GENERAL ENGLISH
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Grammar

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1.1 ARTICLES

1. The Indefinite Article - ‘a/an’:

(a) The form ‘a’ is used before a word beginning with a consonant, or a vowel with a consonant sound.
   a man, a European, a university, a hat, a one-way, a street, a ewe

(b) The form ‘an’ is used before words beginning with a vowel (a, e, i, o, u) or words beginning with a mute ‘h’, or before individual letters spoken with a vowel sound:
   an apple, an island, an M.P., an yield, an egg, an hour, an x, an uncle, an MBA

2. Use of ‘a’/‘an’:

(a) a/an is used before a singular noun which is countable, when it is mentioned for the first time and represents no particular person or thing:
   I need a pen. They live in a bungalow.

(b) a/an is used before a singular countable noun which is used as an example of a class of things:
   • A child needs love. (all children any child)
   • A car must be maintained. (all cars, any car)

(c) a/an is used in certain expressions of quantity with certain numbers and in expressions of price:
   a lot of a couple Rs. 10 a kilo
   a great many a dozen 50 ps a dozen
   a great deal of a hundred four times a day
   a thousand 60 kms an hour
   Before half, when half follows a whole number.
   Example:
   1 ½ kilos = one and a half kilos or a kilo and a half,
   but 1/2 kg = half a kilo (not ‘a’ before half).
   However a half holiday, a half portion,
   a half share is possible.

(d) In exclamations before singular, countable nouns:
   • What a pretty girl! (But – What pretty girls!)
   • That’s a lie! such a long queue!

3. The Definite Article – ‘the’:

(a) The definite article is used, when the object or group of objects is unique or considered to be unique:
   the Earth the equator the moon
   the Sun the stars the yellow trees

(b) The definite article is used to talk about people and things already mentioned: she has two children - a girl and a boy. The boy is fourteen, the girl is eight

(c) The definite article is used before a noun made definite by the addition of a phrase or a clause:
   the girl with the gun the place where I met her
   the man with the gun the paper that I write on

(d) The definite article is used before a noun which by reason of locality can represent only one particular thing:
   • My wife was in the kitchen (the kitchen of this home)
   • Please pass the salt. (the salt on the table)
   • The Tapestry Chamber.

(e) the is used before certain proper names of seas, rivers, groups of islands, chains of mountains, plural names of countries, deserts, regions, famous buildings, classics, newspapers and abbreviations:
   the Atlanta the Godavari the Himalayas
   the Hague the South Pole the Arabian Gulf
   the North Pole the Sudan the Netherlands
   the Sahara the USSR the Yemen
   the USA the PLO the Taj Mahal
   the Bible the UNO the monsoons
   the Times of India the Cantervilles the Cape of Good Hope

EXERCISE

Insert a, an or the if necessary:

1. There was ...... knock on ...... door. I opened it and found ...... small dark man in ...... black jeans and ...... woolen sweater.

2. He said he was .... employee of .... electricity company and had come to read .... meter.

3. But I had .... suspicion he wasn’t speaking .... truth because .... meter readers usually wear .......... company’s uniform.
4. However, I took him to .... meter which is in .... dark corner under .... stairs. (....meters are usually in .... Dark corners under..... stairs).

5. I asked if he had .... torch; he said he disliked torches and always read...... meters by ...... light of ...... match.

6. He said, "As ...... matter of ...... fact, there was ...... short circuit in .... last house I visited; and Mr. Gupta, ...... owner of ...... house, was burnt in ...... face."

7. Mr. Gupta was holding ... lighted match at ......... time of ........ short circuit

8. To prevent ........ possible repetition of the accident, I lent him .......... Torch.

9. He switched on ....... Torch, read ...... meter and wrote...... Reading down on ...... back of ......... envelope.

10. I said in ...... Surprise that .... meter readers usually put ....... readings down in ....book

ANSWER SHEET

1. a, the, a, ---, a
2. an, the, the
3. a, the, ---, the
4. the, a, the, ---, ---, the
5. a, ---, the, a
6. a, ---, a, the, the, The, the
7. a, the, the
8. a, a
9. the, the, the, the, an
10. ---, ---, the, a
1.2 NOUNS

1. Kinds of Nouns

There are four kinds of nouns in English:

Common Nouns — dog, man, table
Proper Nouns — India, France, Sita
Abstract Nouns — beauty, charity, friendship
Collective Nouns — crowd, group, team, flock

2. Plurals

(a) The plural of a noun is usually made by adding s to the singular: day — days, house — houses.
   s is pronounced as s after a p, k or f sound. Otherwise, it is pronounced z. When it is placed after ce, ge, se, or ze an extra syllable iz is added to the spoken word.

