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सामान्य अंग्रेजी

सभी प्रतियोगी परीक्षाओं के लिए

विषयसूची

S No.	Chapter Title	Page No.
1	Noun (संज्ञा)	1
2	Pronoun (सर्वनाम)	12
3	Adjective (विशेषण)	22
4	Adverb (क्रिया विशेषण)	35
5	The Verb (क्रिया)	44
6	Conjunction (संयोजक)	49
7	Preposition (उपसर्ग)	57
8	Article (लेख)	71
9	Tense (काल)	78
10	Subject-Verb Agreement (कर्ता क्रिया अनुबंध)	85
11	Conditional Sentences (सशर्त वाक्य)	89
12	Voice (वाच्य)	92
13	Narration (कथन)	99
14	Sentence Improvements (वाक्य सुधार)	106
15	Important Synonyms and Antonyms (विलोम और पर्यायवाची शब्द)	116
16	Idioms and Phrases (मुहावरे और वाक्यांश)	124
17	One Word Substitution (एक शब्द प्रतिस्थापन)	132
18	Spelling Correction (वर्तनी सुधार)	137
19	Cloze Test (परीक्षण टेस्ट)	143
20	Reading Comprehension (अपठित गद्यांश)	150

1 CHAPTER

Noun



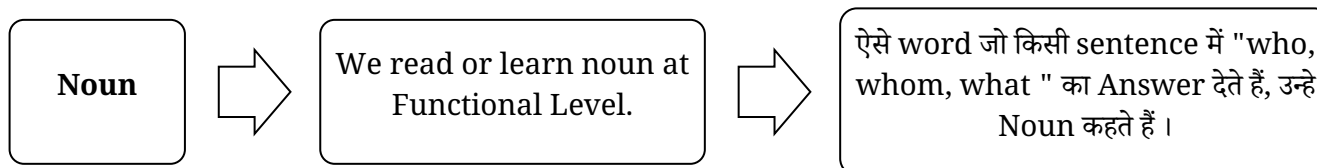
Definition:

➤ **Noun** is the name of Person, Place or things.

Or

➤ A **noun** is a word used as the names of a **person, place, thing, action, quality or condition**.

➤ Everything presents in the world is called a **Noun**.



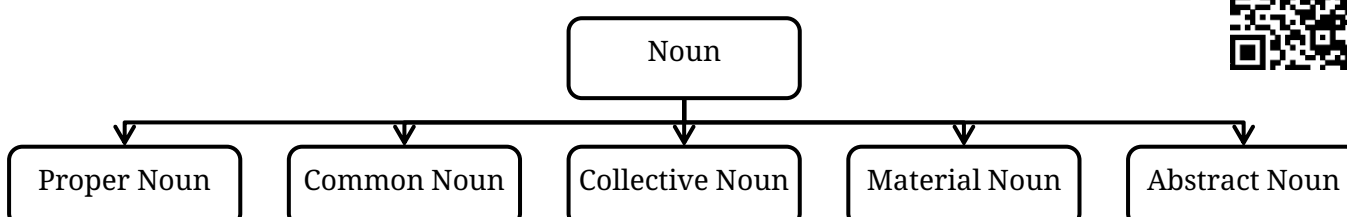
Example:

Example	Explanation
Ram called Reena.	रीना को कौन (who) बुलाता है – तो जवाब आएगा – राम अतः राम यहाँ पर Noun होगा क्योंकि who का जवाब राम हैं। वही पर राम किसे (Whom) बुलाता है तो जवाब आएगा – रीना अतः रीना यहाँ पर Noun होगा क्योंकि Whom का जवाब रीना हैं।
Time is precious for me.	उसके (Me) के लिए क्या (What) कीमती (Precious) हैं तो जवाब आएगा की समय (Time) अतः what का जवाब time है
Ram and Sita are going to market.	राम और सीता कहाँ (Where) जा रहे हैं तो जवाब आएगा – Market , अतः मार्केट यहाँ पर where का जवाब है where यहाँ पर adverb होगा। परंतु market कौन (who) जा रहा हैं तो जवाब होगा राम और सीता अतः who का जवाब यहाँ पर Ram और Sita हैं जो कि Noun हैं।

