.
3. I (have just cleaned, just cleaned) my shoes.
4. She (has done, did) a lot of work today.
5. I shall return your book when I (will come, come) next time.
6. She (has been, is) ill (since, for) a week.
7. I know all about this book because I (read, have read) it twice.
8. I (didn't see, have not seen) him since we met a year ago.
9. I (smell, am smelling) something burning.
10. My father (arrives, will have arrived) tomorrow morning.
11. We (finished, have finished) our lunch half an hour ago.
12. Did you think you (have seen, had seen) him sometime earlier also?
13. The train (has left, will have left) before we reach the station.
14. He jumped off the train while it (ran, was running, had been running).
15. He rarely (comes, is coming) these days.

Exercise # 03

Fill in the blanks with the correct form of the verb given against each sentence.

1. It is years since I ... him. (See)
2. Of late he ... me. (Not meet)
3. In a fit of rage, she ... up the letters. (Tear)
4. The old man ... by a mad dog. (Bite)
5. A better day for this function could not ... (Choose)
6. The cart ... in the mud. (Stick)
7. She had ... all through the winter. (Work)
8. I wish I ... him. (Know)

9. If only I ... her. (Know)
10. I ... him a week ago. (See)
11. He ... here for more than five years. (Work)
12. Take your raincoat in case it ... (Rain)
13. I ... to my office tomorrow. (Go)
14. He often ... late. (Reach)
15. My sister ... twenty on Deepawali day. (Be)

Exercise # 04

Correct the following sentences.

1. It is high time you **resolve** your differences.
2. He **retired** to bed before we reached there.
3. I **know** him **since** many years.
4. I **am having** a car.
5. He **left** for America next week.
6. I will return as soon as he **came**.
7. She **is reading** since the morning.
8. I wish I **know** him.
9. I **met** him before he came to the town.
10. You won't pass until you **will not work hard**.
11. I **write** an essay this time.
12. It is time we **will begin** the work.
13. Don't get down the bus **until it will not stop**.
14. He **lives** in Calcutta now.
15. I **am going** to office every day by bus.
16. He **is teaching** at this school **from** 1985.
17. He **is having his breakfast** at 8 a.m.
18. He **has passed** M. A. last year.
19. He **already does** his work.
20. Who **has discovered** the force of gravitation?

Exercise # 05

Correct the errors, if any, in the use of tenses in the following paragraph.

By the time Paul **arrived** at the house it **is** too late. The door **was** open, the light **was** on and his wife **has disappeared**. People **are** still walking home from work and the sidewalk in front of his house **pulsed** with a slow but steady stream of neighbours who **stared** at him as they **passed**. In the twilight, the streetlamp's glow **casts** dim and surreal highlights on the odd assortment of objects in his yard, the treadmill and the ten potted plants **arranged** in alphabetical order on the front walk. Looking back furtively over his shoulder as he **folds** the treadmill and **secured** its dangling electrical cord, Paul **gives** the impression of some agitation as he **pushed** the machine through the door and into the foyer of his home. One of the pots **is** an inch and a half out of alignment. Sighing, he **nudged** it into place and **picked** up a leaf that **fell** when the pot **moved**.

Exercise # 06

Correct the errors, if any, in the use of tenses in the following paragraph.

Vincent Van Gogh **is** probably most well known in America for cutting off a large piece of his own ear with a razor in a fit of rage after a violent quarrel with Paul Gauguin with whom he **was sharing** a house at the time. While trying to establish an artists' colony in the South of France, Gauguin and Van Gogh **live** together in the "Yellow House" for several months, during which time their arguments over art **escalated** to the virulent stage. Van Gogh also **suffers** from manic depression; a serious mental illness characterised by dramatic mood swings from very high highs to very low lows. Unfortunately, the time of the quarrel with Gauguin **coincided** with one of Van Gogh's low periods, causing him to be almost prostrate with despair. Van Gogh **wrapped** the piece of ear in a sheet of newspaper and **gives** it to a local prostitute, an action that **causes** outrage among the local populace and **prompted** his brother Theo, with whom he **had** a very close relationship, to encourage Van Gogh to commit himself to an asylum. The flamboyance of the event **was** unfortunate in many ways, but primarily because it **became** the event most associated with the name of Van Gogh and **tended** to diminish the importance of his work in the eyes of many.

Exercise # 07

Correct the errors, if any, in the use of tenses in the following paragraph.

After Israel left school, he **come** by the office to get some money for snacks. He **is wearing** his favourite shirt, the one with the broad blue and gray stripes. He **was asking** the receptionist if his mother **is** in her office when the fire alarm **begins** to sound. Everyone went crazy with fear. People **begun** to run all over the office like their hair was on fire. Israel **remained** calm. He **saw** that a woman **had fell** on the floor, so he **run** over to assist her. While helping her up, Israel **seen** smoke beginning to come from underneath the employee lounge door. Quickly, he got the woman to her feet and **escorts** her out the fire exit. The fire department sirens could be heard in the distance. Israel **looks** around the crowd in a panic searching for his mother. He could not find her anywhere. He **starts** to yell her name but soon **realises** that more than 100 other mothers **are** there and could answer to "MOM." So, Israel yelled out his mother's first name in the hope of getting her attention.

Exercise # 08

Correct the errors, if any, in the use of tenses in the following paragraph.

The fireman **have already arrived** and set up a safety perimeter. A nice fireman **sees** Israel wandering around calling for his mom. In hopes of keeping Israel occupied and in trying to help him find his mother, the fireman **takes** Israel to a checkpoint station set up by the American Red Cross. Here, employees and customers from the building could register their names so that their safe exit could be accounted for. The scared and confused young man of only 10 years **steps** forward to enter his name and to check for his mother's name. Nervously, he **run** his finger down the list and begun to shake as the list came to an end and his mother's name had not yet appeared. The tears **began** to well up in his eyes as he **is shuffled** to a canopy-covered holding area across the street in an abandoned parking lot.

Exercise # 09

Correct the errors, if any, in the use of tenses in the following paragraph.

Israel sat on an old ice chest that was being used as a makeshift chair. Off to his left he could see where the EMTs **are treating** people with minor injuries and **were loading** some of the more critical patients into the ambulances. Searching the faces of those being treated for minor injuries, Israel **recognised** a woman dressed in a pretty floral dress. Her hair a mess, streaked in soot, the heel of her shoe broken, she hobbled to a stretcher and began to receive treatment for her ankle injury. Israel rubbed his eyes; he couldn't believe it! There before him, after all that confusion and anxiety **stands** his mother.

Solutions

Exercise # 01 to 09

Exercise # 01

1. has
3. saw
5. were playing
7. had fallen
9. has been living, for
11. will be
13. wants
15. went.

2. moves
4. comes
6. go
8. met
10. had done
12. have been working, for
14. start

7. have read
8. have not seen
9. smell
10. arrives
11. finished
13. will have left
15. comes.

12. had seen
14. was running

Exercise # 02

1. wants
3. have just cleaned
5. come

2. bought
4. has done
6. has been, for

Exercise # 03

1. saw
3. tore
5. have been chosen
7. had been working
9. had known
11. has worked
13. shall go
15. will be

2. has not met
4. was bitten
6. was stuck
8. knew
10. saw
12. rains
14. reaches

Exercise # 04

- | | |
|-----------------------|------------------------------|
| 1. resolved | 2. had retired |
| 3. have known, for | 4. have |
| 5. leaves | 6. he comes |
| 7. has been reading | 8. knew |
| 9. had met | 10. until you work hard |
| 11. am writing | 12. began the work |
| 13. until it stops | 14. is living |
| 15. go | 16. has been teaching, since |
| 17. has his breakfast | 18. passed |
| 19. has already done | 20. discovered. |

Exercise # 05

Arrived, was, was, was, had disappeared, were, pulsed, stared, passed, cast, arranged, folded, secured, gave, pushed, was, nudged, picked, had fallen, moved.

Exercise # 06

Is, was sharing, had lived, had escalated, suffered, coincided, wrapped, gave, caused, prompted, had, was, has become, has tended.

Exercise # 07

Came, was, was wearing, was asking, was, began, began, remained, saw, had fallen, ran, saw, escorted, looked, started, realised, were.

Exercise # 08

Had already arrived, saw, took, stepped, ran, began, was shuffled.

Exercise # 09

Were treating, were loading, recognised, stood.

Articles

Most of us are highly prone to commit errors related to "articles", as **there is no such thing as "articles" in Hindi or any other Indian language**. But to an accomplished speaker of English, the wrong usage (or omission) of articles can be very jarring to the ears.

There is no escape. CAT lays a lot of emphasis on articles. So we have to learn to use the right article in the right place or to omit the article where it is not required. Almost 40 percent grammar questions in the CAT are from articles.

The good news: There are only three articles.

The bad news: There are enough rules and exceptions to confuse you unless you pay close attention to the theory and practise, practise and practise.

Three forms of articles

There are three forms of articles. "A" and "an" are called the indefinite articles. "The" is the definite article.

"A" or "an"?

Should you use "a" or "an" before a noun? This depends upon the spellings, sound or pronunciation of the noun.

"A" is used before nouns that begin with a consonant.

Examples: **A** boy, **a** table, **a** house, **a** book.

"A" is also used before words beginning with a vowel that is pronounced with a consonant sound.

Examples: **A** European, **a** unique chance, **a** one-rupee note, **a** usual sight, **a** universal truth, **a** utensil, **a** uniform, etc.

Note: You will see that all these words begin with the sound of "y" or "w" (which are consonants) and not with the sound of any vowel.

"An" is used before those words which begin with a vowel (a, e, i, o, u).

Examples: **An** enemy, **an** ox, **an** inkpot, **an** ass.

"An" is also used before those words which begin with a silent "h".

Examples: **An** hour, **an** honourable man, **an** honest person, **an** heir, **an** hour, etc.

Some abbreviations are pronounced with a vowel sound and therefore "an" is used before them.

Examples: **An** MBA, **an** MP, **an** MLA, **an** FIR, **an** HMT, **an** RTO, etc.

If these abbreviations are used in their full form, they take article "a". Examples: **A** Member of Parliament (**an** MP), a Master of Arts (**an** MA).

When to use the indefinite article, "a" or "an"

Representing a whole class

When a singular countable noun represents a whole class, the indefinite article is used before the noun.

1. **A** cow has horns. (*All cows have horns.*)
2. **An** eagle flies very high. (*All eagles fly very high.*)
3. **A** dog is a faithful animal.
4. **A** rose smells very sweet.



More than one noun or adjective

When more than one noun or adjective point to one person or thing, "a" or "an" is used before the first noun or adjective and its form is determined by the same first word.

But if the nouns or adjectives point to different persons or things, "a" or "an" is used before each word, and the form of the article is determined by each word separately.

1. He gave me **a red and blue** pencil. (*Only one pencil*)
2. He gave me **a red and a blue** pencil. (*Two pencils*)
3. Here is **an ugly and foolish** man. (*One person*)
4. Here are **an ugly and a foolish** man. (*Two persons*)



After such, so, what, how, etc.

1. I have never seen **such a beautiful** picture. (*Not a such beautiful*)
2. **Such a** thing has never happened before.
3. It was **such a** fine show.
4. He gave us **such a** pleasant surprise.
5. I have never seen **so beautiful a picture**. (*Not a so beautiful picture*)
6. It was **so fine a show**.
7. He gave us so **pleasant a surprise**.
8. I have never read **so interesting a novel**.
9. What **a** hot day!
10. What **a** cruel act!
11. What **a pretty** child!
12. What **a good** chance!
13. How **good a** chance!

Watch out for the following expressions:

Many **a** man, such **a** beautiful girl, such **a** house, what **a** man, what **a** place, as gentle **a** girl as she, as brave **a** man as he, how good **a** boy, how excellent **an** opportunity, so serious **an** attempt, so brave **a** man, too clear **an** answer, too far **a** place.

Numerical expressions

"A" or "an" is used before some **numerical expressions** also.

Examples: a couple, a dozen, a score, a hundred, a thousand, a million, a lot of, a great many of, etc.

1. **A** couple of people were there.
2. He gave me **a** thousand rupees.
3. **A** great many visitors had turned up.
4. **A** score of houses had been damaged.

Expressions of price, speed, ratio, etc.

"A" or "an" is also used with expressions of price, speed, ratio, etc.

1. The train is running at 90 kilometres **an hour**.
2. Bananas are available at 10 rupees **a dozen**.
3. Sugar sells at 10 rupees **a kilo**.
4. Colour and water are mixed in **a ratio** of one to five. (*Not "the ratio"*)
5. Take this medicine three times **a day**.

With a surname

If we know only the surname of a person, and know nothing more, we use "a" before the surname.

1. **A Mr. Sharma** came in the morning.
2. I met **a Mrs. Peters** on the train.
3. **A Miss Renick** is a regular visitor here.
4. **A Ms. Puri** is waiting for you.

With some typical phrases

"A" or "an" is also used before some typical expressions.

Such expressions include: To make **a noise**, to take **a fancy** to, to have **a headache** or **a pain**, to take **a liking** to, to have **a cold**, to have **a mind** of one's own, to have **an eye** to, to make **a fire**, to be in **a hurry**, to be in **a temper**, to have **a taste** for.

When to use the definite article, "The"

Before definite person or thing

Article "the" is used before a definitely specified person or thing. In other words, "the" is used before a person or a thing which has already been referred to earlier, or which has been specified in some other way.

1. This is **the house** in which my friend lives. (*Here a house cannot be used because the house has been specified as the one where my friend lives.*)
2. **The place** where I was born is far away from here.
3. This is **the book** I purchased yesterday.
4. He is **the gentleman** whom I introduced to you last year.

Unique common nouns

"The" is used before all those common nouns which are **only one** or believed to be only one (but which are not proper nouns).

1. **The earth** is round.
2. **The sky** is blue.
3. **The sun** has risen.
4. **The moon** shines.

Before representative singular nouns

1. **The** cow is a gentle animal.
2. **The** rose is a sweet smelling flower.
3. **The** apple is good for children.
4. **The** horse lives on grass.

Please note that in all these cases, it is also correct to use "a". So we can also say, "a cow", "a rose", "an apple" and "a horse".

"The" is **not** used before **man**, **woman**, or **mankind**, even if they represent the whole class.

1. Man is a social animal. (*Not The man*)
2. Woman is man's partner. (*Not The woman*)

Before names of mountains, rivers, oceans, lakes, bays, islands, etc.

1. **The** Ganges is a holy river.
2. **The** Himalayas are the highest mountains.
3. **The** Red Sea is a small sea.
4. **The** British Isles are in Europe.

But "the" is **not** used before a single specified peak or hill.

1. Mount Everest (*not the Mount Everest*)
2. Mount Abu (*not the Mount Abu*)

Before the titles of books, magazines or newspapers

Examples: **The** Ramayana, **The** Iliad, **The** Vedas, **The** Gulliver's Travels.

But if the author's name is mentioned with the title of a book, "the" is not used.

Examples: Homer's **Iliad**, Tulsī's **Ramcharitmanas**, Shakespeare's **Tempest**.

Before musical instruments

The flute, **the** guitar, **the** orchestra.

Before superlative adjectives or adverbs

The highest mountain, **the longest** river, **the best** boy, **the most** important point, **the most** honourable man.

Before the proper noun which carries its qualifying adjective before it

1. **The** great Caesar
2. **The** immortal Shakespeare
3. **The** gentle-hearted Lamb
4. **The** brave Rana Pratap
5. **The** late Mrs. Indira Gandhi.

Before the common noun which expresses the sense of an abstract noun

1. **The patriot** in him did not let him yield.
2. **The warrior** in him kept his morale high.
3. **The father** in him came to his support at last.

Before proper nouns that stand for some nation or people

1. **The English** are very hard working.
2. **The French** are very fashionable.
3. **The German** are heroic people.

If "the" is not used before such countries or nations, they would mean the language of those countries or nations. Thus "English" means "English Language", and "The English" means "English people".

Before a noun to give it the force of the superlative

1. He is **the** scholar of the day.
2. He is **the** historian on this period.
3. PT is **the** institute to join for MBA entrance training.

Before ordinal numbers

The first, **the** fifth, **the** fourth, **the** 4th, **the** 8th, **the** 3rd, **the** 2nd, **the** 15th of April, **the** fifteenth of April, George **the** Fifth, Henry **the** 8th.

But if these ordinal numbers are written in Roman figures, "the" is not used.

Examples: V Chapter, Canto XII, George V, Henry VIII.

Before names of professions

1. He has joined **the** bar.
2. He has gone to **the** navy.
3. I am interested in **the** teaching profession.
4. He is a member of **the** bench.

Before common nouns used as appositions to proper nouns

1. Delhi, **the** capital of India
2. Nehru, **the** great patriot
3. Rana Pratap, **the** great warrior

When to omit articles

Before plural nouns

Normally no article is used before plural nouns.

1. Birds fly.
2. Cows give milk.
3. I love books.

But if the plural noun points to some specific or special thing, "**the**" is used.

1. **The** birds of Africa are large in size.
2. **The** cows of Haryana give much milk.

Before a proper noun

1. Ram is coming.
2. Mohan loves his sister.

Some of us have a peculiar tendency to use "**the**" before proper nouns. For example, we say, "**India will not attack the Pakistan**". This is very painful to hear. Please avoid this mistake.

Before an abstract noun

1. Love is blind.
2. Wisdom comes with age.
3. This is real beauty.

Before a material noun

1. Gold is costly.
2. Silver is white.
3. Cotton grows in our country.
4. Water is life.

Note: Normally, no article is used before uncountable nouns. If these nouns are followed by some prepositional phrase (with **in** or **of**), they become countable nouns. In such cases, "**the**" is used before them.

1. Kalidas is **the** Shakespeare of India.
2. **The** beauty of Kashmir is remarkable.
3. **The** gold of Kollar fields is not of high quality.
4. **The** milk in the cup has turned sour.
5. **The** wisdom of Solomon was known far and wide.

Before collective nouns

1. Society will not permit it.
2. Parliament is in session.
3. Jury has given its verdict.
4. Army is on the move.

Before names of certain countries

Normally no article is used before the names of countries or states. But "**the**" is used before the names of the following countries and states: The USA, the UK, the Sudan, the Netherlands, the Congo, etc.

Before names of languages, diseases, festivals, seasons

1. I know English.
2. He knows French.
3. Cholera has broken out.
4. He is coming on Christmas.
5. These are winter sports.
6. Let us visit Shimla in spring.
7. I don't travel in summer.

Before names of games, sports and meals

1. I am late for dinner.
2. I have breakfast quite early.
3. I shall return for supper.
4. He plays cricket.
5. They are fond of football.

Before names of relations

No article is used before names of relations such as **father, mother, brother, sister, aunt, uncle**, etc. **Cook** and **nurse** are also included in this list.

1. Father is coming today.
2. Mother is not well today.
3. Cook is in the kitchen.
4. Nurse is very kind.

Before names of institutions used for their specific function

School, college, church, chapel, court, work, hospital, market, bed, table, sea, prison also take no article before them when they are used for their specific purpose or function. For example, schools or colleges for education, church for prayer and market for purchase or sale.

1. I am going to college. (*for study*)
2. I am going to church. (*for prayer or worship*)

But when they mean only building or place for visit or sightseeing or any other purpose, they take appropriate articles.

1. **The** college is at the next crossing.
2. **The** church is magnificent.
3. **The** market is closed.

Complement used after "elect", "appoint", "make" or "crown"

Such nouns refer to men of unique position.

1. He was appointed principal.
2. They made him chairman.
3. They are going to crown him king.
4. He was elected speaker of the assembly.

Before noun used after "kind of" or "sort of"

1. What kind of chair do you want to buy?
2. I cannot deal with this sort of man.

But if **kind of** or **sort of** refers to some special quality or talent, it would take an appropriate article.

1. What kind of **a** musician is he?
2. What sort of **a** problem would you like to discuss?

Nouns in pairs

They are wife and husband.

Other such pairs are: Father and mother; brother and sister; father and son; from door to door; from house to house; face to face; hand to hand; from man to man; from village to village, etc.

Some popular phrases, idiomatic expressions, places and things

1. To go to: school, college, court, church, market, bed, home, hospital, prison etc.
2. By: road, train, air, sea, ship/steamer, bus, car etc.
3. At home, at church, at school, at college, at office, at dawn, at night, at noon, all day, all night, at fault, at present, at all, at will.
4. For sale, for fear, for favour, for leave, for mercy.
5. In bed, in debt, in fact, in trouble, in hand, at hand, in favour of, in front of, in opposition to, in earnest.
6. Under consideration, under trial, under ground, under pressure.
7. On demand, on trial, on sale, on foot, on earth, on behalf of.
8. To catch fire, to send word, to give ear, to set sail, to lose heart, to set foot, to take offence.

Articles revisited

Incorrect	Correct
The President underscored the need for a constructive and a realistic dialogue of issues of global interest.	The President underscored the need for a constructive and realistic dialogue of issues of global interest.
The English and Hindi language have their own merits.	The English and the Hindi language have their own merits. OR The English and Hindi languages have their own merits.
My father is the chairman and the managing director of his company.	My father is the chairman and managing director of his company.
The manager and assistant of Mr.Bhandari were present at the party.	The manager and the assistant of Mr.Bhandari were present at the party. (<i>Two persons</i>) OR The manager and assistant of Mr.Bhandari was present at the party. (<i>One person</i>)
Tendulkar is a better batsman than a bowler.	Tendulkar is a better batsman than bowler.
There are hundred centimetres in the meter.	There are hundred centimetres in a meter.
He has been causing trouble since a day he came.	He has been causing trouble since the day he came.
The story is there in Bible.	The story is there in the Bible.
Kumble is best bowler in the country.	Kumble is the best bowler in the country.
They won the match in fortieth over.	They won the match in the fortieth over.
The science has developed much in the past hundred years.	Science has developed much in the past hundred years.
What kind of a hobby is this?	What kind of hobby is this?
An iron is a useful metal.	Iron is a useful metal. OR An iron is a useful gadget.
The strength of character is what makes a man successful.	Strength of character is what makes a man successful.
S D Sharma was elected the president of the country.	S D Sharma was elected president of the country.

Articles in place and omitted

Study the following paragraphs for the right use (and omission) of articles, and for the use of certain expressions. You will see almost all the rules of articles in action here.

Thatched roofs **catch fire** (start to burn) in summer. **Send word** (send the message) to me if this happens. I shall definitely **give ear** (listen) to the message. The messenger who **brings word** (brings the message) will also be rewarded.

Tired of life on land, we shall **set sail** (begin a journey on ship) for distant places. We shall not **cast anchor** (lower the anchor) before at least a month will have passed.

But why do I think of these plans now? Nothing has gone wrong so far. So, there is no need to **lose heart** (get disappointed). No enemy has **laid siege to** (started the siege of) our homes. I shall **take offence** (feel hurt) if you even plan to **leave home**.

One should **feel at home** (comfortable) wherever one's home is. A bird **in hand** (able to be used) is worth two in the bush. Besides, a change of place may lead you **into debt**. So, don't let your mind run astray. Work hard **by day** (during the day) and sleep calmly **by night** (during the night). See how the birds get to work **at daybreak**. You should be ready **at sunrise** at least. If it is too hot **at noon**, take some rest. But see to it that you are a satisfied man **at sunset**. Take it from me – you can't work **at night**.

Enough of preaching – is that what you say? All right, I stop there. But, **on demand**, I narrate one of my experiences. I borrowed a huge sum **at interest** and decided to visit the most exciting place **on earth**. I travelled **by land, by water, by river, by train, by steamer**, and even **on horseback** and **on foot**. I tried to know each place *en route* **by name**. I stayed at hotels. One day **at dinner** a man told me: "Have you gone mad? The land is full of tension. None is **at ease** here." I replied **in jest** (jokingly): "If the land is full of tension, I'll add some of mine to it."

Do you know what excitement I had there? When I reached there, I came to know that the army had orders to shoot **at sight** (as soon as seen). My adventure then consisted of hide-and-see games. I often went in shelters **underground** to avoid being destroyed in bombing.

Adjectives

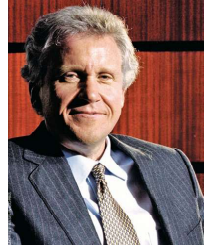
Adjective is a word that describes a noun or pronoun.

Adjectives describe **quality**. They qualify nouns or pronouns. So the words **good, bad, ugly, dear, costly, interesting** etc. are all adjectives.

Position of some peculiar adjectives

Usually adjectives come before the noun: He is a **great** CEO.

But in some cases adjectives come after the noun. In the following phrases the adjective always comes after the noun:



The body politic, New York Proper, God almighty, heir apparent, letters patent, knights temporal, lord paramount, notary public, president elect, IIM-select, time immemorial, the sum total, chairman elect, a God incarnate, Governor-General, from time immemorial.

Here is a sample sentence where the adjective follows the noun: **Things eternal** are more precious than **things temporal**.

Absolute superlatives

Sometimes superlatives formed by "**most**" are used in such a way that they do not carry the sense of the highest degree of comparison; they only lay emphasis on the quality concerned. They are called **absolute superlatives**.

1. That was a **most unfortunate** event.
2. It was a **most moving** speech.

Comparison of equality

When equality or similarity is shown through comparison between two persons, things or qualities, we use the pattern: **as + adjective + as**.

1. She is **as beautiful as** her sister.
2. Ram is **as tall as** Shyam.

Comparison of inequality

When inequality or dissimilarity through comparison is shown between two persons, things or qualities, we follow one of the following two patterns: **not as + adjective + as** OR **not so + adjective + as**.

1. She is **not as beautiful as** her sister.
2. She is **not so beautiful as** her sister.
3. Ram is **not as tall as** Shyam.
4. Ram is **not so tall as** Shyam.