(b) Nouns ending in o or ch, sh, ss or x form their plurals by adding es:
   tomato — tomatoes  box — boxes
   brush — brushes  kiss — kisses
   But words of foreign origin ending with o add s only:
   dynamo — dynamos  kimono — kimonos
   kilo — kilos  piano — pianos

(c) Noun ending in y following a consonant form their plurals by dropping the y and adding ies:
   baby — babies  fly — flies  country — countries
   Nouns ending in y following a vowel form their plural by adding s:
   boy — boys  donkey — donkeys  guy — guys

(d) Some nouns ending in f or fe drop the f or fe and add ves. These include:
   calf  half  self  thief  knife  life
   wife  leaf  loaf  shelf  wolf  half
   The nouns hoof, scarf and wharf take either s or ves, but other words ending in f or fe add s in the ordinary way:
   Cliff — cliffs  safe — safes  handkerchief — handkerchiefs

(e) A few nouns form their plural by a vowel change:
   foot — feet  mouse — mice  goose — geese
   louse — lice  man — men  tooth — teeth

(f) Some nouns don’t change when pluralized:
   aircraft, counsel (advocates)

(g) Collective nouns — crew, family, team etc. can take a singular or plural verb; singular if we consider the word to mean a single group or unit:
   • Our team is the best.
   Or plural if we take it to mean members/individuals within the group:

(h) Words plural in form but singular in meaning

   • These include news:
     The news is good
   • Certain Diseases:
     Mumps, Rickets
   • Some Games:
     Billiards, Draughts, Darts

3. Uncountable Nouns

(a) Uncountable nouns include name of substances that are considered in general terms:
   bread, soap, cloth and dust glass
   They also include abstract nouns:
   Advice, courage, knowledge, beauty, fear, information

(b) Uncountable nouns are always singular and are not used with a/an:
   • I don’t want (any) advice or help.
   • I want (some) information.
   These nouns are often preceded by some, any, no, a little, etc. or by nouns such as bit, piece, slice etc.
   a bit of news, a piece of advice, a grain of sand, a drop of oil.

(c) Many of the nouns in the above group can be used in a particular sense and are then countable and can take a/an in the singular. Below are some, such words:
   hair (all the hair on one’s head) is considered uncountable, but if we consider each hair separately, we say one hair, two hairs etc.
   Experience meaning ‘something which happened to someone’ is countable:
   • He had an exciting experience.

(d) Some abstract nouns can be used in a particular sense with a/an, but in the singular form only:
   • My father is a great help to me.
   • It’s a shame he was insulted.
   • It was a relief to sit down
   • A hatred of violence
   • A love of music
EXERCISE

Please underline all the nouns used in the passage below:
The exact origins of the Indian people are impossible to determine, because of the large variety of cultures that have invaded and been assimilated into the subcontinent. It is indisputable, however, that some of the world’s most influential thinkers were Indians. In the 20th century, Mohandas Gandhi instituted basic literacy and community-improvement programs. But more than expert leadership of home rule, Gandhi gained international respect by leading his country in peaceful resistance. It was a fight against oppression of civil liberties and political rights for common people. Another Indian visionary of the 20th century was Rabindranath Tagore, who received international recognition for establishing an international college (Visva-Bharati) at Bribhum in an effort to bridge the cultural gap between East and West. He was awarded the 1913 Nobel Prize in literature, and in 1915 he was knighted by the British king George V.

ANSWER SHEET

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1.3 PRONOUNS AND ANTECEDENTS

Our writing would be dull if we repeated nouns. Consequently, we use a pronoun ('pro' meaning 'for') instead of repeating a noun.

1. Number, Person and Gender

(a) Possessive, relative and demonstrative pronouns must be of the same number, person and gender as the nouns.
- One should not waste his energy over trifles. (Wrong)
- One should not waste one's energy over trifles. (Right)
- I am not one of those who imagine facts when, in fact, I haven't any. (Wrong, there aren't any is correct).
- He is one of those men who are never content with anything less than perfection. (Right)

(b) The pronoun is singular when two singular nouns joined by and are preceded by each or every.
- Every day and every night brings its duty. (Right)

(c) The pronoun is singular when two or more singular nouns are joined by or, either..., or, or neither... nor. Thus:
- The senior salesman or the sales manager should put his time in investigating the details.
- Either Rajan or Jagannathan forgot to take his book.
- Neither Bina nor Shreelekhaa did her job properly.