Noun को **functional Level** के आधार पर **निम्न तरीके से** बाँटा जाता हैं। या किसी वाक्य में **Noun** की पहचान उसके **functional (कार्यात्मक) रूप के आधार पर** की जाती हैं।

Noun : Functional Level										
Naming Word			Felt Only				Noun Equivalent			
Person	Place	Things	Verb	Quality	Feelings	Emotions	Unit	Count	Measure	Calculate

Types of Nouns:



Proper Noun

- The names of a particular or specific person, place or thing are known as proper nouns. (किसी विशेष व्यक्ति, स्थान अथवा वस्तु का नाम proper Nouns कहलाता है।)

Rules:

- Proper Noun का पहला Letter हमेशा capital Letter में लिखा जाता है।
- Proper Noun के साथ Article अर्थात “a, an या the” का प्रयोग नहीं किया जाता है।

Example:

1. Ram is my friend.
2. I live in Jaipur.
3. He is Tom.

Common Noun

- A common noun is a noun referring to a person, place or thing in a general sense. (जिस **noun** से एक वर्ग अथवा जाति के व्यक्ति या वस्तु का बोध हो उसे **Common Noun** कहते हैं।)

Example:

1. According to the boy, the nearest town is very far.
2. All the gardens in the neighbourhood were invaded by beetles this summer.
3. The road crew was startled by the sight of three large cats crossing the road.
4. Dogs are the most adorable and lovable pets to keep.

Rules

- कभी – कभी **Proper Noun** के पहले “The” का प्रयोग करके, उसे **Common noun** की तरह प्रयोग करते हैं।
 - ✓ Kalidas is the Shakespeare of India.
- कभी – कभी **proper noun** को भी **common Noun** की तरह प्रयोग करते हैं। उस समय **Proper Noun** एक जाति या जाति के किसी व्यक्ति को व्यक्त करता है।
 - ✓ There are five Ram in my Class.

- **Proper, Material और Abstract Noun** सदैव एक वचन (**Singular**) में होती हैं, परंतु जब इनका प्रयोग बहुवचन (**Plura**) की तरह होता है तो ये **Common Noun** बन जाती हैं।

- ✓ Simran is the wife of Shivam. (Proper Noun)
- ✓ All the ladies of India are not a Simran. (Common Noun)
- ✓ Iron is a hard metal. (Proper Noun)
- ✓ Where are the irons? (Common Noun)

Collective Noun

- Collective nouns is the name of a number (or collection) of persons, or things taken together and spoken of as one whole. (जिस Noun से समूह का बोध हो, उसे collective Noun कहते हैं।)

Example:

- ✓ This compartment is reserved for military personnel.
- ✓ The crew of sailors was not perturbed by the strong gale.
- ✓ The crowd of the migrant workers at the station for the Shramik Special is unforgettable.
- ✓ A pride of lions consists of related females, cubs, and a small number of adult males.

Rules

- सामान्यतः **Collective Noun** के साथ **singular verb** का प्रयोग होता है। इनके साथ **plural verb** का प्रयोग तभी करते हैं जब प्रत्येक सदस्य के बारे में बताया जाता है।
 - ✓ The jury is deciding the matter. → यहाँ jury एक समूह के रूप में इसलिए singular noun का बोध कराती है अंतः helping Verb, Singular अर्थात is आएगी।
 - ✓ The Committee meets every week to discussing important matter. → यहाँ Committee के प्रत्येक सदस्य की बात (Noun of Multitude) कही जा रही है जिसके कारण Committee के साथ Plural Helping Verb आएगी।

Words Related to Collective Noun

1. A **band** of musicians.
2. A **board** of directors, etc.
3. A **bevy** of girls, women, officers etc.
4. A **bunch** of grapes, keys, etc.
5. A **bundle** of sticks and hay.
6. A **caravan** of Merchants, pilgrims, travellers.
7. A **chain/range** of mountains or hills.
8. A **choir** of singers.
9. A **class** of students.
10. A **retinue** of servants/ attendants.
11. A **clump/grove** of trees.
12. A **code** of laws.
13. A **cluster / constellation/ galaxy** of stars.
14. A **company/regiment/army** of soldiers.
15. A **convoy** of ships, cars etc. moving under an escort.
16. A **course** or **series** of lectures.
17. A **crew** of sailors
18. A **crowd/mob** of people.
19. A **curriculum** of studies.
20. A **flight** of steps, stairs.
21. A **fleet** of ships or motorcars.
22. A **flock** of geese, sheep and birds.
23. A **gang** of robbers, labourers.
24. A **garland/bunch/bouquet** of flowers.
25. A **heap** of ruins, sand, stones.
26. A **herd** of cattle.
27. A **litter** of puppies.
28. A **pack** of hounds, cards.
29. A **pair** of shoes, scissors, compasses, trousers.
30. A **series** of events.
31. A **sheaf** of corn, arrows.
32. A **swarm** of ants, bees or flies.
33. A **train** of carriages, followers etc.

