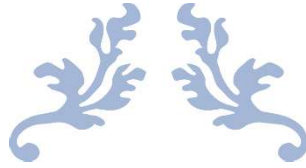


MEER SIR ACADEMY



ENGLISH GRAMMAR

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2026 EDITION

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Preface

With the grace of Almighty Allah, I feel a great sense of pride and pleasure in compiling this book titled “English Grammar” for the students in order to develop their best sense and interest of English which will ultimately be useful for them in various competitive examinations, entrances, classes exams and Boards. I have compiled this book only after going through various sources and my own knowledge and learning has played a great role and a major share in presenting this. Internet and other sources have been also taken into account for making this precise and useful for students to crack their respective exams.

Needless to add, the produced matter and content in this book are my own and taken from various other sources most importantly Internet. For any shortcomings or inconvenience caused or even any damage caused by this compilation is regretted. The most important purpose of this compilation is to provide the access of such produce to the needy aspirants.

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Noun: Any name is called noun. E.g Rahim, Delhi, India, book etc. it represents people (*teacher, Mary*), places (*town, Asia*) and things (*table, music*), etc. God, Bible and so on.

Verb: it is an action, which express what is happening (*do, work*). State verbs express a situation (*be, have*).

Adjective: An adjective is a word that tells us more about a noun (*big, red, expensive*).

Adverb: Adverb tell us more about verbs, adjectives or adverbs (*loudly, really, extremely*).

Determiners: Determiners are words like *the, an, this* that start a noun phrase.

Preposition: A preposition expresses the relationship of a noun or pronoun to another word (*at, in, from*).

Pronouns: Pronouns are small words like *you, ours, some* that can take the place of a noun.

Conjunctions: Conjunctions join two parts of a sentence (*and, but, though*).

Interjections: Short exclamations with no real grammatical value (*ah, dear, er*)

Phrases

A phrase is **one or more words that form a meaningful grammatical unit** within a clause. It is an half sentence. There are five main types of phrase in English, as below.

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S. No.	Phrase	Meaning	Examples
1	Noun Phrase	A NP can be a single noun or a group of words built around a single noun.	• <i>Animals</i> need water. • Who ate the last sandwich? • All passengers with tickets can board now.
2	Verb Phrase	A VP is also called a "verb group") consists of a main verb and its auxiliary verbs (including modals).	• We have been working since 9am. • I will be going to France next week. • It may have been being repaired.
3	Adjective Phrase	An AP can be a single adjective or a group of words built around a single adjective.	• He has <i>clever</i> ideas. • It was a very big meal. • The students were really bored with the film.
4	Adverb Phrase	An AP can be a single adverb or a group of words built around a single adverb	• Please do it <i>now</i>. • He spoke very softly. • They did it as fast as possible.
5	Prepositional Phrase	A prepositional phrase consists of a preposition followed by its object (usually a noun phrase).	• They were arguing about money. • The window was behind a large brown sofa. • They resumed after an unusually large meal.

Sentence: In simple terms, a **sentence** is a set of words that contain:

1. a **subject** (what the sentence is about, the topic of the sentence), and
2. a **predicate** (what is said about the subject)

Look at this simple example:

This (Subject) is a sentence (predicate).

The above example sentence is very short. Of course, a sentence can be longer and more complicated, but basically there is always a subject and a predicate. Look at this longer example:

sentence		
Subject	predicate	
	verb	
Ram and Tara	speak	English when they are working.

Note that the predicate **always** contains a verb. Sometimes, in fact, the predicate is only a verb:

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Sentence		
subject	predicate	
	verb	
Smoke	rises.	

So we can say that a sentence must contain *at least* a **subject** and **verb**.

There is one apparent exception to this – the imperative. When someone gives a command (the imperative), they usually do not use a subject. They don't say the subject because it is obvious - the subject is YOU! Look at these examples of the imperative, with and without a subject:

sentence		
subject	predicate	
	verb	
	Stop!	
	Wait	a minute!
You	look!	
Everybody	look!	

Note that a sentence expresses a **complete thought**. Here are some examples of complete and incomplete thoughts:

		<i>complete thought?</i>
sentence	He opened the door.	YES
	Come in, please.	
	Do you like coffee?	
not a sentence	people who work hard	NO
	a fast-moving animal with big ears	

Note also that a sentence **begins** with a capital letter and **ends** with a full stop or a question mark or an exclamation mark. Look at these examples:

- People need food.
- How are you?
- Look out!

There are four types of English sentence, classified by their purpose:

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- **declarative sentence** (statement)
- **interrogative sentence** (question)
- **imperative sentence** (command)
- **exclamative sentence** (exclamation)

Sentence types are sometimes called *clause types*.

	form	function	example sentence (clause)	final punctuation
1	declarative	statement: It tells us something	John likes Mary.	.
2	interrogative	question: It asks us something	Does Mary like John?	?
3	imperative	command: It tells us to do something	Stop! Close the door.	! or .
4	exclamative	exclamation: It expresses surprise	What a funny story he told us!	!

1. **Declarative Sentence (statement):** This make a **statement**. They tell us something. They give us information, and they normally end with a full-stop/period. The usual word order for the declarative sentence is:

- subject + verb...

Declarative sentences can be positive or negative. Look at these examples:

positive	negative
I like coffee.	I do not like coffee.
We watched TV last night.	We did not watch TV last night.

Declarative sentences are the most common type of sentence.

2. **Interrogative Sentence (question):** It asks a **question**. They ask us something. They want information, and they always end with a question mark. The usual word order for the interrogative sentence is:

- (*wh-word* +) auxiliary + subject + verb...

Interrogative sentences can be positive or negative. Look at these examples:

Positive	Negative
Do you like coffee?	Don't you like coffee?
Why did you go?	Why didn't you go?

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3. **Imperative Sentence (command):** It gives a **command**. They tell us to do something, and they end with a full-stop/period (.) or exclamation mark/point (!). The usual word order for the imperative sentence is:

- base verb...

Note that there is usually no subject—because the subject is understood, it is *YOU*.

Imperative sentences can be positive or negative. Look at these examples:

positive	negative
Stop!	Do not stop!
Give her coffee.	Don't give her coffee.

4. **Exclamative Sentence (exclamation):** It expresses strong emotion/surprise—an **exclamation**—and they always end with an exclamation mark/point (!). The usual word order for the exclamative sentence is:

- *What* (+ adjective) + noun + subject + verb
- *How* (+ adjective/adverb) + subject + verb

Look at these examples:

- What a liar he is!
- What an exciting movie it was!
- How he lied!
- How exciting the movie was!

Tense

1. Simple Present

Simple Present Tense	
Singular	Plural
Rule: Subject + V1 + s/es + Object	Rule: Subject + V1 + Object
Example: The girl sings a song Here the subject is Girl (singular) and “s” has been added to the verb (sing), followed by the object (song)	Example: The girls sing a song Here the subject is Girls (plural) and no changes have been made with V1 (first form of verb) and the object

2. Present Continuous

Present Continuous Tense
Rule: Subject + is/am/are + V1 + ing + object
Example: She is eating food Here the subject is She, followed by “is”

The first form of verb (V1) here is “eat” and “ing” has been added to it, followed by the object “food”

3. Present Perfect

Present Perfect Tense	
Singular	Plural
Rule: Subject + has + V3 + Object	Rule: Subject + have + V3 + Object
Example: He has cleaned the utensils Here, “He” is the subject + has “Cleaned” is the third form of verb and utensils is the object	Example: They have cleaned the utensils Here, “They” is the subject + have “Cleaned” is the third form of verb and utensils is the object

4. Present Perfect Continuous Tense

Present Perfect Continuous Tense	
Singular	Plural
Rule: Subject + has been + V1 + ing + Object	Rule: Subject + have been + V1 + ing + Object
Example: She has been practising since morning Here “She” is the subject + has been, followed by “ing” added to the the first form of verb “practise” and then the object	Example: They have been practising since morning Here “They” is the subject + have been, followed by “ing” added to the the first form of verb “practise” and then the object

Given below are a few examples that may help you differentiate between the four sub parts of present tense easily:

1. Raj speaks German (Simple Present for Singular)
2. They speak German (Simple Present for Plural)
3. She is speaking German (Present Continuous)
4. He has learnt German (Present Perfect for Singular)
5. They have learnt German (Present Perfect for Plural)
6. She has been learning German (Present Perfect Continuous for Singular)
7. They have been learning German (Present Perfect Continuous for Plural)

Past Tense

Any event or action that took place in the past can be referred to as the past tense. Below we have discussed in detail the four sub parts of past tense in English grammar.

- Simple Past

Simple Past Tense
Rule: Subject + V2 + Object
For example: He ran away

Here, the subject is “He” and “ran” is the second form of verb (V2) of “run” followed by the object

1. Past Continuous

Past Continuous Tense	
Singular	Plural
Rule: Subject + was + V1 + ing + Object	Rule: Subject + were + V1 + ing + Object
For example: She was going shopping Here, the subject is “She” + was It is followed by the first form of verb (V1) “go” + “ing” and then the object “shopping”	For example: They were going shopping Here, the subject is “They” + were Followed by the first form of verb (V1) “go” + “ing” and then the object “shopping”

2. Past Perfect

Past Perfect Tense
Rule: Subject + had + V3 + Object
For example: Sumit had left the job Here the subject is “Sumit” + had Then “left”, which is the third form of verb (V3) “leave” is given followed by the object

3. Past Perfect Continuous

Past Perfect Continuous Tense
Rule: Subject + had been + V1 + ing + Object
For example: They had been preparing for their performance for two months Here the subject is “They” + had been It is followed by “preparing”, which is the first form of verb (V1) of “prepare” and then the object

To help you understand past tense and its form even better, given below are a few examples to simply the concept:

1. I played football yesterday (Simple Past)
2. I was playing football yesterday (Past Continuous for Singular)
3. They were playing football yesterday (Past Continuous for Plural)
4. They had played football yesterday (Past Perfect)
5. They had been playing football the entire yesterday (Past Perfect Continuous)

Future Tense

The actions that are to take place in the future fall in the category of the future tense. We have discussed the subparts of the future tense in detail further below in the article, followed by the examples for the same.

1. Simple Future

Simple Future Tense
Rule: Subject + will/shall + V1 + Object
For Example: I will visit my Uncle tomorrow

Here, the subject is “I” + will

It is followed by the first form of verb (V1) “visit” and then the object

2. Future Continuous

Future Continuous Tense

Rule: Subject + will be/shall be + V1 + ing + Object

For Example: I shall be going to the market tomorrow

In this example, the subject is “I” + shall be

Following it is the first form of verb (V1) “go”+ing and then the object

3. Future Perfect

Future Perfect Tense

Rule: Subject + will have/shall have + V3 + Object

For Example: I shall have prepared the notes by tomorrow morning

In this example, the subject is “I” + shall have

It is followed by “prepared”, which is the third form of Verb (V3) “prepare” and then the object

4. Future Perfect Continuous

Future Perfect Continuous Tense

Rule: Subject + will have been + V1 + ing + Object

For Example: She will have been working here since 2015

Here, the subject is “She” + will have been

It is followed by the first form of verb “work” + ing and then the object

Given below are a few examples that may help you clarify the future tense concept clearly:

1. She will go to school tomorrow (Simple Future)
2. She will be going to school tomorrow (Future Continuous)
3. She will have gone to school tomorrow (Future Perfect)
4. She will have been going to school tomorrow (Future Perfect Continuous)

Rules Of Prepositions

A preposition is a word or a set of words that indicates the location or some other relation between a noun or a pronoun and other parts of the sentence. The rules of prepositions and their correct usage go as follows:

Preposition Rules – 1 – Preposition must have an object – a preposition is not a preposition unless it goes with a related noun or a pronoun that is the object of the preposition. A preposition is always with an object – without an object, it is an adverb that never has an object. Lets us understand with examples –

- He is **in the kitchen**. (preposition ‘in’ has object the kitchen)
- You may come **in**. (adverb ‘in’ has no object; it qualifies come)
- There was a car **before me**. (preposition ‘before’ has object ‘me’)
- Ram has never seen it **before**. (adverb ‘before’ has no object; it qualifies seen)

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- We will catch up **after the gym**. (preposition ‘after’ has object ‘gym’)
- They called soon **after**. (adverb ‘after’ has no object; it qualifies ‘called’)

Preposition Rules – 2- Must be placed before – As the name says ‘Pre-Position’ – it comes before something. Generally, but not always, a preposition goes before a noun or a pronoun. Understand with examples –

- I put the things **in the box**. (‘in’ is placed before the noun ‘box’)

You do not end a sentence with a preposition is one of the undying myths of English Grammar because even when a preposition is not placed before its object, it is closely related to its object. For example –

- **Whom** did you talk **to**? (Preposition ‘to’ related to the pronoun ‘Whom’)

Preposition Rules – 3 – The Pronoun following the Preposition should be an object form. The noun or pronoun following a preposition forms a prepositional object. If a pronoun is following a preposition, it should be in the objective form (me, her, them) and not the subjective form like (I, she, they, etc.). See the examples below-

- The gift was **from them**. (preposition ‘from’ followed by the objective pronoun ‘them’)
- The secret is **between him and her**. (preposition ‘between’ followed by the objective pronoun ‘him’)

Preposition Rules – 4 (A)- Avoid ‘like’ when a verb is involved. The preposition ‘like’ that means “similar to” should be followed by a noun, pronoun, noun phrase as an object of the preposition. A subject or a verb should not follow the preposition ‘like’. For example –

- Correct – She looks **like her mother**. (noun ‘mother’ is the object of the preposition ‘like’)
- Incorrect – She looks **like her mother does**. (avoid ‘like’ with noun + verb)

4 (B) – When there is a comparison between a subject or verb, **instead of like**, use as, as if, as though, or ‘the way’. Taking the same sentence as an example –

- Incorrect – She looks like her mother does.
- Correct – She looks the way her mother does.

More examples–

- Incorrect – Do like he asks.
- Correct – Do as he asks.
- Incorrect – She looks like she is angry.
- Correct – She looks as if she is angry.

4(C) – Unless there is a verb involved, do not use ‘as’. ‘As’ means “in the same manner” so avoid using preposition ‘as’ if the verb is not involved. Check the examples –

- Incorrect: I, as most people, try to use good words in English.
- Correct: I, as most people do, try to use good words in English. Or I, like most people, try to use good words in English.

Preposition Rules – 5 – Do not confuse preposition ‘to’ with infinitive ‘to’. ‘To’ is an infinitive participle (to sing, to dance, etc.) as well as a preposition too like (to me, to Moscow, etc.). Understand the difference between the two with the help of examples –

‘To’ as a preposition-

- I am used **to** swimming.
- I look forward **to** seeing you. (not ‘see you’)

‘To’ as an infinitive participle –

- I used **to live** in Australia.
- They love **to dance**.

Preposition Rules – 6 – Some words that look like verbs follow the preposition ‘to’. **A Verb cannot be an object of a preposition.** This rule of preposition may seem confusing, so let us understand with examples –

- I like **to swim**.
- These goggles are **for swimming**.

In these examples, “swim” and “swimming” are not acting as verbs.

In the first example, to swim is part of the infinitive that occurs when a verb is used as a noun, adverb or an adjective. Here, to swim is a thing that the person likes doing, not an action that is being performed.

In the second example, swimming is a gerund which is a noun though it is formed out of a verb. Here, swimming is a thing to which goggles are related. No one in this sentence is performing the act of swimming.

Preposition Rules – 7 – Do not confuse preposition ‘In’ and ‘Into’. This rule of preposition says, use “into” to express motion toward something and reserve the preposition “in” when you want to indicate a location. See the example for clarity –

- I swam **in** the pool. (Indicating location)
- Look **in** the almirah. (Indicating location)
- The cat jumped **into** the well. (Expressing motion)
- He drove **into** the city. (Expressing motion)

Prepositions Sample Questions For English Section

Before understanding the important rules of prepositions, it is important to know the types of questions asked in the examination, which makes it necessary to have knowledge of prepositions.

Given below is a sample question asked in the English section of competitive exams for prepositions:

Direction (1-5) Read the paragraph given below and choose the correct option for the blanks from the options given for each question.

Renewable energy resources prevail ——(1) wide geographical areas, in contrast to other energy sources, which are concentrated in a limited number of countries. Rapid deployment ——(2) renewable energy and energy efficiency is resulting in significant energy security, climate change mitigation and economic benefits. The results of a recent review of the literature deduced that as greenhouse gas (GHG) emitters begin to be held liable for damages resulting ——(3) GHG emissions in climate change, a high value for liability mitigation would provide powerful incentives for deployment of renewable energy technologies. In international public opinion surveys, there is strong support for promoting renewable sources such as solar power and wind power. At the national level, at least 30 nations ——(4) the world already has renewable energy contributing more than 20 per cent of energy supply. National renewable energy markets are projected to continue to grow strongly in the coming decade and ——(5).

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Q.1 1. In 2. Over 3. Across Answer (2) Over	Q.2 1. At 2. On 3. Of Answer (3) Of
Q.3 1. From 2. By 3. After Answer (1) From	Q.4 1. In 2. Around 3. Across Answer (2) Around
Q.5. 1. After 2. More 3. Beyond Answer (3) Beyond	

Common Prepositions List

Preposition	Type	Example Sentence
above	position	There was a display of fireworks above the town.
across	position	His dog lay across his lap.
	direction	The vendor walked across the street to sell fruits.
after	time	Shortly after their marriage, they moved to Texas.
against	position	The grasscutter was kept against the fence.
	direction	My aunt threw the painting against the wall.
along	direction	The road led along the forest.
among	position	The child hid among the trees.
around	position	The fence around the house is necessary for safety.
At	location	They have a dishwasher at home.
	time	Today the meeting is at 6 p.m.
away from	direction	The hospital staff led the body away from the other patients.
before	time	I go to the gym before college.
behind	position	We parked the car behind the school building.
below	position	Just below the pocket was a stain.
beneath	position	There is a tunnel beneath the Alps.
beside	position	He sat beside her in the front seat.