If we wish to lay more emphasis on inequality, we can use **quite** before **so**.

1. She is **not quite so beautiful as** her sister.
2. Ram is **not quite so tall as** Shyam.

Concealed comparison

In some sentences, the **comparison is not explicit** but concealed in its sense. In such sentences we use: **not all that + adjective**.

1. He is **not all that intelligent**. (*He is not **as intelligent as** he was believed to be.*)
2. Its price is **not all that high**.
3. The swimming pool is **not all that deep**.

Comparison of actions (verbs)

In positive degree **two actions can be compared** in the following ways:

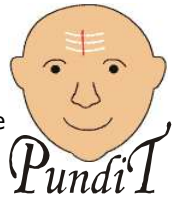
By using as + adjective + as

1. **Writing** is as easy as **reading**.
2. **Walking** is as difficult as **running**.
3. It is not as easy **to write** as **read**.
4. It is as difficult **to walk** as **run**.

In this construction it should be remembered that the first infinitive is used *with* "to", and the second *without* "to".

By using had better/had rather/had sooner

1. I **had rather go** than **wait**.
2. You **had rather read** than **write**.
3. You **had better work** than **sit** idle.
4. We **had better sit** there than **stand** here
5. They **had sooner die** than **surrender**.
6. They **would sooner die** than **surrender**.
7. They **would as soon die** as **surrender**.



In this construction, infinitive is used twice, and each time without **to**. This is the correct pattern.

Use of "to"

For all **adjectives of Latin origin**, comparison is shown by "to" (not by "than"). The more common adjectives of Latin origin are: **superior, inferior, junior, senior, prior, anterior and posterior**.

Generally these adjectives may be remembered as those that end with "-or".

It may be noted that "to" is used after **prefer** or **preferable** also, though they are not of Latin origin. Also, we cannot use comparative degree with these.

1. He is junior (or senior) **to** me. (*Not than me*)
2. This is superior (or inferior) **to** that.
3. His turn comes **prior to** mine.
4. Milk is **preferable to** tea. (*Not than*)

Comparison of qualities of same person

When **two qualities** of the same person or thing are to be compared, the comparative degree formed by "-er" should not be used. In their place, comparative degree should be made by adding **more** or **less** to the adjective concerned.

1. He is **more brave** than **strong**. (*Not braver than stronger*)
2. Mohan is **more good** than **wise**. (*Not better than wise*)
3. He is **more industrious** than **intelligent**. (*Not more industrious than more intelligent*)

Repeated comparative adjective

In some sentences the same **comparative adjective is repeated**. The **form** of such sentences is as follows:

1. He is getting **weaker and weaker**.
2. He is working **harder and harder**.
3. The Sensex is rising **higher and higher**.

Emphatic comparatives

Emphatic comparatives can be used in the following **three** ways:

- By using **much, far, by far or still** before the comparative degree (but not by using **very**)
 1. This house is **much larger** than that.
 2. This is **far better** than that.
 3. This is **by far more** important than the other.
 4. This book is **still better**.
 5. This book is **better still**.
- By using **rather**
 1. This book is **rather cheaper**.
 2. This hall is **rather better**.
- By using **all the**
 1. This is **all the better**.
 2. That was **all the worse**.
 3. That was **all the more disappointing**.

WATCH OUT!			
	Common errors	The correct form	Why? (The theory)
1	My horse is better than Ram.	My horse is better than Ram's.	When two persons, things or qualities are to be compared, the comparison should be made between correct persons, things or elements.
2	The climate of Punjab is better than Bihar .	The climate of Punjab is better than that of Bihar .	
3	Ram is more intelligent than any student in the class.	Ram is more intelligent than any other student in the class.	
4	I have less pens than pencils.	I have fewer pens than pencils.	Fewer is used for number, and less for quantity. Fewer is always followed by a countable plural noun and less by an uncountable singular noun.
5	He eats fewer butter than sugar.	He eats less butter than sugar.	
6	This is comparatively easier.	This is comparatively easy.	If an adjective (or an adverb) has " comparatively " before it, the adjective (or adverb) should be used in the positive degree, not in the comparative degree .
7	The higher a man rises, the humble he grows.	The higher a man rises, the humbler he grows.	When comparative degree adjective is split up and used in two parts of the sentence, the comparative degree should be used in both the parts.
8	The nobler a man is, the most respect he gets.	The nobler a man is, the more respect he gets.	
9	He runs as fast , if not faster than you.	He runs as fast as , if not faster than you.	Where the comparative and positive degree adjectives are used, positive degree adjective should be used with as ... as (not with one as only) and comparative degree adjective with than .
10	This hall is as large , if not larger than that.	This hall is as large as , if not larger than that.	

Superlative + of or in

Preposition "of" or "in" is used to show comparison among **three** or **more persons** or **things**.

1. He is the richest **of all men** here.
2. This is the cheapest **of all books**.
3. This is the best building **in the town**.
4. He is the most intelligent boy **in the class**.



Superlative + "one of" or "among"

When **one of** or **among** is used with a superlative, the noun coming after it must be of **plural number**.

1. Ram is **one of the** best **boys** in the class.
2. This is **one of the** cheapest **books** available.
3. He is the best **among** these **boys**.
4. This is the cheapest **among** these **books**.

Emphatic superlative

In order to give additional **emphasis** to a superlative adjective, we can use **by far the, much the, the very** or **out and out the**.

1. Bangalore is **by far the most beautiful** city.
2. This is **much the best** school.
3. This is **the very best** school.
4. This is **out and out the best** school.

Adjectives of the same degree

If the **same noun** is qualified by **two** or **more than two adjectives**, they must be of the **same degree**.

1. She is the **best** and **most talented girl**.
(We can't say **best and talented** or **good and most talented**)
2. This is the **deepest** and **longest** valley.
3. I have the **best** and **cheapest** book.

Non-gradable adjectives

The following adjectives are already of the **superlative degree**. They cannot be used as comparative degree adjectives, nor **can the emphasising** expressions such as **very, extremely, highly** or **much** be used with them. These adjectives are: Unique, perfect, matchless, excellent, ideal, absolute, universal, impossible, entire, whole, full, complete, round, extreme, eternal, chief, principal, adequate, inevitable, stationary, irrevocable, sufficient, main, unanimous, devoid, manifest, unavoidable, minor, unbroken, fatal, paramount, final, perpetual, preferable etc.

1. He is an **ideal** leader. (We can't say **more ideal** or **most ideal**)
2. This is a **unique chance**. (Not, **more unique** or **most unique**)
3. This plan is **perfect**.
4. I have **full** sympathy with him.

BUT: These days **full** and **perfect** are being used in **comparative** and **superlative** degrees also. Now we can use **full, fuller, and fullest**, or **perfect, more perfect or most perfect**. This use is coming into vogue.

1. I have the **fullest** sympathy with you.
2. This is the **more perfect/most perfect** plan.
3. Please give me a **fuller** account of the incident.



Like best, like most

Both these uses are correct.

1. Which of these books do you **like most**?
2. Which of these books do you **like best**?

Kind and sort

"**Kind**" and "**sort**" are of singular number. Therefore, "**this**" or "**that**" should be used with them, **not "these" or "those"**.

1. I don't like **this (or that) kind** of men. Or I don't like men of **this/that kind**.
2. I don't like **this (or that) sort** of men. Or I don't like men of **this/that sort**.

Adjective, adverbially

Sometimes **adjectives** are used **with verbs** also, but in that case the **adjectives** qualify **the subject** of the verb. If, however, they qualify the **action (verb)**, they should be used **adverbially**.

1. The flowers smell **sweet** (not **sweetly**)
2. He looked **angry** (not **angrily**)
3. The ship appeared **suddenly** (not **sudden**)
4. He looked **coldly** at us. (not **cold**)
5. **Incorrect:** Flowers were plucked **freshly**.
6. **Correct:** Flowers were plucked **fresh**.

Adjective used as nouns

Sometimes **adjectives** are used as **nouns**, as in the following cases:

1. **The rich** should not be proud. (*i.e. rich people*)
2. **The poor** should not be derided.
3. **The humble** are blessed.
4. **The wicked** always come to grief.
5. Keats was a poet of **the beautiful**.

Adjectives becoming nouns


Proper nouns

Canadians, Africans, Asians, Italians, juniors, seniors, elders, nobles, inferiors, superiors, criminals, savages, betters, sweets, valuables, eatables, the rich, the poor, the beautiful, the long and short of, in black and white, through thick and thin, from bad to worse, for good, at best, for better, for worse or worst, before long, in short etc.



1. He has left India **for good**.
2. **At best**, we shall get marginal profit.
3. The agreement was made **in black and white**.
4. We shall remain friends **through thick and thin**.
5. We shall not part company **for better or for worse**.
6. Nothing **better** can come.
7. Nothing **worse** can happen.
8. I am prepared for **the worst**.
9. I shall start a new business **before long**.
10. In short, I have lost the chance.
11. His condition is getting **from bad to worse**.
12. **The long and short** of the whole matter is that the match had to be cancelled.

CONFUSION COMPOUNDED!			
	Confused	Corrected	The clarification
1	Ram came latter than Hari.	Ram came later than Hari.	Later is the comparative degree of late , while latter is the antonym of former .
2	Ram and Shyam are brothers but the later is more cultured than the former.	Ram and Shyam are brothers but the latter is more cultured than the former.	Later gives the sense of time , while latter expresses place or position .
3	Ram and Shyam are brothers but the first is very rich and the last very poor.	Ram and Shyam are brothers but the former is very rich and the latter very poor.	When there is reference to only two persons or things, we use former for the first and latter for the second. But when the reference is for
4	In a list of fifty candidates, Ram's name is former and Mohan's latter.	In a list of fifty candidates, Ram's name is at the first place and Mohan's at the last .	three or more persons or things , we use first for the first and last for the last.

CONFUSION COMPOUNDED!			
	Confused	Corrected	The clarification
5	He was the foremost man to reach here.	He was the first man to reach here.	First is first merely in serial order without any suggestion of more or less in importance, while foremost means most important without any reference to serial order.
6	Jawaharlal Nehru was the first statesman of his time.	Jawaharlal Nehru was the foremost statesman of his time.	
7	The latest person in the queue is my friend.	The last person in the queue is my friend.	Last is the antonym of first , while latest is the antonym of earliest . Therefore, last has the sense of place in serial order, while latest has the sense of time .
8	What is the last news about his condition?	What is the latest news about his condition?	
9	Which is the next railway station from here?	Which is the nearest railway station from here?	Nearest means nearest in distance, while next means after this or that in serial order.
10	My seat was nearest to the door.	My seat was next to the door.	
11	There is nothing farther to say.	There is nothing further to say.	Farther means away in distance, while further means 'in addition to' but is also used sometimes for distance.
12	Lucknow is further from Agra than Kanpur.	Lucknow is farther from Agra than Kanpur.	
13	Lesser visitors came to see the Taj this year.	Fewer visitors came to see the Taj this year.	<p>Fewer is used for number, less for quantity, and lesser for less in importance.</p> 
14	Popcorn without butter has fewer fat than popcorn with butter.	Popcorn without butter has less fat than popcorn with butter.	
15	I have not read the less poets of the Elizabethan Age.	I have not read the lesser poets of the Elizabethan Age.	
16	I have ten rupees fewer at the moment.	I have ten rupees less at the moment.	If in a certain sentence there is a definite numeral adjective , followed by a plural noun , use less in place of fewer .
17	There are two members lesser in the team.	There are two members less in the team.	
18	He is the eldest man in the village.	He is the oldest man in the village.	Elder and eldest are used for members of the same family. Elder means senior in age and eldest means senior-most in age. Older and oldest are used for other people or things, in the same sense of age.
19	He is my older brother .	He is my elder brother .	
20	My oldest brother is like my father.	My eldest brother is like my father.	
21	I don't want to read some more books.	I don't want to read any more books.	Some is used in affirmative and interrogative sentences for request or invitation. Any is used in negative and interrogative sentences.
22	Will you please have any tea?	Will you please have some tea?	

Little, a little, the little

Little means **almost nil** or **nothing**. It has a **negative** sense.

There is **little** hope of his success. This means "*There is almost no hope of his success.*"
I have **little** time to waste. This means "*I have no time to waste.*"

A **little** means small in quantity. It has a **positive** sense.

1. There is a **little** money left.
2. I have only a **little sugar** left.
3. We had only a **little time** to complete the work.

The little means **not much** but **all that is there**. It has a **neutral** sense.

1. He has wasted **the little money he had**. *Not much, but all that he had.*
2. Make the best use of **the little time** you have.

So, in short, we have:

1. He has **little** knowledge of politics. (Hardly any knowledge)
2. He has a **little** knowledge of politics. (Some knowledge)
3. **The little** knowledge of politics that he possesses has been gained through newspapers. (Whatever little)



Few, a few, the few

Few means "**almost nil**". It has a **negative** sense.

1. He has **few** enemies. (*Hardly any*)
2. He has **few** achievements to write on his CV. (*Hardly any*)

A few means "small in number". **It has a positive sense.**

1. I can give you a **few books**.
2. I have only a **few friends**.

"The few" means **small in number**, but **all that are there**.

1. I have lost the **few books I had**. *Very few in number, but all those that I had.*
2. Carefully read **the few books** you have.

A lot of, lots of, quite a little, quite a few, a little bit of, quite a bit of, plenty of

1. **Lots of effort** will be required to solve this problem. (Uncountable)
2. **A lot of Americans** travel to Europe each year. (Countable)
3. They offered **quite a little help** for my problem. (Meaning "a large amount") (See *quite a bit of*, below.)
4. **Quite a few restaurants** in this town offer vegetarian dishes. (Meaning "a large number")
5. There's a **little bit of pepper** in the soup. (Meaning "a small amount")
6. There's **quite a bit of pepper** in the soup. (Meaning "a large amount")
7. There are **plenty of mountains** in Switzerland.
8. She has **plenty of money** in the bank.

Each and every

Each is used for **two** or **more than two**. **Every** is used for **at least three** or **more**. **Every** should not be used for **two**.

1. **Each** of you must reach in time.
2. **Each** of the two brothers is highly cultured.
3. **Every** one of them was ready to go.
4. I know **every** street of Kolkata.

Either and neither

Either means "one of the two"; **neither** means "neither this nor that of the two". **Neither** is antonym of **either**. **Neither and either** are **not** used for **more than two**.

1. You can take **either** side.
2. **Either** of the two brothers is coming.
3. You should take **neither** side.
4. **Neither** of the two brothers is likely to come.

Due to, because of and owing to

Due to means **caused by**. It is related to the action of a verb.

1. His demotion was **due to** his negligence of duty.
2. He has risen so high **due to** his hard labour.

Due to and **prior to** should be used as predicative adjectives. When prepositional functions are to be performed, use **because of** in place of **due to**, and **before** in place of **prior to**.

Incorrect: Wickets fell *due to* superb bowling.

As it is used in the given sentence, due appears to be an adverb qualifying the verb fell or a preposition linking the fall of wickets and bowling. But neither is true. Usually, due is used as a predicative adjective. In cases such as the given one, because of should be used.

Correct: Wickets fell because of superb bowling.

*However, if the sentence were in the form, "The fall of wickets was **due to** superb bowling", the usage would be correct.*



Owing to is only a prepositional phrase. **It** only governs a **noun** or a **nominal**. It is generally placed **at the beginning of** the sentence.

1. **Owing to** his illness, he could not appear at the examination.
2. **Owing to heavy rain**, the programme was badly disturbed.

Many a

It is used like a **singular numeral adjective**, though it is **plural** in sense. It takes a **singular noun** and a **singular verb** after it. It means **many (one by one)**.

1. **Many a young man has** laid down his life for the country.
2. **Many a great occasion has** come in my life.

Verbal and oral

Verbal means **of** or **in words**.

1. There is no **verbal** difference between the two documents.
2. There is a striking **verbal** similarity between the two poems.

“**Oral**” means by “**mouth**”, not in writing.

1. There will be an **oral** test.
2. He has failed in the **oral** examination.

Incorrect: His written statement differs from his **verbal** one.

Correct: His written statement differs from his **oral** one.

Note: Nowadays “verbal” is also used in the sense of **oral** (by mouth). *We have received a **verbal** message --such a usage should be avoided, though.*

Common and mutual

Common means belonging to **two** or **more** persons **or** things.

1. There is nothing **common** between them.
2. This is our **common** property.

Mutual means “**between two**”, “**for each other**”

1. There was **mutual exchange** of views between them.
2. There was little **mutual understanding** between them. (Hardly any)

1. **Incorrect:** We started smoking on the advice of a **mutual** friend.

2. **Correct:** We started smoking on the advice of a **common** friend.



Adjectives revisited

Incorrect	Correct
These kind of questions is often asked in examinations.	This kind of questions is often asked in examinations.
The later part of the novel is not neatly written.	The latter part of the novel is not neatly written.
What is last news?	What is the latest news?
I have an older brother.	I have an elder brother.
Mohan is the eldest boy in the town.	Mohan is the oldest boy in the town.
After this he made no farther statement.	After this he made no further statement.
This is the next post-office to my house.	This is the nearest post-office to my house.
Mohan is wiser than strong .	Mohan is more wise than strong .
Satish is clever than any student in his class.	Satish is cleverer than any other student in his class.
India’s fielding is <i>inferior</i> than South Africa’s.	India’s fielding is <i>inferior</i> to South Africa’s.
Our field is more square than theirs.	Our field is as square as theirs.
Of the two boys, his brain is the sharpest .	Of the two boys, his brain is sharper .
Alexander was the <i>most powerful</i> of all other kings.	Alexander was the <i>most powerful</i> of all kings.
The orientation of Indira Awas Yojana is better than other housing schemes.	The orientation of Indira Awas Yojana is better than that of other housing schemes.
Zarda mangoes are more sweeter than the Maldah ones.	Zarda mangoes are sweeter than the Maldah ones.
Staying indoors is more preferable than going out an summer day.	Staying indoors is preferable to going out on a summer day.
No less than forty VIPs were involved in the hawala scam.	No fewer than forty VIPs were involved in the hawala scam.
I saw only the two first episodes of the serial.	I saw only the first two episodes of the serial.
Of Manohar, Shyam and Joshi, the latter is a driver.	Of Manohar, Shyam and Joshi, the last is a driver.
It grew hot and hot .	It grew hotter and hotter .
He is as good if not <i>better than</i> his brother.	He is as good as if not <i>better than</i> his brother.
I have fallen in love with the beautiful woman’s daughter.	I have fallen in love with the woman’s beautiful daughter .

Adverbs

An adverb is a word which describes or gives more information about a verb, adjective, adverb or phrase.

Adverbs usually describe **how** (he worked ambitiously), **why** (to boost his grades), **when** (yesterday), **where** (at school), **or to what extent** (for many hours).

Adverbs are used to modify a verb, an adjective or another adverb.

1. Mary sings *beautifully*. (*How does Mary sing? Modifies the verb "sings".*)
2. David is *extremely* clever. (*How clever is David? Modifies the adjective "clever".*)
3. This car goes *incredibly* fast. (*How fast does the car go? Modifies the adverb "fast".*)

Adjectives that are also adverbs

Adverbs are frequently formed from adjectives by adding "-ly" to the adjective. For example, "beautifully" from "beautiful", "quickly" from "quick", etc.

However, some adjectives retain their form when used as an adverb.

Adjective	Adverb
The journey was fast and enjoyable.	He was driving too fast .
Next week is cup final.	Wondering what would happen next .
The back pocket of his jeans was picked.	Sit back and relax.
The plants will grow into little bushes.	I was always a little afraid of her.
Her daughter is seriously ill .	Poor grammar may bode ill for CAT.
The team hoped for better weather.	He could do better if he tried.
How to obtain the best results from your machine.	Jokes are best avoided in essays.
We ate an early lunch.	I was planning to finish work early today.
He was the only child of his parents.	There are only a limited number of tickets available.
There was just enough room for two cars	Before he was old enough to shave, he bought an electric shaver.
I did not get much sleep.	Did it hurt much ?
It would be some time before she was completely well .	The whole team played well .
He had not travelled far .	He bowled from the far end.
A long straight road.	He gazed straight at her.
The queue for tickets was long .	How long have you been working here?

When "-ly" makes a difference

Some adverbs have two forms, the form ending in "-ly" and the form which is the same as adjective.

For example: loud, high, hard, near, late, pretty, low, deep, slow, fair, free, most, wrong, direct, short, close, cheap etc.

But in some cases, the meaning changes when "-ly" is attached to the adjective.

On the other hand, some words that do end in "-ly" are not adverbs but adjectives.

Examples: friendly, womanly, silly, frilly, courtly, saintly, nightly, daily.



Let us see how the addition of “-ly” makes a difference.

Adjective	Adverb
Some children are particularly quick learners.	You can make money quickly in Mumbai.
They were kept awake by loud music.	Speak loudly please.
The top of a high mountain may not be visible from the ground.	The sculpture stood about five feet high . He was highly regarded by his colleagues.
He loves sleeping on a hard mattress.	They work hard at B-schools. The party had hardly started when the police arrived.
The conflict is unlikely to be resolved in the near future.	A bomb exploding somewhere near caused a stampede. A rise of nearly 25 percent worried many.
She was half an hour late for her lunch appointment.	It happened late in 1984. She hasn't been looking too well lately
A pretty little girl with an engaging grin caught his fancy.	He looked pretty fit for his age. She was prettily dressed.
I hope we are doing the right thing.	Nothing is going right for me this season. We tasted the delicious cuisine for which the country was rightly famous.
The sun was low in the sky. He maintains a rather lowly appearance	He was lying low for most of the time.
The lake was deep and cold.	Travelling deep into the countryside, he met many people. The inconvenience caused is deeply regretted.
He used a slow dot-matrix printer.	It was a slow-moving car. Walk slowly .
He believes he has a fair chance of success.	No one could say he played fair . The tea is fairly hot.
Some countries do not have a free Press.	Ladies were admitted free . You may speak freely .
Snakes are found in most countries.	The most important event of my life I go there mostly in the evenings.
This is the wrong answer.	You got me all wrong . Wrongly written spellings put me off badly.
There is no direct flight.	They seem reluctant to deal with me direct . The houses were directly opposite.
The bed was too short for the two of us.	He pitched the ball short . The flight was hijacked shortly after takeoff.
A cheap and reliable solution.	He sells his goods cheap . The house was cheaply sold out.
The hotel is close to the sea.	They stood close to the door. The team is closely held together.

Adjectives with no direct adverbs

Many adjectives have no direct adverbs. For example, **friendly** will have to be written as “in a friendly way” or “in a friendly manner” to serve as an adverb.

The following is a list of adjectives, only some of which may be used as adverbs, as well.

Beastly, beggarly, bodily, bubbly, burly, burly, chilly, comely, comely, costly, courtly, crumbly, cuddly, daily, dastardly, deadly, deathly, disorderly, early, earthly, earthly, easterly, elderly, fatherly, fleshly, fly, fortnightly, friendly, gentlemanly, ghostly, ghostly, gingerly, gnarly, godly, godly, gravelly, grisly, heavenly, hilly, holy, homely, hourly, hurly, jolly, kindly, leisurely, likely, likely, lively, lonely, lordly, lovely, lowly, manly, manly, mannerly, masterly, mealy, measly, miserly, miserly, monthly, motherly, niggardly, nightly, northerly, oily, orderly, pally, pearly, portly, prickly, princely, quarterly, saintly, scaly, seemly, shapely, sickly, silly, slovenly, sly, southerly, spindly, sprightly, squirrely, stately, steely, superbly, surly, timely, touchy-feely, ungainly, unlikely, unmannerly, unruly, unseemly, unsightly, weatherly, weekly, westerly, wily, wobbly, womanly, woolly, worldly, wrinkly, yearly.

Linking verbs

Linking verbs are verbs of sensation or existence.

Examples: *feel, look, smell, sound, taste, act, appear, be, become, continue, get, go, grow, keep, lie, look, prove, remain, resemble, run, smell, seem, sit, stay, strand, taste, turn* etc.

Let us look at an example to understand how linking verbs are different from transitive and intransitive verbs.

- LINKING:** The nation's mood **turned** sour. (*The subject is not engaged in an action. "Turned" links "mood" and a state of being, "sour".*)
- TRANSITIVE:** The judge **turned** the pages quickly. (*The subject was engaged in an action — "turned" — and that action transferred to an object — "pages".*)
- INTRANSITIVE:** The lawyer **turned** suddenly toward the back of the courtroom. (*The subject was engaged in an action — "turned" — and that action was done in a particular way — "suddenly" — but not transferred to someone or something.*)

Here are some more examples:

Linking: You're **growing** happier every day.

Action: The plant is **growing** fast.


Linking: That doesn't **appear** to be correct.

Action: How did you suddenly **appear**?

Linking: That dinner **looks** tasty!

Action: **Look** at this dinner!

Adverbs are not used with linking verbs, but adjectives are.

WATCH OUT!			
	Action	Linking	Why? (The theory)
1	Sylvia tasted the spicy squid eyeball stew.	The squid eyeball stew tasted good.	Sylvia is not the stew! "Tasted" is an action verb in the original sentence and needs to be used as a linking verb.
2	I smell the delicious aroma of a mushroom and papaya pizza baking in the oven.	The mushroom and papaya pizza smells heavenly. 	I am not the aroma! "Smell" in this sentence, is an action verb.
3	The distressed travellers looked at their map, wondering how the Eiffel Tower had gotten to Egypt.	The map looked hopelessly confusing.	"Looked" changed from action to linking.
3	Swooping out of the clear blue sky, Superman appeared on Lois Lane's balcony.	Superman appeared happy to see Lois.	In the second sentence, the linking verb "appeared" connects "Superman" to his state of mind, "happiness".