34. A **troop** of **horses** (cavalry) scouts; etc.

35. A **volley** of shots, bullets

36. A **forum** of people (discussing issues)

37. A **congregation** of people (discussing religious issues)

Material Noun

➤ A material noun is the name of metal or substance, of which thing are made of. (जिस Noun से ऐसे पदार्थ का बोध हो जिससे दूसरी वस्तुएँ बन सके।)

Example: Wood, Silver, Gold, Iron etc.

1. She has purchased a tea set of **silver**.

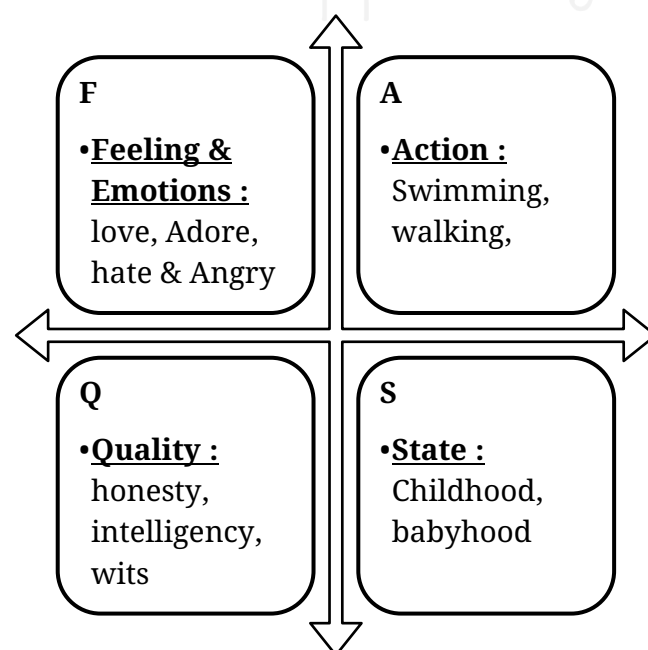
2. He got his furniture made of teak **wood**.

Notes: Material Nouns, **Countable** नहीं होते हैं अर्थात् इन्हे संख्या में या गिना नहीं जा सकता है। इन्हे हमेशा मापा या तौला जाता है जो एक समूह को व्यक्त करता है। इसलिए इनके साथ समान्यतः **Singular verb** का प्रयोग किया जाता है। इनके पहले **Article** का प्रयोग नहीं होता है।

Abstract Noun

➤ Abstract noun in general refers, the name of quality, action or state. (Abstract Noun, ऐसे गुण, भाव, क्रिया एवं अवस्था को व्यक्त करता है जिन्हें छूआ नहीं जा सकता है, देखा नहीं जा सकता है, बल्कि केवल महसूस किया जा सकता है।)

Example: Honesty, Bravery (quality), Hatred, Laughter (action), Poverty, Young (state).



Types	Example
Quality को प्रकट करने वाली Abstract Nouns	greatness, hardness, height, honesty, anger, joy, courage, idleness, softness, strength, sweetness, truth, wisdom.
Action को प्रकट करने वाली Abstract Nouns	growth, discovery, activity, consideration, laughter, meditation, movement, pain, speech, obedience, pleasure, race, theft.
State को प्रकट करने वाली Abstract Nouns	childhood, boyhood, adulthood, cold, death, illness, imprisonment, independence, madness, poverty, sadness, sleep, youth, kindness.
Names of Arts and Science को प्रकट करने वाली Abstract Nouns	Astronomy, Economics, Geometry, Grammar, Music, Chemistry, Spinning and weaving, Wood-craft.