(d) When a plural noun and a singular noun are joined by or or nor, the pronoun agrees with the noun nearest to it:
- Either the manager or the assistants failed in their duty.
- Either the assistants or the manager failed in his duty.
- Neither he nor they have done their duty.
- Neither they nor he did his duty.

2. Reflexive Pronoun

When such verbs as avail, absent, acquit, enjoy are used reflexively, never omit the reflexive pronoun:
- I shall avail of your kind advice. (Wrong)
- I shall avail myself of your kind advice. (Correct)
- He absented from school. (Wrong)
- He absented himself from school (Right)

But a reflexive pronoun cannot be used alone as the subject of a verb. It should be preceded by some other noun or pronoun.

3. Relative Pronoun

(a) After such, use the relative pronoun as and not who or which e.g.:
- His answer was such as I had expected him to give.

(b) A relative pronoun should agree with its antecedents in person and number, e.g.:
- This is one of the most interesting novels that has appeared this year.
- This is the only one of his short stories that are worth reading.

(c) A relative pronoun or relative advers bill be placed as close to its antecedent as possible, e.g.:
- I have read Plato's writings, who was a disciple of Socrates. (Wrong)
- I have read the writings of Plato, who was a disciple of Socrates. (Correct)

(d) Each other should be used in speaking of two persons or things, 'one another' in speaking of more than two:
- When we two parted, we wished good luck to each other.
- But - we should love one another.

(e) Either should be used in reference to two. When the reference is to more than two, we should use anyone:
- Either of these two books will meet my purpose.
- She is taller than any one of her five sisters. (not either)
- They also enjoyed each other's company.

4. Case Forms of Pronouns: 'he/him', 'they/them'.

(a) A pronoun following any form of the verb be (am, is, are, was, were, been, be) and referring to the subject is in the nominative case:
- The officers of the company are Kamal, Sita and I.
- It was they who telephoned last night.
- Do you think it could have been she who sang on the radio?

Controversy exists over This is I or It's I or This is me or it's me, as the latter versions are commonly used in spoken English.
(b) The object of a verb or a preposition is in the accusative case.

me, you, her, him, it, us, them.

Both members of a compound subject must be in the same case:
- Mother met Radha and me at the airport.
  (Radha and me are objects of the verb met)
- Between Ram and him there has always been a good understanding.
  (Ram and him are objects of the preposition between).

(c) The indirect object precedes the direct object and tells to whom or for whom the action of the verb is done. It is the noun or pronoun before which to or for is understood:
  (me is the object of to understand; book is the direct object)
- Send me a piece of that cake.
  (me in the object of for understood; piece is the direct object).

(d) In case of an elliptical clause beginning with than or as, if you supply the missing word or words, you should have little trouble deciding the correct case form of the pronoun:
- My sister is taller than I. (I am)
- Mr. Mehta is as good a teacher as she. (she is)
- Nobody cares more about your happiness than he. (than he does)

The subject of an infinitive is in the accusative case.
The infinitive is a verb that usually has to in front of it:
- She asked me to wait for her.
- The boss asked me to go to the head office.

(e) The object of an Infinitive Gerund or Participle is in the objective case:
- The principal wants to see us. (us is the object of infinitive to see)
- Finding you here is a surprise. (you is the object of the gerund finding)
- Having recognized him instantly, I hurried across the street. (him is the object of the participle having recognized)

**EXERCISE**

From those given in the bracket choose the appropriate word to complete the sentence.