Good, well, bad, badly

These four words are very often misused. It is important to understand their correct use. Just to appreciate how important, digest this piece of information: The adjective "well" has three meanings: **to be in good health, to be satisfactory, to appear well dressed.**

Study these sentences.

1. I feel **bad**.
2. The job was **badly** done.
3. He feels **good**. (*happy, in good mood*)
4. He feels **well**. (*in fine health*)
5. Is the baby behaving **well** or **badly**?
6. She feels **good** in that suit.
7. All is **well** that ends **well**.
8. She did **well** in her exam.
9. I feel **good** when I receive gifts.
10. I feel **well** today.
11. I feel **bad** about losing my job.
12. He wrote the document really **badly**. (*Badly is an adverb*)
13. The doctor says I am completely **well**.
14. *She feels bad about the news.*
15. You did a **good** job.
16. You did the job **well**.
17. You **smell** good today. (*Describes your odour, not how you smell with your nose, so follow with the adjective.*)
18. You **smell** well for someone with a cold. (*You are actively smelling with a nose here; so follow with the adverb.*)
19. I do not feel **well**.
20. You do not look **well** today. (*When referring to health, always use well.*)
21. "How are you?" "I'm **good**, thank you."
22. After a bath, the baby smells so **good**.
23. Even after my careful paint job, this room doesn't look **good**.



Unless you make **GOOD** use of these adverbs, and are confident about using them **WELL**, you may fare **BADLY** on the CAT and that can be **BAD** for your future.

Incorrect	Correct
She feels badly about the misunderstanding.	She feels bad about the misunderstanding.
The car runs good most of the time.	The car runs well most of the time.
He was hurt bad .	He was badly hurt.
We work good together.	We work well together.
Sharon's cough sounds badly .	Sharon's cough sounds bad .

Rules of adverb usage

Position of adverbs

It is very important to know the correct **place** or **position** at which an **adverb** should be used in a sentence. A change in position can dramatically alter the meaning of a sentence.

See how the position of "only" affects the meaning of the following sentences.

1. **Only** he took the French course. (*There is one student who took French in the class.*)
2. He **only** took the French course. (*He registered; he sat there; but he didn't really study or apply himself in any meaningful way.*)
3. He took **only** the French course. (*He didn't take any other course.*)
4. He took the **only** French course. (*Only one French course of any kind was offered.*)
5. He took the French **only** course. (*The entire course was conducted in French.*)
6. **I just saw him at the gate.** (Means I did not do anything else, viz., shake hands, talk etc.)
7. I saw **just him** at the gate. (*I saw only him and nobody else.*)

If some stress is to be laid on a verb, or if a reply is to be given in a short form, all the adverbs should be placed before the auxiliary verbs or the single verb "be".

1. He has **again** forgotten to bring his books.
2. Yes, he **always** does forget to bring his books.
3. "Are you free this evening?" "Yes, I **usually** am free in the evenings."
4. "When does he go to Bombay?" "He **already** has gone to Bombay."
5. "Do you travel by plane?" "Yes, I **sometimes** do."

If an adverb modifies the whole sentence or is meant to give very great stress, it is placed at the very beginning of the sentence.

1. **Unfortunately** a very serious accident occurred.
2. **Luckily** no one was killed.
3. **Out** came the lion from the den and stood before us.

Too

"Too" means more than enough. Therefore, **too** should not be used in place of **very** or **much**, otherwise it would yield an **absurd meaning**. For example, if we say, "I am **too happy** to hear of your success", it would mean, "I am happy to the extent I should not have been." Certainly this cannot be the intention of the speaker. The correct form of this sentence would be, "I am **very** happy to hear of your success."

It should be remembered that "**too**" has a **negative sense** or the sense of **undesirability**. **Too** should be used keeping in mind this sense of its meaning and implication.

For example, the following sentences are wrong:

1. **Incorrect:** Sachin Tendulkar is too good a cricketer.
2. **Incorrect:** John Abraham looks too cool in this picture.
3. **Incorrect:** You are **too** kind to me.
4. **Incorrect:** She is **too** beautiful.
5. **Incorrect:** He is **too** intelligent.
6. **Incorrect:** You are **too** faithful to me.



In the following sentences, "too" is used correctly:

1. The day is **too** hot.
2. The price is **too** high for me.
3. The house is **too** small for my family.
4. You are still **too** weak.
5. The weather is **too** cold.
6. It is **too** much for me to bear.
7. He is **too poor to buy** a car.
8. He is **too weak to run**.
9. The **river** is **too** deep for me **to cross**.
10. The enemy is **too** strong **to be overcome** easily.
11. The problem is **too** difficult for me **to solve**.

Use of "very", "much"

"Very" is used with **present participle**, and "much" with **past participle** or **verb**.

1. It was **very surprising**.
2. The game was **very exciting**.
3. He was **much** surprised. (*Not very surprised*)
4. I was **much shocked** to hear the news. (*Not very shocked*)
5. He was **much confused**. (*Not very confused*)
6. He **talks much**.
7. He **drinks much**.
8. **Incorrect:** The news was much interesting.
9. **Incorrect:** The news was very much interesting.
10. **Correct:** The news was very interesting.
11. **Correct:** He was very much disappointed.
12. **Incorrect:** He was too much disappointed.
13. **Correct:** This is the very best book on Marketing.
14. **Correct:** This is much the best book on Marketing.

With some **past participles** the use of **very** is correct.

1. I was **very pleased** to hear the news.
2. He was **very tired** at the end of the journey.

“Very” is used before the **positive degree** of an **adjective** or an **adverb**, and **“much”** before the **comparative degree** of an **adjective** or an **adverb**. **Very much** can also be used (in place of **much**) in the **comparative degree**, but **not** in the **positive degree**.

1. Ram’s house is **much bigger** than Mohan’s. (*or very much bigger*)
2. Mohan is **much more trustworthy** than Sohan.
3. Hari is **much better placed** than Rajesh.
4. Ram is **very intelligent**.
5. Mahesh is **very poor**.

Very and **much** can both be used in the **superlative** degree also but the rule is that **“very”** is used after the article **“the”**, and **“much”** before **“the”**.

1. He is **much the best** boy of the class.
2. Rakesh is **much the richest** man of the town.
3. Cow is **the very gentlest** animal.
4. This is **the very best** book available here.

Very much can be used with the **verb** in **affirmative sentences** only. Only **much** can be used in **negative** sentences.

1. I love him **very much**.
2. I don’t love him **much**.

Very much, too much, much too and only too

All these **four** phrases have different meanings. **“Very much”** means “completely”. **“Too much”** and **“much too”** mean “more than necessary or desirable”. **“Only too”** means **“much”**.

1. I am **very much** obliged to you.
2. His performance is **very much** disappointing.
3. It gives me **too much** pain.
4. It is **much too** painful.
5. I am **only too** glad to be here.



“Too” and “even”

The difference between **too** and **even** is that **too** is used only for **emphasis**, while **even** is used in the sense of “against or contrary to hope or expectation.”

For example, a brother is normally expected to help a brother, but if a brother does not help, we shall say:

Even my brother did not help me.

Similarly:

1. He helped me and my friend **too**.
2. He is intelligent and industrious **too**.
3. **Even** my father did not support me.
4. I could not **even** recognise him.

“Little” and “a little”

“Little” and **“a little”** have the same meaning as adverbs as they do as adjectives. **“Little”** is negative meaning “almost nothing” while **“a little”** means “not much”.

1. I **little** expected that he would pass. (*There was almost no hope.*)
2. I was a **little** disappointed. (*There was some disappointment — not much.*)

"Since" and "ever since"

These are both **adverbs of time**.

Since means from a **certain point of time** in the past, while **ever since** means from a **certain point of time to the present**.

They are used with the **present perfect tense**, but in **indirect narration** they are used with **past perfect tense**.

1. I met him five years ago and have remembered him **ever since**.
2. We were together in school days but we have met only twice **since**.
3. He assured me that he had never done so **since**.
4. We lived in Kashmir several years ago but we have remembered those happy days **ever since**.

Else ... but

"Else" is followed by "but" not "than."

1. None **else but** the Prime Minister will come.
2. I met none **else but** your father.
3. It is nothing **else but** arrogance.

Seldom or never, seldom if ever

The correct expressions are **seldom or never** (not **ever**) and **seldom if ever** (not **never**).

1. He **seldom or never** misbehaves with anybody.
2. He **seldom if ever** drinks.

Before and ago

Both these are **adverbs of time**.

Before is used with **simple past tense** or **present perfect tense**.

Ago is used with **simple past tense** only (not with **present perfect tense**).

1. I never **before** met such a rude man.
2. I have seen Jaipur **before** also.
3. I met him a month **ago**.
4. His father died a month **ago**.

Ago suggests **past tense**; therefore it should **not** be used with any form of the **present tense**.

1. **Incorrect:** I **have arrived** here only a little while **ago**.
2. **Incorrect:** I **have completed** my work an hour **ago**.

Yet, still, already, so far

1. He is **still** in service.
2. You are **still** a student.
3. I **still** love you.
4. He **still** needs my help.
5. He has not come **yet**.
6. I have **already** finished my work.
7. He has left for office **already**.
8. I have **not yet** finished my work.
9. He has **not yet** left for office.
10. Are you **not yet** ready?
11. **He has not yet** come.
12. I **have already met** him.
13. He **has not met** me **so far**.

Just

Just means **right now** or **not long before**. Normally it is used with **present perfect tense**.

1. He has **just** arrived.
2. I have **just** finished my story.

Just can be used with **simple past tense** also, and there it means **only** or **barely**.

1. He **just** caught the train.
2. He **just** managed to escape.

Just has one more meaning suggesting the sense of **"at this very moment"** or **"exactly"**.

1. The clock has **just** struck two.
2. He has **just** gone out.
3. This is **just** what I wanted.

Fairly, rather

Both these are adverbs of quantity. The difference between them is that **fairly** has the sense of **liking or appreciation**, while **rather** has the sense of **disliking or disapproval**. Therefore, care should be taken not to use expressions in which there may be **mingling of liking and disliking**.

For example, all the following expressions are **incorrect**:

All Incorrect: Fairly dull, fairly ugly, fairly bad, fairly slow, fairly cunning, rather intelligent, rather beautiful, rather good, rather quick, rather honest, rather gentle, etc.

In order to correct these expressions, we should use **fairly** in place of **rather**, and **rather** in place of **fairly**.

1. The weather is **fairly pleasant**. (Not **rather pleasant**)
2. The day is **rather** hot. (Not **fairly hot**)
3. The house is **fairly** comfortable.
4. The house is **rather** uncomfortable.

No, not, none

"No" is used like an **adjective** before a **noun**, after the following verbs: Hope, believe, think, expect, suppose, be afraid, etc.

"Not" is used in place of a **noun clause**. By this use the sentence becomes **short**.

1. Can you go there? **I am afraid not**.
2. Will he pass? **I expect not**.
3. Is he fair? **I suppose not**.
4. This is **no good** pen.
5. There is **no better** pen.
6. You can travel **no faster** by any means.
7. **Not a** tree or bush was there.
8. There was **not a** man in the hall.
9. This is **no good** abusing him.
10. This is **no different** from that.
11. His behaviour towards us was **none too good**.
12. He is **none the better** in spite of my help.

Hard, hardly

Normally **"hard"** is an **adjective**, but it can also be used as an **adverb**. As an **adverb** it means **hard labour**. It is used after the **verb**.

1. He worked **hard (not hardly)** for the examination.
2. He tried **hard (not hardly)** to win the prize.



“Hardly” is an **adverb of degree**. It means **very little** or **scarcely**. It is used before a **single verb** or after the **first auxiliary** in a **compound verb**.

1. I have seen him only once and therefore **I hardly know** what type of man he is.
2. He was so changed that **I could hardly recognise** him.
3. **It** is a new medicine; it has **hardly** been tried yet.

For **emphasis**, **“hardly”** can be used at the beginning of a sentence also.

Hardly had the train stopped **when** he jumped out.

Late, lately

“Late” as an adverb means late in time.

1. He comes **late** every day.
2. The theft was committed **late** at night.
3. He married **late** in life.

“Lately” means “recently”.

1. He has **lately** started a new business.
2. He has **lately** shifted to a new house.

Most, mostly

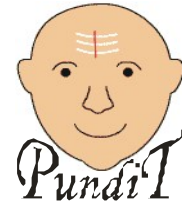
“Most” as adverb means “maximum” or “greatest”.

1. The man whom I like **most** is John.
2. The man who talks **most** is often hollow.

“Mostly” means “largely”.

1. His stock consists **mostly** of outdated things.
2. The students were **mostly** inattentive.
3. The audience consisted **mostly of** students.





WATCH OUT!			
	Common errors	The correct form	Why? (The theory)
1	I am going to home.	I am going home.	When home is used as an adverb of place, neither a preposition nor a relative adjective should be used before it.
2	He left in the next morning.	He left the next morning.	If words that show time, such as morning, evening, day, night, month, year , etc. have such qualifying words before them as this, that, next, last, all , etc. no preposition is used before them. But if the time-showing words are used without the qualifying words (this, that, next, last , etc.), proper prepositions should be used before them.
3	I shall come Sunday .	I shall come on Sunday .	
4	He did not go on that day.	He did not go that day .	
5	Don't come night .	Don't come in the night .	
6	I have arrived here yesterday .	I arrived here yesterday .	In a sentence in the present tense , no adverb or adverbial phrase suggestive of past tense should be used.
7	I have passed MA last year .	I passed MA last year .	
8	I advise you to carefully read the book.	I advise you to read the book carefully .	
9	I request you to kindly grant me leave .	I request you kindly to grant me leave .	No adverb should be placed between "to" and the verb, to avoid splitting the infinitive.
10	I direct you to punctually reach the office every day.	I direct you to reach the office punctually every day.	

Adverbs revisited



Incorrect	Correct
Roses smell sweetly .	Roses smell sweet .
The woman looked angrily .	The woman looked angry .
The woman looked angry at the beggar.	The woman looked angrily at the beggar.
Dolores bakes real good apple pies.	Dolores bakes really good apple pies.
She walks a lot slower since the accident.	She walks a lot more slowly since the accident.
He sure works hard.	He surely works hard.
Talk quieter .	Talk more quietly .
This is a real tough problem.	This is a really tough problem.
He damn near killed me.	He nearly killed me.
The cat crept nearly .	The cat crept near .
He is so rich.	He is very rich.
He went only that far.	He went only so far.
He is very humble to make such a tall claim.	He is too humble to make such a tall claim.
I read the proof yesterday meticulously at home.	I read the proof meticulously at home yesterday.
He comes home late often .	He often comes home late.
He usually is seen playing with his club mates.	He is usually seen playing with his club mates.
He always is at home.	He is always at home.
I used to often take a break from my packed schedule for playing tennis.	I often used to take a break from my packed schedule for playing tennis.
It is enough hot to make you desire an ice-cream.	It is hot enough to make you desire an ice-cream.
She did not despise none of her lovers.	She despised none of her lovers. OR She did not despise any of her lovers.
She seldom or ever has sweet talks with her son.	She seldom or never has sweet talks with her son. OR She seldom if ever has sweet talks with her son.

Exercise

Choose the right adverb in each of the following sentences.

- He fought (hard, hardly) for the No.1 spot.
- It would (hard, hardly) rain today.
- He never comes (lately, late).
- She is (pretty, prettily) dressed.
- You are (prettily, pretty) mistaken about him.
- The hare ran (more fast, faster) than the dog.
- The petrol price hike issue has been debated (hotlier, more hotly) than the urea scam.
- He is (that, so) intelligent *that* he does not need to attend classes.
- She is (too, very) intelligent.
- The match became (much, very) interesting.
- It is nothing else (than, but) fatigue.

Solutions

- | | | | |
|-----------|-----------|---------------|-------------|
| 1. hard | 2. hardly | 3. late | 4. prettily |
| 5. pretty | 6. faster | 7. more hotly | 8. so |
| 9. very | 10. very | 11. but | |

Conjunctions

A **conjunction** is a word that **connects** words or groups of words.

Spot the conjunctions in the following sentences.

1. Bob **and** Dan are friends. (The conjunction "**and**" connects two nouns.)
2. He will drive **or** fly. ("**Or**" connects two verbs.)
3. It is early **but** we can go. ("**But**" connects two groups of words.)

Types of conjunctions

Coordinating conjunctions connect two equal parts of a sentence. The most common ones are: **and, or, but,** and **so**.

Subordinating conjunctions connect two parts of a sentence that are not equal. Some of the more common subordinating conjunctions are: **after, before, unless, although, if, until, as, since, when, because, than, while** etc.

Correlative conjunctions are **pairs** of conjunctions that work together. In the sentence **Both Jan and Meg are good swimmers**, "**both**" and "**and**" are correlative conjunctions. The most common correlative conjunctions are: **both ... and, either ... or, neither ... nor, not only ... but also** etc.

Pairs only

Some conjunctions are used in pairs only.

Their use is correct only in pairs, not otherwise. The more popular pairs are: **Either ... or, neither ... nor, both ... and, though ... yet, although ... yet, whether ... or, not only ... but also, lest ... should, no sooner ... than, scarcely ... when, hardly ... when, as much ... as**, etc.

Let us use these conjunction pairs in sentences.

1. I shall **either** read **or** write a story.
2. He is **neither** strong **nor** courageous.
3. **Both** Mohan **and** Ram have passed.
4. **Though** he is poor **yet** he is honest.
5. I will go **whether** he comes **or** not.
6. He will **not only** encourage you **but also** help you.
7. Work hard **lest** you **should** fail.
8. **No sooner** had he reached the station **than** the train started.
9. It was **hardly** ten o'clock **when** I called on him.
10. He is **as much** greedy **as** miserable.

Rules of use

"Either ... or" and "neither ... nor" can be used as conjunctions linking two or more than two elements.

In other words, as **correlative conjunctions** they can be used for **two** or more than two persons or things. But as **pronouns and adverbs** they can be used for only **two** persons or things.

1. **Neither** Ram **nor** his father, **nor** even his friend could be of any help to me.
2. **Neither** power **nor** wealth, **nor** position can hold back the march of law.
3. **Either** my father **or** my brother **or** my uncle will help me in my hour of need.
4. **Either** Kanpur **or** Lucknow **or** Agra will be good enough to settle down after retirement.
5. I shall **either** walk **or** jog to office.

After "not either" we should use "or" (not "nor")

1. Your friend is **not either** reasonable **or** fair. ("**nor fair**" is wrong.)
2. This book is **not either** exhaustive **or** up-to-date. ("**nor up-to-date**" is wrong.)



If a clause comes after "no", "not" or "never", the clause would be connected by the conjunction "or", not "nor"

1. He has **no** relation **or** friend who can support him. (not "**nor**")
2. He has **not** a relation **or** a friend who can support him. (not "**nor**")
3. He **does not** have a relation **or** a friend who can support him. (not "**nor**")
4. **I never** lived there **or** even went there before. (not "**nor**")

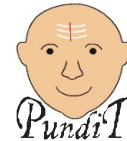
No "not" with "until" and "unless"

We should not add "**not**" with these, as these are already negative.

1. I shall wait until you come. (Not "until you do not come")
2. I shall fail unless you help me. (Not "unless you do not help me")

Use "or not" after "whether" and "if"

1. I do not know **whether** (or **if**) he has gone **or not**.
2. I doubt **whether** he will help me **or not**.
3. **Whether** he will help me **or not** is doubtful.



WATCH OUT!			
	Common errors	The correct form	Why? (The theory)
1	I doubt as to whether he will help me or not.	I doubt whether he will help me or not.	Do not use "as to" before "whether".
2	I do not know as to whether he is honest or not	I do not know whether he is honest or not	
3	I do not doubt whether he will help me or not.	I do not doubt that he will help me.	If a negative or an interrogative sentence has to be made with "doubt" or "doubtful", we should use the conjunction "that" in place of "whether ... or not".
4	Is it not doubtful whether he will help you or not?	Is it not doubtful that he will help you?	
5	The reason why he failed is because he did not study seriously.	The reason why he failed is that he did not study seriously.	When sentences begin with "The reason is" or "The reason why" the clause coming after should be connected with the conjunction "that" and not with "because", "due to" or "owing to".
6	The sun will set before you will reach .	The sun will set before you reach .	When "before" is used as a conjunction, it points to some future event or statement, but future tense is <i>not</i> used with it, even if its principal clause is in the future tense.
7	He will retire before a month will have passed .	He will retire before a month has passed .	
8	He will return after the train leaves .	He will return after the train has left .	The clause following "after" is usually in the present perfect tense (not in simple present).
9	He behaved as if he is the king.	He behaved as if he were the king.	"As if" and "as though" are imaginary or conditional expressions. These use past conditional tense after them, not present or future tense.
10	He danced with joy as though he will win the first prize.	He danced with joy as though he had won the first prize.	

Because vs. in order that

We use "because" to show **reason** and "in order that" to show **purpose**.

1. He failed **because** he did not work hard.
2. He worked hard **in order that** he may secure first division.

Since then and ever since

When "since" is used as a conjunction, the verb before it should be in the **present perfect tense** and the verb after it in **past indefinite tense**.

1. Many new developments **have taken place since I left home**.
2. **I have never seen** him **since** his father **died**.

Because, for or since

All these three words show **cause** or **reason**. The difference is in the force — "because" has the greatest force in it, "for" has the least and "since" falls between the two.

1. I must go **because** my mother is ill.
2. He could not catch up **since** he was lazy.
3. He cannot be trusted **for** he takes everything casually.

This is about "that"

Only in indirect narration

As a conjunction "that" is used only in indirect narration, not in direct narration.

Incorrect: He said **that** "I am ill."

Correct: He said **that** he was ill.

Restricted use

"That" as conjunction is **not used** in interrogative, imperative, optative or exclamatory clauses, whether the whole sentence is in the direct or indirect narration.

1. **Incorrect:** He asked me **that** why I was late.
2. **Incorrect:** He asked me **that** "Why are you late?"
3. **Incorrect:** He said to the servant **that** "Bring me a glass of water."
4. **Incorrect:** He said **that** how beautiful was the scene!
5. **Incorrect:** He said **that** may God bless you!

Not with interrogative pronouns and adverbs

"That" as a conjunction is not used in clauses beginning with interrogative pronouns (which, who, what, etc.) or interrogative adverbs (where, why, when, how, etc.).

1. **Incorrect:** He asked **that what** the time was?
2. **Incorrect:** He asked **that who** he was?
3. **Incorrect:** I do not know **that when** he will come?
4. **Incorrect:** He does not know **that where** he is?

Note: But if the **principal clause** comes after the clauses beginning with **interrogative pronouns** or **interrogative adverbs**, the conjunction "that" will be used.

1. I promise **that when I** come next I will bring your book.
*In this sentence the use of **that** before **when** is correct because the principal clause "I will bring your book" comes after the clause beginning with **when**.*
2. I know **that what** he says is not true.



Hidden "that"

There are some verbs (believe, think, hope, presume, suppose, and be afraid) after which "that" is concealed or understood. In the following sentences, ? indicates where "that" is hidden or understood.

1. I believe ? he is right.
2. I hope ? he is now well.
3. I am afraid ? he is wrong.

Conditional or supposition sentences

Simple future tense

1. If you start early, you will reach in time. [**present simple + future simple**]
2. If you are honest, you will be respected. [**present simple + future simple**]

Simple past tense

1. If he **built** two houses, he **would give** you one. (past simple + would)
2. If **I secured** first position, he **would give** me a golden watch. (past simple + would)
3. If you **discovered** the treasure, you **would get** your share. (past simple + would)



Past perfect tense

1. If **I had built** two houses, **I would have given** you one. (**had + would have**)
2. If **I had secured** first position, he **would have given** me a golden watch. (**had + would have**)
3. If you **had discovered** the treasure, you **would have got** your share. (**had + would have**)

Note—These sentences can also begin with "Had" in place of "If".

"Such ... as" vs. "such ... that"

"Such ... as" is used to denote a category whereas "such ... that" emphasises the degree of something by mentioning its consequence.

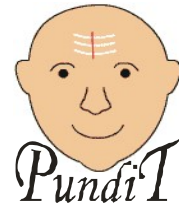
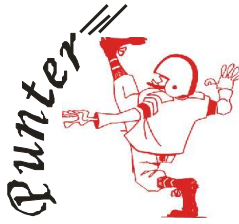
1. **Incorrect:** Each member of the alliance agrees to take **such** action **that** it deems necessary.
Here "it deems necessary" is not a consequence of "such action". The sentence wants to imply that the action belongs to the category: "as it deems necessary". In other words, what kind of action? Such action as it deems necessary.
Correct: Each member of the alliance agrees to take **such** action **as** it deems necessary.
2. **Incorrect:** She looked at him in **such** distress **as** he had to look away.
Here, "he had to look away" is a consequence of "she looked at him in such distress." In other words, the degree of the distress of looking at him was such (so great) that he had to look away.
Correct: She looked at him in **such** distress **that** he had to look away.

"But" after "nothing else"

"Nothing else" should be followed by "but" and not by "than".

1. **Incorrect:** Mr Bureaucrat! This is nothing else **than** red-tapism.
Correct: Mr Bureaucrat! This is nothing else **but** red-tapism.

Conjunctions revisited



Incorrect	Correct
Scarcely had he arrived than he had to leave again.	Scarcely had he arrived when he had to leave again.
No sooner had we reached the station when the train left.	No sooner had we reached the station than the train left.
The national network seldom or ever telecasts good programmes.	The national network seldom or never telecasts good programmes. OR The national network seldom, if ever , telecasts good programmes.
He neither agreed to my proposal nor to his.	He agreed neither to my proposal nor to his.
The phone neither went dead or worked properly.	The phone neither went dead nor worked properly.
He said that , "It is none of my business."	He said, "It is none of my business."
He asked me that where I stayed.	He asked me where I stayed.
Although Manohar is hardworking, but he does not get a job.	Although Manohar is hardworking, yet he does not get a job.
Not only the students but also the teacher were responsible for what happened in the class.	Not only the students but also the teacher was responsible for what happened in the class.