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between	position	The garden between the two houses is beautiful
By	position	Go by the road to reach your destination.
	time	By the time the guests arrived, the snacks were over.
down	direction	He goes up and down the stairs for a workout.
during	time	His phone rang during the meeting with the CEO.
For	time	They went to Dubai for a week.
from	direction	He came running from home to catch the bus.
	time	The show will run from 10 p.m to 12 p.m.
In	position	His mother kept his clothes in the cupboard.
	location	My parents are living in Japan.
	time	The play will end in some minutes.
in front of	position	He was waiting for his friend in front of the pub.
inside	position	The cat hid inside the drawer.
into	direction	Put the food into the fridge.
near	position	The car was parked near the mall.
next to	position	The best friends sat next to each other.
off	direction	She rolled off the stairs.
On	position	The jug is on the shelf.
	location	Her house is on the main road
	time	My vacation begins on Tuesday.
onto	direction	The dog jumped onto his lap.
out of	direction	The cab arrived the moment they walked out of the hotel.
outside	location	There was an old man outside the temple.
over	position	He saw flames over the school building.
	direction	She jumped over the rat.
through	position	A long tunnel goes through these mountains.
	direction	He chose to walk through the subway.
till	time	They waited till the guests arrived to cut the cake.
To	direction	She prefers walking to work.
	time	The party is from 9 to 11.
toward(s)	direction	The steamer sailed towards the riverbank.

under	position	The rat is under my bed.
	direction	The fish swam under the ship.
underneath	position	Their bedroom is right underneath ours.
until	time	She can't wait until next month for the treatment.
Up	direction	We climbed up the mountains to see the serene view.

Conjunction Rules in English Grammar

Given below are a few important rules of conjunctions in English Grammar, which will be helpful for both the objective as well as the descriptive section of the English language.

Rules of Conjunctions:

Rule 1. The conjunction so/as and as/ as is used to make a comparison. But, so/as is used in negative sentences whereas as/as can be used for both negative and affirmative sentences.

Example:

As you behave **so** you have to bear.

She is not **as** beautiful **as** you/ She is **as** beautiful **as** you.

Rule 2. The conjunction Both is always followed by the conjunction and.

Example:

Both Rajat **and** Meera went for shopping

She is **both** pretty **and** intelligent.

Rule 3. Lest is a negative word and is always followed either by should or first form of the verb. Remember, the words (not, no, never) cannot be used with lest.

Example:

Dance carefully **lest** she **should** fall.

Dance carefully **lest** she **falls**.

Rule 4. The conjunction Though/Although is always followed by a comma(,) or yet.

Examples:

Though She put in a lot of effort, she didn't crack the exam.

Although the diamonds are costly **yet** people buy them because it adds to status.

Rule 5. Unless and Until is negative words. Unless is action-oriented while Until is time-oriented. Remember, do not use the words (never, not, no) with the clause containing until and unless words.

Rule 6. Always use the correct pair of conjunctions. Like not only with but also and more.

Hardly__ when or before

No sooner__ than

Barely__ when or before

Scarcely__ when or before

Examples:

No **sooner** had he finished his speech **than** the audience applauded.

The Thief **not only** stole jewels **but** also took away the gizmos.

Rule 7. The conjunction doubt/doubtful is followed by that in negative or interrogative sentences whereas in affirmative sentences these are followed by if or whether.

Example:

He **doubts if** he can come to drop you.

I don't **doubt that** he is hardworking.

She is **doubtful whether** she will attend the party.

Rule 8. The conjunction From is followed by to and Between is followed by and.

Examples:

It is difficult to choose **between** gold **and** silver

He keeps playing the guitar **from** morning **to** evening

Rule 9. When more than two persons or things are involved, then (none of/ one of) is used instead of (neither/either)

Examples:

One of the employees complained about the manager.

None of the employees complained regarding the theft.

Rule 10. The conjunction Rather/Other is followed by Than.

Examples:

You have no **other** option **than** to go back to school.

He would **rather** give a car **than** a necklace.

CONJUNCTION

A word or group of words that connect two or more words, clauses, phrases or sentences are called conjunctions. Conjunctions are called joining words.

Conjunction Examples –

1. She is good at **both** cooking **and** dancing.
2. If we leave **now**, we can be home by 11 p.m.
3. He couldn't be taken **before** a magistrate for punishment.
4. Neither her friends **nor** relatives joined for the party.
5. The legendary dancer is **also** interested in folk music.

Types of Conjunctions

Conjunction words are segregated into four types –

1. Coordinating Conjunction Words
2. Subordinating Conjunction Words
3. Correlative Conjunction Words

4. Conjunctive Adverbs

Coordinating Conjunction Words

These join the elements that are the same. Coordination conjunction words are only seven and people remember them by an acronym FANBOYS, i.e. (For, And, Nor, But, Or, Yet, So).

Check out the list of Coordinating conjunctions along with examples:

List of Conjunctions	
Coordinating Conjunction Words	Sentences – Conjunction Examples
For	He needs to find a job, for he is unemployed.
And	Maria loves both ice cream and pizza.
Nor	Neither Tuesday nor Wednesday is good for the party.
But	She scored good marks but she is not satisfied.
Or	Which fruit do you like: mango or apple?
Yet	She dances well yet she hesitates to take part in the competition.
So	He is unwell so he will not come with us to the movie.

Subordinating Conjunction Words

It joins the dependent adverb clause with the independent clause. Understand it this way, instead of joining two independent clauses of equal importance, Subordinating conjunction words make one clause less important than another.

Conjunction examples –

I will drink milk after having this chocolate (I will drink milk is an independent clause; after having this chocolate is a dependent adverb clause).

Similarly, He will come to my home after attending the wedding (here, he will come to my home is an independent clause; after attending the wedding is a dependent adverb clause).

Given below is a list of conjunctions for the above-mentioned type:

List Of Conjunctions	
Subordinating Conjunction Words	Sentences – Conjunction Examples
After	She went to the parlour after lunch.
Although	Although the sun was shining it wasn't warm.
As	She can do her hairstyle as she wants.
As if	He behaved as if he has lost it.

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As long as	The dog would be cooperative as long as you fed him.
As much as	He likes football as much as he likes cricket.
As soon as	As soon as I get the details I will send the mail.
As though	The virus is spreading as though it will end the world.
Because	He did the task because he felt it was his duty.
Before	The baby sleeps before the massage.
Even	He has never even heard the name of the city of Ohio.
Even if	Even if you perform your best, you won't be appreciated.
Even though	She doesn't want to give up even though she knows it won't better the relation.
If	They will party in the garden if the weather is good.
If only	She will feel better, if only she sees her son for a moment.
If then	If it rains then we will be stuck in traffic.
In order that	She will leave the party early in order that I get a cab.
Just as	It began to rain just as we got home.
Lest	He spent whole days in his room, wearing headphones lest he disturbs anyone.
Now	Boston is now a big city while earlier it was a small town.
Now since	Let's discuss the issue now since the manager is right here.
Now that	Now that everything is under control, the lockdown can be lifted.
Once	Once I pick you up from school we can go to the restaurant.
Provided	He will behave properly provided you be polite to him.
Provided that	I will go to the party provided that she comes.
Rather than	Better, ignore her questions rather than lie.
Since	It's a long time since they met.
So that	He joined foreign language classes so that he could learn French.
Supposing	He was bluffed into believing his competitors were not prepared.
Than	The old man lived for more than 100 years.

MEER SIR ACADEMY

That	The yellow building you are seeing there, that is my house.
Though	Though they were whispering, their voices echoed in the hall.
Till	She waited at the coffee shop till 11 pm.
Unless	He will not buy you a scooter unless you score good marks.
Until	You will not get a driving licence until you turn 18.
When	When is your mother coming from Canada?
Whenever	Please share the details of your friend, whenever you get time.
Where	Where is the bakery store?
Where is	If Ram is with this girl, where is his wife?
Whereas	The north has a hot climate whereas the south is cold.
Wherever	Eat healthy meals wherever possible.
Whether	She seemed undecided about whether to stay or go.
Which	Which is your favourite colour?
While	He did my task while I was away from the office.
Who	Do you know the person who is standing near the bookstore?
Whoever	Whoever wins will get a cash prize.
Why	Why do people throw garbage on the streets?

Correlative Conjunctions

These work in pairs to join two clauses or sentences. Understand it with examples.

Conjunction examples –

Either you cook me lunch, **or** I leave.

No sooner he had gone to bed **than** the doorbell rang.

The table below illustrates the list of conjunctions covered under Correlative type:

List of Conjunctions	
Correlative Conjunction Words	Sentences – Conjunction Examples
As / As	His scorecard was not as bad as I thought.
Both / and	Both the teams and their coaches worked hard.
Either/or	Either eat the cake right now or it will be finished.
Hardly / when	Hardly had he reached the stop when the bus started.
Neither / nor	Neither the children nor their parents attended the function.
No sooner / than	No sooner had the teacher entered the classroom than the students kept quiet.
Not only / but also	Not only should you mug up for exams but also understand the basic concepts.

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Whether / or	She was confused about whether to wear pink or yellow for her engagement.
The More / The more	The more he flattered his boss the more incentives he got.
So/ as	Her poetry wasn't so boring as he had thought.
Such / that	She is such a beautiful actress that everyone is her fan.
Rather / than	He would rather cook at home than go out for dinner.

Conjunctive Adverbs

These are also called transition words. They join sentences or words or phrases just like words on the standard conjunction list can. A few examples of such type include; *in addition, as a result, however, hence, etc.*

Go through the list to understand the adverbial conjunctions:

Conjunctions List	
Conjunctive Adverbs	Sentences – Conjunction Examples
After all	After all the efforts we put in the result was not appreciable.
As a result	As a result of the new job, he relocated to a new city.
Consequently	She worked hard and consequently got a good appraisal.
Finally	They quarrelled for hours and then finally there was all silence.
For example	Take, for example, you are the CEO of Google. How will you help the nation?
Furthermore	She was tired and cold, and furthermore she was hungry.
Hence	Schools are closed due to lockdown. Hence, teachers are taking online classes.
However	He will buy that car, however, he will have to use all his savings.
In addition	In addition, all his planning is paying off.
In fact	She is taking advanced classes; in fact, she is an expert now.
Indeed	A soldier's life is indeed a difficult life.
Instead	We cooked at home instead of going out.
Likewise	Grateful to him, she was likewise excited to go on a tour of Europe.
Meanwhile	He spent his time studying for Engineering and in the meanwhile, joined work at the bank.
Incidentally	Incidentally, have you seen the new shopping mall they are putting up?

Conjunctions – Sample Questions for English Section

To understand the importance of knowing the conjunctions and important rules pertaining to them, it is imperative to know the types of questions asked in the examination, which makes it necessary to build up knowledge regarding conjunctions.

Direction: Sentences are divided into parts. Spot the error in the sentences. If there is no error mark your answer as 'No Error'.

Q1. The teacher is neither(1) free or interested in(2) teaching the students(3). - Part 1 is incorrect - Part 2 is incorrect - Part 3 is incorrect - No error Answer (2) The conjunction neither is always followed by nor.	Q.2. No sooner does the principal(1) enter the class(2) then the students stand up(3). - Part 1 is incorrect - Part 2 is incorrect - Part 3 is incorrect - No error Answer (3) The conjunction pair of No Sooner is Than.
Q.3. She has a dog(1), a cat(2) who dislike each other(3) - Part 1 is incorrect - Part 2 is incorrect - Part 3 is incorrect - No Error Answer (2) Coordinating conjunction (and) is missing.	Q.4. Read to contradict(1) or to believe(2) and not to weigh or consider(3) - Part 1 is incorrect - Part 2 is incorrect - Part 3 is incorrect - No Error Answer (1) correlative conjunction (either) is missing.

The above-given questions are a sample of error spotting questions asked in the exams. Other types of questions like rearranging the sentences based on conjunctions are also asked.

Conjunction Rules in English Grammar

Given below are a few important rules of conjunctions in English Grammar, which will be helpful for both the objective as well as the descriptive section of the English language.

Rules of Conjunctions:

Rule 1. The conjunction *so/as* and *as/ as* is used to make a comparison. *But, so/as* is used in negative sentences whereas *as/as* can be used for both negative and affirmative sentences.

Example:

As you behave **so** you have to bear.

She is not **as** beautiful **as** you/ She is **as** beautiful **as** you.

Rule 2. The conjunction *Both* is always followed by the conjunction *and*.

Example:

Both Rajat **and** Meera went for shopping

She is **both** pretty **and** intelligent.

Rule 3. *Lest* is a negative word and is always followed *either by should or first form of the verb. Remember, the words (not, no, never) cannot be used with lest.*

Example:

Dance carefully **lest** she **should** fall.

Dance carefully **lest** she **falls**.

Rule 4. The conjunction *Though/Although* is always followed by a comma(,) or yet.

Examples:

Though She put in a lot of effort, she didn't crack the exam.

Although the diamonds are costly **yet** people buy them because it adds to status.

Rule 5. *Unless and Until* is negative words. *Unless* is action-oriented while *Until* is time-oriented. Remember, do not use the words (never, not, no) with the clause containing until and unless words.

Example:

The father asked his daughter to wait **until** he returned.

Unless the employee works hard, the company will not progress.

Rule 6. Always use the correct pair of conjunctions. Like not only with but also and more.

Hardly__ when or before

No sooner__ than

Barely__ when or before

Scarcely__ when or before

Examples:

No sooner had he finished his speech **than** the audience applauded.

The Thief **not only** stole jewels **but** also took away the gizmos.

Rule 7. The conjunction *doubt/doubtful* is followed by that in negative or interrogative sentences whereas in affirmative sentences these are followed by if or whether.

Example:

He **doubts if** he can come to drop you.

I don't **doubt that** he is hardworking.

She is **doubtful whether** she will attend the party.

Rule 8. The conjunction *From* is followed by to and *Between* is followed by and.

Examples:

It is difficult to choose **between** gold **and** silver

He keeps playing the guitar **from** morning **to** evening

Rule 9. When more than two persons or things are involved, then (none of/ one of) is used instead of (neither/either)

Examples:

One of the employees complained about the manager.

None of the employees complained regarding the theft.

Rule 10. The conjunction *Rather/Other* is followed by Than.

Examples:

You have no **other** option **than** to go back to school.

He would **rather** give a car **than** a necklace.

MEER SIR ACADEMY

Synonyms And Antonyms List		
Words	Synonyms – Same Meaning	Antonyms – Opposites
Abate	Moderate, decrease	Aggravate
Adhere	Comply, observe	Condemn, disjoin
Abolish	Abrogate, annul	Setup, establish
Acumen	Awareness, brilliance	Stupidity, ignorance
Abash	Disconcert, rattle	Uphold, Discompose
Absolve	Pardon, forgive	Compel, Accuse
Abjure	Forsake, renounce	Approve, Sanction
Abject	Despicable, servile	Commendable, Praiseworthy
Abound	Flourish, proliferate	Deficient, Destitute
Abortive	Vain, unproductive	Productive
Acrimony	Harshness, bitterness	Courtesy, Benevolence
Accord	Agreement, harmony	Discord
Adjunct	Joined, Added	Separated, Subtracted
Adversity	Misfortune, calamity	Prosperity, Fortune
Adherent	Follower, disciple	Rival, Adversary
Adamant	Stubborn, inflexible	Flexible, Soft
Admonish	Counsel, reprove	Approve, Applaud
Allay	Pacify, soothe	Aggravate, Excite
Alien	Foreigner, outsider	Native, Resident
Ascend	Climb Escalate	Descend, Decline
Alleviate	Abate, relieve	Aggravate, Enhance
Allure	Entice, fascinate	Repulse, Repel
Arraign	Incriminate, indict	Exculpate, Pardon
Amplify	Augment, deepen	Lessen, Contract
Axiom	Adage, truism	Absurdity, Blunder
Audacity	Boldness, Courage	Mildness, Cowardice
Authentic	Accurate, credible	Fictitious, unreal
Awkward	Rude, blundering	Adroit, clever
Barbarous	Frustrate, perplex	Civilized
Bleak	Grim, Austere	Bright, Pleasant

MEER SIR ACADEMY

Bewitching	Alluring, charming	Repulsive, Repugnant
Baroque	Florid, gilt	Plain, unadorned
Brittle	Breakable, crisp	Tough, Enduring
Barrier	Barricade, Obstacle	Link, Assistance
Baffle	Astound, Faze	Facilitate, Clarify
Bustle	Commotion, Tumult	Slowness, Quiet
Barren	Desolate, Sterile	Damp, Fertile
Bawdy	Erotic, Coarse	Decent, Moral
Bind	Predicament	Release
Batty	Insane, silly	Sane
Benevolent	Benign, Generous	Malevolent, Miserly
Befogged	Becloud, Dim	Clear headed, Uncloud
Base	Vulgar, Coarse	Summit, Noble
Benign	Favorable, friendly	Malignant, Cruel
Busy	Active, Engaged	Idle, Lazy
Bleak	Austere, Blank	Bright, Cheerful
Bold	Adventurous	Timid
Boisterous	Clamorous, rowdy	Placid, Calm
Blunt	Dull, Insensitive	Keen, Sharp
Callous	obdurate, unfeeling	Compassionate, Tender
Capable	competent, able	Incompetent, Inept
Calamity	adversity, misfortune	Fortune
Calculating	Canny, Devious	Artless, honest
Calumny	defamation, aspersion	Commendation, Praise
Captivity	imprisonment, confinement	Freedom, Liberty
Captivate	Charm, fascinate	Disillusion offend
Chaste	virtuous, pure	Sullied, Lustful
Cease	terminate, desist	Begin, Originate
Compassion	kindness, sympathy	Cruelty, Barbarity
Chastise	punish, admonish	Cheer, encourage
Concede	yield, permit	Deny, reject
Comprise	include, contain	Reject, lack
Consent	agree, permit	Object Disagree