Rules:

- **Word + Suffix = Abstract Noun**
(Suffix - ation/ion/ity/ty/y/th/red/ter/ship/hood/ment/ism/ness)
 - ✓ Honest + y = honesty
 - ✓ Proud = pride
 - ✓ Wide = width
- **Common Noun + Hood = Abstract Noun**
 - ✓ Baby + hood = babyhood
 - ✓ Child + hood = childhood
- **Common Noun + Ship = Abstract Noun**
 - ✓ Friend + ship = friendship
 - ✓ King + ship = kingship
- **Verb + er / or = Abstract Noun**
 - ✓ Teach + er = teacher
 - ✓ Act + or = actor
- **Verb + Ment/ion/tion = Abstract Noun**
 - ✓ Manage + ment = management
 - ✓ Act + ion = Action

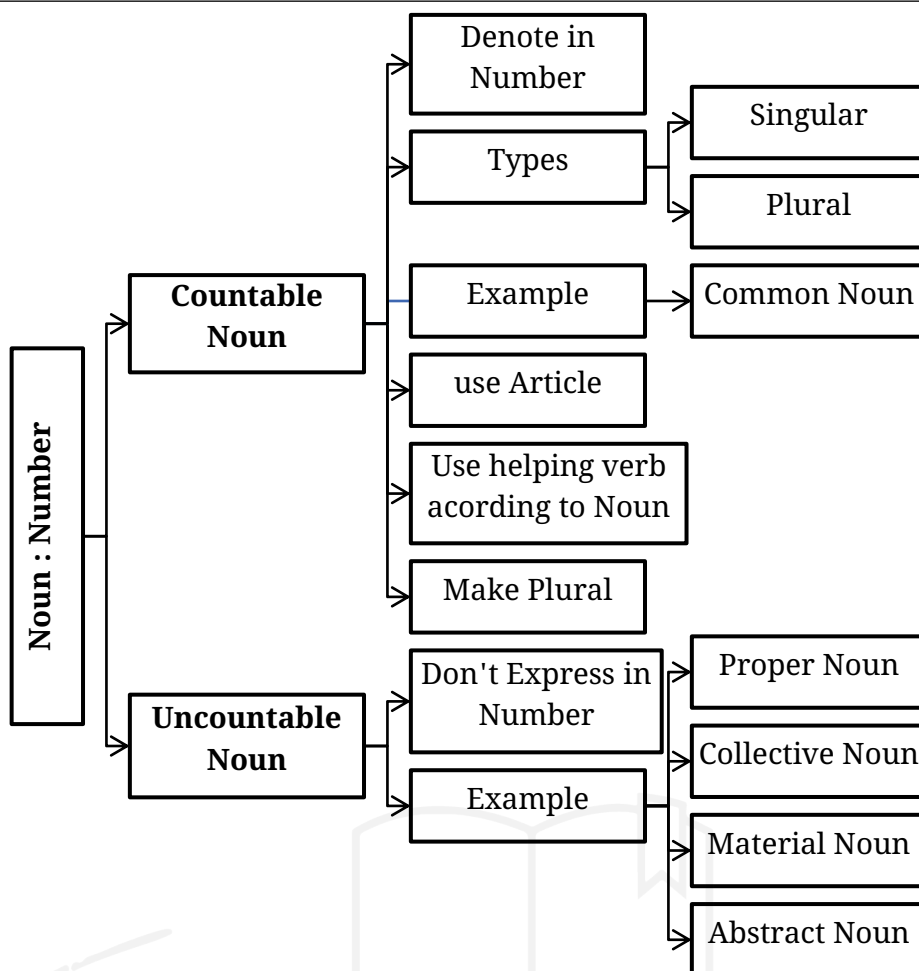
Noun: Number



- **The number** indicates how many **persons or objects** are being referred to.
- The form that indicates **only one** is called **the singular**. (Noun का जो रूप केवल “एक” को व्यक्त करे singular Number कहलाता है।)
- The form that **indicates more than one** is called the **plural**. (Noun का जो रूप “एक से अधिक को व्यक्त” करे plural number कहलाता है।)
- **Countable Noun:** A countable noun is a noun with both a singular and a plural form, and it names anything (or anyone) that one can count.
 - a) Time and technology are two important factors that change substances into resources.
 - b) The man played the flute and led all the mice out of the town.
 - c) The usage of chemicals, insecticides and pesticides began after the Green Revolution.
 - d) The businessman also insisted that the police had issued him several summonses.
- **Uncountable Nouns:** An uncountable noun is a noun which does not have a plural form, and which refers to something that one cannot usually count. A non-countable noun always takes a singular verb in a sentence. uncountable nouns are similar to collective nouns, and are the opposite of countable nouns
 - a) I've got a lot of **homework** this weekend.
 - b) The little boy made much **mischief** in school.