Exercise

Correct the following sentences.

1. It is nothing else than a trick being played upon you.
2. He has no other business but to play with computers.
3. India seldom or ever wins a medal at the Olympics.
4. I don't know whether Ramakant is equally good as Vijay.
5. I have not only looked after my children but also my sister's.
6. Both he and as well as I footed the bill.
7. He has no choice than to start his own business.
8. It is nothing else than a wicked desire.
9. She asked me that I could answer her question.
10. He does not interfere without he is compelled.
11. It is difficult to know whether you have been selected.
12. I am interested in such books which are interesting.
13. Such was his pronunciation, as I could not understand him.
14. Most of the girls are doing their post-graduation because they may get good husbands.
15. He treats us as slaves.
16. Although they listen to me, but their actions prove otherwise.

Solutions

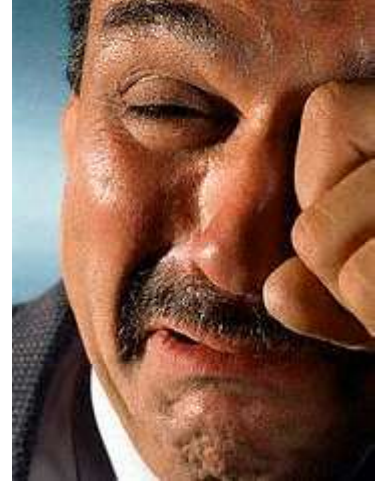
1. ~~It is nothing else~~ **but** a trick being played upon you.
2. He has no other business **than playing** with computers.
3. India seldom or **never** wins a medal at the Olympics.
4. I don't know whether Ramakant is **as** good as Vijay.
5. I have looked after **not only** my children **but also** my sister's.
6. Both he **and** I footed the bill.
7. He has no choice **but** to start his own business.
8. It is nothing else **but** a wicked desire.
9. She asked me **whether** I could answer her question.
10. He does not interfere without **being** compelled.
Also correct: He does not interfere **unless** he is compelled.
11. **The sentence is correct.**
Whether itself means if *or not*. So, you need not add the words *or not* at the end of the sentence. However, for the sake of emphasis, *or not is* sometimes added.
12. I am interested in such books **as** are interesting.
13. Such was his pronunciation **that** I could not understand him.
14. Most of the girls are doing their post-graduation **so that** they may get good husbands.
15. He treats us **like** slaves.
16. Although they listen to me, **yet** their actions prove otherwise.

Prepositions

Preposition is a word which is used before a noun, a noun phrase or a pronoun, connecting it to another word.

Read and enjoy these sentences. Note the prepositions and phrasal verbs while you are at it.

1. We like it when someone **turns us on** but **not** when he or she **turns on us**. However, we're generally neutral when they **turn on** a light.
2. We want to **show up** at our friends' parties, but we don't want to **show them up**.
3. Up and down are opposites, but **slow up** and **slow down** mean the same thing.
4. A house **burns down**, but a piece of paper **burns up**.
5. Why do we **look up** the word in the dictionary instead of (the seemingly **more logical**) **look down**?
6. When we **wind up** a watch we are **starting** it, but when we **wind up** a conversation we're **ending** it.
7. Yet, at the end of a long day, when we finally **wind up** at home, what's the first thing we want to do? **Wind down** (or **unwind**).
8. **In** and **out** are also opposites, but that pickiest of institutions – the Income Tax Department– accepts our tax forms whether they have been **filled in** or **filled out**.
9. **See** and **look** are similar in meaning, but **oversee** and **overlook** are very different (almost opposites).
10. Watches, stockings, and noses don't seem to have anything in common, yet they all **run**.
11. And we can be **beside ourselves, under the weather, or on top of the world** – all without moving an inch.



One phrasal verb, many uses

A phrasal verb is a verb that consists of two words. The meaning of the phrasal verb is usually different from the meaning of its component words.

Phrasal verbs are widely used in English. How widely? To give you an idea, let's look at just one verb "**bring**".

The following are examples of the phrasal verbs that can be made with the verb **bring**.

Bring around or bring round

Used interchangeably, this phrasal verb can mean one of two things: to cause to adopt an opinion or take a certain course of action, or to cause to recover consciousness.

1. She finally **brought** her husband **around** to the idea of having a child.
2. After her fainting spell, the smelling salts **brought** her **round** immediately.

Bring down

The word **down** used with the verb **bring** means one of the following: to cause to fall from power or to collapse; to kill; or to lower something.

1. He was **brought down** by the assassin's bullet.
2. The political party was **brought down** by a military coup.
3. The stage manager decides when it's time to **bring down** the house lights.

Bring forth

To **bring forth** means to give rise to or produce. It also means to give birth to.

1. She **brings forth** incredibly lush vegetables from his backyard garden.
2. At 6.00 p.m. the baby was **brought forth** into this world.

Bring forward

Any form of to **bring** with **forward** means one of two things: to present or produce; or, in accounting terms, to carry a sum from one page or column to another.

1. **Bring forward** Her Majesty's jewels.
2. He **brought forward** his totals from the previous page before he deciphered the balance.

Bring in

When combining the word *in* with the verb **to bring**, an idiom is created that means to submit a verdict in a court of law, or to produce, yield, or earn.

1. The jury **brought in** a unanimous verdict of guilty on all counts.
2. At his peak, he was **bringing in** over Rs.200,000 a year.

Bring off

Simpler than the above examples, **bring off** has only one meaning: to accomplish.

1. She was able to **bring off** raising her kids while having a successful career.

Bring on

Here is another simple one, with one meaning only. To **bring on** means to cause to appear.

1. The hostess clinked her glass and said, "**Bring on** the hors d'oeuvres! Let the party begin!"



Bring out

We're back to multiple meanings again. The phrasal verb **bring out** can mean: to reveal or expose; to produce or publish; or to nurture and develop (a quality, for example) to the best advantage.

1. Last year she **brought out** her paintings, which had been in the attic for years.
2. Her sixth novel was **brought out** a year ago.
3. Godbole's art teacher has **brought out** Godbole's interest in painting trees.

Bring to

Bring to can mean: to cause to recover consciousness; or, in nautical terms, to cause (a ship) to turn into the wind or come to a stop.

1. He was able to **bring her to** with mouth-to-mouth resuscitation.
2. The sailboat was **brought to** in the small bay.

Bring up

The phrasal verb **bring up** can mean one of three things: to take care of or rear (a child); to mention or introduce into discussion; or, to vomit.

1. She is busy **bringing up** her three children as a single parent.
2. Did you have to **bring up** his drinking in the middle of dinner?
3. Speaking of dinner, the 6-year-old **brought hers up** after running around too much.

We hope you're not sick of what the verb **bring** can do, because there's more! The following examples are all non-phrasal idioms. The single verb stem in these cases is "**bring**", but it is modified by another word or phrase.

1. Estelle's performance **brought down the house**. (*Won overwhelming approval from an audience*)
2. Michael Herr's book **brought home** the lasting impact of Vietnam on the men and women who served there. (*Make perfectly clear*)
3. He **brought** financial pressure **to bear** on her decision. (*To exert or apply*)
4. The reporter succeeded in **bringing to light** the candidate's meeting with a former mobster. (*To reveal or disclose*)
5. "Your question **brings to mind** my own college days," said the lecturer. (*Cause to be remembered*)
6. She vowed that no one would ever **bring her to her knees**. (*To reduce to a position of subservience or submission*)
7. No matter how hard he tried to keep up with the others, he was always **bringing up the rear**. (*Be the last in a line or sequence*)
8. The Secretary of State's mandate was to **bring** the two warring factions **to terms**. (*To force another to agree*)
9. Murphy was **brought up short** by the accusation. (*To come to a sudden stop, literally or metaphorically*)
10. It is time to **bring up short** the discussion of "**bring**".

Use the right preposition

Often, the meaning of a verb or modifier changes when used with a different preposition. In this section we'll examine how prepositions change the meaning of the following words (mostly verbs): *agree, angry, argue, compare, contrast, differ, different* and *reconcile*.

Agree: We agree *to* a proposal; *on* a procedure; or *with* a person or a person's opinion/position.

1. I'll **agree to** that proposal if we can **agree on** the procedures for implementing it.
2. She **agrees with** her yoga teacher; she **agrees with** everything the teacher says.



Angry: We become angry *at* or *about* a thing; and *with* a person.

1. Mason was **angry about** the foreclosure.
2. Beverly was **angry at** their thoughtlessness.
3. He was **angry with** me for leaving.

Argue: I argue *with* a person; and *for, against, or about* a measure, a point, and a proposition etc.

1. She **argued against** the new tax laws; he **argued with** her but could not persuade her to change her mind.
2. "Whether I **agree with** you, **argue with** you, or **get angry with** you, I still love you," Mom said.

Compare: We use *compare to* when looking only for similarities. We use *compare with* when looking for similarities and differences.

1. She liked to **compare** herself **to** great actresses of the past.
2. Our high school baseball team **compares** favourably **to** *other* local teams.
3. His cooking can't **compare with** his brother's.

Contrast: *Contrast with* creates a verb construction, whereas *contrast to* creates a noun construction.

1. Her pessimism **contrasts with** his optimism, but they seem to get along fine.
2. His behaviour toward his second wife is **in stark contrast to** his earlier antics.

Differ: One may *differ with* a person in an opinion, but *differ from* a person in appearance.

1. I **differed with** him in my analysis of the economy.
2. Jai **differs from** his father in looks; the son is tall and pale, while the father is short and dark.

Different: *Different from* is used before nouns or clauses. *Different than* is used before a clause (and used much less frequently than *different from*).

1. Raja is **different from** Ramesh.
2. Rahul is **different from** the boy he used to be.
3. Rohan is **different than** I remembered him.

Reconcile: We *reconcile to* a thing or event, but *reconcile with* a person.

1. He became **reconciled to** his illness.
2. She refused to **reconcile** herself **to** fate.
3. Marcus was unexpectedly **reconciled with** his ex-wife.

Omission of preposition

1. I came here **last week**.
2. I am going **abroad**.
3. Please wait a **minute**.
4. She is waiting **outside**.
5. He went **this morning**.
6. He met me **last evening**.
7. He is coming again **next Sunday**.
8. He went **in** the **morning**.
9. He met me **in** the **evening**.
10. He is coming again **on Sunday**.
11. Please come **tomorrow**.
12. He is returning **today**.
13. He came **yesterday** also.
14. I am going **home**.
15. I go **home** every Sunday.

Wrong use of prepositions

Some verbs take no preposition after them.

Examples: Attack, await, accompany, assist, request, investigate, inform, obey, comprise, order, reach, resemble, resist and violate.

1. America **attacked on** Iraq. (No "on")
2. I **await for** your instructions. (No "for")
3. I shall **accompany with** you. (No "with")
4. I shall **assist to** you. (No "to")
5. I **request to** you. (No "to")
6. We shall **investigate into** the case. (No "into")
7. I shall **inform to** you. (No "to")
8. I shall **obey to** you. (No "to")
9. The group **comprises of** ten boys. (No "of")
10. I **order to** you. (No "to")
11. I **reached at** the station. (No "at")
12. He **resembles to** you. (No "to")
13. He will **resist to** you. (No "to")
14. He **violated to** the rule. (No "to")



Correct usage of some prepositions

In, into

"In" is used to show the **position of rest** of a thing within another thing, while "into" shows a thing **in motion**, something moving inside something else.

1. The table **is in** the room.
2. We shall **sit in** the hall.
3. There **is** a tiger **in** the cage.
4. The ball **fell into** the well.
5. The thief **broke into** my room.
6. The tiger **moves into** the cave.

In, within

“**In**” expresses the time-range up to the **last point** or **moment** of the given period, while “**within**” expresses the limit **before the last moment of the given period**.

1. He will return in (**at the close of**) a week’s time.
2. He will return within (**in less than** or **before the close of**) a week’s time.
3. You must finish the work **in** a month. (*By the close of a month*)
4. You must finish the work **within** a month. (*Before the month closes*)

In, at

“**In**” points to a **large** area of **time** or **place**, while “**at**” refers to a **small** area or fixed point of **time** and **place**. Therefore, we use “**in**” for countries, states and bigger cities, and “**at**” for villages and towns.

Similarly, we use “**in**” for larger range of time, and “**at**” for a fixed point of time.

Also, **at** refers to a **stationary** position, while **in** refers to a state of **motion**.

- | | |
|-------------------------------------|---|
| 1. He lives at Agra. | 2. He lives in Uttar Pradesh. |
| 3. He will come at six o’clock. | 4. He will come in the morning. |
| 5. He lives in Mumbai. | 6. He lives at Hathras. |
| 7. The train is in motion. | 8. He stands at the top of the hill. |
| 9. The work is in progress . | 10. He is at home . |

On, upon

“**On**” refers to a state of **rest or stationary** position, while “**upon**” refers to a state of **motion**.

1. The book **is on** the table.
2. He **jumped upon** the table.



With, by

“**With**” is used for **instrument** (lifeless), while “**by**” is used for a **living person or agent**.

- | | |
|--|---|
| 1. The letter was written with a ball-pen . | 2. The letter was written by Ram . |
| 3. The branch of the tree was cut with an axe . | 4. The branch of the tree was cut by the servant . |

Between, among

“**Between**” is used for **two** persons, things or ideas, while “**among**” is used for **more than two**.

- | | |
|---|---|
| 1. Divide this property between the two brothers. | 2. Divide this property among the three brothers. |
| 3. There is a passage between the two lanes. | 4. He passed the night among the aliens . |

But **between** is also used for **more than two** when we want to indicate mutual (reciprocal) relation. Between is always required when aggregation or co-operation is expressed:

1. The **three** children saved over a hundred rupees **between** them.
2. There is a treaty **between** the **five** great nations.
3. Our choice is **between** these **four** candidates.
4. There is not much space **between** the **three** points.
5. India lies **between** Pakistan, Nepal, Bhutan, Sri Lanka, Burma and Maldives.

Since, from

“**Since**” is used before a noun or a phrase to show a certain **point of time**. It is used in **perfect tense** only. “**From**” is also used to show a **point of time** but it is used in **non-perfect tense**.

Remember that both **since** and **from** show only a **point of time**, not a **period of time**. We can say **since Friday**, or **since 1995**, or **since today**, but we **cannot say since four days** or **from a week**. For a period of time we use **for**.

- | | |
|--|---|
| 1. I have been living in Canada since 1990 . | 2. I studied English from the age of six . |
| 3. I shall start working from Friday . | 4. He has been working very hard since July . |
| 5. I have been living in Canada for five years . | 6. I worked in this office for six months . |

On, at

Both these can show **time**. But “**on**” is used for a fixed **day** or **date**, while “**at**” is used for **hour**.

- | | |
|-----------------------------------|------------------------------------|
| 1. I shall come on Sunday. | 2. I shall come on July 15. |
| 3. I shall come at 5 p.m. | |



WATCH OUT!			
	Common errors	The correct form	Why? (The theory)
1	Divide this food between the five beggars.	Divide this food among the five beggars.	“ Between ” is used for two persons, things or ideas, while “ among ” is used for more than two.
2	He worked to 8 o'clock .	He worked till 8 o'clock .	“ Till ” is used for time , and “ to ” for place .
3	He came till the outer gate .	He came to the outer gate .	
4	The Fort stands besides the river Yamuna.	The Fort stands beside the river Yamuna.	“ Beside ” means by the side of, while “ besides ” means in addition to.
5	He has a scooter beside a car.	He has a scooter besides a car.	
6	He is very popular among us.	He is very popular amongst us.	“ Amongst ” must be used in those sentences in which the word after it begins with a vowel.
7	He will stay with me for June.	He will stay with me during June.	“ For ” is used for an indefinite period, while “ during ” is used for a definite period.
8	He is on leave during a month.	He is on leave for a month.	
9	He jumped of the roof.	He jumped off the roof.	“ Of ” is a preposition of joining , while “ off ” is a preposition of separation .
10	He is an important member off the family.	He is an important member of the family.	

Preposition + gerund

There are certain **verbs** and **adjectives** after which **infinitives** are never used. In place of an infinitive, we use a **preposition + gerund** (verb + *-ing*) after these words.

Examples: Abstain from, aim at, assist in, based on, confident of, debar from, desirous of, desist from, despair of, disqualified from, dissuade from, excel in, excuse for, fortunate in, hinder from, hopeful of, insist on, intend on, meditate on, negligent in, passion for, perceive in, persist in, prevent from, (to take) pride in, prohibit from, proud of, refrain from, repent of, succeed in, successful in, think of.

Study these sentences:

1. He is **confident of winning** the prize. (*"Confident to win the prize" would be wrong.*)
2. He **insists on going** there. (*"Insists to go" is wrong.*)
3. I cannot **think of displeasing** him. (*"Think to displease" is wrong.*)
4. **He is fortunate in having** a friend like you. (*"Fortunate to have" is wrong.*)

Note: Nowadays, **infinitives** have also come to be used after **aim**, though such usage is considered grammatically incorrect.

1. I **aim to win** the first prize.
2. He **aims to rise** to the top.

Different forms of words, different prepositions

I **sympathise with** you.

I **solicited** him **for** his help.

He is **descended from** King Arthur.

I am **regardful of** his interests.

He is **fond of** colourful dresses.

Pursuant to my wishes

According to your directions

I am **satisfied with** your progress.

He is on leave **preparatory to** retirement.

He is **proud of** his position.

I am **hopeful of** success.

I am **delighted with** him.

I am **ashamed of** him.

I am going **in search of** him.

I **dislike** him.

I am **sensible of** pain.

He is **equal to** me.

He is **qualified to** compete.

He **encouraged** me **to** go forward.

I have **trust in** you.

This is **contrary to** that.

This is **subsequent to** his application.

She is **different from** you.

He is **neglectful of** his studies.

I feel much **sympathy for** you.

I am **solicitous of** his help.

He is a **descendant of** King Arthur.

I have **regard for** his interest.

He has a **fondness for** colourful dresses.

In pursuance of my wishes ...

In accordance with your directions ...

I feel great **satisfaction at** your success.

He has made all **preparations for** retirement.

He takes **pride in** his position.

I **hope for** success.

I take **delight in** him.

I feel **shame at** his conduct.

I am going **to search for** him.

I have a **liking for** him.

I am **insensible to** pain.

He is **co-equal with** me.

He is **disqualified from** competing.

He **discouraged** me **from** going forward.

I have **distrust of** you.

This is **contrasted with** that.

This is **consequent upon** his application.

She is **indifferent to** you.

He is **negligent in** his studies.

Prepositions revisited

Incorrect	Correct
He lives at Germany.	He lives in Germany.
I met him in Hauz Khas in New Delhi.	I met him at Hauz Khas in New Delhi.
This week the song jumped at the top of the charts.	This week the song jumped to the top of the charts.
The office will remain open to six in the evening.	The office will remain open till six in the evening.
The bat hit the ball.	The ball was hit with the bat.
The ball was hit with the batsman.	The ball was hit by the batsman.
India has been playing Test cricket from 1932 .	India has been playing Test cricket since 1932 .
He will start work since Vijayadashami.	He will start work from Vijayadashami.
The parcel has been lying here since 10 days.	The parcel has been lying here for 10 days.
He sat besides the chair.	He sat beside the chair.
Beside being good at studies, he has an interest in sports.	Besides being good at studies, he has an interest in sports.
You have to choose among tea and coffee.	You have to choose between tea and coffee.
The money is to be divided between Dukh Ram, Neela Rao and Kailash Yadav.	The money is to be divided among Dukh Ram, Neela Rao and Kailash Yadav.
The bird flew above the lake.	The bird flew over the lake.
There were few incidents of irregularity for the Emergency years.	There were few incidents of irregularity during the Emergency years.
Sanath Jayasuriya's batting may be compared with the sales of a useful book: they score fast right from the beginning.	Sanath Jayasuriya's batting may be compared to the sales of a useful book: they score fast right from the beginning.
If we compare Delhi University to the regional ones, we find the former to be much more efficient.	If we compare Delhi University with the regional ones, we find the former to be much more efficient.
There has been an improvement on the weather.	There has been an improvement in the weather.
Today's weather is an improvement in yesterday's.	Today's weather is an improvement on yesterday's.
We left at 5 o'clock expecting to come back in an hour and watch the 6 o'clock movie.	We left at 5 o'clock expecting to come back within an hour and watch the 6 o'clock movie.
I saw him after exactly one year. How, within a year, he has changed!	I saw him after exactly one year. How, in a year, he has changed!
I have been thinking and waiting for you since the morning.	I have been thinking about and waiting for you since the morning.
He has been looking and enquiring after you for a long time.	He has been looking for and enquiring after you for a long time.

Exercise

Find out the errors of prepositions in the following sentences.

1. They ought to be here before now.
2. He is known about charity.
3. The dog ran through the road.
4. He broke the cup in a hundred pieces.
5. The man laboured to good results.
6. I was on bed when he telephoned me.
7. He travelled thirty kilometres for two hours.
8. The child is endowed by talents difficult to find.
9. This work of art is worthy for praise.
10. The political environment is not conducive for economic reforms.
11. He acceded with my proposal.
12. Which newspaper do you subscribe for?
13. Kabir was born from humble parents.
14. He scoffed on the idea of revolution.
15. The soil of Poona is favourable for roses.
16. We must not carp with the errors of your ancestors.
17. Narasimha Rao is distinguished in the cartoons for his pout.
18. Patanjali is an authority for Sanskrit grammar.
19. He is a descendant from the Mughal royalty.
20. The shopkeeper deals with cotton and cloth.
21. Where have you been to?
22. He lives at Delhi in India.
23. I would occupy myself with no more important business than with this.
24. He has not been cured for his disease.
25. My brother is deficient in mathematics.
26. We are expecting the reply till evening.
27. The final decision rests upon the director.
28. The river flows below the bridge.
29. He has been studying from yesterday.
30. The man died from fever.
31. He is on the top of the class.
32. Srirang rushed at my room, panting for breath.
33. The commentator seems to be enamoured by quotes from Shakespeare.
34. The poor man is beset by difficulties.
35. The weather was not very congenial for him.
36. We should adapt with the changing times.
37. His friends condoled him on his bereavement.
38. The approach to this part of the book is similar with that to the other part.
39. He has reverted at his former job.
40. I am sick with the entire episode.
41. They feel that buying things dispenses of the necessity to produce them.
42. The truth is just the opposite of this.
43. He is blind to one eye.
44. Quite a few Delhiites have fallen victim of dengue fever.
45. A desire of success is the prerequisite for success.
46. He gained his rich uncle by his suave manners.
47. The senior-most worker here is a man of about 30 years old.
48. The cat jumped on the chair.
49. His adventure was given much prominence to in the magazines.
50. Do not brag of your success.
51. The thief entered the house at the owner's absence.
52. The man was staring on the gift.
53. The work was done out of haste.
54. He has been working hard for English.
55. The passenger lost his purse from negligence.
56. He walked till the bank of the river.
57. Manju does not go to bed by 9 p.m.
58. Are places of worship still inaccessible for the lower castes?
59. The ministers should be made accountable for the common man.
60. Madhu is always absorbed by her studies.
61. He adheres with a strict schedule.
62. He quarrelled against me for a trifle.
63. My opinion does not accord to yours.
64. Hard work will result success for you.
65. A telephone is a convenience to those in constant need of communication from afar.
66. Titles in India should be prefixed only with the names of military officers.
67. He was discharged as there was no proof against his guilt.
68. I have no use for it.
69. He was equal with the occasion.
70. He grasped at the meaning of the passage in no time.
71. After having written the letter, I began to look for an envelope.
72. He lay besides the charming girl.
73. His aversion for hard work earned him failure.
74. One should not brood at one's failure.
75. How bad of him! He defrauded me of my money.
76. You might choke yourself from that thing round your neck.
77. Gandhiji was against politics divorced by religion.
78. Do not laugh on him.
79. He has agreed with my request.
80. The rules and regulations apply for all.
81. Many people were gazing her.
82. He is invested by authority.
83. Poverty stared him at the face.
84. It is half past six in my watch.
85. He complained about headache after reading the article.
86. The poor are looked down by the rich.
87. He is given up drinking.
88. He should persist on being taken into the team.
89. Pakistan is in the habit of meddling out Indian affairs.
90. He is fond with American literature.
91. The thief jumped along the compound wall.
92. What is that with me?
93. This is a matter with little importance.
94. God is good for me.
95. Are you sorry with what you have done?
96. He cried for spilt milk.
97. All of you must settle it between yourselves.
98. If you are looking at your watch, you will not find it here.
99. The ladder leaned with the wall.
100. I hope you will stand by me when danger comes.