MEER SIR ACADEMY

Concur	approve, agree	Differ, disagree
Consolidate	solidify, strengthen	Separate, Weaken
Consequence	effect, outcome	Origin, Start
Contempt	scorn, disregard	Regard, Praise
Conspicuous	prominent, obvious	Concealed, hidden
Contrary	dissimilar, conflicting	Similar, Alike
Contradict	deny, oppose	Approve, Confirm
Callous	Insensitive, indurated	Kind, merciful
Calm	Harmonious, unruffled	Stormy, turbulent
Candid	Blunt, bluff	Evasive
Camouflage	Cloak, disguise	Reveal
Carnal	Earthly, fleshly	Spiritual
Captivate	Beguile, bewitch	Repel
Celebrated	Acclaimed, lionized	Unknown, Inglorious
Catholic	Generic, liberal	Narrow- minded
Censure	Rebuke, reprimand	Praise, Acceptance
Cement	Plaster, mortar	Disintegrate
Clandestine	Covert, furtive	Open, Legal
Cheap	Competitive, Inexpensive	Dear, unreasonable
Coarse	Bawdy, Boorish	Fine, Chaste
Classic	Simple, Typical	Romantic, Unusual
Compact	Bunched, thick	Loose, Diffuse
Comic	Clown, Jester	Tragic, tragedian
Conceit	Egotism, Immodesty	Modesty
Compress	Abbreviate, Shrink	Amplify, Expand
Condemn	Castigate, Chide	Approve, Praise
Concord	Agreement, accord	Discord
Consolidate	Centralize, Fortify	Weaken
Confident	Bold, Undaunted	Diffident, cowardly
Creation	Formation, foundation	Destruction
Courtesy	Generosity, Reverence	Disdain, Rudeness
Cunning	Acute, Smart	Naive, Coarse
Decipher	interpret, reveal	Misinterpret, distort

MEER SIR ACADEMY

Decay	Collapse, decompose	Flourish, Progress
Deceit	deception, artifice	Veracity, Sincerity
Defray	spend, pay	Disclaim, Repudiate
Defile	contaminate, pollute	Purify, sanctity
Demolish	Ruin, devastate	Repair, construct
Deliberate	cautious, intentional	Rash, Sudden
Deride	mock, taunt	Inspire, Encourage
Deprive	despoil, divest	Restore, Renew
Dissuade	Remonstrate, Counsel	Insite, Persuade
Disdain	detest, despise	Approve, praise
Dense	Opaque, piled	Sparse, brainy
Denounce	Blame, boycott	Defend
Despair	Depression, misery	Contentment, Hope
Derogatory	Sarcastic, critical	Laudatory, appreciative
Docile	Pliable, pliant	Headstrong, obstinate
Destructive	Catastrophic, pernicious	Creative, Constructive
Dwarf	Diminutive, Petite	Huge, Giant
Eclipse	Diminution, Dimming	Shine, eclipse
Eager	Keen, acquisitive	Indifferent, apathetic
Ecstasy	delight, exultation	Despair, Calamity
Eccentric	strange, abnormal	Natural, Conventional
Encumbrance	hindrance, obstacle	Incentive, stimulant
Efface	destroy, obliterate	Retain, Maintain
Eloquence	expression, fluency	Halting, Stammering
Enormous	colossal, mammoth	Diminutive, negligible
Endeavour	undertake, aspire	Cease, quit
Equivocal	uncertain, hazy	Obvious, lucid
Epitome	precise, example	Increment, expansion
Eradicate	destroy, exterminate	Secure, plant
Fallacy	delusion, mistake	Veracity, Truth
Fabricate	construct, produce	Destroy, Dismantle
Fanatical	narrow-minded, biased	Liberal, Tolerant
Falter	stumble, demur	Persist, Endure

MEER SIR ACADEMY

Ferocious	cruel, fierce	Gentle, Sympathetic
Feeble	weak, frail	Strong, Robust
Fluctuate	deflect, vacillate	Stabilize, resolve
Feud	strife, quarrel	Harmony, fraternity
Fragile	weak, infirm	Enduring, Tough
Forsake	desert, renounce	Hold, maintain
Frivolous	petty, worthless	Solemn, significant
Frantic	violent, agitated	Subdued, gentle
Frugality	economy, providence	Lavishness, extravagance
Gloom	obscurity, darkness	Delight, mirth
Gather	Converge, huddle	Disperse, Dissemble
Gorgeous	magnificent, dazzling	Dull, unpretentious
Glut	stuff, satiate	Starve, abstain
Grisly	disgusting, atrocious	Pleasing, attractive
Gracious	courteous, beneficent	Rude, Unforgiving
Guile	cunning, deceit	Honesty, frankness
Grudge	hatred, aversion	Benevolence, Affection
Genuine	Absolute, Factual	Spurious
Generosity	Altruism, bounty	Stinginess, greed
Glory	Dignity, renown	Shame, Disgrace
Gloomy	Bleak, cloudy	Gay, Bright
Harass	irritate, molest	Assist, comfort
Hamper	retard, prevent	Promote, facilitate
Hazard	Peril, danger	Conviction, security
Hapless	unfortunate, ill-fated	Fortunate, Lucky
Haughty	arrogant, pompous	Humble, Submissive
Hideous	frightful, shocking	Attractive, alluring
Heretic	non-conformist, secularist	Conformable, religious
Harmony	Conformity, Amicability	Discord, discord
Hamstrung	Cripple Debilitate	Strengthen, Encourage
Honor	Adoration, Reverence	Denunciation, Shame
Hasty	Abrupt, Impetuous	Leisurely, Cautious
Humility	Resignation, Fawning	Boldness, Pride

MEER SIR ACADEMY

Humble	Meek, Timid	Proud, Assertive
Impenitent	Uncontrite, Obdurate	Repentant
Hypocrisy	Deception, Pharisaism	Sincerity, frankness
Indifferent	Equitable, Haughty	Partial, Biased
Impulsive	Flaky, Impetuous	Cautious, Deliberate
Infernal	Damned, Accursed	Heavenly,
Indigent	Destitute, Impoverished	Rich, Affluent
Interesting	Enchanting, Riveting	Dull, Uninteresting
Insipid	Tedious, Prosaic	Pleasing, appetizing
Immense	huge, enormous	Puny, Insignificant
Immaculate	unsullied, spotless	Defiled, Tarnished
Imminent	impending, brewing	Distant, Receding
Immerse	submerge, involve	Emerge, uncover
Impair	diminish, deteriorate	Restore, Revive
Immunity	prerogative, privilege	Blame, Censure
Impediment	hurdle, obstruction	Assistant, Concurrence
Impartial	just, unbiased	Prejudiced, Biased
Impute	attribute, ascribe	Exculpate, support
Impious	irreligious, unholy	Pious, Devout
Incompetent	inefficient, unskilled	Dexterous, Skilled
Inclination	disposition, affection	Indifference, Disinclination
Inevitable	unavoidable, ascertained	Unlikely, Doubtful
Incongruous	inappropriate, absurd	Compatible, harmonious
Ingenuous	undisguised, naive	Wily, Craftly
Infringe	violate, encroach	Comply, Concur
Insipid	tasteless, vapid	Delicious, luscious
Insinuate	allude, hint	Conceal, Camouflage
Instill	inculcate, inject	Eradicate, extract
Insolvent	indigent, destitute	Wealthy, solvent
Intrigue	scheme, conspiracy	Candor, Sincerity
Intricate	tangled, complicated	Regulated, Orderly
Invective	accusation, censure	Approval, acclamation
Intrinsic	genuine, fundamental	Extraneous, incidental

MEER SIR ACADEMY

Immaculate	Exquisite, Impeccable	Defiled, Tarnished
Invincible	unconquerable, impregnable	Effeminate, languid
Irrepressible	irresistible, unconfined	Composed, hesitant
Jejune	dull, boring	Interesting, exciting
Jaded	tired, exhausted	Renewed, recreated
Jubilant	rejoicing, triumphant	Melancholy, depressing
Jovial	frolicsome, cheerful	Solemn, morose
Just	honest, impartial	Unequal, unfair
Judicious	thoughtful, prudent	Irrational, foolish
Juvenile	young, tender	Dotage, antiquated
Justify	defend, exculpate	Impute, arraign
Knave	dishonest, scoundrel	Paragon, innocent
Knotty	complicated difficult	Simple, manageable
Kindred	relation, species	Unrelated, dissimilar
Keen	sharp, poignant	Vapid, insipid
Knell	death knell, last blow	Reconstruction, rediscovery
Lax	slack, careless	Firm, reliable
Lavish	abundant, excessive	Scarce, deficient
Liable	accountable, bound	Unaccountable, apt to
Lenient	compassionate, merciful	Cruel, severe
Lucid	sound, rational	Obscure, hidden
Lure	attract, entice	Repel, dissuade
Linger	loiter, prolong	Hasten, quicken
Liberal	magnanimous, generous	Stingy, malicious
Lunacy	delusion, insanity	Normalcy, sanity
Luxuriant	profuse, abundant	Scanty, meagre
Luscious	palatable, delicious	Unsavory, tart
Languid	Sluggish, apathetic	Energetic, spirited
Mandatory	Imperative, requisite	Optional
Malice	Vengefulness, grudge	Goodwill, Kindness
Merit	Stature, Asset	Demerit, dishonor
Masculine	Gallant, strapping	Feminine, meek
Mitigate	alleviate, relieve	Augment enhance

MEER SIR ACADEMY

Miraculous	marvelous, extraordinary	Ordinary, trivial
Molest	harass, tease	Console, soothe
Modest	humble, courteous	Arrogant, pompous
Momentous	notable, eventful	Trivial, insignificant
Mollify	appease, assuage	Irritate, infuriate
Morbid	Nasty, Macabre	Healthy, Cheerful
Monotonous	irksome, tedious	Varied, pleasant
Murky	dusky, dreary	Bright, shining
Munificent	liberal, hospitable	Frugal, penurious
Mutual	joint, identical	Separate, distinct
Mutinous	recalcitrant, insurgent	Submissive, faithful
Nimble	prompt, brisk	Sluggish, languid
Niggardly	miser, covetous	Generous, profuse
Noxious	baneful, injurious	Healing, profitable
Notion	Conceit, Apprehension	Reality, Concrete
Novice	tyro, beginner	Veteran, ingenious
Nonchalant	indifferent, negligent	Attentive, considerate
Nullify	cancel, annul	Confirm, Uphold
Numerous	profuse, various	Scarce, deficient
Obliging	Complaisant, Willing	Mulish, Obstinate
Obstruct	impede, prevent	Hasten, encourage
Obstinate	Stubborn, Adamant	Pliable, flexible
Obscure	Arcane, Vague	Prominent
Obvious	Evident, apparent	Obscure, ambiguous
Obtain	Access, Inherit	Forfeit
Offensive	Abhorrent, obnoxious	Engaging, fascinating
Odious	Malevolent, obnoxious	Engaging, fascinating
Offspring	descendant, sibling	Ancestor, forefather
Occult	latent, ambiguous	Intelligible, transparent
Opaque	obscure, shady	Transparent, bright
Ominous	Menacing, Foreboding	Auspicious
Oracular	cryptic, vague	Lucid, distinct
Optimist	Idealist	Pessimist

MEER SIR ACADEMY

Ornamental	decorative, adorned	Unseemly, plain
Ordain	Order, impose	Revoke abolish
Outrage	offence, maltreatment	Praise, favour
Outbreak	eruption, insurrection	Compliance, subjection
Persuade	Cajole, Impress	Dissuade, halt
Pacify	Appease, Chasten	Irritate, worsen
Propagate	Inseminate, fecundate	Suppress, deplete
Perturbed	Flustered, anxious	Calm
Prompt	Precise, Punctual	Slow, Negligent
Progress	Pace, Betterment	Retrogress, worsening
Pamper	Flatter, indulge	Deny, disparage
Prudence	Vigilance, Discretion	Indiscretion
Peerless	matchless, unrivalled	Mediocre, commonplace
Paramount	foremost, eminent	Trivial, inferior
Pertness	flippancy, impudence	Modesty, diffidence
Peevish	perverse, sullen	Suave, amiable
Placid	tranquil, calm	Turbulent, hostile
Perverse	petulant, obstinate	Complacent, docile
Precarious	doubtful, insecure	Assured
Pompous	haughty, arrogant	Unpretentious, humble
Predicament	plight, dilemma	Resolution, confidence
Quaint	Queer, strange	Familiar, usual
Quack	Impostor, deceiver	Upright, unfeigned
Quell	subdue, reduce	Exacerbate, agitate
Quarantine	seclude, screen	Befriend, socialize
Quibble	equivocate, prevaricate	Unfeigned, plain
Rapidity	Quickness, Velocity	Inertia, languidity
Raid	Incursion, Foray	Retreat, release
Rebellious	Restless, attacking	Submissive, Compliant
Reason	Acumen, Bounds	Folly, Speculation
Reluctant	Cautious, Averse	anxious, Eager
Rectify	Amend, Remedy	Falsify, Worsen
Ravage	Destroy, ruin	Reconstruct, renovate

MEER SIR ACADEMY

Remnant	Residue, piece	Entire, whole
Ratify	consent, approve	Deny, dissent
Restrain	Detain, Confine	Incite
Redeem	Recover, liberate	Conserve lose
Remorse	Regret, penitence	Ruthlessness, obduracy
Remonstrate	Censure, protest	Agree, loud
Resentment	Displeasure, wrath	Content, Cheer
Rescind	Annul, abrogate	Delegate, permit
Reverence	Respect, esteem	Disrespect, affront
Retract	Recant, withdraw	Confirm, assert
Rustic	Rural, uncivilized	Cultured, Refined
Rout	Vanquish, overthrow	Succumb, withdraw
Ruthless	Remorseless, inhumane	Compassionate, lenient
Savage	Wild, untamed	Polished, Civilized
Sacred	Cherish, Divine	Ungodly, Profane
Steep	Course, lofty	Flat, gradual
Startled	Frightened, Shocked	Waveringly
Sublime	Magnificent, eminent	Ridiculous
Stranger	Immigrant, guest	Acquaintance, national
Sympathy	Tenderness, harmony	Antipathy, Discord
Succinct	Concise, Terse	Lengthy, polite
Sarcastic	Ironical, derisive	Courteous, gracious
System	Scheme, Entity	Chaos, Disorder
Shrewd	Cunning, craftly	Simple, imbecile
Saucy	Impudent, insolent	Modest, humble
Servile	Slavish, Docile	Aggressive, Dominant
Scanty	scarce, insufficient	Lavish, multitude
Slander	defame, malign	Applaud, approve
Shabby	miserable, impoverished	Prosperous, thriving
Solicit	entreat, implore	Protest oppose
Sneer	mock, scorn	Flatter, praise
Stain	blemish, tarnish	Honor, purify
Subterfuge	Deceit, Stratagem	Frankness, Openness

MEER SIR ACADEMY

Sporadic	intermittent, scattered	Incessant, frequent
Spurious	Fake, Counterfeit	Genuine, Authentic
Squalid	dirty, filthy	Tidy, Attractive
Spry	Nimble, Brisk	Lethargic, Sluggish
Sterile	Barren, Impotent	Profitable, Potent
Successful	Propitious, Felicitous	Destitute, Untoward
Subsequent	consequent, following	Preceding, previous
Stupor	lethargy, unconsciousness	Sensibility, Consciousness
Subvert	Demolish, sabotage	Generate, organize
Substantial	Considerable, solid	Tenuous, fragile
Sycophant	Parasite, flatterer	Devoted, loyal
Superficial	Partial, shallow	Profound, discerning
Taciturn	Reserved, silent	Talkative, extrovert
Taboo	Prohibit, ban	Permit, consent
Temperate	Cool, moderate	Boisterous, violent
Tedious	Wearisome, Irksome	Exhilarating, lively
Tenacious	Stubborn, Dodge	Docile, non- resinous
Tenement	Apartment, Digs	Breakeven, dislodge
Timid	Diffident, coward	Bold, intrepid
Throng	Assembly, crowd	Dispersion, sparsity
Transient	Temporal, transitory	Lasting, enduring
Tranquil	Peaceful, composed	Violent, furious
Treacherous	Dishonest, duplicitous	Forthright, reliable
Trenchant	Assertive, forceful	Feeble, ambiguous
Tumultuous	Violent, riotous	Peaceful, harmonious
Trivial	Trifling, insignificant	Significant, veteran
Tame	Compliant, Subdued	Wild, untamed
Tyro	Beginner, riotous	Proficient, veteran
Thick	Chunky, massive	Thin, attenuated
Terse	Incisive, Compact	Diffuse, Gentle
Tranquil	Amicable, Calm	Agitated, Fierce
Thrifty	Frugal, prudent	Extravagant
Tremble	Vibrate	Steady

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Transparent	Diaphanous	Opaque
Utterly	Completely, entirely	Deficiently, incomplete
Uncouth	Awkward, ungraceful	Elegant, Compensate
Uncouth	Boorish, Clownish	Elegant, Compensate
Umbrage	Chagrin, offense	Sympathy, goodwill
Urge	Incite, Implore	Abhorrence, Abomination
Urchin	Foundling, Orphan	Creep, Knave
Vagrant	Wander, roaming	Steady, settled
Vain	Arrogant, egoistic	Modest
Vanity	Conceit, pretension	Modesty, Humility
Valor	Bravery, prowess	Fear, cowardice
Venom	Poison, malevolence	Antidote, Benevolent
Venerable	Esteemed, honored	Unworthy, immature
Vicious	Corrupt, obnoxious	Noble, Virtuous
Veteran	Ingenious, experienced	Novice, tyro
Vivacious	Spirited, Energetic	Dispirited, Unattractive
Vigilant	Cautious, alert	Careless, negligent
Vouch	Confirm, consent	Repudiate, prohibit
Vilify	Malign, Slur, Defame	Cherish, Commend
Vivid	Eloquent, lucid	Dull, Dim
Virtue	Ethic, morality	Vice, dishonesty
Wan	Pale, faded	Bright, healthy
Waive	Relinquish, remove	Impose, Clamp
Wary	cautious, circumspect	Heedless, negligent
Wane	Decline, Dwindle	Ameliorate, Rise
Wicked	vicious, immoral	Virtuous, Noble
Wed	marry, combine	Divorce, Separate
Wile	Trickery, Artifice	Naivety, honor
Wield	Exert, employ	Forgo, avoid
Wilt	wither, perish	Revive, bloom
Winsome	Beautiful, Comely	Alluring, Rapturous
Yield	surrender abdicate	Resist, protest
Yell	shout, shriek	Whisper muted

Yoke	connect, harness	Liberate, Release
Yearn	languish, crave	Content, satisfy
Zenith	summit, apex	Nadir, base
Zeal	eagerness, fervor	Apathy, lethargy
Zig -zag	oblique, wayward	Straight, unbent
Zest	delight, enthusiasm	Disgust, passive

ACTIVE & PASSIVE VOICE

Let us first understand the meaning of voice, and what is active voice and passive voice.