1. Let Gopal and (I, myself, me) paint your home.
2. Give the flowers to (whoever, whomever) comes to the door and mention (who, whom) sent them.
3. We are ordered to fire over the head of (whoever, whomever) tries to cross the river. Mohan and (I, myself, me) will try to get at the position from the rear.
4. (She, her) and (I, me) often went to the Market together.
5. Don't you realize that Mr. Sharma is richer than you and (I, me)?
6. The speaker said that the future of civilization depended on (we, us) young people.
7. Between you and (I, me) Shikha, this new teacher doesn't know what she is talking about.
8. For (them, they) who have to work for a living (she, her) and her husband have the deepest compassion.
9. "It isn't the question of (me, my) going to America," said the new manager, "only of (who, whom) I should go with".
10. At (who, whom) did the child smile, Ram, Sita or (I, me)?
11. Just between you and (I, me) what's the chance of the Indian cricket (team, team's) winning next week?
12. I hurt (myself, me) as much as I hurt (him, himself).
13. Of (who, whom) are you speaking, Rahul or (I, me)?
14. I wandered through the forest with my dog beside (I, myself, me).
15. The new professor is a woman (who, whom) we're quite sure will be able to control the girls.
16. (We, Us) -Iqbal, Rohit and (I, me) have been elected to the Student's council.
17. For (who, whom) are you looking?
18. We thought it was (they, them) who believed that politics knew no better candidate than (she, her).
19. Sunita blamed (her, herself) more than (myself, me).
20. It is time for (I, me) to realize that she is smarter than (I, me).

**ANSWER SHEET**

1. me 
2. whoever, who 
3. whoever, I
4. she, I 
5. I 
6. us 
7. me 
8. them, she 
9. my, whom 
10. whom, me 
11. me, team 
12. myself, me 
13. whom, me 
14. Me 
15. who 
16. We, I 
17. whom 
18. they, her 
19. herself, me 
20. me, I (am)
1.4 ADJECTIVES

1. KINDS OF ADJECTIVES
The main kinds of adjectives are:
(a) Demonstrative - this, that, these, those
(b) Distributive - each, every, either, neither
(c) Quantitative - some, any, no, little/few, many, much
(d) Interrogative - which, what, whose
(e) Possessive - my, your, his, her, its, our, your, their
(f) Of quality - clever, dry, fat, golden

Participles used as adjectives
Both present participles (ing) past participles (ed) can be used as adjectives. Care must be taken not to confuse them. Present participle adjectives amusing, boring, tiring, etc. are active and mean "having this effect". Past participle adjectives amused, bored, tired, are passive and mean "affected in this way".
- An infuriating woman (She made us furious)
- An infuriated woman (Something had made her furious)

2. POSITION OF ADJECTIVES
Adjectives of quality can come before their nouns:
A rich man, A happy girl, coloured jackets, gay hats.
In certain phrases, the adjective always comes after the noun. For example:
- Time Immemorial, God Almighty, Heir Apparent
Or
(a) After a verb such as - be, become, seem
Jagdish became rich. His mother seems happy.
(b) After verbs such as - appear, feel, get, grow, keep, look, make, smell, sound, taste, turn
- Mohan felt cold. We made her happy.
- He grew impatient. The idea sounds interesting.

Adjectives in this position are called Predicative Adjectives. Verbs used in this way are called Link Verbs.

A problem with verbs in (b) above is that they can be modified by adverbs. This confuses the student, who tries to use adverbs instead of adjectives after link verbs. Following examples with adjectives and adverbs help to show the different uses:
- He looked calm. (adj) = (He had a calm expression)
- He looked calmly (adv.) at the angry crowd. (looked here is a deliberate action)
- He tasted the drink suspiciously. (adv) = (tested here is a deliberate action)

3. DEGREES OF COMPARISON
(a) There are three degrees of comparison:
Positive Comparative Superlative
dark darker darkest
useful more useful most useful
pretty prettier prettiest

(b) One syllable adjectives form their comparative and superlative degrees by adding er and est to the positive form:
bright brighter brightest
Adjectives ending in e add r and st:
brave braver bravest

(c) Adjectives of three or more syllables form their comparative and superlative degrees by putting more and most before the positive:
interested more interested most interested
frightening more frightening most frightening
closely more closely most closely

(d) Adjectives of two syllables follow one or other of the above rules. Those ending in ful or re usually take more and most:
doubtful more doubtful most doubtful
obscure more obscure most obscure
Those ending in er, y or ly usually add er, est:
Clever cleverer cleverest
Pretty prettier prettiest
Silly sillier silliest

EXERCISE

Identify the degree of comparison:

1. The Times is the most powerful newspaper in England.
2. In India, no other exercise is so healthy as swimming
3. Australia is the largest island in the world.
4. Some people have more money than brains.
5. Some Pathans were at least as faithful as the Sikhs
Correct the sentences if required.
6. It was like he was immune to the chaos within
7. It would have been better if the reaction had come more faster
8. Between the two, he is the more discerning
9. The company with the freest attitude won the competition.
10. The hall was huge; I had never seen a more bigger place.