Solutions

1. They ought to be here **by** now.
2. He is known **for** charity.
3. The dog ran **across** the road.
4. He broke the cup **into** a hundred pieces.
5. The man laboured **for** good results.
6. I was **in** bed when he telephoned me.
7. He travelled thirty kilometres **in** two hours.
8. The child is endowed **with** talents difficult to find.
9. This work of art is worthy **of** praise.
10. The political environment is not conducive **to** economic reforms.
11. He acceded **to** my proposal.
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13. Kabir was born **of** humble parents.
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15. The soil of Poona is favourable **to** roses.
16. We must not carp **about/at** the errors of our ancestors.
17. Narasimha Rao is distinguished in the cartoons **by** his pout.
18. Patanjali is an authority **on** Sanskrit grammar.
19. He is a descendant **of** the Mughal royalty.
20. The shopkeeper deals **in** cotton and cloth.
21. Where have you been?
22. He lives **in** Delhi in India.
23. I would occupy myself with no more important business than this.
24. He has not been cured **of** his disease.
25. *The sentence is correct.* If you are lacking *in* something, you are **deficient in** it.
26. We are expecting the reply **by** evening.
27. The final decision rests **with** the director.
28. The river flows **under** the bridge.
29. He has been studying **since** yesterday.
30. The man died **of** fever.
31. He is **at** the top of the class.
32. Srirang rushed **into** my room, panting for breath.
33. The commentator seems to be enamoured **of** quotes from Shakespeare.
34. The poor man is beset **with** difficulties.
35. The weather was not very congenial **to** him.
36. We should adapt **to** the changing times.
37. His friends condoled **with** him on his bereavement.
38. The approach to this part of the book is **similar to** that to the other part.
39. He has reverted **to** his former job.
40. I am sick **of** the entire episode.
41. They feel that buying things dispenses **with** the necessity to produce them.
42. *The sentence is correct.* If *opposite* were used as an adjective, the sentence would become: The truth is just **opposite to** this.
43. He is blind **in** one eye.
44. Quite a few Delhiites have fallen victim **to** dengue fever.
45. A desire **for** success is the prerequisite for success.
46. He gained **upon** his rich uncle by his suave manners.
47. The senior-most worker here is a man about 30 years old.
48. The cat jumped **upon** the chair.
49. His adventure was given much prominence in the magazines.
50. *The sentence is correct.* If one talks proudly about something, he **brags/boasts about/of** it.
51. The thief entered the house **in** the owner's absence.
52. The man was staring **at** the gift.
53. The work was done **in** haste.
54. He has been working hard **at** English.
55. The passenger lost his purse **through** negligence.
56. He walked **to** the bank of the river.
57. Manju does not go to bed **before** 9 p.m.
58. Are places of worship still inaccessible **to** the lower castes?
59. The ministers should be made accountable **to** the common man.
60. Madhu is always absorbed **in** her studies.
61. He adheres **to** a strict schedule.
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66. Titles in India should be prefixed only **to** the names of military officers.
67. He was discharged, as there was no proof **of** his guilt.
68. I have no use **of** it.
69. He was equal **to** the occasion.
70. He grasped **the meaning** of the passage in no time.
71. **Having written the letter,** I began to look for an envelope.
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74. One should not brood **over** one's failure.
75. *The sentence is correct.*
76. You might choke yourself **with** that thing round your neck.
77. Gandhiji was against politics divorced **from** religion.
78. Do not laugh **at** him.
79. He has agreed **to** my request.
80. The rules and regulations apply **to** all.
81. Many people were gazing **at** her.
82. He is invested **with** authority.
83. Poverty stared him **in** the face.
84. It is half past six **by** my watch.
85. He complained **of** headache after reading the article.
86. The poor are looked down **upon** by the rich.
87. He has given **up** drinking. Alternatively, He is given **to** drinking. If you are given to something, you are in the habit of it or you have a tendency to it.
88. He should persist **in** being taken into the team.
89. Pakistan is in the habit of meddling **with** Indian affairs.
90. He is fond **of** American literature.
91. The thief jumped **across** the compound wall.
92. What is that **to** me?
93. This is a matter **of** little importance.
94. God is good **to** me.
95. Are you sorry **for** what you have done?
96. He cried **over** spilt milk.
97. All of you must settle it **among** yourselves.
98. If you are looking **for** your watch, you will not find it here.
99. The ladder leaned **against** the wall.
100. *The sentence is correct.* If you **stand by** someone, you remain with him even in a difficult situation.

Words Followed By Appropriate Prepositions

Nouns

Abhorrence <i>of</i> ingratitude.	Claim <i>on</i> or <i>against</i> someone.	Envy <i>at</i> (or <i>of</i>) another's success.	Jurisdiction <i>over</i> a province.
Ability <i>for</i> or <i>in</i> some work.	Cloak <i>for</i> vice.	Equality <i>with</i> a person.	Jurisdiction <i>in</i> a lawsuit.
Abstinence <i>from</i> wine.	Comment <i>on</i> something said.	Escape <i>from</i> punishment.	Justification <i>of</i> or <i>for</i> crime.
Abundance <i>of</i> food.	Commerce <i>with</i> a country.	Esteem <i>for</i> a person.	Key <i>to</i> a mystery.
Access <i>to</i> a person or place.	Compact <i>with</i> a person.	Estrangement <i>from</i> a person.	Laxity <i>in</i> morals.
Accession <i>to</i> the throne.	Comparison <i>to</i> or <i>with</i> a person or thing.	Evasion <i>of</i> a rule.	Lecture <i>on</i> a subject.
(In) accordance <i>with</i> rule.	Compassion <i>for</i> a person.	Exception <i>to</i> a rule.	Leisure <i>for</i> amusement.
Accusation <i>of</i> theft.	Compensation <i>for</i> a loss.	(Make) an exception <i>of</i> some person or thing.	Leniency <i>to</i> prisoners.
Acquaintance <i>with</i> a person or a thing.	Competition <i>with</i> a person.	Excuse <i>for</i> a fault.	Liability <i>to</i> an illness.
But make the acquaintance <i>of</i> a person.	Competition <i>for</i> a thing.	Exemption <i>from</i> a penalty.	Libel <i>on</i> a person.
Adherence <i>to</i> a plan or cause.	Complaint <i>against</i> a person.	Experience <i>of</i> a thing.	Libel <i>against</i> his character.
Admission <i>to</i> a society of persons or class or things.	Complaint <i>about</i> a thing.	Experience <i>in</i> doing something.	Likeness <i>to</i> a person or thing.
Admission <i>into</i> or <i>to</i> a place.	Compliance <i>with</i> a request.	Exposure <i>to</i> danger.	Liking <i>for</i> a person or thing.
Advance (progress) <i>of</i> learning.	Complicity <i>in</i> a crime.	Failure <i>of</i> a plan.	Limit <i>to</i> a man's zeal.
Advance (of a person) <i>in</i> knowledge.	Concession <i>to</i> a demand.	Failure <i>of</i> a person <i>in</i> something.	Longing <i>for</i> or <i>after</i> a thing.
(To take) advantage <i>of</i> someone's mistake.	Concurrence <i>with</i> a person.	Faith <i>in</i> a person or thing.	Look <i>at</i> a thing.
(To gain) an advantage <i>over</i> someone.	Concurrence <i>in</i> a proposal.	Familiarity <i>with</i> a person or thing.	Lust <i>for</i> money.
(To have) the advantage <i>of</i> anyone.	Condemnation <i>to</i> death.	Fine <i>for</i> an offence.	Malice <i>against</i> a person.
Affection <i>for</i> a person.	Confidence <i>in</i> a person.	Fitness <i>for</i> some position.	Margin <i>for</i> losses.
Allegiance <i>to</i> a person.	Conformity <i>with</i> anyone's views.	Fondness <i>for</i> anything.	Martyr <i>for</i> a certain cause.
Alliance <i>with</i> a person or state.	Conformity <i>to</i> rule.	Freedom <i>from</i> care.	Match <i>for</i> a person.
Allusion <i>to</i> something.	Connection <i>with</i> a person or thing.	Freedom <i>of</i> action.	Menace <i>to</i> public health.
Ambition <i>for</i> distinction.	Consciousness <i>of</i> guilt.	(Has) a genius <i>for</i> mathematics.	Motive <i>for</i> action.
Amends <i>for</i> some fault.	Consideration <i>for</i> a person.	(Is) a genius <i>in</i> mathematics.	Necessity <i>for</i> anything.
Antidote <i>to</i> some poison.	Consideration <i>of</i> a thing.	Glance <i>at</i> a person or thing.	Necessity <i>of</i> the case.
Antidote <i>against</i> infection.	Contact <i>with</i> something.	Glance <i>over</i> a wide surface.	Need <i>for</i> assistance.
Anxiety <i>for</i> anyone's safety.	(A) contemporary <i>of</i> some person.	Gratitude <i>for</i> a thing.	(In) need <i>of</i> assistance.
Apology <i>for</i> some fault.	Contempt <i>for</i> a person or thing.	Gratitude <i>to</i> a person.	Neglect <i>of</i> duty.
Appetite <i>for</i> food.	(A) contrast <i>to</i> a person or thing.	Greediness <i>for</i> a thing.	Neglect <i>in</i> doing a thing.
Application <i>to</i> books.	(In) contrast <i>with</i> a person or thing.	Grief <i>at</i> an event.	Nerve <i>for</i> riding.
Application <i>for</i> employment.	Contribution <i>to</i> a fund.	Grief <i>for</i> a person.	Nomination <i>of</i> a person.
Apprehension <i>of</i> danger.	Contribution <i>towards</i> some project.	Guarantee <i>for</i> or <i>of</i> a man's honesty.	Nomination <i>to</i> a post.
Approach <i>to</i> (attitude towards) anything.	Control <i>over</i> a person or thing.	Guess <i>at</i> the truth.	Obedience <i>to</i> orders, parents, etc.
Aptitude <i>for</i> mathematics.	Controversy <i>with</i> a person.	Harmony <i>with</i> anything.	Objection <i>to</i> a proposal.
Arrival <i>at</i> a place.	Controversy <i>on</i> or <i>about</i> something.	Hatred <i>of</i> or <i>for</i> a person.	Obligation <i>to</i> a person.
Arrival <i>in</i> a country or large town.	Conversation <i>with</i> a person.	Hatred <i>of</i> a thing.	Obstruction <i>to</i> traffic.
Arrival <i>in</i> London, Paris, etc.	Conviction <i>of</i> guilt.	Heir <i>to</i> some property.	Offence <i>against</i> morality.
Aspiration <i>after</i> or <i>for</i> fame.	Co-partner <i>with</i> a person.	Heir <i>of</i> some person.	(Take) offence <i>at</i> something done.
Assent <i>to</i> an opinion.	Co-partner <i>in</i> something.	Hindrance <i>to</i> anything.	Operation <i>on</i> a person or thing.
Assurance <i>of</i> help.	Copy <i>from</i> nature.	Hint <i>at</i> some reward.	Opportunity <i>for</i> action.
Atonement <i>for</i> sin.	Correspondence <i>with</i> a person.	Hope <i>of</i> better luck. (<i>Noun</i>)	Opposition <i>to</i> a person.
Attachment <i>to</i> a person or thing.	Correspondence <i>to</i> a thing.	Hope <i>for</i> better luck. (<i>Verb</i>)	Order <i>for</i> or <i>against</i> doing a thing.
Attack <i>on</i> a person or place.	Craving <i>for</i> anything.	Hostility <i>to</i> a person or cause.	Outlook <i>from</i> a window.
Attendance <i>on</i> a person.	Decision <i>on</i> some case.	Identify <i>with</i> a person or thing.	Outlook <i>on</i> the sea.
Attendance <i>at</i> a place.	Delight <i>in</i> a person or thing.	Immersion <i>in</i> water.	Partiality <i>for</i> flatterers.
Attention <i>to</i> study.	Deliverance <i>from</i> a danger.	Impediment <i>to</i> progress.	Partnership <i>in</i> a thing.
Attraction <i>to</i> or <i>towards</i> a thing.	Dependence <i>on</i> a person or thing.	Imputation <i>of</i> guilt.	Partnership <i>with</i> a person.
Authority <i>over</i> a person.	Descent <i>from</i> ancestors.	Incentive <i>to</i> industry.	Passion <i>for</i> gambling.
Authority <i>on</i> a subject.	Desire <i>for</i> wealth.	Inclination <i>for</i> or <i>to</i> study	(At) peace <i>with</i> all men.
Authority <i>for</i> saying or doing.	Deviation <i>from</i> rule.	Independence <i>of</i> help.	Penance <i>for</i> some fault.
Aversion <i>to</i> or <i>from</i> a person or thing.	Digression <i>from</i> a subject.	Indifference <i>to</i> heat or cold.	Penetration <i>into</i> motives.
Bar <i>to</i> success.	Disagreement <i>with</i> a person.	Indulgence <i>in</i> wine.	Penitence <i>for</i> some fault.
Bargain <i>with</i> a person.	Discouragement <i>of</i> a person.	Indulgence <i>to</i> a person.	Perseverance <i>in</i> well-doing.
Bargain <i>for</i> a thing.	(A) discouragement <i>to</i> a person.	Inference <i>from</i> facts.	Persistence <i>in</i> an attempt.
Battle <i>with</i> anyone.	Disgrace <i>to</i> a person.	Infliction <i>of</i> punishment.	Piety <i>towards</i> God.
Beneficence <i>to</i> the poor.	Disgust <i>at</i> meanness.	Influence <i>over</i> or <i>with</i> a person.	Pity <i>for</i> sufferers.
Benevolence <i>towards</i> the poor.	Dislike <i>of</i> or <i>for</i> a person or thing.	Influence <i>on</i> anyone's actions.	Popularity <i>with</i> neighbours.
Bias <i>towards</i> a thing.	Dissent <i>from</i> a proposal.	Inkling <i>of</i> a secret.	Postscript <i>to</i> a letter.
Blindness <i>to</i> one's own faults.	Distaste <i>for</i> mathematics.	Inquiry <i>into</i> circumstances.	Power <i>over</i> a person.
Candidate <i>for</i> election.	Distrust <i>of</i> a person or thing.	Insight <i>into</i> a man's character.	Precaution <i>against</i> infection.
Capacity <i>for</i> mathematics.	Dominion <i>over</i> sea and land.	Instruction <i>in</i> music.	Preface <i>to</i> a book.
Care <i>for</i> his safety.	Doubt <i>of</i> or <i>about</i> a thing.	Intercourse <i>with</i> a person.	Preference <i>for</i> one thing.
Care <i>of</i> his books.	Drawback <i>to</i> success.	Interest <i>in</i> a subject.	Preference <i>to</i> or <i>over</i> another thing.
Cause <i>for</i> anxiety.	Duty <i>to</i> a person.	Interest (influence) <i>with</i> a person.	Prejudice <i>against</i> a person.
Cause <i>of</i> trouble.	Eagerness <i>for</i> distinction.	Interference <i>in</i> or <i>with</i> a man's affairs.	Preparation <i>for</i> action.
Caution <i>against</i> error.	Economy <i>of</i> time.	Interview <i>with</i> a person.	Pretension <i>to</i> learning.
Certainty <i>about</i> a matter.	Eminence <i>in</i> painting.	Intimacy <i>with</i> a person.	Pretext <i>for</i> interference.
Certificate <i>of</i> good conduct.	Encroachment <i>on</i> one's rights.	Intrusion <i>into</i> a man's house.	Pride <i>in</i> his wealth.
Cessation <i>from</i> work.	Endurance <i>of</i> pain.	Invitation <i>to</i> a dinner.	(<i>Noun</i>) Prides himself <i>on</i> his wealth.
Charge <i>of</i> murder. (<i>Noun</i>)	Engagement <i>in</i> a business.	Irruption <i>into</i> a country.	(<i>Verb</i>) Proficiency <i>in</i> mathematics.
Charge <i>with</i> murder. (<i>Verb</i>)	Engagement <i>with</i> a person.	Irruption <i>by</i> invaders.	Profit <i>to</i> the seller.
	Engagement (to marry) <i>to</i> .	Jest <i>at</i> a man's bad luck.	Progress <i>in</i> study.
	Enmity <i>for</i> or <i>with</i> a person.	Joy <i>in</i> his good luck.	Proof <i>of</i> guilt.
	Entrance <i>into</i> a place.	Judge <i>of</i> a matter.	(<i>Noun</i>) Proof <i>against</i> temptation.
			(<i>Adj.</i>) Proportion <i>of</i> three to one.
			Protest <i>against</i> proceedings, decision, etc.

(In) Pursuance of an object.
 Qualification for office.
 Quarrel with another person.
 Quarrel between two persons.
 Question on a point.
 Ratio of one to five.
 Readiness at figures.
 Readiness in answering.
 Readiness for a journey.
 Reason for a thing.
 Reason against a thing.
 Recompense for labour.
 Reference to a person or thing.
 Reflections on a man's honesty.
 Regard for a man's feelings.
 (In or With) regard to that matter.
 Regret for something done.
 Relapse into idleness.
 Relation of one thing to another.
 Relation between two things.
 Relations with a person.
 Reliance on a man's word.
 Relish for food.
 Remedy for or against snakebite.
 Remonstrance with a person.
 Remonstrance against his conduct.
 Remorse for a crime.
 Repentance for sin.
 Reply to a letter.
 Reputation for honesty.
 Request for a thing.
 Resemblance to a person or thing.
 Resignation to fate.
 Resistance to injustice.
 Resolution into elements.
 Resolution on a matter.
 Respect for a man or his office.
 (In) respect of some quality.
 (With) respect (to) a matter.
 Responsibility to the law.
 Responsibility for action.
 Result of a proceeding.
 Reverence for age.
 Revolt against authority.
 Rival in anything.
 Rival for a position.
 Rivalry with a person.
 Satire on or upon a person, book, etc.
 Satisfaction for some fault.
 Search for or after wealth.
 (In) search of wealth.
 Shame at or for his fault.
 Share of a thing.
 Share with a person.
 Sin against God.
 (A) slave to avarice.
 (The) slave of avarice.
 Slur on his character.
 Sneer at good men.
 Sorrow for his misfortunes.
 Specific for or against fever.
 Speculation in bank shares.
 Stain on one's character.
 Subjection to the laws.
 Submission to authority.
 Subscription to a fund.
 Subsistence on rice.
 Succession to an estate.
 Supplement to a book.
 Surety for a person.
 Suspicion of his intentions.
 Sympathy with or for the poor.
 Sympathy with a cause or with a person's views.
 Taste (experience) for hard work.
 Taste (liking) for hard work.
 Temperance in diet.
 Temptation to evil.
 Testimony to his character.

Testimony against his character.
 Traitor to his country.
 Trespass against the law.
 Trust in his honesty.
 (In) unison with his character.
 (We have no) use for that.
 (What is the) use of that?
 (There is no) use in that.
 (At) variance with a person.
 (A) victim to oppression.
 (The) victim of oppression.
 Victory over his passions.
 Want of money.
 Warrant for his arrest.
 Witness of or to an event.
 Wonder at his rudeness. Yearning for his home.
 Zeal for a cause.
 Zest for enjoyment.

Adjectives

Abandoned to his fate.
 Abounding in or with fish.
 Absorbed in study.
 Acceptable to a person.
 Accomplished in an art.
 Accountable to a person.
 Accountable for a thing.
 Accurate in his statistics.
 Accused of a crime.
 Accustomed to riding.
 Acquainted with a person or thing.
 Acquitted of a charge.
 Adapted to his tastes.
 Adapted for an occupation.
 Addicted to bad habits.
 Adequate to his wants.
 Affectionate to a person.
 Afflicted with rheumatism.
 Afraid of death.
 Agreeable to his wishes.
 Alarmed at a rumour.
 Alien to his character.
 Alienated from a friend.
 Alive to the consequences.
 Allied to a thing.
 Allied with a person or country.
 Amazed at anything.
 Ambitious of distinction.
 Angry at a thing.
 Angry with a person.
 Annoyed at a thing.
 Annoyed with a person for saying or doing something.
 Answerable to a person.
 Answerable for his conduct.
 Anxious for his safety.
 Anxious about the result.
 Applicable to a case.
 Appropriate to an occasion.
 Ashamed of his dullness.
 Associated with a person.
 Associated in some business.
 Assured of the truth.
 Astonished at his rudeness.
 Averse to hard work.
 Aware of his intentions.
 Backward in mathematics.
 Based on sound principles.
 Bent on doing something.
 Beset with difficulties.
 Betrayed to the enemy.
 Betrayed into the enemy's hands.
 Blessed with good health.
 Blessed in his children.
 Blind to his own faults.
 Blind in one eye.

Boastful of his wealth.
 Born of rich parents.
 Born in England.
 Bought of a person.
 Bound in honour.
 Bound by a contract.
 (Ship) bound for England.
 Busy with or at his lessons.
 Capable of improvement.
 Careful of his money.
 Careful about his dress.
 Cautious of giving advice.
 Certain of success.
 Characterised by a thing.
 Characteristic of a person.
 Charged to his account.
 Charged (loaded) with a bullet.
 Charged with (accused of) a crime.
 Clear of blame.
 Close to a person or thing.
 Clothed in purple.
 Committed to a course of action.
 Common to several persons or things.
 Comparable to something else.
 Competent for certain work.
 Composed of a material.
 Concerned at or about some mishap.
 Concerned for a person's welfare.
 Concerned in some business.
 Condemned to death.
 Conducive to success.
 Confident of success.
 Congenial to one's tastes.
 Congratulated on his success.
 Conscious of a fault.
 Consistent with the facts.
 Conspicuous for honesty.
 Contemporary with a person or event.
 Contented with a little.
 Contrary to rule.
 Contrasted with something else.
 Conversant with persons or things.
 Convicted of a crime.
 Convinced of a fact.
 Correct in a statement.
 Coupled with something else.
 Covetous of other men's goods.
 Creditable to his judgment.
 Cured of a disease.
 Customary for a person.
 Deaf to entreaties.
 Defeated in battle.
 Defective in point of style.
 Deficient in energy.
 Delighted with success.
 Dependent on a person or thing.
 Deprived of some good thing.
 Deserving of praise.
 Designed for a purpose.
 Desirous of success.
 Despairing of success.
 Destined for the bad.
 Destitute of money.
 Determined on doing a thing.
 Detrimental to health.
 Devoid of foundation.
 Different from something else.
 Diffident of success.
 Diligent in business.
 Disappointed of a thing not obtained.
 Disappointed in a thing obtained.
 Disappointed with a person or thing.
 Disgusted with a thing.
 Disgusted at or with a person.
 Dismayed at a result.
 Displeased with a person.
 Disqualified for a post.
 Disqualified from competing.
 Distinct from something else.
 Distracted with pain.
 Distrustful of a man's motives.
 Divested of office.
 Doubtful or dubious of success.
 Due to some cause.
 Dull of understanding.
 Eager for distinction.
 Eager in the pursuit of knowledge.
 Earnest in his endeavours.
 Easy of access.
 Educated in the law.
 Educated for the bar.
 Effective for a purpose.
 Eligible for employment.
 Eminent for his learning.
 Employed in gardening.
 Empty of its contents.
 Endeared to all men.
 Endowed with natural ability.
 Engaged to some person.
 Engaged in some business.
 Engraved on the memory.
 Enraged at something done.
 Entangled in a plot.
 Entitled to a hearing.
 Enveloped in mist.
 Envious of another's success.
 Equal to the occasion.
 Essential to happiness.
 Exclusive of certain items.
 Exempted or exempt from a fine.
 Exhausted with labour.
 Exonerated from blame.
 Exposed to danger.
 Expressive of his feelings.
 Faithful to a master.
 False of heart.
 False to his friends.
 Familiar with a language.
 Familiar (well known) to a person.
 Famous for his learning.
 Fascinated with or by a person or thing.
 Fatal to his prospects.
 Fatigued with travelling.
 Favourable to his prospects.
 Favourable for action.
 Fearful of consequences.
 Fertile in resources.
 Fit for a position.
 Flushed with victory.
 Foiled in an attempt.
 Fond of music.
 Foreign to the purpose.
 Founded on fact.
 Fraught with danger.
 Free from blame.
 Fruitless of results.
 Full of persons or things.
 Gifted with abilities.
 Glad of his assistance.
 Glad at a result.
 Good for nothing.
 Good at cricket.
 Grateful for past kindness.
 Greedy of or after or for riches.
 Guilty of theft.
 Healed of a disease.
 Heedless of consequences.
 Held in high esteem.
 Honest in his dealings.
 Honoured with your friendship.
 Hopeful of success.
 Horrified at the sight.
 Hostile to my endeavours.
 Hungry after or for wealth.
 Hurtful to health.
 Identical with anything.
 Ignorant of English.

Ill *with* fever.
 Imbued *with* confidence.
 Immaterial *to* the point.
 Immersed *in* water.
 Impatient *of* reproof.
 Impatient *at* an event.
 Impatient *for* results.
 Imperative *on* a person.
 Impertinent *to* his master.
 Implicated *in* a crime.
 Inclined *to* laziness.
 Inclusive *of* extras.
 Incumbent *on* a person.
 Indebted *to* a person.
 Indebted *for* some kindness.
 Indebted *in* a large sum.
 Independent *of* his parents.
 Indifferent *to* heat or cold.
 Indignant *at* something done.
 Indignant *with* a person.
 Indispensable *to* success.
 Indulgent *to* his children.
 Infatuated *with* a person.
 Infected *with* smallpox.
 Infested *with* rats.
 Inflicted *on* a person.
 Informed *of* a fact.
 Inherent *in* his disposition.
 Inimical *to* a person.
 Innocent *of* a charge.
 Insensible *to* shame.
 Inspired *with* hope.
 Intent *on* his studies.
 Interested *in* a person or thing.
 Intimate *with* a person.
 Introduced *to* a person.
 Introduced *into* a place.
 Invested *with* full powers.
 Invested *in* stocks and shares.
 Involved *in* difficulties.
 Irrelevant *to* the question.
 Irrespective *of* consequences.
 Jealous *of* his reputation.
 Lame *in* one leg.
 Lavish *of* money.
 Lavish *in* his expenditure.
 Lax *in* his morals.
 Level *with* the ground.
 Liable *to* error.
 Liable *for* payment.
 Liberal *of* his advice.
 Limited *to* a certain area.
 Lost *to* all sense of shame.
 Loyal *to* the government.
 Mad *with* disappointment.
 Made *for* a teacher.
 Made *of* iron.
 Meet *for* a rich man.
 Mindful *of* his promise.
 Mistaken *for* a traveller.
 Mistaken *in* a belief.
 Moved *to* tears.
 Moved *with* pity.
 Moved *at* the sight.
 Moved *by* entreaties.
 Natural *to* a person.
 Necessary *to* happiness.
 Neglectful *of* his interests.
 Negligent *of* duty.
 Negligent *in* his work.
 Notorious *for* his misdeeds.
 Obedient *to* parents.
 Obligatory *on* a person.
 Obligated *to* a person.
 Obligated *for* some kindness.
 Obstinate *in* his resistance.
 Occupied *with* some work.
 Occupied *in* reading a book.
 Offended *with* a person.