What is Voice of a verb?

The voice of a verb expresses whether the subject in the sentence has performed or received the action.

Example:

- The watchman opens the door.
- The door is opened by the watchman.

Types of Voices of Verb

Verbs have two voices (i) Active Voice (ii) Passive Voice

Active Voice – When an action performed by the subject is expressed by the verb, it is an active voice.

Active voice is used when more straightforward relation and clarity is required between the subject and the verb.

Active Voice example:

- Hens lay eggs.
- Birds build nests.

Passive Voice – When the action expressed by the verb is received by the subject, it is passive voice.

Passive voice is used when the doer of the action is not known and the focus of the sentence is on the action and not the subject.

Passive Voice Examples:

- Eggs are laid by hens.
- Nests are built by birds.

Active And Passive Voice Rules For Conversion of Sentence

Below are the active-passive voice rules to follow for changing an active sentence into a passive voice.

Before heading to the rules of active-passive voice, let's check the examples of active and passive voice sentences.

Conversion of Active and Passive voice examples

- Rita wrote a letter. (Subject + Verb + Object)
- A letter was written by Rita. (Object) + (auxiliary verb) + (past participle) + (by subject).
- She cooks food. (Subject + Verb + Object)

- The food is cooked by her. (Object) + (auxiliary verb) + (past participle) + (by subject)

Candidates can watch the video on Active-Passive voice rules and concept in English. This will help them gain conceptual knowledge and understand the variety of questions asked in the exams even better.

Rules for Active – Passive Voice Conversions

Rule 1. Identify the (S+V+O) Subject, Verb and object in the active sentence to convert to passive voice

Example:

He drives car. (Subject – He, verb – Drives, object – Car)

Rule 2. Interchange the object and subject with each other, i.e. object of the active sentence become the subject of the passive sentence.

Example :

Active voice : She knits sweater. (Subject – She, Verb – Knits, Object – Sweater)

Passive Voice : The sweater is knitted by her. (Object sweater is interchanged with the subject She).

Rule 3. In passive voice sometimes the subject is not used, i.e. the subject in passive voice can be omitted if the sentence without it gives enough meaning.

Example :

Milk is sold in litres

Rule 4. Change the base verb in the active sentence into the past participle ie. third form verb in a passive sentence i.e. preceded by (By, With, to, etc). Base verbs are never used in passive voice sentences.

Example:

- Active voice: She prepares dinner.
- Passive voice: The dinner is prepared **by** her.
- Active voice: She knows him.
- Passive voice: He is known **to** her.
- Active voice: Juice fills the jar.
- Passive voice: The jar is filled **with** juice.

Rule 5. While conversion of Active voice sentence to Passive voice sentence, the pronoun used in the sentence also changes in the following manner.

Active Voice Pronoun	Passive Voice Pronoun
I	Me
We	Us
He	Him
She	Her
They	Them
You	You
It	It

Rule 6. Use the suitable helping or auxiliary verb (is/am/are/was, etc.). The rules for using auxiliary verbs in passive voice sentences are different for each tense.

Example:

- The letter **is** written by her
- A book **was** not bought by her
- Chocolates **are being** eaten by them.

Forms of Active And Passive Voice For All Tenses**1. Simple Present Tense**

Active Sentences	Passive Sentences
He writes an essay	An essay is written by him
Sheena does the housework	The housework is done by Sheena
She cares for the rabbit	The rabbit is being cared for by her
Jacob always plays the guitar	The guitar is always played by Jacob

2. Present Continuous Tense

Active Sentences	Passive Sentences
They are eating bananas	The bananas are being eaten by them
Bob is drawing a diagram	A diagram is being drawn by Bob
Samta is playing the piano	A piano is being played by Samta
She is waiting for Reema	Reema is being waited for by her

3. Present Perfect Tense

Active Sentences	Passive Sentences
Has he done the work?	Has the work been done by him?
Have they left the apartment?	Has the apartment been left by them?
He created this masterpiece	This masterpiece is created by him
He read the newspaper	The newspaper is being read by him

Note- [except certain exemptions, no passive Voice formation for the following tenses can be formed, Present Perfect Continuous Tense, Past Perfect Continuous Tense, Future Perfect Continuous Tense and Future Continuous Tense]

1. Simple Past Tense

Active Voice	Passive Voice
Ria paid the bills	The bills were paid by Ria
The teacher called the student	The student was called by the teacher
She did not buy the fruits	The fruits were not bought by her

2. Past Progressive/Continuous Tense

Active Voice	Passive Voice
They were waiting for him	He was being waited for by them
Astha was learning French	French was being learnt by Astha
She was playing kabaddi	Kabaddi was being played by her

3. Past Perfect Tense

Active Voice	Passive Voice
She won the match	The match had been won by her
I had finished her work	Her work had been finished by me
He had missed the last metro	The last metro had been missed by him

1. Simple Future Tense

Active Voice	Passive Voice
He will write a letter	A letter will be written by him
He will repair her cycle	Her cycle will be repaired by him
He shall start the meeting	The meeting will be started by him

2. Future Perfect Tense

Active Voice	Passive Voice
Meena will not have changed the bedsheet	The bed sheet will not have been changed by Meena
They will have won the match	The match will have been won by them
Reena will have washed the skirt	The skirt will have been washed by Reena

Active And Passive Voice – Sample Questions

[Directions] In the following questions, a sentence has been given in either Active or Passive Voice. From the four options select the one which best expresses the same sentence in the opposite voice than mentioned in the question.

Q.1. Never disobey your elders - You are asked not to disobey your elders. - You are ordered not to disobey your elders. - Do not disobey your elders. - You are not to disobey your elders. Answer (1) You are asked not to disobey your elders	Q.2. The students were listening to the teacher. - The teacher is listened to by the students. - The teacher listened to students. - The teacher was listening to by the students - The teacher was listened to by the students. Answer (4) The teacher was listened to by the students.
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Q.3. I have to do it. 1. It is be done by me. 2. It should to be done by me. 3. It has to be done by me. 4. It would to be done by me. Answer (3) It has to be done by me.	Q.4. Tell the maid to prepare tea. 1. You are ordered to tell the maid to prepare tea. 2. You are said to tell the maid to prepare tea. 3. You are advised to tell the maid to prepare tea. 4. You are asked to tell the maid to prepare tea. Answer (4) You are asked to tell the maid to prepare tea.
Q.5. Who stole your bike? 1. Your bike was stolen by him? 2. By whom was your bike stolen? 3. Your bike was stolen by whom? 4. By whom your bike stolen? Answer (2) By whom was your bike stolen?	

ONE WORD SUBSTITUTION

One word substitution is the use of one word in place of a wordy phrase in order to make the sentence structure clearer. The meaning, with the replacement of the phrase remains identical while the sentence becomes shorter.

One Word Substitution Example:

My friend drives me in a car around town. Using one-word substitution in this sentence would give something like this – My friend **chauffeurs** me around town.

To avoid confusion, we have categorised the list of one-word substitution into 8 categories:

List of One Word Substitution

The table below highlights the one-word substitution related to generic terms, for competitive exams:

One Word Substitution For Generic Terms

List Of One Word Substitution	
One Word Substitution	Generic terms
An act of abdicating or renouncing the throne	Abdication
An annual calendar containing important dates and statistical information such as astronomical data and tide tables	Almanac
A cold-blooded vertebrate animal that is born in water and breathes with gills	Amphibian
A story, poem, or picture that can be interpreted to reveal a hidden meaning, typically a moral or political one	Allegory

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A statement or proposition on which an abstractly defined structure is based	Axiom
A nation or person engaged in war or conflict, as recognized by international law	Belligerent
An examination of tissue removed from a living body to discover the presence, cause or extent of a disease	Biopsy
The action or offence of speaking sacrilegiously about God or sacred things; profane talk	Blasphemy
The arrangement of events or dates in the order of their occurrence	Chronology
A vigorous campaign for political, social, or religious change	Crusade
Lasting for a very short time	Ephemeral
Spoken or done without preparation	Extempore
Release someone from a duty or obligation	Exonerate
Fond of company	Gregarious
Making marks that cannot be removed	Indelible
Incapable of making mistakes or being wrong	Infallible
Certain to happen	Inevitable
A sentimental longing or wistful affection for a period in the past	Nostalgia
A solution or remedy for all difficulties or diseases	Panacea
A doctrine which identifies God with the universe	Pantheism
Excessively concerned with minor details or rules	Pedantic
The practice of taking someone else's work or ideas and passing them off as one's own	Plagiarism
Safe to drink	Potable
The emblems or insignia of royalty	Regalia
Violation or misuse of what is regarded as sacred	Sacrilege
A position requiring little or no work but giving the holder status or financial benefit	Sinecure
A thing that is kept as a reminder of a person, place, or event	Souvenir
An imaginary ideal society free of poverty and suffering	Utopia
Denoting a sin that is not regarded as depriving the soul of divine grace	Venial
In exactly the same words as were used originally	Verbatim

One Word Substitution For Government/Systems

One Word Substitutes	Government/System
A state of disorder due to absence or non-recognition of authority or other controlling systems	Anarchy
A form of government in which power is held by the nobility	Aristocracy
A system of government by one person with absolute power	Autocracy
A self-governing country or region	Autonomy
A system of government in which most of the important decisions are taken by state officials rather than by elected representatives	Bureaucracy
A system of government by the whole population or all the eligible members of a state, typically through elected representatives	Democracy
A state, society, or group governed by old people	Gerontocracy
A state or country run by the worst, least qualified, or most unscrupulous citizens	Kakistocracy
Government by new or inexperienced hands	Neocracy
Government by the populace	Ochlocracy
A small group of people having control of a country or organization	Oligarchy
Government by the wealthy	Plutocracy
Government not connected with religious or spiritual matters	Secular
A form of government with a monarch at the head	Monarchy
A political system based on the government of men by God	Thearchy

One Word Substitution For Venue Or Spot

List of One Word Substitutions	Venue/Spot
A collection of historical documents or records providing information about a place, institution, or group of people	Archives
A large cage, building, or enclosure to keep birds	Aviary
A building where animals are butchered	Abattoir
A place where bees are kept; a collection of beehives	Apiary
A building containing tanks of live fish of different species	Aquarium
A place or scene of activity, debate, or conflict	Arena
A collection of weapons and military equipment	Arsenal
An institution for the care of people who are mentally ill	Asylum

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A hole or tunnel dug by a small animal, especially a rabbit, as a dwelling	Burrow
A collection of items of the same type stored in a hidden or inaccessible place	Cache
A public room or building where gambling games are played	Casino
A large burial ground, especially one not in a churchyard	Cemetery
A room in a public building where outdoor clothes or luggage may be left	Cloakroom
A place where a dead person's body is cremated	Crematorium
A Christian community of nuns living together under monastic vows	Convent
Nursery where babies and young children are cared for during the working day	Creche
A stoppered glass container into which wine or spirit is decanted	Decanter
A large bedroom for a number of people in a school or institution	Dormitory
The nest of a squirrel, typically in the form of a mass of twigs in a tree	Drey
A room or building equipped for gymnastics, games, and other physical exercise	Gymnasium
A storehouse for threshed grain	Granary
A large building with an extensive floor area, typically for housing aircraft	Hangar
A box or cage, typically with a wire mesh front, for keeping rabbits or other small domesticated animals	Hutch
A place in a large institution for the care of those who are ill	Infirmary
A small shelter for a dog	Kennel
A place where wild animal live	Lair
A place where coins, medals, or tokens are made	Mint
A collection of wild animals kept in captivity for exhibition	Menagerie
A building or buildings occupied by a community of monks living under religious vows	Monastery
A place where bodies are kept for identification	Morgue
A piece of enclosed land planted with fruit trees	Orchard
A large natural or artificial lake used as a source of water supply	Reservoir
A small kitchen or room at the back of a house used for washing dishes and another dirty household work	Scullery
A close-fitting cover for the blade of a knife or sword	Sheath
A room or building for sick children in a boarding school	Sanatorium
A place where animal hides are tanned	Tannery
A large, tall cupboard in which clothes may be hung or stored	Wardrobe

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One Word Substitution For Group/Collection

One Word Substitution	Group/Collection
A group of guns or missile launchers operated together at one place	Battery
A large bundle bound for storage or transport	Bale
A large gathering of people of a particular type	Bevy
An arrangement of flowers that is usually given as a present	Bouquet
A family of young animals	Brood
A group of things that have been hidden in a secret place	Cache
A group of people, typically with vehicles or animals travelling together	Caravan
A closed political meeting	Caucus
An exclusive circle of people with a common purpose	Clique
A group of followers hired to applaud at a performance	Claque
A series of stars	Constellation
A funeral procession	Cortege
A group of worshippers	Congregation
A herd or flock of animals being driven in a body	Drove
A small fleet of ships or boats	Flotilla
A small growth of trees without underbrush	Grove
A community of people smaller than a village	Hamlet
A group of cattle or sheep or other domestic mammals	Herd
A large group of people	Horde
A temporary police force	Posse
A large number of fish swimming together	Shoal
A strong and fast-moving stream of water or other liquid	Torrent



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One Word Substitution List for a Person Or People

One Word Substitution	Person/People
One who is not sure about God's existence	Agnostic
A person who deliberately sets fire to a building	Arsonist
One who does a thing for pleasure and not as a profession	Amateur
One who can use either hand with ease	Ambidextrous
One who makes an official examination of accounts	Auditor
A person who believes in or tries to bring about a state of lawlessness	Anarchist
A person who has changed his faith	Apostate
One who does not believe in the existence of God	Atheist
A person appointed by two parties to solve a dispute	Arbitrator
One who leads an austere life	Ascetic
An unconventional style of living	Bohemian
One who is bad in spellings	Cacographer
One who feeds on human flesh	Cannibal
A person who is blindly devoted to an idea/ a person displaying aggressive or exaggerated patriotism	Chauvinist
A critical judge of any art and craft	Connoisseur
Persons living at the same time	Contemporaries
One who is recovering health after illness	Convalescent
A girl/woman who flirts with a man	Coquette
A person who regards the whole world as his country	Cosmopolitan
One who is a centre of attraction	Cynosure
One who sneers at the beliefs of others	Cynic
A leader or orator who espouses the cause of the common people	Demagogue
A person having a sophisticated charm	Debonair
A leader who sways his followers by his oratory	Demagogue
A dabbler (not serious) in art, science and literature	Dilettante
One who is for pleasure of eating and drinking	Epicure
One who often talks of his achievements	Egotist
Someone who leaves one country to settle in another	Emigrant
A man who is womanish in his habits	Effeminate
One who is hard to please (very selective in his habits)	Fastidious

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One who runs away from justice	Fugitive
One who is filled with excessive enthusiasm in religious matters	Fanatic
One who believes in fate	Fatalist
A lover of good food	Gourmand
Conferred as an honour	Honorary
A person who acts against religion	Heretic
A person of intellectual or erudite tastes	Highbrow
A patient with imaginary symptoms and ailments	Hypochondriac
A person who is controlled by wife	Henpeck
One who shows sustained enthusiastic action with unflagging vitality	Indefatigable
Someone who attacks cherished ideas or traditional institutions	Iconoclast
One who does not express himself freely	Introvert
Who behaves without moral principles	Immoral
A person who is incapable of being tampered with	Impregnable
One who is unable to pay his debts	Insolvent
A person who is mentally ill	Lunatic
A person who dislikes humankind and avoids human society	Misanthrope
A person who is primarily concerned with making money at the expense of ethics	Mercenary
Someone in love with himself	Narcissist
One who collect coins as hobby	Numismatist
A person who likes or admires women	Philogynist
A lover of mankind	Philanthropist
A person who speaks more than one language	Polyglot
One who lives in solitude	Recluse
Someone who walks in sleep	Somnambulist
A person who is indifferent to the pains and pleasures of life	Stoic
A scolding nagging bad-tempered woman	Termagant
A person who shows a great or excessive fondness for one's wife	Uxorious
One who possesses outstanding technical ability in a particular art or field	Virtuoso