If the italicized word in the following sentences is unsuitable, write a better form
11. There were just two sandwiches left on the plate, and so I took the biggest one.
12. The vanilla ice-cream made our happiness complete.
13. Sarla looks nicely in her new saree.
14. We agreed that it was a most unique sunset.
15. To everyone’s surprise the film turned out to be successful.
17. The house wasn’t bigger enough for six people to live in
18. Between the two sisters, the younger is more intelligent.
19. He is the most ruthless and less honest person I have ever meet.
20. Marry late; the latter the better.

21. I consider poetry rather more important than rock music.

ANSWER SHEET
1. Superlative
2. Positive
3. Superlative
4. Comparative
5. Positive
6. It was as if he was immune to the chaos within.
7. It would have been better if the reaction had come faster.
8. Correct
9. Correct
10. The hall was the biggest place I had even seen/The hall was huge; I had never seen a bigger place.
11. bigger
12. No error
13. nice
14. drop ‘most’
15. No error
16. No error
17. big
18. No error
19. the least honest
20. the later
21. drop ‘rather’
1.5 VERBS

1. PRINCIPAL PARTS OF VERBS

The English verb has three principal parts: Present Tense (Present infinitive), Past Tense and Past Participle. e.g., eat, ate, eaten. Almost a principal past and a necessary verb form is the Present Participle, formed by adding ing to the present infinitive form. Examples are eating, walking, working.

The past and the past participle of many English verbs are formed by adding d, ed, or t to the present. These are called regular verbs. For example:

- save
  - saved
- talk
  - talked
- mean
  - meant

There are, however, other verbs called irregular verbs which do not follow pattern. One group has a vowel change in the past tense and, in some cases, in the participle as well. For example:

- sing
  - sang
- fight
  - fought
- sit
  - sat

Some verbs, in addition to vowel change, add n to form the past participle:

- grow
  - grew
- fall
  - fell
- fly
  - flew
- grow
  - grown
- fall
  - fallen
- fly
  - flown

Another group changes its form completely in the past tense and past participle:

- buy
  - bought
- stand
  - stood
- lie
  - lay
- buy
  - bought
- stand
  - stood
- lie
  - laid

A few verbs change the last consonant, but not the vowel:

- make
  - made
- build
  - built
- make
  - made
- build
  - built

A few others have the same form for all three principle parts:

- cut
  - cut
- burst
  - burst
- cast
  - cast
- cut
- burst
- cast

It is almost impossible to establish a rule for these changes. If you are uncertain about the correct verb form, consult your dictionary.

2. LINKING VERBS

Most verbs assert action, but a few express a state condition or state of being (no action). Most of these inactive verbs are called Linking Verbs. The most common linking verb is to be in its various forms of number, person, tense and mood. Other common linking verbs are appear, become, feel, grow, look, prove, remain, seem, smell, sound, stand, taste, turn. When these verbs are followed by nouns or pronouns as direct objects, they are not linking verbs, but imply or express action. They are linking verbs if you can substitute some form of to be for them.

- The sky looks cloudy this morning. (Linking verb)
- Ram looks at Mohan as if he hates him. (Action verb)
- The tea tasted too sweet. (Linking verb)
- The girl cautiously tasted the drink. (Action verb)

3. AUXILIARY VERBS

- An auxiliary verb helps out a main verb. An auxiliary verb has little meaning of its own; rather it changes the meaning of the main verb.
  - Ganesh has left the city.
  - The machine will be sent this afternoon.
  - As we were leaving, we were stopped by a policeman.

- Among all the auxiliary verbs, particular care should be taken to use the following correctly:
  - Shall and will, Shall and would

(a) Shall and Will:

Many writers still have strong convictions that the only correct way to express the simple future in formal writing is:

I shall do it. We shall do it. You will do it.
He will do it. They will do it.

Though this distinction is not strictly observed, it is better to follow it.

(b) Should and Would:

Should chiefly implies obligation in the sense of ought to; and would expresses a customary action with all three persons:

- I should urge you to take action fast (ought to)
- You should do everything to protect your reputation. (ought to)
- Everyday he would answer his letters as soon as he finished reading the mail. (habitual action)
- I would always advise a careful revision before singing. (habitual action)
4. TENSE

Tense shows the time of the action or state of being expressed by a verb. The three divisions of time - past, present, future are shown in English by six tenses. The three primary or simple tenses are the present tense, the past tense, and the future tense. The three perfect (or secondary) tenses are the present perfect the past perfect and the future perfect.