Offended *at* something done.
 Offensive *to* a person.
 Open *to* flattery.
 Opposed *to* facts.
 Overcome *with* sorrow.
 Overwhelmed *with* grief.
 Painful *to* one's feelings.
 Parallel *to* or *with* anything.
 Partial *to* the youngest son.
 Patient *to* suffering.
 Peculiar *to* a person or thing.
 Polite *in* manners.
 Polite *to* strangers.
 Poor *in* spirit.
 Popular *with* schoolfellows.
 Popular *for* his pluck.
 Possessed *of* wealth.
 Possessed *with* a notion.
 Precious *to* a person.
 Pre-eminent *above* the rest.
 Pre-eminent *in* cleverness.
 Preferable *to* something else.
 Prejudicial *to* his interests.
 Preliminary *to* an inquiry.
 Prepared *for* the worst.
 (A) preventive *of* fever (*noun*)
 Previous *to* some event.
 Productive *of* wealth.
 Proficient *in* mathematics.
 Profitable *to* an investor.
 Profuse *with* his money.
 Profuse *in* his offers.
 Prone *to* idleness.
 Proper *for* or *to* the occasion.
 Proud *of* his position.
 Pursuant *to* an inquiry.
 Qualified *for* teaching music.
 Quick *of* understanding.
 Quick *at* mathematics.
 Radiant *with* smiles.
 Ready *for* action.
 Ready *in* his answers.
 Reconciled *to* a position.
 Reconciled *with* an opponent.
 Reduced *to* poverty.
 Regardless *of* consequences.
 Related *to* a person.
 Relative *to* a question.
 Relevant *to* the point.
 Remiss *in* his duties.
 Remote *from* one's intentions.
 Repentant *of* his sin.
 Repugnant *to* his wishes.
 Repulsive *to* his feelings.
 Requisite *to* happiness.
 Requisite *for* a purpose.
 Resolved *into* its elements.
 Resolved *on* doing a thing.
 Respectful *to* or *towards* one's superiors.
 Responsible *to* a person.
 Responsible *for* his actions.
 Restricted *in* means, ability, etc.
 Restricted *to* certain persons.
 Revenged *on* a person *for* doing something.
 Rich *in* house property.
 Rid *of* trouble.
 Sacred *to* a man's memory.
 Sanguine *of* success.
 Satisfactory *to* a person.
 Satisfied *with* his income.
 Secure *from* harm.
 Secure *against* an attack.
 Sensible *of* kindness.
 Sensitive *to* blame.
 Serviceable *to* a person.
 Shocked *at* your behaviour.
 Shocking *to* everyone.
 Short *of* money.

Silent *about* or *on* a subject.
 Similar *to* a person or thing.
 Skilful *in* doing a thing.
 Slow *of* speech.
 Slow *in* making up his mind.
 Slow *at* accounts.
 Solicitous *for* your safety.
 Sorry *for* someone.
 Sorry *about* an occurrence.
 Sparing *of* praise.
 Stained *with* crimes.
 Startled *at* a sight.
 Steeped *in* vice.
 Strange *to* a person.
 Strange *in* appearance.
 Subject *to* authority.
 Subordinate *to* a person.
 Subsequent *to* another event.
 Sufficient *for* a purpose.
 Suitable *to* or *for* the occasion.
 Suited *to* the occasion.
 Suited *for* a post.
 Sure *of* success.
 Suspicious *of* his intentions.
 Sympathetic *with* sufferers.
 Tantamount *to* a falsehood.
 Temperate *in* his habits.
 Thankful *for* past favours.
 Tired *of* doing nothing.
 Tired *with* his exertions.
 Transported *with* joy.
 True *to* his convictions.
 Uneasy *about* consequences.
 Useful *for* a certain purpose.
 Vain *of* his appearance.
 Veiled *in* mystery.
 Versed *in* a subject.
 Vested *in* a person.
 Vexed *with* a person *for* doing something.
 Vexed *at* or *about* a thing.
 Victorious *over* difficulties.
 Void *of* meaning.
 Wanting *in* common sense.
 Wary *of* telling secrets.
 Weak *of* understanding.
 Weak *in* his head.
 Weary *of* doing nothing.
 Welcome *to* my house.
 Worthy *of* praise.
 Zealous *for* improvement.
 Zealous *in* a cause.

Alternate *with* something else.
 Anchor *off* the shore.
 Answer *to* a person.
 Answer *for* conduct.
 Apologise *to* a person.
 Apologise *for* rudeness.
 Appeal *to* a person.
 Appeal *for* redress or help.
 Appeal *against* a sentence.
 Apply *to* a person *for* a thing.
 Appoint *to* a situation.
 Apprise *of* a fact.
 Approve *of* an action.
 Arbitrate *between* two persons.
 Argue *with* a person *for* or *against* a point.
 Arrive *at* a small place.
 Arrive *in* a country or a large city.
 Arrive *in* London.
 Ascribe *to* a cause.
 Ask *for* a thing.
 Ask *of* or *from* a person.
 Aspire *after* or *to* worldly greatness.
 Assent *to* your terms.
 Associate *with* a person or thing.
 Assure a person *of* a fact.
 Atone *for* a fault.
 Attain *to* a high place.
 Attend *to* a speaker.
 Attend *on* a person.
 Attribute *to* a cause.
 Avail oneself *of* an offer.
 Avenge oneself *on* a person.
 Bark *at* a person or thing.
 Bask *in* sunshine.
 Bear *with* someone's faults.
 Beat *against* the rocks (the waves).
 Beat *on* one's head.
 Become *of* you (suit you, befit you)
 Beg pardon *of* a person.
 Beg a person *to* do a thing.
 Beg *for* something, *from* someone.
 Begin *with* the first.
 Believe *in* one's honesty.
 Belong *to* a person.
 Bequeath a thing *to* a person.
 Bestow a thing *on* a person.
 Bethink oneself *of* something.
 Beware *of* the dog.
 Blame a person *for* something.
 Blush *at* an embarrassing remark.
 Blush *for* anyone who is at fault.
 Boast or brag *of* one's cleverness.
 Border *on* a place.
 Borrow *of* or *from* a person.
 Break *into* a house (thieves).
 Break oneself *of* a habit.
 Break *through* restraint.
 Break bad news *to* a person.
 Break (sever relations) *with* a person.
 Bring a thing *to* light.
 Bring *to* one's notice.
 Brood *over* past grievances.
 Burst *into* tears.
 Buy a thing *from* person or shop.
 Calculate *on* success.
 Call *on* a person (visit him at his house or summon to do something).
 Call *to* (shout *to*) a person.
 Call *for* (require) punishment.
 Canvass *for* votes.
 Care *for* (value, love, or attend upon) a person or thing.
 Caution a person *against* danger.
 Cease *from* quarrelling.
 Challenge a person *to* combat.
 Charge a person *with* a crime.
 Charge payment *to* a person.
 Charge a person *for* goods supplied.

Verbs

Abide *by* a promise.
 Abound *in* or *with* fish.
 Absolve *of* or *from* a charge.
 Abstain *from* wine.
 Accede *to* a request.
 Accord *with* a thing.
 Account *for* a fact.
 Accrue *to* a person.
 Accuse *of* some misdeed.
 Acquiesce *in* a decision.
 Acquit *of* blame.
 Adapt *to* circumstances.
 Adhere *to* a plan.
 Admit *of* an excuse.
 Admit *to* or *into* secret.
 Admonish *of* or *for* a fault.
 Agree *to* a proposal.
 Agree *with* a person.
 Aim *at* a mark.
 Alight *from* a carriage.
 Alight *on* the ground.
 Allot *to* a person.
 Allow *of* delay.
 Allude *to* a fact.

Charge goods to a person's account. Debar from doing anything.

Cheat a person of his due. Debit with a sum of money.

Glamour for higher wages. Decide on something.

Clash with another (of colours). Decide against something.

Clear a person of blame. Declare for something.

Cling to a person or thing. Declare against something.

Close with (accept) an offer. Defend a person from harm.

Combat with difficulties. Defraud a person of his due.

Come across (accidentally meet) anyone. Deliberate on a matter.

Come into fashion. Delight in music.

Come by (obtain) a thing. Deliver from some evil.

Come of (result from) something. Demand a thing of a person.

Come to (amount to) forty. Depend on a person or thing.

Commence with a thing. Deprive a person of a thing.

Comment on a matter. Desist from an attempt.

Communicate something to a person. Despair of success.

Communicate with a person on a subject. Deter a person from an action.

Compare similars with similars –as one fruit with another. Determine on doing something.

Compare things dissimilar, by way of illustration – as genius to a lightning flash. Detract from one's reputation.

Compensate a person for his loss. Deviate from a certain course.

Compete with a person for a prize. Die of a disease.

Complain of some annoyance to a person. Die from some cause, as overwork.

Complain against a person. Die by violence.

Comply with one's wishes. Differ with a person on a subject.

Conceal facts from anyone. Differ from anything (to be unlike).

Concur with a person. Digress from the point.

Concur in an opinion. Dip into a book.

Condemn a person to death for murder. Disable one from doing something.

Condone with a person. Disagree with a person.

Conduce to happiness. Disapprove of anything.

Confer (Trans.) a thing on anyone. Dispense with a man's services.

Confer (Intrans.) with a person about something. Dispose of (sell) property.

Confide (Trans.) a secret to anyone. Dispute with a person about anything.

Confide (Intrans.) in a person. Dissent from an opinion.

Conform to (follow) a rule. Dissuade from an action.

Conform with one's views. Distinguish one thing from another.

Confront a person with his accusers. Distinguish between two things.

Congratulate a person on his success. Divert a person from a purpose.

Connive at other men's misdeeds. Divest one's mind of fear.

Consent to some proposal. Divide in half, into four parts.

Consign to destruction. Dote upon a person or thing.

Consist of materials. Draw for money on a bank.

Consist in, e.g., "Virtue consists in being uncomfortable." Draw money from a bank.

Consult with a person on or about some matter. Dream of strange things.

Contend with or against a person. Drive at some point.

Contend for or about a thing. Drop off a tree.

Contribute to a fund. Drop out of the ranks.

Converge to a point. Dwell on a subject.

Converse with a person about a thing. Eat into iron.

Convict a person of a crime. Elicit from a person.

Convince a person of a fact. Emerge from the forest.

Cope with a person or task. Encroach on one's authority.

Correspond with a person (write). Endorse with a signature.

Correspond to something (agree). Endow a hospital money.

Count on a person or thing (rely on) e.g., Enjoin on a person.

I count on you to see this done. Enlarge on a subject.

Crave for or after happiness. Enlist in the army.

Crow over a defeated rival. Enlist a person in some project.

Cure a man of a disease. Enter upon a career.

Cut a thing in or into pieces. Enter into one's plans.

Cut a thing in half. Entitle anyone to an estate.

Dabble in politics. Entrust anyone with a thing.

Dash against something. Entrust a thing to anyone.

Dash over something. Err on the side of leniency.

Dawn on a person. Escape from jail.

Deal well or ill by a person. Exact payment from a person.

Deal in (trade in) cloth, tea, spices, etc. Excel in languages.

Deal with a person (have dealings in trade etc.). Exchange one thing for another.

Deal with a subject (write or speak about it). Exchange with a person.

Debar from doing anything. Excuse (pardon) for something.

Debit with a sum of money. Exempt a person from a rule.

Decide on something. Exonerate a person from blame.

Decide against something. Explain to a person.

Declare for something. Exult in a victory over a rival.

Declare against something. Fail in an attempt.

Defend a person from harm. Fail of a purpose.

Defraud a person of his due. Fall among thieves.

Deliberate on a matter. Fall in love with a person.

Delight in music. Fall in with one's views

Deliver from some evil. Fall into error.

Demand a thing of a person. Fall on the enemy (attack).

Depend on a person or thing. Fall under someone's pleasure.

Deprive a person of a thing. Fall upon evil days.

Desist from an attempt. Fawn on a person.

Despair of success. Feed (Intrans.) on grass.

Deter a person from an action. Feed (Trans) a cow with grass, or grass to a cow.

Determine on doing something. Feel for a person in his trouble.

Detract from one's reputation. Fight for the weak against the strong.

Deviate from a certain course. Fight with or against a person.

Die of a disease. Fill with anything.

Die from some cause, as overwork. Fire on or at the enemy.

Die by violence. Fish for compliments.

Differ with a person on a subject. Flirt with a person.

Differ from anything (to be unlike). Fly at (attack) anyone.

Digress from the point. Fly into a rage.

Dip into a book. Free of or from anything.

Disable one from doing something. Furnish a person with a thing.

Disagree with a person. Furnish a thing to a person.

Disapprove of anything. Gain on someone in a race.

Dispense with a man's services. Get at (find out) the facts.

Dispose of (sell) property. Get away from (escape).

Dispute with a person about anything. Get, on with a person (live or work smoothly with him).

Dissent from an opinion. Get out of debt.

Dissuade from an action. Get over (recover from) an illness.

Distinguish one thing from another. Get to a journey's end.

Distinguish between two things. Glance at an object.

Divert a person from a purpose. Glance over a letter.

Divest one's mind of fear. Glory in success.

Divide in half, into four parts. Grapple with difficulties.

Dote upon a person or thing. Grasp at (try to seize) something.

Draw for money on a bank. Grieve at or for or about an event.

Draw money from a bank. Grieve for a person.

Dream of strange things. Grow upon one = (a habit grows upon one).

Drive at some point. Grumble at one's lot.

Drop off a tree. Guard against a bad habit.

Drop out of the ranks. Guess at something.

Dwell on a subject. Hanker after riches.

Eat into iron. Happen to a person.

Elicit from a person. Heal of a disease.

Emerge from the forest. Hear of an event.

Encroach on one's authority. Hesitate at nothing.

Endorse with a signature. Hide a thing from a person.

Endow a hospital money. Hinder one from doing something.

Enjoin on a person. Hinge on (depend on) some event.

Enlarge on a subject. Hint at an intention.

Enlist in the army. Hope for something.

Enlist a person in some project. Hover over a nest.

Enter upon a career. Hunt after or for anything.

Enter into one's plans. Identify one person or thing with another.

Entitle anyone to an estate. Impart a thing to a person.

Entrust anyone with a thing. Import goods into a country.

Entrust a thing to anyone. Import things from a country.

Err on the side of leniency. Impose on (deceive) a person.

Escape from jail. Impress an idea on a person.

Exact payment from a person. Impress a person with an idea.

Excel in languages. Impute blame to a person.

Exchange one thing for another. Incite a person to some action.

Exchange with a person. Infer one fact from another.

Excuse (pardon) for something. Inflict punishment on a person.

Exempt a person from a rule. Inform a person of a thing.

Exonerate a person from blame. Inform against a person.

Explain to a person. Infuse an ingredient into same mixture.

Exult in a victory over a rival. Initiate a man into an office or society.

Fail in an attempt. Inquire into a matter.

Fail of a purpose. Inquire of a person about or concerning some matter.

Fall among thieves. Insist on a point.

Fall in love with a person. Inspire a man with courage.

Fall in with one's views. Instil a thing into the mind.

Introduce a person to someone. Intercede with a superior for someone else.

Introduce into a place or society. Interfere with a person in some matter.

Intrude on one's leisure. Interfere with a person in some matter.

Intrude into one's house. Interfere with a person in some matter.

Invest money in some project. Interfere with a person in some matter.

Invite a person to dinner. Interfere with a person in some matter.

Involve a person in debt. Interfere with a person in some matter.

Issue from some source. Interfere with a person in some matter.

Issue in a result. Interfere with a person in some matter.

Jar against an object. Interfere with a person in some matter.

Jar on one's nerves. Interfere with a person in some matter.

Jeer at a person. Interfere with a person in some matter.

Jest at (make fun of) a person. Interfere with a person in some matter.

Join in a game. Interfere with a person in some matter.

Join one thing to another. Interfere with a person in some matter.

Judge of something by something. Interfere with a person in some matter.

Jump at (eagerly accept) an offer. Interfere with a person in some matter.

Jump to a conclusion. Interfere with a person in some matter.

Keep back (hold back) a secret. Interfere with a person in some matter.

Keep (abstain) from wine. Interfere with a person in some matter.

Keep off the grass. Interfere with a person in some matter.

Keep to (adhere to) a point. Interfere with a person in some matter.

Keep under (hold in subjection). Interfere with a person in some matter.

Keep up (prevent from sinking) prices. Interfere with a person in some matter.

Knock one's head against a wall. Interfere with a person in some matter.

Knock at a door. Interfere with a person in some matter.

Know of (be aware of) a person. Interfere with a person in some matter.

Labour under a misapprehension. Interfere with a person in some matter.

Labour for the public good. Interfere with a person in some matter.

Labour in a good cause. Interfere with a person in some matter.

Labour at some task. Interfere with a person in some matter.

Lament for the dead. Interfere with a person in some matter.

Languish for home. Interfere with a person in some matter.

Lapse into disuse. Interfere with a person in some matter.

Laugh at a person or thing. Interfere with a person in some matter.

Laugh to scorn. Interfere with a person in some matter.

Lay by (save money, etc.) for future needs. Interfere with a person in some matter.

Lay down one's arms (surrender). Interfere with a person in some matter.

Lay facts before a person. Interfere with a person in some matter.

Lead to Calcutta (a road). Interfere with a person in some matter.

Lean against a wall. Interfere with a person in some matter.

Lean on a staff. Interfere with a person in some matter.

Lean to a certain opinion. Interfere with a person in some matter.

Level a city with the ground. Interfere with a person in some matter.

Lie in one's power. Interfere with a person in some matter.

Light on a person or object. Interfere with a person in some matter.

Listen to complaints. Interfere with a person in some matter.

Live for riches or fame. Interfere with a person in some matter.

Live by honest labour. Interfere with a person in some matter.

Live on a small income. Interfere with a person in some matter.

Live within one's means. Interfere with a person in some matter.

Long for anything. Interfere with a person in some matter.

Look after (take care of) a person or business. Interfere with a person in some matter.

Look at a person or thing. Interfere with a person in some matter.

Look into (closely examine) a matter. Interfere with a person in some matter.

Look for (search for) something lost. Interfere with a person in some matter.

Look over (inspect one by one) an account. Interfere with a person in some matter.

Look through (glance through) a book. Interfere with a person in some matter.

Look to (be careful about) your movement. Interfere with a person in some matter.

Look up a reference. Interfere with a person in some matter.

Make away with (kill) a person. Interfere with a person in some matter.

Make for (conduce to) happiness. Interfere with a person in some matter.

Make for (proceed in the direction of) home, the shore, etc. Interfere with a person in some matter.

Make off (run away) with stolen goods. Interfere with a person in some matter.

Make up (supply) deficiency. Interfere with a person in some matter.

Make up (compensate), as "make up for lost time"; "We must make it up to (compensate) him somehow." Interfere with a person in some matter.

Make up (invent) a story. Interfere with a person in some matter.

Make some meaning of a thing. Interfere with a person in some matter.

Marry one person to another. Interfere with a person in some matter.

Marvel at some sight or report. Interfere with a person in some matter.

Match one thing with another. Interfere with a person in some matter.

Meddle *with* other people's business.
 Meditate *on* some subject.
 Meet *with* a rebuff.
 Merge *into* or *with* anything.
 Mourn *for* the dead.
 Murmur *at* or *against* anything.
 Muse *upon* the beauties of nature.
 Object *to* some proposal.
 Occur *to* one's mind.
 Offend *against* good taste.
 Officiate *for* someone *in* a post.
 Operate *on* a patient.
 Originate *in* a thing or place.
 Originate *with* a person.
 Overwhelm *with* kindness.
 Part *with* a person or thing.
 Partake *of* some food.
 Participate *with* a person *in* his gains.
 Pass *away* (die, come to an end).
 Pass *by* someone's house.
 Pass *from* one thing *into* another.
 Pass *for* a clever man.
 Pass *on* (hand round, transfer), as "Read this and pass it *on*."
 Pass *over* (make no remark upon) his subsequent conduct.
 Pay (suffer) *for* one's folly.
 Perish *with* the sword.
 Perish *with* cold.
 Persevere *in* an effort.
 Persist *in* doing something.
 Pine *for* something lost.
 Play *on* or *upon* the guitar.
 Play (trick, joke, prank) *on* a person.
 Play (trifle with, treat lightly) *with* one's health.
 Plot *against* a man.
 Plunge *into* a river, work, etc.
 Point *at* a person.
 Point *to* some result.
 Ponder *on* or *over* a subject.
 Possess oneself *of* an estate.
 Pounce *on* or *upon* a person or thing.
 Pray *to* God *for* guidance.
 Prefer one thing *to* another.
 Prejudice anyone *against* some person or thing.
 Prepare *for* the worst.
 Prepare *against* disaster.
 Present anyone *with* a book.
 Preserve *from* harm.
 Preside *at* a meeting.
 Preside *over* a meeting.
 Prevail *on* (persuade) a person *to* do something.
 Prevail *against* or *over* an adversary.
 Prevail *with* a person (have more influence than anything else).
 Prevent *from* going.
 Prey *upon* one's health (or mind).

Pride oneself *on* a thing.
 Proceed *with* a business already begun.
 Proceed *to* a business not yet begun.
 Proceed *from* one point *to* another.
 Proceed *against* (prosecute) a person.
 Prohibit *from* doing something.
 Protect *from* harm.
 Protest *against* injustice.
 Provide *for* one's children.
 Provide *against* a rainy day.
 Provide oneself *with* something.
 Provoke one *to* anger.
 Pry *into* a secret.
 Punish anyone *for* a fault.
 Purge the mind *of* false notions.
 Quake *with* fear.
 Qualify oneself *for* a post.
 Quarrel *with* someone *over* or *about* something.
 Quote something *from* an author.
 Reason *with* a person *about* something.
 Rebel *against* authority.
 Reckon *on* (confidently expect) something.
 Reckon *with* (settle accounts with) a person.
 Recompense *one* *for* some service.
 Reconcile *to* a loss.
 Reconcile *with* an enemy.
 Recover *from* an illness.
 Refer *to* a subject.
 Reflect credit *on* a person.
 Reflect (*Intrans.*) *on* a man's conduct.
 Refrain *from* tears.
 Rejoice *at* the success of another.
 Rejoice *in* one's own success.
 Relieve one *of* a task.
 Rely *on* a person or thing.
 Remind a person *of* a thing.
 Remonstrate *with* a person *against* some proceeding.
 Render (translate) *into* English.
 Repent *of* imprudence.
 Repose (*Intrans.*) *on* a bed.
 Repose confidence *in* a person.
 Reprimand a person *for* a fault.
 Require something *of* someone.
 Resolve *on* a course of action.
 Rest *on* a couch.
 (It) rests *with* a person *to* do, etc.
 Result *from* a cause.
 Result *in* a consequence.
 Retaliate *on* an enemy.
 Revenge myself *of* someone *for* some injury.
 Revolt *against* government.
 Reward a man *with* something *for* some services done.
 Ride *at* anchor.
 Rob a person *of* something.

Rule *over* a country.
 Run *after* (eagerly follow) new fashions.
 Run *into* debt.
 Run *over* (read rapidly) an account.
 Run *through* one's money.
 Save a person or thing *from* harm.
 Scoff *at* religion.
 Search *for* something lost.
 Search *into* (carefully examine) a matter.
 See *about* (consider) a matter.
 See *into* (investigate) a matter.
 See *through* (understand) his meaning.
 See *to* (attend to) a matter.
 Seek *after* or *for* happiness.
 Send *for* a doctor.
 Sentence a man *to* imprisonment (or death).
 Set *about* (begin working at) a task.
 Set *down* (put in writing) your terms.
 Set *forth* (begin journey or expedition).
 Set *in*, as "A reaction set *in*"
 Set *out* (begin journey).
 Set a person *over* (in charge of) a business.
 Set *upon* (attack) a traveller.
 Show a person *over* a house, *into* a room.
 Shudder *at* cruelty.
 Side *with* a person *in* a dispute.
 Smile *at* (deride) a person's threats.
 Smile *on* (favour) a person.
 Snatch *at* (try to seize) a thing.
 Speak *of* a subject (briefly).
 Speak *on* a subject (at great length).
 Speculate *in* shares.
 Speculate *on* a possible future.
 Stand *against* (resist) an enemy.
 Stand *by* (support) a friend.
 Stand *on* one's dignity.
 Stand *up for* (defend) something or someone.
 Stare *at* a person.
 Stare a person *in* the face.
 Start *for* Calcutta.
 Stick *at* nothing.
 Stick *to* his point.
 Stoop *to* meanness.
 Strike *at* (aim a blow at) someone.
 Strike *for* higher pay.
 Strike *on* a rock (of a ship).
 Strike *up* (begin playing).
 Struggle *against* difficulties.
 Subject a person *to* censure.
 Submit *to* authority.
 Subscribe *to* a fund or a doctrine.
 Subsist *on* scanty food.
 Succeed *to* a property.
 Succeed *in* an undertaking.
 Succumb *to* difficulties.
 Sue *for* peace.