One Word Substitution For Death/Murder

One Word Substitution	Murder/Death
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A solemn procession, especially for a funeral	Cortege
A poem of serious reflection, typically a lament for the dead	Elegy
A phrase or form of words written in memory of a person who has died	Epitaph
Killing of one's son or daughter	Filicide
Destruction or abortion of a fetus	Foeticide
Killing of one's brother or sister	Fratricide
Killing of a large group of people	Genocide
Killing of one person by another	Homicide
Killing of infants	Infanticide
Burial of a corpse in a grave or tomb	Interment
Killing of one's mother	Matricide
A room or building in which dead bodies are kept	Mortuary
A news article that reports the recent death of a person	Obituary
Killing of a parent or other near relative	Parricide
Killing of one's father	Patricide
An examination of a dead body to determine the cause of death	Postmortem
Action of killing a king	Regicide
Killing of one's sister	Sororicide
Act of intentionally causing one's own death	Suicide
Killing of one's wife	Uxoricide

List of One Word Substitutes For Profession/Research

One Word Substitution	Profession/Research
The medieval forerunner of chemistry	Alchemy
A person who presents a radio/television programme	Anchor
One who studies the evolution of mankind	Anthropologist
A person who is trained to travel in a spacecraft	Astronaut
The scientific study of the physiology, structure, genetics, ecology, distribution, classification and economic importance of plants	Botany
A person who draws or produces maps	Cartographer
A person who writes beautiful writing	Calligrapher
A person who composes the sequence of steps and moves for a performance of dance	Choreographer
A person employed to drive a private or hired car	Chauffeur

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A person who introduces the performers or contestants in a variety show	Compere
A keeper or custodian of a museum or other collection	Curator
The branch of biology concerned with cyclical physiological phenomena	Chronobiology
A secret or disguised way of writing	Cypher
The study of statistics	Demography
The use of the fingers and hands to communicate and convey ideas	Dactylology
A person who sells and arranges cut flowers	Florist
A line of descent traced continuously from an ancestor	Genealogy
The therapeutic use of sunlight	Heliotherapy
The art or practise of garden cultivation and management	Horticulture
One who supervises in the examination hall	Invigilator
The theory or philosophy of law	Jurisprudence
A person who compiles dictionaries	Lexicographer
The scientific study of the structure and diseases of teeth	Odontology
One who presents a radio programme	Radio Jockey
The art of effective or persuasive speaking or writing	Rhetoric
The branch of science concerned with the origin, structure and composition of rocks	Petrology
One who studies the elections and trends in voting	Psephologist
An artist who makes sculptures.	Sculptor
The scientific study of the behaviour, structure, physiology, classification and distribution of animals	Zoology

One Word Substitution For Sound

One Word Substitution	Sound
The branch of physics concerned with the properties of sound	Acoustics
The sound of Alligators	Bellow
The sound of Deers	Bell
The sound of Crows	Caw
The sound of Geese	Cackle
The sound of Hens	Cluck
The sound of Dolphins	Click
The sound of Frogs	Croak
The sound of Crickets	Creak

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The sound of Monkeys	Gibber
The sound of Camels	Grunt
The sound of Owls	Hoot
The sound of Penguins	Honk
The sound of Cattle	Moo
The sound of Horses	Neigh
The sound of Nightingales	Pipe
The sound of Ducks	Quack
The sound of Parrots	Screech
The sound of Rats	Squeak
The sound of Birds	Twitter
The sound of Elephants	Trumpet
The sound of Mosquitoes	Whine

Sample Question – One Word Substitutions For the English Language

Directions – In questions given below, out of the four options, pick the one which can be substituted for the given words/ sentence.

Q.1. The Government wing responsible for making Rules 1. Judiciary 2. Executive 3. Court 4. Legislature Answer (4) Legislature	Q.2. Life history of a person written by that person 1. Autobiography 2. Topography 3. Flexography 4. Biography Answer (1) Autobiography
Q.3. One who does not take any alcoholic drink 1. Saint 2. Teetotaller 3. Foretaller 4. Vegetarian Answer (2) Teetotaller	Q.4. A speech delivered without any previous preparation 1. Elocution 2. Dialogue 3. Extempore 4. Dialect Answer (3) Extempore

Q.5. A disease which attacks many people in a particular area in one time

1. Epidemic
2. Pandemic
3. Sardonic
4. Academic

Answer (1) Epidemic



Homonyms| Homophones| Homograph

Before heading towards the list of Homophones, it is important to understand the meaning and difference between Homophones, Homonyms and Homographs.

Homonyms

The word “homonym” comes from the prefix “homo”, meaning “the same”, and the suffix “-nym,” means “the name”. Hence, Homonyms are words that sound alike and have different meanings. They either sound the same or are spelt the same, but their meanings are different. Two or more words with the same spellings but different pronunciation and meaning are called heteronyms.

Homonym Examples:

1. Address – location/ to speak to
2. Bark – the sound of dogs/ tree’s outer layer
3. Band – a ring/ a musical group

Homophones

Homophones sound the same but have different meanings and have different spellings too.

Homophones Examples:

1. Altar/ Alter
2. Berth/ Birth
3. Cast/ Caste
4. Days/ Daze
5. Earn/ Urn

Homographs

Homographs are words that are spelt the same but have different meanings. Understand it with examples.

Homographs Examples:

1. Entrance – the way in/ to delight
2. Bow – to incline/ type of knot

3. Bat – an animal/sports equipment

Homophones List

Given below is the list of homophones containing 30 homophone words along with their examples.

List of Homophones	
Homophone Words & Sentences	Homophone Words & Sentences
Aural -The Aural experience of the concert was impressive	Oral- She practices good oral hygiene
Ascent – He began a long ascent of Mt. Everest	Assent – They want the PM’s assent on the bill
Access – The elevator gave access to the top floor	Excess – Do not take an excess of stress in life
Ate – The ape ate all the apples	Eight – We will meet after the office at eight
Bald – He is planning to go bald (hairless)	Bawled – She began to bawl (cry) like a child
Baron – His mother is a press baron (important person)	Barren – This hall used to be a barren building
Blew – He picked a tissue and blew his nose	Blue – His favourite colour is blue
Band – He played the guitar in the live band yesterday	Banned – Taking pets to malls should be banned
Beat – Will he be able to beat the champion of all times?	Beet – He loves to eat beet because it is healthy
Bolder – She is bolder and stronger to cope with the situation	Boulder- He was sitting on a boulder when he fell into the sea
Brake – Use the brake to stop the truck or it will kill the dog	Break – The children play and enjoy during the break
Carat – He bought her half-a-carat diamond ring	Carrot – Drinking carrot juice regularly is good for health
Callous – His callous comments make me feel sad	Callus – The irritated cells healed by forming callus
Ceiling – The ceiling of the palace shone like gold and diamond	Sealing – The closing door sounded like the sealing of her fate
Cent – He was treated in hospital for 50 cents	Scent – The scent of the sandal is refreshing and sweet

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Choir – She is a member of a church choir	Quire – The scribe numbered the quires of the manuscripts leaves
Censor – The film got the approval from the censor	Sensor – There are sensor water taps in the office building and there is no need to touch them
Dual – The meeting with the Chairman will serve dual purpose.	Duel – Do you think we should duel over this?
Disburse – I disbursed the EMI for our house	Disperse – Seeds can be dispersed with the storms
Dam – The torrential rain might burst the dam	Damn – She treated her badly and she will be damned to hell for it
Die – Doctors said she will die as she is suffering from cancer	Dye – She dyed her hair pink
Eave – The wild bees usually nest under the eaves of the building	Eve – On the eve of her birthday we have planned a surprise
Eye – She is blind in one eye	Aye – Aye! you are right here and they are searching for you all over.
Fined – He was fined 10 thousands rupees for driving without a helmet.	Find – I could find myself new topics to write articles
Flair – She had the flair for writing	Flare – A flare of something went through her face when she met an accident
Franc – He might be from France as I can see the currency Franc in his wallet	Frank – She is frank and open-hearted
Gait – We saw the gait (walking style) of a Cheetah in the zoo	Gate – The guard opened the gate and let the students in the school
Hew – The carpenters will hew the logs with an axe	Hue – The hue of the prism is like the rainbow in the sky
Holy – Kashi is a holy place and a tourist attraction as well	Wholly – The claims from the insurance is wholly without the interest
Islet – The islet of Santa Clara is worth visiting	Eyelet – He saw the kidnappers from the eyelet of the wall in his room
Idle – She was sitting idle but did not complete the assignments given	Idol – He is the idol of all the young singers in the industry

Homonyms List

Given below is the list of homophones containing 20 homophone words along with their examples.

List of Homonyms	
S.No	Homonym Examples with Sentences
1.	Address Sentence 1: Take my address and send all the posts there. Sentence 2: The Prime Minister is going to address the crowd tomorrow.
2.	Band Sentence 1: I love attending musical band performances. Sentence 2: I don't prefer to tie my hair with a band.
3.	Bat Sentence 1: Her bat got old hence, she wanted a new one. Sentence 2: Bats are usually seen at night.
4.	Match Sentence 1: I love watching cricket matches. Sentence 2: Sonam and Raghav make a great match.
5.	Mean Sentence 1: He has a mean personality. Sentence 2: I didn't mean to offend him.
6.	Right Sentence 1: You have to take a right turn to reach that supermarket. Sentence 2: Her decisions are often right.
7.	Ring: Sentence 1: Rahul is going to buy a diamond ring for his wife. Sentence 2: Don't forget to ring me before you come home.
8.	Rock: Sentence 1: There are majorly three types of rocks – Igneous, Sedimentary and Metamorphic. Sentence 2: She constantly rocks him to sleep.
9.	Rose: Sentence 1: She loves red roses. Sentence 2: She rose to the designation of vice-president recently.
10.	Spring: Sentence 1: It is not bouncing much because it has lost its spring. Sentence 2: Spring is one of the four major seasons.
11.	Stalk: Sentence 1: In hunger, he started chewing on the stalk of the grass. Sentence 2: He was detained for stalking a woman for long.
12.	Well: Sentence 1: I wish her well all the time. Sentence 2: They used to walk long to fetch water from the well.

13.	Clip: Sentence 1: Before going to school tomorrow, don't forget to clip your nails. Sentence 2: I need a metal clip to hold that wire in place.
14.	Date: Sentence 1: The result is expected on any date now. Sentence 2: I hate eating dates.
15.	Drop: Sentence 1: Make sure not to drop any book while carrying it to the store. Sentence 2: I am going to drop this year for my engineering preparation.
16.	Fly: Sentence 1: You have to fly to Delhi to attend that interview. Sentence 2: There is a fly in my cup.
17.	Letter: Sentence 1: He used to send me letters when he was away. Sentence 2: You forgot the letter 'E' in the word epitome.
18.	Palm: Sentence 1: I don't believe in palm-reading. Sentence 2: You can find coconut palm in Malaysia.
19.	Park: Sentence 1: There is a beautiful park right in front of her mansion. Sentence 2: You can't park your car in the no-parking zone.
20.	Point: Sentence 1: Don't point your fingers at her on your mistake. Sentence 2: He made a valid point in the meeting today.

English Homophones Words – Sample Questions

Directions: Out of the sentences given and numbered below, choose the sentence in which the homophone/homonym is correctly used.

Q.1. (1) The robbers seas the money in the bank/ (2) Tina seas three geese in the pond/ (3) The sailor travelled the deep seas during the voyage. 1. 1 is correct 2. 2 is correct 3. 3 is correct 4. None is correct Answer (3) The sailor travelled the deep seas during the voyage	Q.2 (1) He is feeling blew today as he did not sleep last night/ (2) My dress has blew flowers on it/ (3) the waves were rising because the wind blew across the ocean. 1. 1 & 3 are correct 2. 2 is correct 3. 2 & 3 are correct 4. Only 3 is correct Answer (4) The waves were rising because the wind blew across the ocean
Q.3. (1) He gifted a new pair of shoes to her for the dance/ (2) he ate a pair during lunchtime/ (3) do not eat the rotten pair kept on the basket 1. Only 1 is correct	Q.4. (1) Her bare hands got cold while playing with the snow/ (2) the challenge was to walk on the broken glass Bearfoot/ (3) he tortured her and she used to bare silently. 1. 1 is correct 2. 2 and 3 are correct

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2. Only 2 is correct 3. Both 1 and 2 are correct 4. Only 3 is correct Answer (1) He gifted a new pair of shoes to her for the dance	3. Only 3 is correct 4. None is correct Answer (1) Her bare hands got cold while playing with the snow
Q.5. (1) She has to pay her library dews/ (2) the plants in the morning are covered with dews/ (3) Are you going to dew all your office work for home? 1. 1 is correct 2. 2 is correct 3. 3 is correct 4. None is correct Answer (2) The plants in the morning are covered with dews	 MEER SIR ACADEMY Contact No.: 6006688498, 8700911759 A-3, First Floor, Sultanate Plaza, Batla House, New Delhi-110025 ISHA MAM Managing Director B.Sc., D.El.Ed (JMI) 3 Years Experience

LIST OF IDIOMS AND PHRASES

1. **Decked up** – put on special clothes to appear particularly appealing and attractive
2. **Doing the rounds** – to be passed from one person to another
3. **Between the cup and the lips** – On the point of achievement
4. **A damp squib** – Complete failure
5. **Put off** – an evasive reply, to delay doing something, especially because you do not want to do it
6. **A dime a dozen** – Anything that is common and easy to get
7. **Cast iron stomach**– Someone who has no problems, complications or ill effects with eating anything
8. **A mare's nest**– A false invention
9. **Takes a beating** – to be damaged because of performing badly or being criticized
10. **A chip on your shoulder** – Being upset for something that happened in the past
11. **A toss-up** – A result that is still unclear and can go either way
12. **An iron hand** – By force
13. **A taste of your own medicine** – When you are mistreated the same way you mistreat others
14. **At the drop of a hat** – Willing to do something immediately
15. **A man of straw** – A weak person
16. **Bite your tongue** – To avoid talking
17. **An eyewash** – A pretence
18. **At sixes and seven**– Persons who are having different opinions
19. **Bite off more than you can chew** – To take on a task that is way too big to handle
20. **Can't cut the mustard**– Someone who isn't adequate enough to compete or participate
21. **Call a spade a spade**– Straight talks
22. **Don't count your chickens before they hatch**– Don't rely on it until you sure of it
23. **Dog days of summer**– The hottest day of the summer season
24. **Ever and anon**– Now and then, occasionally
25. **Field day**– An enjoyable day or circumstance
26. **Bits and Pieces**– small things of different types

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27. **Kick the bucket**– Die
28. **Know the ropes**– To understand the details
29. **Latin and Greek**– Unable to understand
30. **Like a chicken with its head cut off**– To act in a frenzied manner, crazily

Idioms And Phrases – Sample Questions For Verbal Ability

Directions [1 to 5]– Statements given below have few words or phrases highlighted bold. choose the correct option that is grammatically correct and conveys the same meaning as the highlighted word/phrase.

Q1. Funny how you can get a bee in your bonnet about the most unlikely matters. - go wild - obsessed with an idea - speak succinctly - stay up Answer (2) obsessed with an idea	Q2. I understand that you don't like the necklace he brought, but, it is a gift, so please, don't look a gift horse in the mouth. - don't judge it by price - don't compare it with others gift - don't find fault with the gift - don't expect too much Answer (3) don't find fault with the gift
Q3. The sales manager tried every trick in the book to sell the flat to my uncle, but they failed. - Try every possible way - Not ready to bargain - Try to give the least discount - Stuck in the midway Answer (1) Try every possible way	Q4. After decades of neglect, government schools are finally making a fresh start with much-needed improvements to facilities and teaching methods. - Improvising the old thought - Grabbing the eyeballs - Starting something in a new and different way - Giving a jumpstart Answer (3) Starting something in a new and different way
Q5. They thought that Ria would simply give up if her complaint had to go to the court. Now, the will realize that they have caught a Tartar! - Dealing with an expert - Forced to leave something - Dealing with a troublesome person - Wasting time Answer (3) Dealing with a troublesome person	 The advertisement for Meer Sir Academy features a blue background with white and yellow text. It includes contact information (6006688498, 8700911759), website (www.meersir.com), and social media handles (meersir_academy). It lists subjects for Paper-2: Economics, Political Science, Philosophy, Psychology, Sociology, History, Law, Commerce, Education, Social Work, Public Administration, Urdu/English, and Comparative Literature. The address is A-3, First Floor, Sultanat Plaza, Batla House, Jamia Nagar, New Delhi - 25.

IPS FOR ERROR SPOTTING IN THE ENGLISH

Here, we bring you some tips for error spotting in the English Language section of the bank exam syllabus:

1. Certain nouns being a singular form represent plurality and therefore, take a plural verb in a sentence.

Example: police, clergy, people, peasantry, cattle.