Notes: Some Nouns Are Both Countable and uncountable.

- **Time** is money. (Time यहाँ countable noun है।)
- One should not waste **the time** on trifles. (Time यहाँ uncountable noun है।)



Some important Rules of Nouns

Rule 1: कुछ Nouns का प्रयोग हमेशा Plural form में ही रहता है। इन Nouns के अन्त में लगे 's' को हटाकर, इन्हें Singular नहीं बनाया जा सकता है। ये दिखने में भी Plural लगते हैं, एवं इनका प्रयोग भी Plural की तरह होता है।

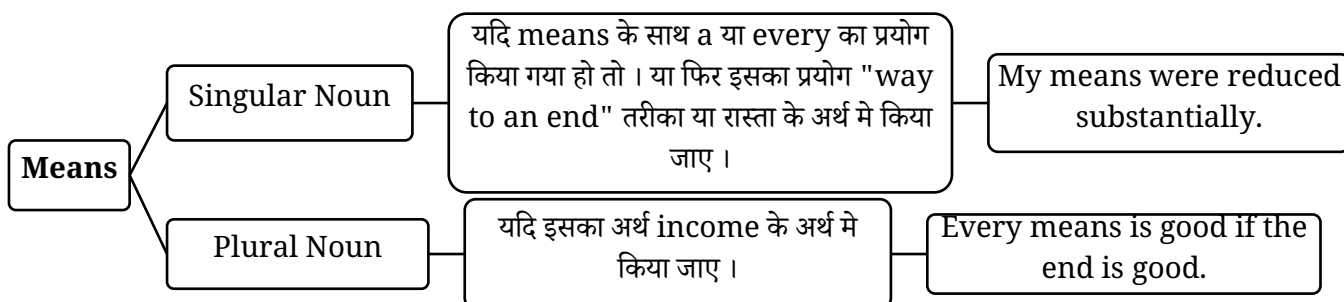
Words : Alms, amends, annals, archives, ashes, arrears, athletics, auspices, caves, species, scissors, trousers, pants, clippers, bellows, gallows, fangs, eyeglasses, goggles, belongings, breeches, bowels, braces, binoculars, customs, congratulations, dregs,

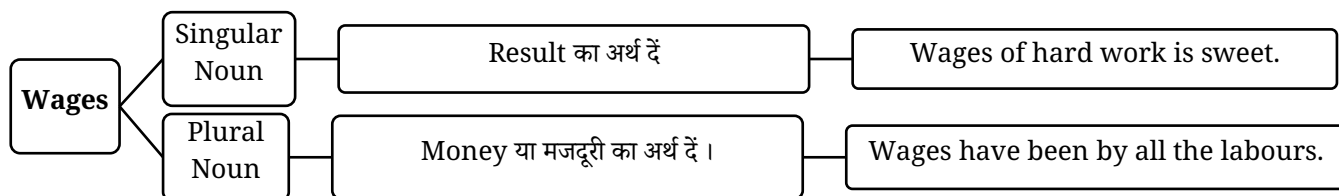
earnings, entrails, embers, fetters, fireworks, lodgings, lees, odds, outskirts, particulars, proceeds, proceedings, regards, riches, remains, savings, shambles, shears, spectacles, surroundings, tidings, troops, tactics, thanks, tongs, vegetables, valuables, wages, Bacteria etc.

Example:

- He hated always to be the bearer of bad tidings.
- Bacteria are single-celled organisms that can reproduce on their own.

Exceptions:





Rule 2: कुछ Nouns दिखने में Plural लगते हैं लेकिन अर्थ में Singular होते हैं। इनका प्रयोग हमेशा Singular में ही होता है।

Words: News, Innings, Politics, Summons, Physics, Economics, Ethics, Mechanics, Mathematics, Mumps, Rickets, Billiards, Draughts, etc.