The following brief table and comments on each tense should help you use the precise tenses needed to convey your ideas:

**ACTIVE VOICE**

<table>
<thead>
<tr>
<th>Tense</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>I hear (I am hearing)</td>
</tr>
<tr>
<td>Past</td>
<td>I heard (was hearing)</td>
</tr>
<tr>
<td>Future</td>
<td>I shall hear (shall be hearing)</td>
</tr>
<tr>
<td>Present Perfect</td>
<td>I have heard (have been hearing)</td>
</tr>
<tr>
<td>Past Perfect</td>
<td>I had heard (had been hearing)</td>
</tr>
<tr>
<td>Future</td>
<td>I shall have heard (shall have been hearing)</td>
</tr>
</tbody>
</table>

(a) **Present Tense:**

It indicates that the action or condition is going on or exists now:

- He exercises every morning.
- The letters are posted

(b) **Past Tense:**

It indicates that an action or condition took place or existed at some definite time in the past.

- Yesterday he gave an impressive speech.
- They were married on a Saturday.

(c) **Future Tense:**

It indicates that the action will take place or that a condition will exist in the future.

- We shall move to Delhi next week.

- The train will leave at midnight.
- The future may be stated by present tense accompanied by an adverb (or adverbial phrase)
- Indicating time
- I am going to stop letter today.
- This Friday the plane takes off for Kenya.

(d) **Present Perfect Tense:**

It indicates that an action or condition was begun in the past and has just been completed or it's still going on.

The time is past but it is connected with the present. The present perfect tense presupposes some relationship with the present:

- We have lived in Bombay for fifteen years.
- The water has been too cold for swimming
- I have long been a friend of Patel's

(e) **Past Perfect Tense:**

It indicates that an action or a condition was completed at a time now past. It indicates action "two steps back".

That is, the past perfect tense presuppose some relationship with an action or a condition expressed in the past tense:

- The market place was crowded because new supplies had arrived.
- She was employed by ITC Company.
- She has worked there for two months.

(f) **Future Perfect Tense:**

It indicates that an action or a condition will be completed at a future time:

- By the time you arrive, I shall have finished my work.
- The prices will have risen by the time the new supplies arrive.

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**EXERCISE**

Put the verbs in the brackets into simple present and present continuous.

1. Mrs. A.: My daughter never (write) to me so I never (know) what she (do). Your son (write) to you Mrs. S?

2. My brother (live) next door and his two children (come) and (see) me every day. The boy (not bother) to knock at the door; he just (climb) in through the window; but the girl always (knock).

3. If you (ask) a friend if she (like) your new dress she usually (say) "yes"; so you (not know) whether she really (think) it (suit) you or whether she merely (be) polite.

4. I (hear) that you have bought a new house. Yes, but I (not live) in it. They still (work) on it, and the work (take) longer than I expected.

5. I (think) repair job always (take) longer than one (expect). What they (do) now? They (put) in new electric point. They (seem) competent electricians but they (smoke) and this (slow) them down.

6. Imagine that you (travel) by train, in a crowded compartment. One of the passengers (read) a newspaper; another (do) a crossword puzzle; another (look out) of the window. Suddenly the train (stop) with a jerk and your suitcase (fall) off the rack on to somebody’s head.

7. This is a story about an invalid who (spend) most of the day in bed. He has a powerful telescope and he (amuse) himself by watching the activities of the people in the opposite houses. One day when he (watch) No. 24 (see) a murder being committed.
8. The cashier used to do the accounts and I used to check his figures; now the computer does it all. And who (check) the computer? No one. The computer (not need) a second opinion. And what (happen) if the computer (make) a mistake? The computer never (make) a mistake.

9. Kishore: You (see) that man at the corner? He (keep) stopping people and asking them questions. You (think) he (ask) for directions?
   
   Madhav: No (expect) he (make) a survey.
   
   Kishore: How (you) make a survey?
   
   Madhav: You (stop) people and (ask) them questions and (write) answers on a report sheet.

10. A bus conductor (get) more exercise than a bus driver. The driver just (sit) in his cabin but the conductor (stand) and (walk) about and (run) up and down the stairs.

11. My father (say) that people who (owe) him money always (seem) to forget about it, but people he (owe) money to always (remember) exactly.