- People has left. (Incorrect)

- People have left. (Correct)

2. Certain nouns take the plural verb because of their plural form.

Example: Clothes, Scissors, trousers, amends, spectacles, thanks.

- The spectacles is missing. (Incorrect)
- The spectacles are missing. (Correct)

3. When a noun denoting weight, number, money, length or measure is following a number, the noun form does not change as long as another noun or pronoun follows it.

Example: Million, pair, meter, year, dozen.

- This is a 9-meters scale. (Incorrect)
- This is a 9-meter scale. (Correct)

4. When the pronoun 'one' is used, it should be maintained throughout the whole sentence.

- One must help his siblings. (Incorrect)
- One must help one's siblings. (Correct)

5. For living people 'whose' is generally used and for things that are non-living 'which' is used.

- Which phone is kept on charging? (Incorrect)
- Whose phone is kept on charging? (Correct)

6. 'Fewer' is used for denoting number while 'Less' is used for denoting quantity.

- No less than thirty dogs were. (Incorrect)
- No fewer than thirty dogs were. (Correct)

7. Sentences are always opposite to question tags, for example, if the question tag is positive then the sentence is negative and vice versa.

- It's a bit early, is it? (Incorrect)
- It's a bit early, isn't it? (Correct)

8. Instead of 'who' or 'which', the relative pronoun 'that' is used after adjectives in the superlative degree.

- These are the best which he could get. (Incorrect)
- These are the best that he could get. (Correct)

9. 'As' is used both before and after the adjective to show equality.

- I can write as fast, if not faster than her. (Incorrect)
- I can write as fast as, if not faster than her. (Correct)

10. 'Though' is always followed by 'yet' in a sentence and not by 'but'.

Thus,

- Though he is rich but he is kind. (Incorrect)
- Though he is rich, yet he is kind. (Correct)

11. 'Not' is never used with 'unless' as 'unless' expresses a condition that is always used in the negative sense.

Thus,

- Unless you do not pay the fine, you will not be excused. (Incorrect)
- Unless you pay the fine, you will not be excused. (Correct)

12. 'While' implies a time duration of doing something and 'When' denotes a general sense.

Thus,

- When learning how to box, the technique is of utmost importance. (Incorrect)
- While learning how to box, the technique is of utmost importance. (Correct)

READING COMPREHENSION

Reading Comprehension (RC) is the ability to actively read the information (mostly passages) provided and assimilate the information to answer a given set of questions.

So, to solve the reading comprehension questions, one must be able to:

- Understand the crux of the passage
- Answer questions based on the text provided
- Develop a perspective on the tone and tenor of the given passage
- The most followed rule in the RC section is to understand what you read. It will prove a boon for you if you are able to read fast. Nevertheless, speed is always secondary to understanding. Below are some tips for exam-preparation.

You must answer these questions before starting your preparation for RC:

- What are the types of questions that are asked in a Comprehension?
- What should be the strategy to follow for answering Comprehension?
- What skills can be tested in Comprehension?
- How should one improve in Comprehension?

The length of the passage or the vocabulary used in the passage might appear to be complicated for a candidate but when he/she starts reading the passage, understanding it as well as answering it becomes easier.

Scoring in the passage questions is not difficult because the answers are straightforward and hidden in the passage. Candidates must ensure that they practise more and more comprehension questions to get the hang of how to scan the passage and answer the related questions, without wasting much time.

Reading Comprehension – Passage Types

Apart from the length, difficulty level, and the vocabulary used in the passage, another or rather the most vital aspect of these questions is the topics on which the passage may be asked.

The comprehension is generally based on a piece of recent news or topics related to the competitive exam or can be from any other sphere of life. However, it is essential to note that even if the candidate has a broader idea of the topic, his answers should only be based on the passage's information.

Given below are a few spheres from which the topic for reading comprehensions may be picked:

- **Current Events:** Mostly, the passage is picked from a recent development across the world, which may be hype and is in the news.
- **Economy Related:** Passage related to economic growth or the development of a country may also be put up in the comprehension part.
- **Social Sciences:** This is another sector from which the passage may be put forth in the Verbal Ability section.
- **Philosophy & Psychology:** The comprehension may deal with philosophy and psychology topics, making the topic moderately complicated for the candidate.
- **Imaginary Events:** It is also possible that the passage may be based on fictitious information which may not be realistic and just be imaginary.

Important Rules to Follow While Answering RC Passages-

- One should understand the author's main point.
- Identify the key arguments being put forward to prove that point.
- Identify the author's tone, which can be mocking, curious, respectful, condescending, etc.
- Check for negative conjunctions, and these words will definitely reveal a change in the tone of the author. So, the implication of the author may not be what the initial statement suggests. Examples are: But, nevertheless, however, in spite of, etc.,
- See if there are negative qualifiers words which create doubt about the fact being stated. E.g. perhaps, appears, somewhat, seems like, etc.

Tips To Answer the Reading Comprehension Questions

Given below are a few tips to answer the reading comprehension questions quicker and more efficiently.

- **Read Questions First:** It is recommended that the candidate first read the questions and then move towards reading the passage. This will help the candidate to spot the answer within a shorter time span.
- **Do Not Assume anything:** For reading comprehensions, a crucial point to be kept in mind is that assumptions should not be formed. The data given in the passage is the only information that needs to be used to answer the questions.
- **Solve the vocabulary-based questions first:** There may be questions like antonyms and synonyms or other vocabulary-based questions. The candidate may not have to read the entire passage to answer, so answer them first. This would save precious time.
- **Use the elimination method:** One of the major reasons why candidates tend to make errors in the English section is because of the confusing options given. If a candidate cannot answer the question, he/she must start eliminating the options, which may not be the correct answer until they reach one which they are most confident of.
- **Improve your reading skills:** Try reading the important words and phrases from the passage rather than reading each word in the comprehension. This will help you save some time.
- **Focus on the first and last passage:** The introduction and conclusion of the passage are the most important and may help you with questions like giving a suitable topic for the passage, stating the passage's tone or summarising the passage.

Reading Comprehension – Sample Questions

There are various forms in which the questions from a reading comprehension may be asked in the examination. These include:

- A suitable title to the passage
- Giving antonyms or synonyms for a word from the passage
- Determining the tone of the passage
- Assumptions or conclusions based on the passage
- Fill in the blanks with respect to the passage
- Vocabulary-based questions

The above mentioned are just a few types, based on which questions may be asked in the reading comprehension section.

Given below is an example for the reference of candidates:

Passage: Many United States companies have, unfortunately, made the search for legal protection from import competition into a major line of work. Since 1980 the United States International Trade Commission (ITC) has received about 280 complaints alleging damage from imports that benefit foreign governments' subsidies. Another 340 charge that foreign companies "dumped" their products in the United States at "less than fair value." Even when no unfair practices are alleged, the simple claim that an industry has been injured by imports is sufficient grounds to seek relief.

Contrary to the general impression, this quest for import relief has hurt more companies than it has helped. As corporations begin to function globally, they develop an **intricate** web of marketing, production, and research relationships. The complexity of these relationships makes it unlikely that a system of import relief laws will meet the strategic needs of all the units under the same parent company.

Internationalization increases the danger that foreign companies will use import relief laws against the very companies the laws were designed to protect. Suppose a United States-owned company establishes an overseas plant to manufacture a product while its competitor makes the same product in the United States. If the competitor can prove injury from the imports—and that the United States company received a subsidy from a foreign government to build its plant abroad—the United States company's products will be uncompetitive in the United States, since they would be subject to duties.

Perhaps the most brazen case occurred when the ITC investigated allegations that Canadian companies were injuring the United States salt industry by dumping rock salt, used to de-ice roads. The bizarre aspect of the complaint was that a foreign conglomerate with United States operations was crying for help against a United States company with foreign operations. The "United States" company claiming the injury was a subsidiary of a Dutch conglomerate. In contrast, the "Canadian" companies included a subsidiary of a Chicago firm that was the second-largest domestic producer of rock salt.

Answer the following questions based on the passage given above:

Q 1. Which of the following options is most similar in meaning to the word: "Intricate" mentioned in the article?

1. Twisted
2. Straightforward
3. Simple
4. Advance
5. Developed

Answer: (1) Twisted

Q 2. What is the full form of ITC as per the passage?

1. Imperial Tobacco Company
2. International Trade Commission
3. Indian Trade Company
4. International Trade Corporation
5. Indo-Tibetan Corporation

Answer: (2) International Trade Commission

Q 3. Since 1980 the United States ITC has received how many complaints alleging damage from imports that benefit from subsidies by foreign governments?

1. 180
2. 280
3. 340
4. None of the above
5. Not mentioned in the Passage

Answer: (2) 280

Q 4. As per the passage, which of the following is the second-largest producer of rock salt?

1. A subsidiary of a Canadian Firm
2. A subsidiary of a Chicago Firm
3. A US Firm
4. A Subsidiary of a Dutch Conglomerate
5. Canadian Firm

Answer: (2) A subsidiary of a Chicago Firm

Cloze Test – Introduction to the Concept

What is a Cloze Test?

A Cloze test is an amalgamation of ‘comprehension’ and ‘fill in the blanks’ where your reading, analysing and vocabulary skills are all tested at once. A comprehension or a passage is given in the question which comprises blanks. Candidates need to choose the most appropriate word from the given options, which can most suitably be placed in the blank.

There are various benefits for a candidate if a cloze test is asked in the question paper. This is because to answer these questions, it does not take anything more than 30 seconds and anybody who has a good command over Grammar can easily score high for this topic, thereby increasing the overall scores.

There are two major patterns based on which a cloze test is asked in the examinations:

- **Basic Fill in the Blanks Format:** The simplest format for the cloze test is that a passage is given with multiple blanks and candidates need to choose one correct answer from the given options, which would be appropriate and logically fill the blank.
- **Replacing words:** With the increased competition in the various Government exams, a new pattern for cloze test frequently appears in the examination. Instead of giving blanks, multiple words are given in bold in the passage and candidates need to answer if the word given in bold is appropriate or if it can be replaced with another word from the given options.

In either of the two cases, candidates need to have good command over vocabulary and grammar as only then can they answer these questions easily and efficiently.

LETTER WRITING

From the examiner's point of view, the goal of letter writing is the analysis of the writing skills of candidates, but from the candidate's perspective, the aim of letter writing should be –

1. The letter should fill the communication gap between two parties
2. It should send out a message and express a feeling
3. It should create awareness and provoke thought in the receiver's mind

Each letter that is written can have different objectives, depending on its type. So, first let us understand the types of letter writing.

Types Of Letter Writing

Letter writing can be classified into two types:

1. **Informal Letter:** Informal letters are also known as personal letters. Such types of letters are usually written to relatives, family, friends, or acquaintances. These letters may or may not have a concrete reason for writing. The aim of writing informal letters is to create a personal memoir. It need not adhere to any formalities or follow any set pattern.
2. **Formal Letters:** The letters that follow a certain formality and set pattern are formal letters. Such letters are precise, directly addressing the concerned issue and are kept strictly professional in nature. Formal letters are short and to the point. A variety of letters that fall within the category of formal letters are –
 - ✓ Business letters
 - ✓ Official letters
 - ✓ Social letters
 - ✓ Circular letters
 - ✓ Employment letters

Letter Writing Format

A letter is composed of different elements that change depending upon its nature. The format for both the types of letters is given below.

Letter writing format of Formal Letter

A formal letter must adhere to the prescribed format. The letter writing format of a formal letter is as mentioned below:

- | |
|--|
| <ol style="list-style-type: none">1. Sender's address2. Date3. Receiver's address4. Subject5. Salutation |
|--|

- | |
|--|
| <ul style="list-style-type: none">6. Body of the letter7. Complimentary closure8. Signature line: sender's name, signature and designation |
|--|

- **Sender's address:** One of the most essential components, also known as the return address. It is the mailing address of the sender. The address and contact details of the person sending the letter are written here.
- **Date:** Immediately after the sender's address comes the date on which the letter is written. Candidates, while writing the letter in the exam, can follow any of the formats to write the dates: DD/MM/YY OR MM/DD/YY.
- **Receiver's address:** The corresponding address, i.e. the address of the recipient of the mail is written here. Candidates must start with the receivers' designation followed by the name of the organization and then the full address, Pincode and country (if the information is known).
- **The subject:** This highlights the aim of writing the letter. The subject of the formal letter should be very brief (6 to 8 words) and must be preceded by the word 'Subject'. The receiver, through the subject, understands the purpose of the letter at a glance.
- **Salutation:** This is a customary greeting to the recipient of the letter. If the name of the recipient is known, the salutation starts with 'Dear' followed by Mr/Mrs/Miss, etc. If the person is unknown or even the gender is not known the recipient can be addressed as Dear Sir/Dear Madam.
- **Body:** The most important element of any letter. It furnishes the reason behind writing the letter. For formal letters, candidates should use short, clear, logical paragraphs to state the subject matter. The body of the letter is generally divided into 3 paragraphs:
 - 1. Introduction that states the main point.
 - 2. Middle part: Supporting points and details to justify the need and importance of letter writing.
 - 3. Conclusion: Request for some action or what is expected.
- **Complimentary Closure:** This is to end the letter with respect in a polite manner such as 'Yours faithfully', 'Yours sincerely', etc.
- **Signature Line:** This is the last part where the sender of the letter signs off with his first or last name. The signature line may also include a second line for the title or designation of the sender.

Candidates writing formal letters in the exam must remember the following pointers.

- Use of colloquial words, short forms, slang language and abbreviations are restricted.
- The letter must be to the point, precise and clearly indicating the message.
- The subject line is very important in Formal Letters.

Letter writing format of Informal Letters

Candidates writing informal letters need to follow the below-mentioned format.

- | |
|---|
| <ol style="list-style-type: none">1. Address2. Date3. Salutation4. Body of the letter5. Sender's name and signature |
|---|

1. **Address:** The sender's address is important in informal letters. Since informal letters are personal letters and sent to acquaintances or people who are known, the receivers' address is only mentioned on the envelope carrying the letter.
2. **Date:** Same as in a formal letter format.
3. **Salutation;** in informal letters can be Dear/Dearest/ Hi/Hello followed by the first name/nickname of the recipient.
4. **Body:** The body in the informal letters can be long and detailed containing diverse feelings, experiences, advice, news, etc.
5. **Sender's name** and signature are the same as in the formal letters.

Important pointers of Informal letter

1. The subject line is not required in an Informal Letter.
2. No prescribed format has to be strictly followed.
3. The usage of language must be friendly and casual.
4. The letter can have extra information, as per the sender's choice.

PRECIS WRITING

Precis writing is summarising a comprehension in limited words, covering all the important aspects and details of the passage given.

Rules of Precis Writing

To avoid making any errors in writing a precis, follow a set of rules as mentioned below:

1. Read the comprehension carefully
2. Note down the important points
3. Make a rough draft of the precis
4. Make use of simple and precise language, as much as possible
5. Draft the final precis once all the points have been included

Important Features of a Good Precis

There are various components that make a good precis. For candidates who have just started their preparation for the upcoming Government exams, knowing the features of a good precis is extremely vital. Discussed below are a few of the features which shall help you write a good precis:

- **Length of the Precis:** Do not write a lengthy precis. In most cases, the number of words must be almost one-third of the word count of the passage or comprehension.
- **It should be convenient to read:** Make sure that the precis you write does not have too complex a vocabulary or is too complicated to understand.
- **Cover all the essential points:** While reading the passage, make a note of the important points and ensure that no point is skipped.
- **Must be coherent:** The important terms with respect to the passage must be included in the precis as well.
- **Use an appropriate Title:** The precis needs to have a title. So, the candidates must ensure that the title is in sync with the comprehension.
- **Details in precis must match the details in the passage:** No other information apart from the one given in the passage must be included in the precis and all the important information mentioned in the passage must certainly be included.

Dos & Don'ts in Precis Writing

Dos for Precis Writing

- Begin with the basic idea of the passage to make the precis convenient to read.
- Give a clear idea pertaining to what the reader is about to read.
- While reading the passage, make a note of all the important points and include them in the precis.
- Follow the main idea of the passage with the facts/points of improvement/ methods,, etc. as mentioned in the comprehension.
- Include all the important keywords and terms which are used in the passage.
- Keep a track of the tenses you use. Data related to historical events of the past must be described in the past tense only.
- There must be a relation between the data you are writing in the precis. It should have some common links.

Don'ts for Precis Writing

- The length of the precis must be shorter than the length of the passage.
- Do not overcomplicate the precis and use easy vocabulary.
- Do not make assumptions or add information in the precis as per your own imagination.
- Do not give your own opinion or criticism over the comprehension.
- Avoid using abbreviations.
- Do not enter statements in the question format in the precis.
- Don't focus on any one point for very long. Keep the information as precise as possible.

Precis Writing Examples and Questions

A paragraph on any topic may be presented in the question paper and candidates must know that they do not need any extra or general information to write the precis. So, even if the topic of the comprehension is not well known by the candidate, he/she must not panic and must pay attention while reading the passage. Converting what has been written in the passage into your own words and ensuring the reader understands what the paragraph says, is the only job of an applicant while writing a precis. Given below is a precis writing example, for your reference.

Comprehension Passage:

Everybody knows what a “good” man means and how he should be. Our definition of a good man is the one who does not smoke, or drink or avoids the usage of bad language. A good man is ideally expected to converse in front of men as he would in front of women. He is also expected to attend the Church regularly and have correct opinions on all subjects. He has a wholesome horror of wrong-doing and realizes that it is our painful duty to reprimand sin. He is not anticipated to have wrong thinkings and has the authority to protect the young. His duties are not just restricted to the professional front but also needs to spend quality time doing good deeds. He must be patriotic and a keen believer of military training, he should promote industry, must be sober and have virtue among wage earners and their children. He must be a role model for all and it is expected that he leads a way which the younger generation would willingly follow. Above all, of course, his “morals” in the narrow sense must be admirable.