Example:

- No news is good news.
- Economics is a good subject.
- Draughts is a good game.
- Ethics demands honesty in working.

Rule 3: कुछ Nouns दिखने में Singular लगते हैं। लेकिन इनका प्रयोग हमेशा Plural में होता है।

Words: cattle, clergy, cavalry, infantry, poultry, peasantry, children, gentry, police etc.

Example:

- Cattle are grazing in the field.
- Police have arrested the thieves.
- The police finished their investigation.

Notes: 'People' का अर्थ है 'लोग'। 'Peoples' का अर्थ है 'विभिन्न मूलवंश (different races) के लोग'।

Rule 4: कुछ Nouns का प्रयोग, केवल Singular form में ही किया जाता है। ये Uncountable Nouns हैं। इनके साथ Article A/An का प्रयोग भी नहीं किया जाता है।

Words: Scenery, Poetry, Furniture, Advice, Information, Hair, Language, Business, Mischief, Bread, Stationery, Crockery, Luggage, Baggage, Postage, Knowledge, Wastage, Money, Jewellery, Breakage, temper.

Example:

- He loses his temper on the slightest provocation.
- Some passengers misplaced their luggage before boarding the train.

- Mr. Abhilash and his family have received no information about the incident.
- I want to give you information about the missing necklace.

Notes: Money का plural form 'Monies' हो सकता है जिसका अर्थ निकलता है 'sums of money'.
Example: Monies have been collected and handed to the women's welfare society.

Rule 5: कुछ Nouns, Plural एवं Singular दोनों में एक ही रूप में रहते हैं।

Words: deer, fish, crew, family, team, jury, carp, pike, trout, aircraft, counsel etc.

Example:

- The jury is considering its judgement.
- The jury are considering their verdict.
- One fish is there in the pond.
- There are many fish in the pond.

Rule 6: कुछ Nouns जो अर्थ में तो Plural होते हैं, लेकिन यदि इनके पूर्व कोई निश्चित संख्यात्मक विशेषण (Definite numeral adjective) का प्रयोग किया जाता है, तो इन Nouns को Pluralise नहीं किया जाता है।

Words: Pair, score, gross, stone, hundred, dozen, thousand, million, Billion etc.

Example:

- I have two hundred rupees only.
- He has already donated five thousand rupees.
- It is a three feet wall.
- It is five feet in width.

Exceptions: यदि इनके साथ Indefinite countable का प्रयोग हो तो इन्हें Pluralise किया जाता है।

Example: dozens of women, hundreds of people, millions of dollars, scores of shops, many pairs of shoes, thousands millions etc.

Rule 7: यदि किसी Noun के बाद Preposition आता है एवं फिर वही Noun आता है तो वह Noun Singular रहता है।

Example:

- Town after town was devastated.
- Row upon row of pick marble looks beautiful.
- He enquired from door to door.
- Ship after ship is arriving.

Note: इस तरह के वाक्यों में Towns after Towns, Rows upon Rows, doors to doors या ships after ships लिखना गलत है।

Rule 8: किसी वाक्य में Numeral Adjective के बाद a half, या a quarter आता है तो Noun को Numeral Adjective के बाद रखा जाता है। एवं फिर a half या a quarter लिखा जाता है।

Example:

- He gave me one rupee and a half.
- She gave me two rupees and a quarter.

Notes: यदि numeral adjective एवं fraction को and से जोड़ा गया हो एवं वाक्य में multiply के अर्थ में प्रयुक्त हो तो noun का प्रयोग Plural number में a half/ a quarter के बाद होगा।

Example:

- Two and a quarter times.
- One and a half times.

यहाँ वाक्य में multiply किया गया है। अतः Noun 'times' Plural में a quarter / a half के बाद प्रयुक्त हुआ है।

Rule 9: Hyphenated noun का प्रयोग कभी भी plural form में नहीं होता है।

Example:

- He gave me two hundred-rupee notes.
- He stays in five- star hotels. (stars को star में परिवर्तित करें)

Rule 10: A set of/ a pair of/ a group of / each of/either of/ neither of के साथ Noun plural और helping verb singular उपयोग होती हैं।

Example:

- A set of proceeds was deposited in bank account.
- A pair of shocks has bought by Ramesh.
- Each of Students has solved this Questions.