Supply a thing *to* a person.
 Supply a person *with* a thing.
 Surrender *to* the enemy.
 Sympathise *with* a person *in* his troubles.
 Take *after* (resemble) his father.
 Take a person *for* a spy.
 Take *off* (of an aeroplane leaving the ground).
 Take *to* (acquire the habit of) gambling.
 Take *upon* oneself *to* do a thing.
 Talk *of* or *about* an event.
 Talk *over* (discuss) a matter.
 Talk *to* or *with* a person.
 Tamper *with* statistics.
 Taste *of* salt.
 Tell *of* or *about* an event.
 Testify *to* a fact.
 Think *of* or *about* anything.
 Think *over* (consider) a matter.
 Threaten anyone *with* a lawsuit.
 Throw a stone *at* anyone.
 Tide *over* losses.
 Touch *at* Gibraltar (ships).
 Touch *upon* (briefly allude to) a subject.
 Tower *over* everyone else.
 Trade *with* a country *in* oranges.
 Tremble *with* fear *at* a lion.
 Trespass *against* rules.
 Trespass *on* a person's time or land.
 Trifle *with* anyone's feelings.
 Triumph *over* obstacles.
 Trust *in* a person.
 Trust *to* someone's honesty.
 Trust someone *with* money.
 (*Trans.*) Turn verse *into* prose.
 Turn *to* a friend *for* help.
 Turn *upon* (hinge on) evidence.
 Upbraid a person *with* ingratitude.
 Urge a fact *on* one's attention.
 Venture *upon* an undertaking.
 Vie *with* another (person).
 Vote *for* (in favour of) anything.
 Vote *against* a thing.
 Wait *at* table.
 Wait *for* a person or thing.
 Wait *on* (attend) a person.
 Warn a person *of* danger or consequences.
 Warn a person *against* a person or thing or doing.
 Wink *at* one's faults.
 Wish *for* anything.
 Work *at* mathematics.
 Work *for* small pay.
 Worm oneself *into* another man's confidence.
 Wrestle *with* an adversary.
 Yearn *for* affection.
 Yield *to* persuasion.

Style in Writing

CAT poses questions that contain no grammatical errors but ask you to pick an option that is correct, concise and clear. Such sentences may contain many types of errors: redundancies, wordiness, voice, narration, faulty style, omission, ellipsis, slang, colloquialism, diction, word misuse and so on.

Tips in clarity, brevity and precision

One tip you must follow: where you can replace a phrase of several words with one word, **DO** so. We tend to believe that many common, wordy phrases are more sophisticated or intelligent. You have a good opportunity to correct that misconception. Keep it simple and you can't go wrong.

Instead of

owing to the fact that
in spite of the fact that
in connection with
with respect to
as a result of
for the reason that
due to the fact that
in the month of May
at the present time
at this point in time
be in a position to
in the event that
make a decision
in order to
by means of
in view of the fact that
during the time that
held a meeting
expert in the field of
means to imply
because of the fact that
have need of
give encouragement to
for the purpose of
make an adjustment in/to
seems/appears to be
give consideration to
consider to be
is of the opinion
along the lines of
in the amount of
make inquiry regarding
on the occasion of
in the case/event that

Use

since
although
about
about
because
because
since
in May
now
now
be able to
if
decide
to
by
since
while/when
met
expert in
implies
because
need
encourage
for
adjust
seems/appears
consider
think/believe
thinks/believes
like
for
inquire/ask
when
if

Avoid redundancies

Redundancy is a particular form of wordiness. It means repeating the idea you want to convey (as opposed to just puffing it up with extra words).

Redundant

attractive in appearance
green in colour
tall in height
charming in character
suspicious in nature
in an eager manner
endorse on the back
end result
final outcome
advance notice
general consensus
advance warning
young juvenile
refer back
return back
revert back
reflect back
cooperate together
descending down
ascending up
consensus of opinion
fundamental principles
root cause
repeat again

Concise

attractive
green
tall
charming
suspicious
eagerly
endorse
result
outcome
notice
consensus
warning
juvenile
refer
return
revert
reflect
cooperate
descending
ascending
consensus
principles
cause
repeat

Avoid double comparisons

You must avoid usages like more smarter, more nicer, more funnier, most handsomest and most tallest.

Misused abbreviations and acronyms

We misuse abbreviations and acronyms when we don't know what the initials stand for or when we don't stop to think what we're saying or writing.

Why do you think the following expressions are wrong?

HIV virus, NATO organisation, NAFTA agreement, SALT talks, CAT test, ATM machine

More clichés to avoid

- tired but happy
- happy as a clam
- young at heart
- old as the hills
- bored to tears
- sadder but wiser
- slippery as a goose
- free as a bird
- high as a kite
- a diamond in the rough
- a disaster waiting to happen
- thick as thieves
- all thumbs
- all ears
- sleep like a log
- nip it in the bud
- fall through the cracks
- come to a head
- draw a blank
- make a killing
- play hardball
- beat a dead horse
- chomp at the bit
- bite the bullet
- tip your hat to
- harbour an illusion
- push the envelope
- toe the line
- miss the forest for the trees
- take it with you
- a giant step forward
- leaps and bounds
- the bottom line
- brute force
- acid test
- a long row to hoe
- a hue and cry
- the powers that be
- a word to the wise
- a sea of faces
- a cloud of suspicion
- the tip of the iceberg
- a blessing in disguise
- a fresh start
- the bitter end
- black as night
- green as grass
- pale as a ghost
- white as a sheet
- red as a rose
- soft as silk
- hard as a diamond
- sturdy as an oak
- clear as a bell
- quick as a bunny
- cold as ice
- good as gold
- a blanket of snow
- sheets of rain
- a pillow of earth
- a bolt from the blue
- broad daylight
- the calm before the storm
- shelter from the storm
- steaming jungle
- teeming jungle
- blazing sun
- blistering heat
- the frozen North
- howling wind
- raging wind
- endless sea
- uncharted seas
- cool as a cucumber
- apple-cheeked
- bone of contention
- a hill of beans
- you can't make an omelette without breaking eggs
- his goose is cooked
- two peas in a pod
- sweet as sugar
- sweet as honey
- sweet as pie
- sweeter than wine
- Life is a bowl of cherries.
- It takes one to know one.
- A rolling stone gathers no moss.

Read and learn

The best way to learn to spot and correct such errors is to practise. Ready? Here we go.

Wordy: This rather serious breach of etiquette may possibly shake the very foundations of the corporate world.

Concise: This serious breach of etiquette may shake the foundations of the corporate world.

Weak: Novak is a very good pianist.

Strong: Novak is a virtuoso pianist.

Weak: I am of the opinion that air pollution is a more serious problem than the government has led us to believe.

Forceful: Air pollution is a more serious problem than the government has led us to believe.

Passive: The estimate of this year's tax revenues was prepared by the General Accounting Office.

Active (desirable): The General Accounting Office prepared the estimate of this year's tax revenues.

Vague: Brown is highly educated.

Precise: Brown has a master's degree in business administration.

Weak: She is a great communicator.

Forceful: She speaks persuasively.

Weak: Performance in a crisis is the acid test for a leader.

Forceful: Performance in a crisis is the best indicator of a leader's abilities.

Weak: The international banks are cognizant of the new law's significance.

Forceful: The international banks are aware of the new law's significance.

Wrong: The new law would negatively impact each of the nations involved.

Correct: The new law would hurt each of the nations involved. (*Impact* is also used to mean *affect* or *benefit*.)

Inappropriate: He is really into gardening.

Correct: He enjoys gardening.

Inappropriate: She plays a wicked game of tennis.

Correct: She excels in tennis.

Inappropriate: Myra has got to go to Memphis for a week.

Correct: Myra must go to Memphis for a week.

Inappropriate: Joan has been doing science for eight years now. (Meaning, she has been working in the field of science.)

Correct: Joan has been a scientist for eight years now.

Redundant: *The reason that* we stopped for the night was *because* we were sleepy.

Redundant: *Because* we were sleepy, we *therefore* stopped for the night.

Better: We stopped for the night because we were sleepy.

Redundant: The *underlying* motive *behind* his seemingly generous offer was old-fashioned greed.

Better: The motive behind his seemingly generous offer was old-fashioned greed.

Redundant: One of the fossils is twenty thousand years old *in age*.

Better: One of the fossils is twenty thousand years old.

Redundant: The German Oktoberfest takes place *each October of every year*.

Better: The German Oktoberfest takes place *every October*.

Redundant: *At the same time* that lightning struck, we *simultaneously* lost our electric power.

Better: At the same time that lightning struck, we lost our electric power.

Redundant: *Both* unemployment *as well as* interest rates can affect stock prices.

Better: Both unemployment levels and interest rates can affect stock prices.

Better: Unemployment levels as well as interest rates can affect stock prices.

Redundant: Not only does dinner smell good, but it *also* tastes good *too*.

Better: Not only does dinner smell good, but it tastes good too.

Superfluous: The warmer the weather *is*, the more crowded the beach *is*.

Concise: The warmer the weather, the more crowded the beach.

Superfluous: He looks exactly like Francis *looks*.

Concise: He looks exactly like Francis.

Superfluous: That shirt is the ugliest *shirt that* I have ever seen.

Concise: That shirt is the ugliest I have ever seen.

Superfluous: The other children couldn't help *from* laughing at the girl with mismatched shoes.

Concise: The other children couldn't help laughing at the girl with mismatched shoes.

Superfluous: One prominent futurist predicts a nuclear holocaust by the year *of* 2020.

Concise: One prominent futurist predicts a nuclear holocaust by the year 2020.

Superfluous: They made the discovery *in* around December of last year.

Concise: They made the discovery around last December.

Superfluous: The waiter brought half *of a* loaf of bread to the table.

Concise: The waiter brought half a loaf of bread to the table.

Superfluous: My three goals in life are to be healthy, *to be* wealthy, and *to be* wise.

Concise: My three goals in life are to be healthy, wealthy, and wise.

Wordy: Failure can *some of the time* serve as a prelude to success.

Concise: Failure can *sometimes* serve as a prelude to success.

Wordy: As a result of his being a compulsive overeater, it is not likely that he will live past the age of fifty.

Concise: Because he is a compulsive overeater, he is unlikely to live past the age of fifty.

Wordy: Before the mother eats, she feeds *each and every one* of her offspring.

Concise: Before the mother eats, she feeds *each* of her offspring.

Wordy: There are fewer buffalo on the plains today than *there ever were* before.

Concise: There are fewer buffalo on the plains today than *ever* before.

Wordy: Discipline is crucial to *the attainment of* one's objectives.

Concise: Discipline is crucial to *attaining* one's objectives.

Wordy: Her husband was waiting for her on the platform *at the time of the train's arrival*.

Concise: Her husband was waiting for her on the platform *when the train arrived*.

Awkward: Calcification *is when (or is where)* calcium deposits form around a bone.

Concise: Calcification *occurs when* calcium deposits form around a bone.

Awkward: *There are* eight cats in the house, *of which* only two have been fed.

Concise: Of the eight cats in the house, only two have been fed.

Awkward: The wind poses a serious threat to the old tree, and *so does* the snow.

Concise: The wind and snow both pose a serious threat to the old tree.

Omission: The newscaster announced the voting results were incorrect. (What did the newscaster announce: the results or the fact that the results were incorrect?)

Clearer: The newscaster announced *that* the voting results were incorrect.

Passive (awkward): The book was read by the student.

Active (better): The student read the book.

Passive (awkward): Repetitive tasks are performed tirelessly by computers.

Active (better): Computers perform repetitive tasks tirelessly.

Mixed (awkward): Although the house was built by Gary, Kevin built the garage.

Passive (less awkward): Although the house was built by Gary, the garage was built by Kevin.

Active (best): Although Gary built the house, Kevin built the garage.

Active (less effective): Yesterday a car hit me.

Passive (more effective): Yesterday I was hit by a car.

Active (less effective): Only the sun itself *surpasses* the Tetons sunrise in beauty.

Passive (more effective): Sunrise over the Tetons *is surpassed* in beauty only *by* the sun itself.

Unbalanced: Julie and Sandy were the first two volunteers for the fund-raising drive, *and* they are twins.

Balanced: Julie and Sandy, *who* are twins, were the first two volunteers for the fund-raising drive.

Commingled (confusing): Julie and Sandy, *who* are twins, are volunteers.

Separated (balanced): Julie and Sandy are twins, *and* they are volunteers.

Equal emphasis (confusing): Jose and Victor were identical twins, *and* they had completely different ambitions.

Emphasis on second clause (better): *Although* Jose and Victor were identical twins, they had completely different ambitions.

Split: The value of the dollar *is not*, relative to other currencies, *rising* universally.

Better: The value of the dollar *is not rising* universally relative to other currencies.

Split: The government's goal this year *is to provide* for its poorest residents *an economic safety net*.

Split: *The government's goal* is to provide an economic safety net *this year* for its poorest residents.

Better: The government's goal this year is to provide an economic safety net for its poorest residents.

Improper (split): The executive was compelled *to*, by greed and ambition, *work* more and more hours each day.

Correct: The executive was compelled by greed and ambition, *to work* more and more hours each day.

Improper (split): Meteorologists have been known *to* inaccurately *predict* snowstorms.

Correct: Meteorologists have been known *to predict* snowstorms inaccurately.

Awkward: Barbara's academic major is history, *which* is a very popular course of study among liberal arts students, *who* are also contributing to the popularity of political science as a major.

Better: Barbara's academic major is history, which along with political science, is a very popular course of study among liberal arts students.

Wordy: There are many children who believe in Santa Claus but there are few adults who do.

Concise: Many children believe in Santa Claus but few adults do. *"There is/are" sentences are often needlessly wordy and therefore wrong.*

Wordy: The country's procedures for the processing of visas are extremely inefficient.

Concise: The country's procedures for processing visas are extremely inefficient.

Wordy: The shrine is at least 2,000 years old or older.

Concise: The shrine is at least 2,000 years old. *The redundant phrase "or older" is already implied by "at least".*

Wordy: Because I have studied the rules of the CAT grammar, therefore I will do well in English.

Concise: Because I have studied the rules of CAT grammar, I will do well in English. "Because" implies that the second part of the sentence is the conclusion, so "therefore" here is redundant and wrong.

Wordy: *A Confederacy of Dunces* has been bought and enjoyed by millions of readers since it was first published in 1974.

Concise: Millions of readers have bought and enjoyed *A Confederacy of Dunces* since it was first published in 1974.

Got a hang of it? Sharpen your skills by doing these exercises.

Exercises

Exercise 1: Wordy Phrases

Improve the following sentences by omitting or replacing wordy phrases.

1. In view of the fact that he has prepared with much care for this presentation, it would be a good idea to award him with the project.
2. The airline has a problem with always having arrivals that come at least an hour late, despite the fact that the leaders of the airline promise that promptness is a goal which has a high priority for all the employees involved.
3. In spite of the fact that she only has a little bit of experience in photography right now, she will probably do well in the future because she has a great deal of motivation to succeed in her chosen profession.
4. Accuracy is a subject that has great importance to English teachers and company presidents alike.
5. The reason why humans kill each other is that they experience fear of those whom they do not understand.

Exercise 2: Redundancy

Repair the following sentences by crossing out redundant elements.

1. All these problems have combined together to create a serious crisis.
2. A staff that large in size needs an effective supervisor who can get the job done.
3. He knows how to follow directions and he knows how to do what he is told.
4. The recently observed trend of spending on credit has created a middle class that is poorer and more impoverished than ever before.
5. Those who can follow directions are few in number.

Exercise 3: Excessive Qualification

Practise achieving concision by eliminating needless qualification in the sentences below.

1. She is a fairly excellent teacher.
2. Ferrara seems to be sort of a slow worker.
3. You yourself are the very best person to decide what you should do for a living.
4. Needless to say, children should be taught to cooperate at home and in school.
5. The travel agent does not recommend the trip to Tripoli, since it is possible that one may be hurt.

Exercise 4: Unnecessary Sentences

Rewrite each of these multiple-sentence statements as one concise sentence.

1. What's the purpose of getting rid of the chemical pollutants in water? People cannot safely consume water that contains chemical pollutants.
2. I do not believe those who argue that some of Shakespeare's plays were written by others. There is no evidence that other people had a hand in writing Shakespeare's plays.
3. Which point of view is closest to my own? This is a good question. I agree with those who say that the United States should send soldiers to areas of conflict.
4. Frank Lloyd Wright was a famous architect. He was renowned for his ability to design buildings that blend into their surroundings.
5. A lot of people find math a difficult subject to master. They have trouble with math because it requires very precise thinking skills.

Exercise 5: Needless Self-Reference

Eliminate needless self-references in these sentences.

1. I do not think this argument can be generalised to most business owners.
2. My own experience shows me that food is the best social lubricant.
3. Although I am no expert, I do not think privacy should be valued more than social concerns.
4. My guess is that most people want to do good work, but many are bored or frustrated with their jobs.
5. I must emphasise that I am not saying the author does not have a point.

Exercise 6: Undesirable Passives

Replace passive voice with active wherever possible.

1. The politician's standing in the polls has been hurt by recent allegations of corruption.
2. The bill was passed in time, but it was not signed by the president until the time for action had passed.
3. Advice is usually requested by those who need it least; it is not sought out by the truly lost and ignorant.
4. The minutes of the City Council meeting should be taken by the city clerk.
5. The report was compiled by a number of field anthropologists and marriage experts.

Exercise 7: Weak Openings

Rewrite these sentences to eliminate weak openings.

1. It would be unwise for businesses to ignore the illiteracy problem.
2. It would be of no use to fight a drug war without waging a battle against demand for illicit substances.
3. There are many strong points in the candidate's favour; intelligence, unfortunately, is not among them.
4. It has been decided that we, as a society, can tolerate homelessness.
5. There seems to be little doubt that Americans like watching television better than conversing.

Exercise 8: Needlessly Vague Language

Rewrite these sentences to replace vague language with specific, concrete language.

1. Water is transformed into steam when the former is heated up to 100° C.
2. The diplomat was required to execute an agreement that stipulated that he would live in whatever country the federal government thought necessary.
3. The principal told John that he should not even think about coming back to school until he changed his ways.
4. The police detective had to seek the permission of the lawyer to question the suspect.
5. Thousands of species of animals were destroyed when the last Ice Age occurred.

Exercise 9: Clichés

Make the following sentences more forceful by replacing clichés.

1. Beyond the shadow of a doubt Jefferson was a great leader.
2. Trying to find the employee responsible for this embarrassing information leak is like trying to find a needle in a haystack.
3. The military is putting all its eggs in one basket by relying so heavily on nuclear missiles for the nation's defence.
4. Older doctors should be required to update their techniques, but you can't teach an old dog new tricks.
5. A ballpark estimate of the number of fans in the stadium would be 120,000.

Exercise 10: Jargon

Replace the jargon in the following sentences with more appropriate language.

1. We anticipate utilising hundreds of paper clips in the foreseeable future.
2. Education-wise, our schoolchildren have been neglected.
3. Foreign diplomats should always interface with local leaders.
4. There is considerable evidentiary support for the assertion that Vienna sausages are good for you.
5. In the case of the recent railway disaster, it is clear that governmental regulatory agencies obfuscated in the preparation of materials for release to the public through both the electronic and print media.

Exercise 11: Slang and Colloquialisms

Replace the informal elements of the following sentences with more appropriate terms.

1. She sure knows her stuff.
2. Normal human beings can't cope *up* with repeated humiliation.
3. If you want a good cheesecake, you must make a top-notch crust.
4. International organisations should try and cooperate on global issues like hunger.
5. The environmentalists aren't in it for the prestige; they really care about protecting the yellow-throated hornswoggler.

Exercise 12: Usage

Can you steer clear of improper usage? Pick the right option in the following sentences.

1. Richard Gere portrays not only an officer (and also, and as well, but also) a gentleman in this film.
2. I respect Jerry Hallowell, a.k.a., Ginger Spice, both as an entertainer (and also, and as, but also as) a humanitarian.
3. I must have either Twinkies™ (or else, or, and) Dingdongs™ for lunch.
4. You must decide (between, among) the hot and sour soup (or, and) the egg drop soup.
5. (Between, Among) the three starting pitchers, Martinez is generally (considered, considered to be, considered as) the (more, most) reliable.
6. There were (less, fewer) immigrants entering the country last year than the previous year.
7. The (number, amount) of students in my class (has, have) gone up.
8. I regard the movies of Mamie Van Doren (as, to be, as being) superior (when compared to, over, to) those of Jayne Mansfield.
9. Poor Zeppo is often perceived (as, to be, as being) the least talented of the Marx Brothers.
10. According to exit polls, a majority of those who voted for the winning candidate viewed him (as, to be, as being) the lesser of two evils.
11. Adam Sandler's movies are not very different (than, from) those of Paulie Shore.
12. It was so quiet (you, that you, as a result you) could hear a pin drop.
13. Barbra Streisand and Neil Diamond (each, both) went to the same high school.
14. Dean Martin and Jerry Lewis (both had their, each had his) own take on why the two split up.
15. Some pundits like to associate the 1960s (with, and) the decline of Western civilisation.
16. We held a spirited debate (over, about, concerning) the place of *Married with Children* within the pantheon of classic situational comedies.
17. I can assure you that it was not a dispute (over, about, concerning) trivial issues.
18. Gharles was forbidden (to enter, from entering) the Temple of Doom.
19. He was also prohibited (to visit, from visiting) the Garden of Earthly Delights.
20. I hereby define a "baker's dozen" (to be, as, as being) thirteen.
21. Yogi Bear was clearly more intelligent (compared to, as, than) your average bear.
22. Studying grammar is about as pleasant (when compared to, as, than) going to the dentist.
23. I attribute my stunning success (as due to, because of, to) good looks and native intelligence.
24. I attribute my good looks not so much to exquisite grooming (as, but, but rather) to an inner radiance.
25. Most people credit Philo Taylor Farnsworth (as, for, with) having invented the television back in the 1920s while he was still a teenager.

26. Swing dances from the 1940s (like, such as) the Jitterbug and the Hucklebuck have recently become popular again.
27. (Similar to, Like, As with) many female supermodels, Fabio (is also, is) known by his first name alone.
28. I did not try the clam dip, (as, like) my roommate who got sick did.
29. I've finally decided (on going, to go) camping over the holidays but I still haven't figured out (whether, if) I need to buy a tent.
30. Resistance (against, to) assimilation by the Borg is futile.
31. Matthew Brady is regarded (as, to be) one of the greatest nineteenth-century American photographers.
32. The destruction of the tropical rainforest is generally (considered, considered as, considered to be) a major threat to the environment.
33. It took me four times as long to write the report collaboratively (as, than) it would have taken by myself.
34. Her client didn't tell her (if, whether) he had sent his payment yet.
35. The movie's ending was different (than, from) that of the book.
36. Jewel is not only a great singer, (and also, but also, but is also) a talented poetess.
37. I (either must read, must either read, must read either) the newspaper or listen to the radio before I go to work.
38. The Geneva Convention covers such questions (like/as) the proper treatment of prisoners of war.
39. Hiram plays the guitar (like/as) his father does.
40. The gas was being produced (in/at) a rate of twelve million cubic feet a day.
41. I prefer Korean food (to/over) Japanese.
42. My mother tried to discourage me (from attending/to attend) law school.
43. Many consumers buy inferior products when forced to choose (among/between) price and value.
44. Off-Broadway theatres seat significantly (fewer/ less) patrons than do Broadway theatres.

Solutions

Exercise # 01 to 12

Exercise # 01

1. Since he has prepared for this presentation so carefully, we should award him the project.
2. Flights are always at least an hour late on this airline, though its leaders promise that promptness is a high priority for all its employees.
3. Although she is inexperienced in photography, she will probably succeed because she is motivated.
4. Accuracy is important to English teachers and company presidents alike.
5. Humans kill each other because they fear those whom they do not understand.

Exercise # 02

1. All these problems have combined to create a crisis.
2. A staff that large needs an effective supervisor.
3. He knows how to follow directions.
4. The recent trend of spending on credit has created a poorer middle class.
5. Few people can follow directions.

Exercise # 03

1. She is a good teacher.
2. Ferrara is a slow worker.
3. You are the best person to decide what you should do for a living.
4. Children should be taught to cooperate at home and in school. (If there's no need to say it, don't!)
5. The travel agent said not to go to Tripoli, since one may be hurt. *Saying "it is possible that one may be hurt" is an example of redundant qualification, since both "possible" and "may" indicate uncertainty.*

Exercise # 04

1. People cannot safely consume water that contains chemical pollutants.
2. No present evidence suggests that Shakespeare's plays were written by others.
3. The United States should send soldiers to areas of conflict.
4. The architect Frank Lloyd Wright was famous for his ability to design buildings that blend into their surroundings.
5. A lot of people find math a difficult subject because it requires very precise thinking skills.

Exercise # 05

1. This argument cannot be generalised to most business owners.
2. Food is the best social lubricant.
3. Privacy should not be valued more than social concerns.
4. Most people want to do good work, but many are bored or frustrated with their jobs.
5. The author has a point.

Exercise # 06

1. Recent allegations of corruption have hurt the politician's standing in the polls.
2. Congress passed the bill in time, but the president did not sign it until the time for action had passed.
3. Those who need advice least usually request it; the truly lost and ignorant do not seek it.
4. The city clerk should take the minutes of the City Council meeting.
5. A number of field anthropologists and marriage experts compiled the report.

Exercise # 07

1. Businesses ignore the illiteracy problem at their own peril.
2. The government cannot fight a drug war effectively without waging a battle against demand for illicit substances.
3. The candidate has many strong points; intelligence, unfortunately, is not among them.
4. We, as a society, have decided to tolerate homelessness.
5. Americans must like watching television better than conversing.

Exercise # 08

1. When water is heated to 100°C, it turns into steam.
2. The diplomat had to agree to live wherever the government sent him.
3. The principal told John not to return to school until he was ready to behave.
4. The police detective had to ask the lawyer for permission to question the suspect.
5. The last Ice Age destroyed thousands of animal species.