Precis Writing:

Title: Attributes of a Good Man

The characteristics of a good man are known and he is expected to be religiously profound, must not smoke, drink or use bad language. His behaviour must be the same for all genders and he is expected to be a role model for the young ones. He must know his duties and avoid taking up the path of sin. He must be good not only in the professional space but also help people in need. He must be someone who can be admired and is praiseworthy.

RULES TO SOLVE SENTENCE CORRECTIONS QUESTIONS

Rule 1: The articles a/an or the are not used with words such as (kind of, sort of, type of, etc)

Example:

Incorrect – What type of **the books** you like to read?

Correct – What type of **books** do you like to read?

Incorrect – What sort of **an insect** is that?

Correct – What sort of **insect** is that?

Rule 2: Sentences with words ‘each of’ ‘one of’ ‘none of’ is always followed by a plural form of the noun.

Examples:

Incorrect: Each of the **player** performed well in the match.

Correct – Each of the **players** performed well in the match.

Incorrect – None of the **student** scored above 90% in boards.

Correct – None of the **students** scored above 90 % in boards.

Rule 3: The collective noun takes a plural verb when not used as a single unit.

Example:

Incorrect: The resources **was** divided based on **its** expertise

Correct: The resources **were** divided based on **their** expertise.

Rule 4: Use Present Continuous tense rather than simple present tense, when the recurring action is problematic.

Example:

Incorrect: She always **hits me** without any reason

Correct: She **is always hitting me** without any reason

Rule 5: If, in a sentence, two action clauses are to take place in the future, use simple present tense for conditional clause and simple future tense for the other clause.

Example:

Incorrect: The moment she **will enter** the room, we **will start** singing the birthday song

Correct: The moment she **enters** the room we **will start** singing the birthday song.

Rule 6: For impossible past conditions, use past perfect and for its likely results use Would+Have+ 3 form of Verb. Past perfect is used for impossible past conditions.

Example:

Incorrect: If Jacob **would have** called me. I **would have** picked him up from the airport.

Correct: If Jacob **had called** me, I **would have** picked him up from the airport.

What is the Degree of Comparison?

To describe, quantify, modify or identify nouns/pronouns, adjectives are used or reused. Adjectives have their own degrees called degrees of adjectives or degrees of comparison that compare one thing/person to another.

Adjectives have three degrees of comparison –

- Positive degree of adjectives
- Comparative degree of adjectives
- Superlative degree of adjectives

Degrees of Comparison examples:

Positive degree – The cat runs fast.

Comparative degree – The cat runs faster than dogs.

Superlative degree – The cat runs fastest of all animals.

Degree Of Comparison Rules

Rule 1. When two items/people are compared, a comparative degree is used by putting ‘er’ to the adjective word in association with the word ‘than’. In some cases ‘more’ is used.

Comparative degree example:

- She is **smarter than** her sister.
- She is **more cheerful than** her sister.

Similarly, when more than two things/people are compared, the superlative degree is used by putting ‘est’ to the adjective word or in some cases ‘most’ is used.

Superlative degree of comparison examples:

- He is the **strongest** wrestler.
- He is the **most handsome** actor.

Rule 2. ‘More’ is used when you compare qualities of a single thing/person. Even if the first adjective is a single syllable word.

Degree of comparison examples:

Incorrect – She is smarter than clever.

Correct – She is **more smart than** clever.

Rule 3. Do not use double comparative adjectives or superlative adjectives.

Degree of comparison examples:

Incorrect – These mangoes are more tastier than those.

Correct – These mangoes are tastier than those.

Rule 4. Never use ‘more or most’ with adjectives that give absolute sense.

Degree of comparison example:

Incorrect – This track is more parallel to that one

Correct – This track is parallel and the other is not.

Rule 5. There are a few adjectives that are accompanied by ‘to’, like, senior, junior, superior, inferior, preferable, prefer, elder. Do not use ‘than’ with these adjectives.

Degree of adjective examples:

Incorrect: I am elder than her.

Correct: I am elder to her.

Incorrect – This car brand is superior than that.

Correct – This card brand is superior to that.

Rule 6. When comparing two things, similarity should be there, i.e. similar things should be compared.

Examples of degree of comparison:

Incorrect – This wall colour is more beautiful than the old one. (wall colour is compared with the wall)

Correct – This wall colour is more beautiful than that of the old one. (compare wall colour with wall colour)

Rule 7. When the comparative degree is used in the superlative degree sense

1. Use ‘any other’ when thing/person of the same group is compared.

Degree of comparison example:

Incorrect: Reena is smarter than any student of her class.

Correct: Reena is smarter than **any other** student of her class.

1. Use ‘any’ if comparison of things/person is outside the group.

Incorrect: Delhi is cleaner than any other city in Bangladesh.

Correct: Delhi is cleaner than **any** city in Bangladesh.

Rule 8. When in the same sentence two adjectives in different degrees of comparison are used, both should be complete in themselves.

Incorrect- She is as good if not worse than her sister.

Correct – She is as good as if not worse than her sister.

Rule 9. To show whether the difference between the compared thing/person is small or big, we use quantifiers for the comparative degree of an adjective such as (A bit, a little, a lot, far, much, a great deal, significantly, etc).

Example:

- My hostel is only **marginally** bigger than yours.
- She is **a little** more popular than her sister in their school.
- Australia is **slightly** smaller than Africa.

We don't use quantifiers with superlative degrees of adjectives but there are certain phrases commonly used with the superlative degrees of comparison.

Degree of Comparison Example:

- In metropolitan cities, metros are **by far the** cheapest mode of transportation.
- Sanskrit is **one of the** oldest languages in the world.
- Siddhivinayak is **the second** richest temple in India.

Rule. 10. While changing the degree of comparison for the irregular adjectives, the word completely changes instead of adding 'er' or 'est'.

Examples:

- She has **little** milk in the jar.
- She has **less** milk than he has.
- She has the **least** amount of milk.

Adjective Degrees of Comparison List

Degrees Of Comparison List		
Positive Degree	Comparative Degree	Superlative Degree
angry	angrier	Angriest
able	Abler	Ablest
bad	Worse	Worst
bitter	bitterer	bitterest
big	bigger	Biggest
bland	blander	blandest
black	blacker	blackest
bloody	bloodier	bloodiest
bold	bolder	Boldest
blue	bluer	Bluest
bossy	bossier	Bossiest
brief	briefe	Briefest
brave	braver	Bravest

MEER SIR ACADEMY

bright	brighter	brightest
busy	busier	Busiest
beautiful	more beautiful	most beautiful
broad	broader	broadest
calm	calmer	Calmest
chewy	chewier	chewiest
cheap	cheaper	cheapest
chubby	chubbier	chubbiest
clean	cleaner	cleanest
classy	classier	classiest
clear	clear	clearest
close	closer	closest
cloudy	cloudier	cloudiest
clever	cleverer	cleverest
clumsy	clumsier	clumsiest
cold	colder	coldest
coarse	coarser	coarsest
crazy	crazier	craziest
cool	cooler	coolest
creamy	creamier	creamiest
crispy	crispier	crispiest
creepy	creepier	creepiest
cruel	crueller	cruellest
curly	curly	curliest
crunchy	crunchier	crunchiest
cute	cuter	cutest
curvy	curvier	curviest
damp	damper	dampest
deadly	deadlier	deadliest
dark	darker	darkest
deep	deeper	deepest

MEER SIR ACADEMY

dirty	dirtier	dirtiest
dry	drier	driest
dense	denser	densest
dull	duller	dullest
dusty	dustier	dustiest
dumb	dumber	dumbest
easy	easier	easiest
early	earlier	earliest
faint	fainter	faintest
fancy	fancier	fanciest
fair	fairer	fairest
far	further/farther	furthest/farthest
fat	fatter	fattest
fast	faster	fastest
few	fewer	fewest
filthy	filthier	filthiest
fine	finer	finest
fierce	fiercer	fiercest
flaky	flakier	flakiest
firm	firmer	firmest
fresh	fresher	freshest
flat	flatter	flattest
friendly	friendlier	friendliest
funny	funnier	funniest
fit	fitter	fittest
full	fuller	fullest
good	better	best
gentle	gentler	gentlest
grand	grander	grandest
gloomy	gloomier	gloomiest
greasy	greasier	greasiest

MEER SIR ACADEMY

grave	graver	gravest
greedy	greedier	greediest
great	greater	greatest
guilty	guilter	guiltiest
gross	grosser	grossest
happy	happier	happiest
hairy	hairier	hairiest
hard	harder	hardest
handy	handier	handiest
healthy	healthier	healthiest
harsh	harsher	harshest
heavy	heavier	heaviest
hip	hipper	hippest
hungry	hungrier	hungriest
high	higher	highest
humble	humbler	humblest
hot	hotter	hottest
handsome	more handsome	most handsome
itchy	itchier	itchiest
icy	icier	iciest
juicy	juicier	juiciest
kind	kinder	kindest
lazy	lazier	laziest
large	larger	largest
likely	likelier	likeliest
late	later	latest
light	lighter	lightest
lively	livelier	liveliest
long	longer	longest
little (amount)	less	least
little (size)	littler	littlest

MEER SIR ACADEMY

lovely	lovelier	loveliest
lonely	lonlier	loneliest
low	lower	lowest
loud	louder	loudest
many	more	most
mean	meaner	meanest
mad	madder	maddest
messy	messier	messiest
moist	moister	moistest
mild	milder	mildest
naughty	naughtier	naughtiest
narrow	narrower	narrowest
near	nearer	nearest
nasty	nastier	nastiest
new	newer	newest
neat	neater	neatest
nice	nicer	nicest
noisy	noisier	noisiest
needy	needier	neediest
oily	oilier	oiliest
odd	odder	oddest
old	older/elder	oldest/eldest
popular	more popular	most popular
polite	politer	politest
plain	plainer	plainest
poor	poorer	poorest
proud	prouder	proudest
pure	purier	purest
pretty	prettier	prettiest
quiet	quieter	quietest
quick	quicker	quickest

MEER SIR ACADEMY

raw	rawer	rawest
rare	rarer	rarest
ripe	riper	ripest
rich	richer	richest
rough	rougher	roughest
roomy	roomier	roomiest
risky	riskier	riskiest
rusty	rustier	rustiest
rude	ruder	rudest
renowned	more renowned	most renowned
safe	safer	safest
sad	sadder	saddest
sane	saner	sanest
salty	saltier	saltiest
shallow	shallower	shallowest
scary	scarier	scariest
sharp	sharper	sharpest
short	shorter	shortest
shiny	shinier	shiniest
silly	sillier	silliest
shy	shyer	shyest
sincere	sincerer	sincerest
simple	simpler	simplest
sleepy	sleepier	sleepiest
skinny	skinnier	skinniest
slow	slower	slowest
slim	slimmer	slimmest
small	smaller	smallest
smart	smarter	smartest
smelly	smellier	smelliest
smooth	smoother	smoothest

MEER SIR ACADEMY

smoky	smokier	smokiest
soon	sooner	soonest
soft	softer	softest
sorry	sorrier	sorriest
sore	sorer	sorest
sour	sourer	sourest
steep	steeper	steepest
spicy	spicier	spiciest
stingy	stingier	stingiest
strict	stricter	strictest
strange	stranger	strangest
sunny	sunnier	sunniest
strong	stronger	strongest
sweet	sweeter	sweetest
sweaty	sweatier	sweatiest
tall	taller	tallest
tasty	tastier	tastiest
thick	thicker	thickest
tan	tanner	tannest
thin	thinner	thinnest
tiny	tinier	tiniest
thirsty	thirstier	thirstiest
true	truer	truest
tough	tougher	toughest
ugly	uglier	ugliest
wealthy	wealthier	wealthiest
warm	warmer	warmest
weird	weirder	weirdest
weak	weaker	weakest
wet	wetter	wettest
wild	wilder	wildest

wide	wider	widest
worldly	worldlier	worldliest
wise	wiser	wisest
worthy	worthier	worthiest
windy	windier	windiest
young	younger	youngest

Sample Questions – Adjective Degrees of Comparison

Directions- Choose the correct degree of comparison for the given sentence.

Q.1. America is a (rich) country in the world.

1. America is richer country in the world.
2. America is the richest country in the world.
3. America is the most rich country in the world.
4. America is richer than other country in the world.

Answer (2)

Q.2. They say, Rishi is smart than any other student in his class

1. They say Rishi is smartest than any other students in the class.
2. They say Rishi is the most smart than any other student in the class.
3. They say Rishi is smarter than any other student in the class.
4. They say Rishi is smart of all student in the class.

Answer (3)

Q.3. Delhi is bad than Mumbai in terms of population.

1. Delhi is worst than mumbai in population.
2. Delhi is as bad like Mumbai in terms of population.
3. Delhi is more bad than mumbai in terms of population.
4. Delhi is worse than Mumbai in terms of population.

Answer (4)

Q.4. My sisters are more better than her sisters in studies.

1. My sisters are much better than her sisters in studies.
2. My sisters are good than her sisters in studies.
3. My sisters are much good than her sisters is studies.
4. My sisters are more good than her sisters in studies.

Answer (1)

Q.5 Rama's position is more superior than the one held by Shyama.

1. Rama's position is superior than the one held by Shyama.
2. Rama's position is superior to the one held by Shyama.
3. Rams's position is much superior than the one held by Shyama.
4. Rama's position is more superior to the one held by Shyama.

Answer (2)

Go through the rules of degree of adjectives to ace topics like sentence completion, sentence improvement and Cloze tests. Understanding the degree of comparison rules and list is important, not just for the objective

verbal ability section, but it also plays a major role in the descriptive section such as reading comprehension, essay, letter writing, etc.

AN ARTICLE

An article is a word that combines with a noun/s and helps to determine whether a noun in any sentence or phrase is specific or general.

Example: After **the** long tiring day, **the** cup of tea refreshed **the** mind and body.

In this sentence, the use of the article ‘the’ specifies the day that was tiring and that one particular cup of tea that refreshed the body and mind.

What are the Types of Articles in English Grammar?

There are two types of articles in English, Definite article (The) and Indefinite article (A, An).

Definite Article examples:

1. He threw **the** ball in the well.
2. I saw **the** thieves stealing jewels.
3. Where are **the** notes I shared with you yesterday?

Indefinite Article Example:

1. She wore **a** pretty pink dress.
2. I saw tigers in **a** zoo.
3. He is not as good as **an** actor.
4. **An** apple a day builds immunity.

Rules of Articles With Examples

The rules of articles (a, an, the) given below are divided based on the types of articles.

Article Rules for the definite article ‘The’

Rule 1 – The very basic rule of the article says that the article ‘the’ is used before a singular or plural noun, which is specific. It indicates a particular thing/s or person/s in case of a common noun.

Example:

The teacher she spoke to at the exhibition was very rude.
He lost all **the money** borrowed from the lender.

Rule 2 – Article ‘The’ is used when the listener knows what the speaker is talking about.

Example:

The mangoes you kept in **the refrigerator** last night do not taste good.
Did you complete all **the homework**?

Rule 3 – ‘The’ is used to generalize the whole class or group.

Example:

The honest are respected.
The beggars are not always needy.

Rule 4 – ‘The’ is used for geographical points on the globe.

Example: **The north pole** and **the south pole** can never meet.

Rule 5 – ‘The’ is used for the nouns that cannot be counted.

Example:

The water in the Pacific ocean is freezing.

Two robbers stole all **the money** from the bank.

Rule 6 – ‘The’ is used with geographical nouns, depending on the size and plurality of the noun. ‘The’ must precede the names of oceans, rivers, group of islands, lakes, mountains, countries with united states or islands, etc.

Example:

The Ganga is a holy river.

The English Channel is the longest river channel.

However, **‘the’ must not precede the following–**

- Names of continents, like Asia, South America, etc
- Names of countries, states or streets like Alaska, Bolivia, New town street, etc.
- Names of **Single** lakes, mountains, islands or bays, like Chilika Lake, Hudson Bay, etc.
- Names of languages like Spanish, French, etc.
- Names of Sports such as basketball, cricket, football, etc.
- Names of subjects like Economics, Mathematics, History, etc.

Rule 7 – ‘The’ is mandatorily used for things that are only one of a kind in the universe.

Example:

The Sun and **the Moon** shine bright in **the sky**.

The planet earth looks beautiful from space.

Rule 8 – ‘The’ does not mean all.

Example:

Article Rule for Indefinite Article ‘A’ and ‘An’

Rule 1 – The article ‘a’ is used before a consonant word or any vowel with a consonant sound.

Indefinite article examples:

A man is sitting on the chair.

She goes to **a university** in Delhi.

Similarly, the article ‘an’ is used before the words beginning with a vowel (a, e, i, o, u) or the letter of a consonant word with a vowel sound.

Indefinite article examples:

She is **an innocent** girl.

He is **an honest** man.

Rule 2 – A singular common noun always requires an article ‘a’ or ‘an’, but a plural common noun does not require any article or can have ‘the’ to particularise that noun.

Examples:

I saw **an elephant**. (Refers to a random elephant)

I saw elephants in a zoo. (No article is required)

I have seen **the elephant** again. (Refers to the elephant already seen)

I have seen **the elephants** again before leaving the zoo. (Refers particularly to the elephants of the zoo which were seen earlier.)