12. You (look) very thoughtful. What you (think) about?
   
   I (think) about my retirement.
   
   But you are only twenty-five. You only just (start) your career.
   
   I (know): but I (read) an article which (say) that a sensible man (start) thinking about retirement at twenty-five.

Put the verbs in the brackets into the correct tense. (Present Perfect and the Simple Past):

13. I (buy) a new house last year, but I (not sell) my old home yet, so at the moment I have two houses.

14. When Ankita (be) on her way to the station it (begin) to rain. Ankita (run) back to her flat for her umbrella, but this (make) her late for her train.

15. She (catch) the next train but it (not get) in till 10.00, so she (arrive) at her office ten minutes late.

16. Her boss (look) up as she (come) in. "You (be) late every morning this week", he (growl).

17. When I (buy) my new house (ask) for a telephone. The BSNL (tell) me to wait, but I (wait) two years now and my phone still (not come).

18. In the evenings I often play chess with my next door neighbour. I (play) chess with him ever since I (come) to live here ten years ago. He (be) here all his life; he (inherit) the house from his father, another great chess player. You ever (play) chess with the father?

19. There (be) a very good programme on TV last night. You (see) it?
   
   No, I (take) my set back to the shop last week because there (be) so much distortion; and they (say) it (need) a new part. They (not be) able to get the new parts so far, so I (not watch) television for about ten days.

20. When I (be) twenty I (start) my university course.
   
   When you (get) your degree?
   
   Oh, I (not get) my degree yet; I am still at the university. I (only) be there for two years.

Put the verbs in the brackets into the correct forms - use gerunds, infinitives and present participles.

21. A: Would have like (come) to a lecture on Hindustani music?
   
   B: No, thanks, I like (listen) to music but I don’t like (listen) to people (talk) about it.

22. They don’t allow (smoke) in the auditorium; they don’t want (risk) (set) it on fire, but you can (smoke) in the foyer during the interval.

23. What about (buy) double quantities of everything today? That’ll save (shop) again later this week.

24. The police have put up a railing here (prevent) people (rush) out of the station and (dash) straight across the road.

25. The child used (lean) on the gate (watch) the people (go) to work in the mornings and (come) home in the evenings. And he used to hear them (shout) greetings to each other and (talk) loudly.

26. He soon got (know) most of them and even managed (learn) the greetings. Then they began (greet) him too on their way to work and sometimes would stop (talk) to him on their way home.

27. My uncle couldn’t bear (see) anyone (sit) idly. Whenever he found me (relax) or (read) he would (produce) a job, he said, had (be) done at once. I wasted a morning (perform) his ridiculous tasks and spent the rest of the weekend (keep) out of his way.

28. He has been charged with (receive) and (sell), stolen goods. He has admitted (receive) but denies (sell). The fact is he hasn’t had time (sell) them yet.
ANSWER SHEET

1. writes, know, is doing. Does your son write, hear, seems
2. lives, come, see doesn’t, bother, climbs, knocks
3. ask, likes, says, don’t know, thinks, suits, is merely being
4. hear, am not living, are still working, is taking
5. think, take, expects, are they doing, are putting, seem
   smoke, slows.
6. are traveling, is reading, is doing, is looking out, stops,
   falls
7. spends, amuses, is watching, sees
8. checks, doesn’t need, happens, makes, makes
9. Do you see, keeps, Do you think, is asking, expect, is
   making, do you make, stop, ask, write
10. gets, sits, stands, walks, runs
11. says, owe, seem, owes
12. look/are looking, are you thinking, am thinking, are only
    just starting, know, am reading, says, starts
13. bought, haven’t sold
14. was, began, ran, made
15. caught, didn’t get, arrived
16. looked up, came, have been, growled
17. bought, asked, told, have waited/been waiting, hasn’t
    come
18. have played, came, has been, inherited, Did you ever
    play, played, died, arrived
19. was, Did you see, took, was, said, needed, haven’t been
    able, haven’t watched
20. was, started, did you get, haven’t got, have only been
21. to come, listening, listening, talking
22. smoking, to risk setting, smoke
23. buying, shopping
24. to prevent, from rushing, dashing
25. to lean, watching, going, coming, shouting, talking
26. to know, to learn, to greet/greeting, to talk
27. to see/seeing, sitting, relaxing, reading, produce, to be,
    performing, keeping
28. receiving, selling, receiving, selling, to sell