Exercise # 09

1. Jefferson was a great leader.
2. It may be impossible to find the employee responsible for this embarrassing information leak.
3. The military should diversify its defence rather than rely so heavily on nuclear missiles.
4. Older doctors should update their techniques, but many seem resistant to changes in technology.
5. I estimate that 120,000 fans were in the stadium. (Even when a cliché is used in its original context, it sounds old.)

Exercise # 10

1. We expect to use hundreds of paper clips in the next two months.
2. Education of our schoolchildren has been neglected.
3. Foreign diplomats should always talk to local leaders.
4. Evidence suggests that Vienna sausages are good for you.
5. Government regulatory agencies lied about the recent railway accident in their media releases.

Exercise # 11

1. She is an expert.
2. Normal human beings cannot tolerate repeated humiliation.
3. If you want a good cheesecake, you must make a superb crust.
4. International organisations should try to cooperate on global issues like hunger.
5. The environmentalists are not involved in the project for prestige; they truly care about protecting the yellow-throated hornswogger.

Exercise # 12

- | | |
|---|------------------|
| 1. but also | 2. and as |
| 3. or | 4. between, and |
| 5. Among, considered, most | 6. fewer |
| 7. number, has | 8. as, to |
| 9. as | 10. as |
| 11. from | 12. that you |
| 13. both | 14. each had his |
| 15. with | 16. over |
| 17. over | 18. to enter |
| 19. from visiting | 20. as |
| 21. than | 22. as |
| 23. to | 24. as |
| 25. with | 26. such as |
| 27. Like, is | 28. as |
| 29. to go, whether | 30. to |
| 31. as | |
| 32. considered (While "considered to be" is also technically correct, it will never be considered correct in CAT.) | |
| 33. as (Use "than" when preceded by an -er word and "as" when preceded by "as" or "so", e.g., longer than, as long as.) | |
| 34. whether (In CAT, "whether" will always beat "if".) | |
| 35. from | |
| 36. but also (not only A but also B) | |
| 37. must either read (either A or B) | |
| 38. as | 39. as |
| 40. at | 41. to |
| 42. from attending | 43. between |
| 44. fewer | |

Punctuation

We already know why it is important to punctuate your sentences correctly (Remember the letter that Babli wrote to Bunty?).

It is difficult to understand the rules of punctuation. The best thing is to learn by practice. Read the following statements and find out how a comma or a period etc. can change the meaning of the sentence completely.

1. We have to finish packing Jason before we start the car.
2. We have to finish packing, Jason, before we start the car.
3. The coach chose Sally and Latisha and Paula left.
4. The coach chose Sally, and Latisha and Paula left.
5. The coach chose Sally and Latisha, and Paula left.
6. Mr. Busby, that mean old man is waiting for you.
7. Mr. Busby, that mean old man, is waiting for you.



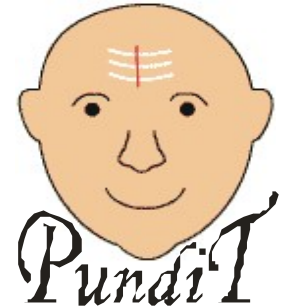
Want to give it a try?

Punctuate the following sentences.

1. susanne visited India Pakistan and Nepal Kelly however visited only India
2. id be glad to manage your campaign said Rhonda but Ive never done anything that ambitious before
3. would anyone including you children like to help me out onstage
4. although its an unusual request the students representative would like to address the faculty next Monday at 230
5. The baby can have any of the following milk juice bananas or cookies
6. In the spring they plant crops in the fall they harvest them.
7. Luke loves his wife and other women love Luke.
8. Even if you disagree wait until the other person has finished speaking.
9. Her grandmother, who lives in India, has written a book her other grandmother is also a writer.
10. We have three cats Scout Bear and Truck.
11. I am looking for a good, used car.
12. If it starts to rain I will not drive to Boston my sister however will.
13. The teacher expected a lot, from her students, and for the most part she was not disappointed.
14. The well-known author arrived drunk.
15. Heather – works hard at the museum; so does Craig, her assistant.
16. I’m impressed with the hospital’s up to date procedures.
17. He is well-known around here.
18. Rudy’s biggest booster was himself surprise, surprise.
19. The committee keeps an up to date file on all contributors.
20. Unfortunately, her qualifications M.D., Ph.D. did not make up for her personality.
21. The star crossed lovers were separated once again.
22. Butterfly believed Pinkerton – completely.
23. Lewis’ argument convinced the manager to increase security.
24. Its raining again; the porch’s floor will get drenched.
25. Her parents wishes’ had governed her every move.
26. Wont you join us at our familys’ summer home this year?
27. I could’ve told you that Buzz’ teacher would win that award.
28. Is this not funny?
29. The evergreen shed it’s needles all over the yard.
30. “A boys best friend is his mother.”
31. Have you read james dickey’s poem the leap? asked Ron.
32. of course I have replied lucy it’s one of my favourite poems.
33. The statement ask not what your country can do for you; ask what you can do for your country was first spoken by John F Kennedy at his Inauguration.
34. When I finish my work I sighed I’ll be happy to go with you

Solution (*Other answers are possible*)

1. Suzanne visited India, Pakistan, and Nepal; Kelly, however, visited only India.
2. "I'd be glad to manage your campaign," said Rhonda, "but I've never done anything that ambitious before."
3. Would anyone, including you children, like to help me out onstage?
4. Although it's an unusual request, the students' representative would like to address the faculty next Monday at 2:30.
5. The baby can have any of the following: milk, juice, bananas, or cookies.
6. In the spring they plant crops; in the fall they harvest them.
7. Luke loves his wife, and other women love Luke.
8. Even if you disagree, wait until the other person has finished speaking.
9. Her grandmother who lives in India has written a book; her other grandmother is also a writer.
10. We have three cats: Scout, Bear, and Truck.
11. I am looking for a good used car.
12. If it starts to rain, I will not drive to Boston; my sister, however, will.
13. The teacher expected a lot from her students, and, for the most part, she was not disappointed.
14. Correct sentence.
15. Heather works hard at the museum; so does Craig, her assistant.
16. I'm impressed with the hospital's up-to-date procedures.
17. He is well known around here.
18. Rudy's biggest booster was himself (surprise, surprise!).
19. The committee keeps an up-to-date file on all contributors.
20. Unfortunately, her qualifications – M.D., Ph.D. – did not make up for her personality.
21. The star-crossed lovers were separated once again.
22. Butterfly believed Pinkerton completely.
23. Lewis's argument convinced the manager to increase security.
24. It's raining again; the floor of the porch will get drenched. (*Porch's is technically correct, but it sounds awkward.*)
25. Her parents' wishes had governed her every move.
26. Won't you join us at our family's summer home this year?
27. I could've told you that Buzz's teacher would win that award.
28. Isn't this funny?
29. The evergreen shed its needles all over the yard.
30. "A boy's best friend is his mother."
31. "Have you read James Dickey's poem 'The Leap'?" asked Ron.
32. "Of course I have," replied Lucy. "It's one of my favourite poems."
33. The statement, "Ask not what your country can do for you; ask what you can do for your country," was first spoken by John F. Kennedy at his inauguration.
34. "When I finish my work," I sighed, "I'll be happy to go with you."



Forming plural nouns

Most nouns

You form most plurals by adding "s" or "es" to the singular: *boys, monkeys, peas, dresses, foxes*. When a word ends in a "y" that is not preceded by a vowel, you change the "y" to "i" and then add "es": *Ponies, babies, armies, ladies, stories, cities, duties, flies, days, plays, keys, boys, toys, monkeys*.

Words ending in 'F'

Form plurals of most words ending in the letter "F" by changing the "F" to "VES". Examples: *Knives, leaves, lives, wives, sheaves, calves, shelves, elves, thieves, halves, wolves, loaves, beliefs, proofs, chiefs, roofs, cliffs, safes, dwarfs or dwarves, scarves or scarfs, griefs, strifes, gulfs, turfs, hoofs, wharfs or wharves, briefs, serfs*.

Nouns ending in 'O'

You can usually make the plural form of nouns ending in "o" by adding "s" or "es". Examples: Potatoes, tomatoes, tornadoes, mosquitoes, heroes, vetoes, cargoes, radios, portfolios, tattoos, studios, rodeos, memos, photos, cellos, piccolos, pianos, tempos, virtuosos, buffaloes, mangoes, cargoes, negroes, volcanoes, mottoes, echoes, zeroes, cantos, dynamos, solos, mementos, ratios, quartos, bamboos, cuckoos, curios, cameos, portfolios, embryos, stereos.

And here's one exception you'll recognise: the singular "graffito" which we almost never use, becomes the widely known plural "graffiti".

Peculiar plurals

No simple adding of any letter or letters to form these plurals. You need a different word altogether.

Examples: Men, women, feet, teeth, mice, lice, geese, dormice, children, oxen, dice.

No change in plural form

Here the singular is the same as the plural.

Examples: Public, police, innings, gross, yoke, brace, sheep, deer, fish, swine, hair, dozen, score, hundred, thousand, pound, kilogram, series, species, means.

Nouns from other languages

Plurals of most nouns borrowed directly from other languages maintain their original spellings.



Singular	Plural
Agendum	Agenda <i>Agenda is normally used as a singular.</i>
Alumnus	Alumni
Analysis	Analyses
Appendix	Appendices
Axis	Axes
Basis	Bases
Beau	Beaus, beaux
Cherub	Cherubs, cherubim
Crisis	Crises
Criterion	Criteria
Datum	Data
Dictum	Dicta
Erratum	Errata
Formula	Formulae, formulas
Fungus	Fungi, funguses
Genius	geniuses
Index	Indices
Medium	Mediums, media
Memorandum	Memorandums, memoranda
Oasis	Oases
Phenomenon	Phenomena
Plateau	Plateaus
Radius	Radii
Seraph	Seraphim, seraphs
Stadium	Stadiums, stadia
Stimulus	Stimuli
Thesis	Theses

Proper nouns

Plurals of proper nouns generally follow the same rules that are applicable to plurals of common nouns: You add "s" or, if a name ends in "s", "sh", "ch", "x", or "z", you add "es".

1. The Murrays always made me feel at home.
2. We don't keep up with the Joneses.
3. Three Januarys ago they travelled to Australia.
4. Last year there were three Charlies, two Janices and two Lewises in our class.
5. The Lopezes and the Husches are old friends.

Hyphenated nouns

If two or more words are joined by hyphens, add the plural ending to the main noun.

Examples: **Commanders-in-chief**, maid-**servants**, **passers-by**, **sons-in-law**, **lookers-on**, **men-of-war**, step-**sons**, **fathers-in-law**, **attorneys-at-law**.

But words not joined by a hyphen are treated differently.

Examples: Spoonfuls, bucketfuls, cupfuls, etc.

Compound nouns

If two words are joined to form a singular noun, form the plural by adding "s" or "-es".

Note that *foreman* will become *foremen*.

Don't open up a closed word to make a plural. For example, "**spoonful**" becomes "**spoonfuls**" and not "**spoonsful**".

Rewrite if necessary

If following the general rules for noun plurals results in awkward constructions, try rewriting the sentence.

1. The museum purchased three **Matisse**s and two **Velasquez**es and two **Grise**s.

Ugh! A clever writer might recast the sentence to avoid such awkwardness.

2. The museum purchased three painting by **Matiss**, two by **Velasquez**, and two by **Gris**.

That's much better!

Plural noun oddities

It's the English language, and there are always situations that aren't easy to categorise. Here are some plural noun oddities that are helpful to know.



Plurals of letters and numbers

When you have letters and numbers (whether spelled out or in figures) used as nouns, you form the plural by adding "s" alone.

Examples: The three Rs, in twos and threes, IOUs, the early 1950s.

Plurals of confusing abbreviations and letters

In the case of abbreviations with periods, lowercase letters used as nouns, and capital letters that would be confusing if "s" alone were added, form the plural by adding "'s" (apostrophe + s).

Examples: M.A.'s and Ph.D.'s, p's and q's, A's, I's, SOS's, a's, b's, r's, 5's, 3's, M.L.A.'s, B.A.'s.

1. Dot your i's and cut your t's.
2. Your b's are not clear.
3. His R's are peculiar.
4. Your 5's look like 3's



Note – The plural of p (page) is pp and of l (line) is ll.

The living language

Over time, certain words that were once accepted fall out of favour, and other words take their place. This is also true of noun plurals. For example, the plurals of **fungus** and **cactus** used to be **fungi** and **cacti**, but now many dictionaries list those as second choices, after **funguses** and **cactuses**.

Singular words that look plural

Examples: Economics, physics, scissors, tweezers, pliers, measles, mumps, herpes, AIDS, billiards, checkers, dominoes, molasses, whereabouts

Exceptions to the plural noun rules

Some words are the same in both singular and plural form. Many of them name animals: **deer, elk, sheep, fish, moose, swine, vermin.**

Another example is the word "series". It can be used as singular and as a plural.

1. The television series **is** interesting.
2. Three new series **are** being premiered this week.

Masculine, feminine

Can you tell the female of the species from the male?

Match the masculine noun with its corresponding feminine noun.

Masculine	Feminine
Bachelor	Heifer
Hart	Maid
Horse	Hen
Buck	Roe
Bullock	Nun
Bull/ox	Ewe
Earl	Bitch
Monk/friar	Filly
Nephew	Niece
Cock	Doe
Dog	Mare
Colt	Cow
Drone	Countess
Stag	Duck
Ram	Goose
Gander	Hind
Drake	Bee
Signor	Czarina
Sultan	Vixen
Hero	Sultana
Wizard	Signora
Czar	Witch
Fox	Heroine



Solution

Masculine (Feminine)

Bachelor (maid), hart (roe), horse (mare), buck (doe), bull/ox (cow), bullock (heifer), cock (hen), monk/friar (nun), colt (filly), nephew (niece), dog (bitch), drake (duck), drone (bee), ram (ewe), earl (countess), stag (hind), gander (goose), wizard (witch), hero (heroine), czar (czarina), sultan (sultana), signor (signora), fox (vixen).

Possessives

A possessive is used to show ownership or belonging. You can show this relationship by using certain words: the laughter of my niece; the building that belongs to Jai; or the new motorcycle owned by my father.

Another common way to show possession is to add an apostrophe + *s* to the end of the word that names the owner: **my niece's laughter; Jai's building or my father's new motorcycle.** This rule works for all *singular* owners, even if their names end in *-s*, *-z*, *-ch*, etc.

For example: the church's interior, Charles's four children, Mumtaz's acting career, etc.

Possessives of plural nouns ending in "-s"

To make them into possessives, just add an apostrophe.

Examples: The girls' car (more than one girls own it), ten dollars' worth of gas, the Thomases' children.

For irregular plural nouns

For irregular plural nouns NOT ending in "-s", you need to add an apostrophe + "-s".

Examples: The *children's* toys, *women's* rights.

Possessive pronouns

The following list makes up what we call possessive pronouns: *my, you, his, her, its, our, their, mine, yours, his, hers, its, ours, and theirs.*

Getting possessives right

Yes, we know that, in most cases it is a matter of adding "s". But that does not always yield an elegant solution.

Incorrect/awkward	Correct/better
This is Ram's father's house.	This house belongs to Ram's father.
The car's wheel was unusual.	The wheel of the car was unusual
Their building's yard was a mess.	The yard of their building was a mess.
The spices' odour lured me into the shop.	The odour of the spices lured me into the shop.
Ram's friend's father has come.	The father of Ram's friend has come.
I bought this book from MacMillan's shop.	I bought this book from MacMillan's. <i>("Shop" is understood.)</i>
I am a student of St. John's College.	I am a student of St. John's. <i>("College" is understood.)</i>
I have my dinner today at my friend's house.	I have my dinner today at my friend's. <i>("House" is understood.)</i>
This book is their.	This book is theirs.
Ram is a friend of Mohan.	Ram is a friend of Mohan's.
<i>Tempest</i> is a play of Shakespeare.	<i>Tempest</i> is a play of Shakespeare's.



More examples of correct possessives

Nature's laws, fortune's favour, death's sting, one day's leave, at week's end, at a stone's throw, by month's end, at a pound's cost, a minute's rest, at a yard's distance, at an arm's length, at one's fingertips, for heaven's sake, for goodness' sake, for conscience' sake; for justice' sake, Moses' laws, Keats's poetry (or Keats' poetry), Collins's poetry (or Collins' poetry), girls' hostel, boys' school, horses' tails, men's club, children's books, The Rana of Mewar's palace, The Government of India's orders, Legouis and Cazamian's History of English Literature, Rowe and Webb's Book of Grammar, Marlowe's and Shakespeare's Plays, Ram's and Mohan's houses, leg of the table (not, table's leg), lock of the door (not, door's lock), pages of the book (not, book's pages), nib of the pen (not, pen's nib), wings of a butterfly, sting of a scorpion, legs of a stag.

It's or its?

Remember that "it's" is a contraction of "it is." Whenever you are not sure, substitute "it is" in place of "its" or "it's". If the sentence doesn't make sense, you need to write "its", the possessive, without the apostrophe.

Exercise

Correctly punctuate the following paragraph.

could you stop by the campus tonight professor sherman asked his daughter ginny ill be glad to she answered if youll let me bring you dinner her father paused for a moment he was distracted by several things happening all at once a student knocking on his office door a colleague waving an announcement in his direction and a car alarm going off outside his window are you still there dad dad ginny shouted into the receiver oh sorry dear he muttered its so busy here he glanced around his office which was a mess and then he cheered up lets just meet at a nice restaurant instead he suggested

One possible solution

"Could you stop by the campus tonight?" Professor Sherman asked his daughter Ginny. "I'll be glad to," she answered, "if you'll let me bring you dinner." Her father paused for a moment. He was distracted by several things happening all at once: a student knocking on his office door, a colleague waving an announcement in his direction, and a car alarm going off outside his window. "Are you still there, Dad? Dad!" Ginny shouted into the receiver. "Oh, sorry, dear," he muttered. "It's so busy here." He glanced around his office, which was a mess, and then he cheered up. "Let's just meet at a nice restaurant instead," he suggested.

Miscellaneous Topics

Direct and indirect speech

Suppose **Kareena Kapoor** (or **Shah Rukh Khan**, depending on your preference) were to propose to you! You want to report this to a friend. How do you do it? You can report what she said in her own words:

Kareena said, "I love you now."

But you can also report the same by saying:

Kareena said she loved me then.

Here you are reporting what Kareena said in your own words.



What you have done is that you have changed **I** to **she**, **you** to **me**, **love** to **loved** (changing **present** tense to **past**) and the adverb **now** to **then**.

When we report what others have said in their own words, we report it in **Direct Speech**, and when we report what others have said in our own words, we report it in **Indirect (or Reported) Speech**. Generally when we report to a third person, we use the indirect speech.

Now, in the first sentence discussed, you may have noticed that the tense of the reporting verb changes.

If, the tense of the reporting verb is in the past tense, then the tense of the reported speech takes any of the four forms of the past tense. However, if the tense of the reporting verb is in the present tense, or in the future tenses, the tense of the reported speech does not change.

For example, you want to report the sentence:

1. She says, "I love dogs."

You report it as:

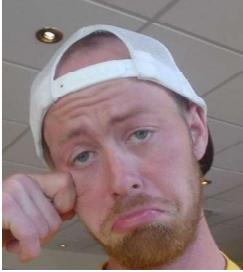
2. She says (that) she **loves** dogs.

You do **not** say:

3. She said that she **loved** dogs.

What Kareena said

You had an interesting conversation with Kareena. Let us see how you report all she said to your friend.

What Kareena said	What you report
<p>I'm not well.</p> 	<p>She said she was not well.</p> <p><i>In this case we may or may not use "that". So, it could be: "She said that she was not well." Further, we see that generally the present form of direct speech changes to the past form in indirect speech. So, the main verb "am" changes to "was". In this case, simple present changes to simple past. Similarly, "is" changes to "was", "do/does" changes to "did", "will" changes to "would", "are" changes to "were", "have/has" changes to "had", and "can" changes to "could". The main verb is "was" in this case.</i></p>
<p>However, I'm happy to be here today.</p>	<p>But she said that she was happy to be there that day.</p> <p><i>We should not report "She said that but she was happy to be there that day." Here, we do not put "but" after "she said". Rather we put it in the beginning. Same with words like "however, instead, moreover, further, etc." -- words that impart direction to a sentence. Similarly, "here" becomes "there", "ago" becomes "before", "thus" becomes "so", "today" becomes "that day", "yesterday" becomes "the day before" and "last night" becomes "the night before".</i></p>
<p>I am living in Mumbai now.</p>	<p>She said that she was living in Mumbai then.</p> <p><i>Here, present continuous changes to past continuous. We see that the adverb "now" changes to "then".</i></p>
<p>I have finished shooting for my new movie.</p>	<p>She said that she had finished shooting for her new movie.</p> <p><i>Here, again, there is a change to the corresponding past form; the present perfect changes to past perfect.</i></p>
<p>It will be released next month.</p>	<p>She said that it would be released the coming month.</p> <p><i>Here, we see that the future tense "will" changes to "would". Similarly, "shall" changes to "should". "Next month" changes to "coming month".</i></p>
<p>Akshay and Twinkle got married last month.</p>	<p>She said (that) Akshay and Twinkle (had) got married the month before.</p> <p><i>When the sentence being reported is in the simple past form, the reported speech may take the past perfect form. The sentence is also correct without "had". Here, we do not add "that" after "said" as "that" is compulsory after "told her" and so cannot be repeated.</i></p>
<p>Aishwarya and Salman were probably seeing each other.</p>	<p>She said that Aishwarya and Salman had been seeing each other.</p> <p><i>When the sentence being reported is in the past continuous form, the reported speech may take the past perfect continuous form.</i></p>
<p>I met Shah Rukh yesterday.</p>	<p>She said that she had met Shah Rukh the day before.</p> <p><i>Here, "I met" becomes the past perfect "she had met" and "yesterday" is referred to as "the day before".</i></p>

What Kareena said	What you report
Do you have any news of Aamir?	<p>She asked me if I had any news of Aamir.</p> <p><i>While reporting questions, we do not use the reporting verb "say" or "tell". It is changed to "ask" or "inquire". A common confusion is when to use "ask" and when "inquire". We use "inquire" when it is a question that asks for some information. But in this case, it is a simple question, which can be answered by a simple yes or no without giving any information.</i></p>
<p>Wow! What a gorgeous dress you are wearing!</p> 	<p>She exclaimed admiringly that I was wearing a gorgeous dress.</p> <p><i>Similarly, in reporting sentences with exclamations, we use "exclaimed" as the reporting verb with the relevant adverb as "admiringly" in this case. If the sentence had been, "Hi! Great to see you", it would be reported as "She exclaimed with delight that it was great to see me."</i></p>
Where did you get it?	<p>She inquired where I had got it.</p> <p><i>Thus, we see that the reporting verb changes according to the nature of the reported speech. If the sentence is: He told his wife, "Don't do that", it will be reported as "He forbade his wife from doing that."</i></p>
A big fan of mine says I look good only in minis.	<p>She informed that a fan of hers says she looks good only in minis.</p> <p><i>We see that here we retain the present form of the verb "says" and do not use "said". Similarly, we can retain the present form of the verb "looks", as what is being reported is still true. We can also say: "She informed that a fan of hers says, she looked good only in minis." But we must always use the past when there is a change between what was said and now. Suppose the fan had said that she looked best in minis two years back, we should have used the past form to report it, as the situation did not hold anymore.</i></p>
Can you please get a nice one for me?	<p>She asked if I would get her a nice mini.</p> <p><i>Here, "you" becomes the first person "I" and the request "could" becomes the possibility "would".</i></p>

Said or told?

A common confusion that we often have is when to use "said" and when to use "told".

Whenever we use "told", it must be something like, she "told" me that, he "told" her that etc., That is, when you use "told", it must mention "whom" (that is who was told).

In the case of "said", it is not necessary to mention "whom". So, we can say, "she told me that..." or "she said that..."

Active and passive voice



Suppose you want to tell a friend:

Shahid Kapoor loves you.

In this sentence, the emphasis is on Shahid. He is the hero of the sentence, the subject of the sentence. The subject here does something.

When the subject of the sentence is presented as doing something, it is said to be in the active voice.

The verb **loves** is said to be in the active voice. It is so called because the subject does something, it is active.

But if you want to put the emphasis on your friend, the object of the love in the earlier sentence, you would rephrase the same sentence as:

You are loved by Shahid Kapoor.

Here, something is done to **you**. The verb **loved** is said to be in the passive voice. It is said to be passive because it does not do anything.

The passive voice is not favoured in usage nowadays. Hence, if you use the word processor to type anything in the passive form, it will immediately draw attention to the fact that you have used the passive voice, and suggest a change to active voice.

However, there are certain cases when the passive voice is to be preferred. When the subject is not specified or vague, it is better to use the passive voice.

For example:

1. **Are the utensils cleaned everyday?** (Not Does somebody clean the utensils? — as who does the cleaning is not important.)
2. **All the utensils were stolen.** (Not somebody stole all the utensils as we do not know who did the stealing.)
3. **How is wooing learnt?** (Not how do people learn to woo?)
4. **All the trains were cancelled because of fog.** (Not they cancelled all the trains because of fog.)
5. **The freshers' party has been postponed.** (Not they have postponed the freshers' party.)

Only transitive can be passive

It must be borne in mind that **only a transitive verb can be made passive.** An intransitive verb like "**sing**" **cannot be made passive.** For example, **I sing** cannot be made passive. It can be made passive only when the intransitive verb sing takes a cognate object after it. For example: **He sings Indipop.**

This can be made passive as: **Indipop is sung by him.**

Some verbs have two objects. For example: **I gave the book to Rohini.**

Object 1 is direct and object 2 is indirect. Such sentences can have two passive forms:

1. **The book was given to Rohini by me.**
2. **Rohini was given the book by me.**