Rule 3 – A/An is used to make a Proper noun a common noun. Proper nouns do not take articles but to make them common nouns, a/an is used.

Example.

He thinks he is **an Abraham Lincon**. (not referring to the actual person but someone like him)

She is **an Indian**. (India is a proper noun but ‘Indian’ is a common noun)

Rule 4 – Indefinite article ‘a’ or ‘an’ is used to refer to numbers sometimes.

Examples:

The baby is playing with **a doll** (one doll)

I owe him **a thousand** bucks. (one thousand dollars)

He drove 120 kilometres in **an hour** (one hour)

Rule 5 – The indefinite article (a/an) precedes the descriptive adjective

Examples:

She is **an amazing** dancer.

What **a nice** Villa!

Rule 6 – The indefinite article is used with the determiners (few, lot, most)

Examples:

There is **a little** drink in the glass

I have **a few** guests coming over

When Not to Use an Article

We do not use any article at all in some cases. The articles ‘a’ and ‘the’ are not used in the following cases:

1. When **Plural Noun** is talked about:

Correct – Girls like pink (the sentence is talking about girls in general)

Correct – **The** girls in my hostel like to play kabaddi. (the sentence is specifically talking about girls of the hostel)

2. When **Uncountable nouns** are talked about

Correct – Water Scarcity is a problem. (it is uncountable)

Correct – **The** Water scarcity in my locality is a problem. (talking about specific locality)

Incorrect – There is **a** water scarcity in my locality. (here again, scarcity is uncountable)

3. When **Real Nouns** are talked about, i.e. names of people or places

Incorrect – I want to visit the Australia.

Incorrect – She talks to the Sam for articles.

Sample Questions- Article Rules for English Grammar Section

Hence, given below are the samples questions of Articles in the English Language asked in the verbal ability section of various government examinations:

Directions – Pick out the best-suited article for each sentence.

Q1. ____ lilies in your backyard are beautiful. 1. A 2. The 3. An 4. No article Answer (2)	Q2. How much ____ snow do you get in winters? 1. A 2. An 3. The 4. No Article Answer (4)
Q3. Where's ____ axe he just used? 1. An 2. A 3. The 4. No article Answer (3)	Q4. She ate ____ fruits for lunch. 1. The 2. A 3. An 4. No article Answer (4)
Q5. We saw ____ lions in ____ Safari 1. The, the 2. The, A 3. The, no article 4. No article, the Answer (4)	

DIRECT & INDIRECT SPEECH

Direct speech – reporting the message of the speaker in the exact words as spoken by him.

Direct speech example: Maya said ‘I am busy now’.

Indirect speech: reporting the message of the speaker in our own words

Indirect speech example: Maya said that she was busy then.

Let us understand the direct and indirect rules with examples and for all tenses so that you can apply them correctly, without making any mistakes in the exams.

Direct And Indirect Speech Rules

Rules for converting Direct into Indirect speech

To change a sentence of direct speech into indirect speech there are various factors that are considered, such as reporting verbs, modals, time, place, pronouns, tenses, etc. We will discuss each of these factors one by one.

Rule 1 – Direct To Indirect Speech Conversion – Reporting Verb

1. When the reporting verb of direct speech is in past tense then all the present tenses are changed to the corresponding past tense in indirect speech.

Direct to indirect speech example:

Direct: She **said**, 'I am happy'.

Indirect: She **said** (that) she **was** happy.

1. In indirect speech, tenses **do not change** if the words used within the quotes (‘’) talk of a habitual action or universal truth.

Direct to indirect speech example:

Direct: He said, 'We **cannot live** without air'.

Indirect: He said that we **cannot live** without air.

1. The **tenses of direct speech do not change** if the reporting verb is in the **future tense** or **present tense**.

Direct to indirect speech example:

Direct: She says/will say, 'I am going'

Indirect: She says/will say she is going.

Rule 2 – Direct Speech to Indirect Speech conversion – Present Tense

- **Present Perfect Changes to Past Perfect.**

Direct to indirect speech example:

Direct: "I **have been** to Boston", she told me.

Indirect: She told me that she **had been** to Boston.

- **Present Continuous Changes to Past Continuous**

Direct to indirect speech example:

Direct: "I **am playing** the guitar", she explained.

Indirect: She explained that she **was playing** the guitar.

- **Present Perfect Changes to Past Perfect**

Direct to indirect speech example:

Direct: He said, "She **has finished** her homework".

Indirect: He said that she **had finished** her homework.

- **Simple Present Changes to Simple Past**

Direct to indirect speech example:

Direct: "I **am** unwell", she said.

Indirect: She said that she **was** unwell.

Rule 3 – Direct Speech to Indirect Speech conversion – Past Tense & Future Tense

- **Simple Past Changes to Past Perfect**

Direct to indirect speech example:

Direct: She said, "Irvin **arrived** on Sunday."

Indirect: She said that Irvin **had arrived** on Sunday.

- **Past Continuous Changes to Past Perfect Continuous**

Direct to indirect speech example

Direct: "We **were playing** basketball", they told me.

Indirect: They told me that they **had been playing** basketball.

- **Future Changes to Present Conditional**

Direct to indirect speech example

Direct: She said, “I **will be** in Scotland tomorrow.”

Indirect: She said that she **would be** in Scotland the next day.

- **Future Continuous Changes to Conditional Continuous**

Direct to indirect speech example

Direct: He said, “I’ll **be disposing** of the old computer next Tuesday.”

Indirect: He said that he **would be disposing** of the old computer the following Tuesday.

Rule 4 – Direct Speech to Indirect Speech Conversion – Interrogative Sentences

- **No conjunction is used**, if a sentence in direct speech begins with a question (what/where/when) as the “question-word” itself acts as a joining clause.

Direct to indirect speech example

Direct: “**Where** do you live?” asked the boy.

Indirect: The boy **enquired where** I lived.

- If a direct speech sentence begins with an auxiliary verb/helping verb, the joining clause should be **if or whether**.

Direct to indirect speech example

Direct: She said, ‘**Will** you come for the party’?

Indirect: She asked **whether we would** come for the party.

- Reporting verbs such as ‘said/ said to’ changes to enquired, asked, or demanded.

Direct to indirect speech example

Direct: He **said to** me, ‘What are you wearing’?

Indirect: He **asked** me what I was wearing.

Rule 5 – Direct Speech to Indirect Speech Conversion – Changes in Modals

While changing direct speech to indirect speech, the modals used in the sentences change like:

1. Can becomes could
2. May becomes might
3. Must becomes had to /would have to

Check the examples:

- Direct : She said, ‘She **can** dance’.
- Indirect: She said that she **could** dance.
- Direct: She said, ‘I **may** buy a dress’.
- Indirect: She said that she **might** buy a dress.
- Direct: Rama said, ‘I **must** complete the assignment’.
- Indirect: Rama said that he **had to** complete the assignment.

There are modals that **do not change** – Could, Would, Should, Might, Ought to

- Direct: She said, ‘I should clean the house’
- Indirect: She said that she should clean the house.

Rule 6 – Direct Speech to Indirect Speech Conversion – Pronoun

1. The **first person** in direct speech **changes as per the subject** of the speech.

Direct speech to indirect speech examples-

Direct: He said, “I am in class Twelfth.”

Indirect: He says that he was in class Twelfth.

1. The **second person** of direct speech **changes as per the object** of reporting speech.

Direct speech to indirect speech examples –

Direct: She says to them, “You have done your work.”

Indirect: She tells them that they have done their work.

1. The **third person** of direct speech **doesn't change**.

Direct speech to indirect speech examples –

Direct: He says, “She dances well.”

Indirect: He says that she dances well.

Rule 7 – Direct Speech to Indirect Speech Conversion – Request, Command, Wish, Exclamation

- Indirect Speech is supported by some verbs like requested, ordered, suggested and advised. Forbid-forbade is used for negative sentences. Therefore, **the imperative mood in the direct speech changes into the Infinitive in indirect speech**.

Direct: She said to her ‘Please complete it’.

Indirect: She **requested** her **to complete** it.

Direct: Hamid said to Ramid, ‘Sit down’.

Indirect: Hamid **ordered** Ramid **to sit** down.

1. In **Exclamatory sentences** that express grief, sorrow, happiness, applaud, **Interjections are removed** and the sentence is **changed to an assertive sentence**.

Direct: She said, ‘Alas! I am undone’.

Indirect: She exclaimed sadly that she was broke.

Rule 8 – Direct Speech to Indirect Speech Conversion – Punctuations

1. In direct speech, the words actually spoken should be in (‘’) quotes and always begin with a capital letter.

Example: She said, “I am the best.”

1. Full stop, comma, exclamation or question mark, are placed inside the closing inverted commas.

Example: They asked, “Can we sing with you?”

1. **If direct speech comes after the information about who is speaking, a comma is used** to introduce the speech, placed before the first inverted comma.

Direct speech example: He shouted, “Shut up!”

Direct speech example: “Thinking back,” he said, “she didn’t expect to win.” (Comma is used to separate the two direct speeches and no capital letter to begin the second sentence).

Rule 9 – Direct Speech to Indirect Speech Conversion – Change of Time

1. In direct speeches, the words that express nearness in time or place are changed to words that express distance in indirect speech. Such as :
 - Now becomes then
 - Here becomes there
 - Ago becomes before
 - Thus becomes so
 - Today becomes that day
 - Tomorrow becomes the next day

- This becomes that
- Yesterday becomes the day before
- These become those
- Hither becomes thither
- Come becomes go
- Hence becomes thence
- Next week or month becomes following week/month

Examples:

Direct: He said, 'His girlfriend came yesterday.'

Indirect: He said that his girlfriend had come the day before.

1. The **time expression does not change** if the **reporting verb is in the present tense or future tense**.

Examples:

Direct: He says/will say, 'My girlfriend came yesterday.'

Indirect: He says/will say that his girlfriend had come the day before.

Rules of converting Indirect Speech into Direct Speech

The following rules should be followed while converting an indirect speech to direct speech:

1. Use the reporting verb such as (say, said to) in its correct tense.
2. Put a comma before the statement and the first letter of the statement should be in capital letter.
3. Insert question mark, quotation marks, exclamation mark and full stop, based on the mood of the sentence.
4. Remove the conjunctions like (that, to, if or whether) wherever necessary.
5. Where the reporting verb is in past tense in indirect, change it to present tense in the direct speech.
6. Change the past perfect tense either into present perfect tense or past tense, as necessary.

Check the examples:

- Indirect: She asked whether she was coming to the prom night.
- Direct: She said to her, "Are you coming to the prom night?"
- Indirect: The girl said that she was happy with her result.
- Direct: The girl said. "I am happy with my result."

Direct-Indirect Speech – Sample Questions For the English Language

Given below are samples of direct and indirect speech questions asked in the English language section of various government examinations:

Q.1. Find out the correct indirect speech for the given sentence.

She said, 'I have baked a cake'

1. She said that she baked a cake
2. She said that she had baked a cake.
3. She said that I baked a cake.
4. She said that she had bake a cake.

Answer (2) She said that she had baked a cake.

Q.2. Choose the correct sentence.

Aviral said, 'What a beautiful rainbow it is'.

1. Aviral exclaimed wonderfully that the scenery was very beautiful.
2. Aviral said with wonder that the scenery was very beautiful.
3. Aviral exclaimed with wonder that the scenery is very beautiful.
4. Aviral exclaimed with wonder that the scenery was very beautiful.

Answer (4) Aviral exclaimed with wonder that the scenery was very beautiful.

Q.3. The correct indirect speech for 'This world', she said, 'is full of sorrow. Wish that I were dead'. is?

1. She observed that the world is full of sorrow. She wished to be dead.
2. She said that the world was full of sorrow. She wished to be dead.
3. She observed that the world was full of sorrow. She wished to be dead.
4. She observed that the world was full of sorrow. She wished to die.

Answer (1) She observed that the world is full of sorrow. She wished to be dead

Q.4. The policeman said, 'Where are the weapons?'

1. The policeman inquired where was the weapons.
2. The policeman enquired where are the weapons.
3. The policeman enquired where were the weapons.
4. The policeman questioned where were the weapon.

Answer (3) The policeman enquired where were the weapons.

Q.5. The man said, 'Ah! I am ruined.'

1. The man cried that he was in ruined.
2. The man exclaimed in grief that he was ruin.
3. The man said that Ah, he is ruined.
4. The man exclaimed with sorrow that he was ruined.

Answer (4) The man exclaimed with sorrow that he was ruined.

SENTENCE REARRANGEMENT

As the word suggests, sentence rearrangement refers to re-arranging a bunch of lines, which are presented in a jumbled manner in the question. Candidates need to arrange the sentences in the correct order and then answer the questions related to the same.

The questions asked may be of various types:

- The correct order of all the statements
- The correct order of any one statement
- To detect the first statement of the passage
- To detect the last statement of the passage, and so on

Types of Sentence Rearrangement Questions

There are basically 4 formats in which the parajumble questions can be asked in the various competitive exams:

1. **The Basic Format:** This is the format where all the statements are given in a jumbled form and candidates need to arrange all the statements logically.

2. **Static First Statement:** In the second type of format for parajumbles, the first statement is given as static and candidates have to arrange the other statements logically, such that the first statement remains constant.
3. **Static Last Statement:** Just like a static first statement, the last statement given can also be static and candidates need to arrange the other sentences to make the paragraph logical, with the last sentence constant.
4. **Static First and Last Statement:** The first and last statement can be static and candidates are required to arrange the leftover sentences between these two statements to make it logically correct.

Correct Approach To Solve Sentence Rearrangement Questions

There are multiple mistakes that a candidate can make while answering questions from the sentence rearrangement topic. So, solving the questions with the correct approach shall help candidates answer the parajumbles without making errors.

Tips and tricks to solve sentence rearrangement questions are as given below:

1. Read all the given statements carefully and analyse the common point between them and then start rearranging them.
2. Refer to a pattern that may be given in the statement.
3. Try relating the words given like, yet, but, when, then, they, anyway, etc. This will give you a clearer idea of how the sentences can be rearranged.
4. Candidates with stronger vocabulary are more likely to solve the question quicker as understanding the meanings of every word given in each sentence will help in arranging the statements.
5. Paragraphs with one static statement are comparatively easier to crack as you get an idea as to how the theme starts to evolve or how it shall end.
6. Once you think you are done with arranging the statements correctly, re-read the entire passage to ensure that it is logically correct.

Sentence Rearrangement Questions

Example 1: Given below are jumbled statements, arrange the following in logical form:

1. Rani fills the form to the dance show
2. A talent hunt show is looking for Classical dancers like Rani
3. Rani is called for auditions
4. Rani is a trained Bharatnatyam dancer
5. Rani gets selected

The Correct Arrangement:

1. Rani is a trained Bharatnatyam dancer
2. A talent hunt show is looking for Classical dancers like Rani
3. Rani fills the form to the dance show
4. Rani is called for auditions
5. Rani gets selected

From the above arrangement, the questions which may be asked are as follows:

Q 1. What is the correct order of the statements when arranged logically?

Answer: 42135

Q 2. Which statement is the 3rd statement from the beginning?

Answer: (1.) Rani fills the form to the dance show

Q.1. Given below are 5 parts of a sentence, you are required to make a meaningful sentence. The correct order of parts is the answer:

A. Left B. The C. House D. He E. Suddenly

1. ABCDE
2. BACED
3. DEABC
4. EBCDA

Answer (3) DEABC

Q.2. In the following questions, find the correctly spelt word:

1. Recommandation
2. Recommendation
3. Recomendations
4. Reccomendation

Answer (2) Recommendation

Q.3. Rearrange the parts to form a meaningful sentence:

I read an advertisement that said : (A) posh, air-conditioned (B) gentleman of taste (C) are available for (D) fully furnished rooms.

1. ABCD
2. ADCB
3. DACB
4. BDAC

Answer (2) ADCB

Q.4. Find the word spelt correctly

1. Treatmeant
2. Bitterment
3. Efficient
4. Employble

Answer (3) efficient

Q.5. Bring out a meaningful sentence:

Then (A) it struck me (B) of course (C) suitable it was (D) how eminently

1. ABCD
2. BCDA
3. CBDA
4. ADCB

Answer (4)

TIPS FOR GENERAL ENGLISH PREPARATION

1. **Building vocabulary:** This contributes the most to ace the English language section of competitive exams. Learn new words every day and use them in daily conversation to remember them for a longer time period. Make use of flashcards for vocabulary building. Nowadays, many mobile

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applications for online flashcards have gained popularity, download and use them to memorize new words.

2. **Strong Grammar Basics:** Brush up and strengthen basic English grammar essentials such as noun, verb, pronoun, tenses, prepositions, conjunctions, degree of comparison, etc. Go through English grammar tests and guides, use English books like Wren and Martin to prepare. Practise exercises on tenses and active-passive voices, etc on a daily basis. Take up writing tasks, form meaningful sentences, analyse mistakes and improve.
3. **Improve comprehension skills:** Practise reading comprehension daily, identify the manner of the paragraph and read the starting and last paragraph thoroughly, two times. Note down major points while reading to remember and carefully go through the questions to recognise and find the answer easily.
4. **Reading newspapers and magazines** – Daily habits of going through important newspapers and magazines will help improve grammar and vocabulary. Analyze the formation of sentences, note down new words and learn their meanings. With all this, you will simultaneously prepare for general awareness and current affairs as well.
5. **Error spotting** is difficult as you cannot remember all the grammar rules, therefore with serious reading habits, you will intuitively get to know the error in the sentence. Similarly, sentence formation is also built up with reading exercise.



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