Rule 11: both of / all of + Noun plural + helping Plural

Example:

- All of students are thrown out in my class.

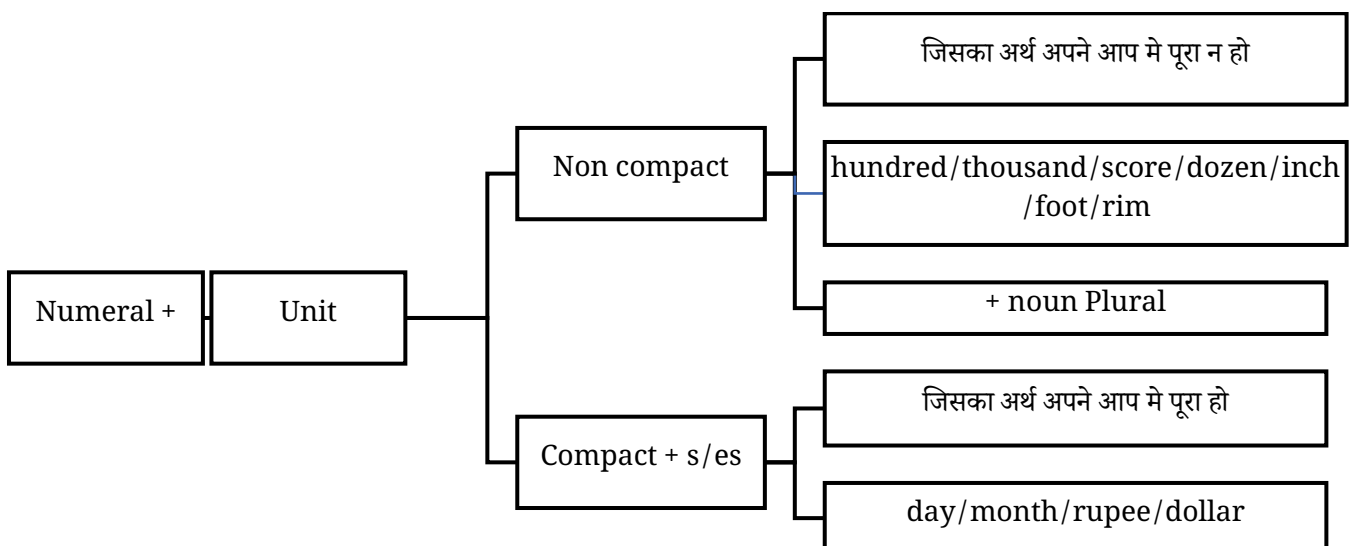
Rule 12: Numeral + unit (singular) + Noun (singular)/ adjective

Numeral + unit (Plural) + adjective

Example:

- She saw a six foot snake.
- He is six feet tall

Rule 13:



Example:

- a. Ramesh spent ten rupees.
- b. She sold two dozens.
- c. We bought two dozen mangoes from the market.

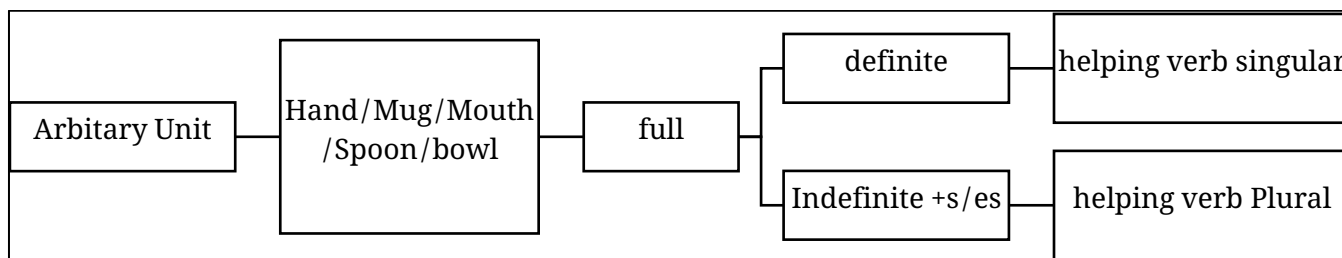
Rule 14: Unit (Plural) of noun (Plural) + plural helping verb**Example:**

- a. Hundreds of shops are closed during riot.

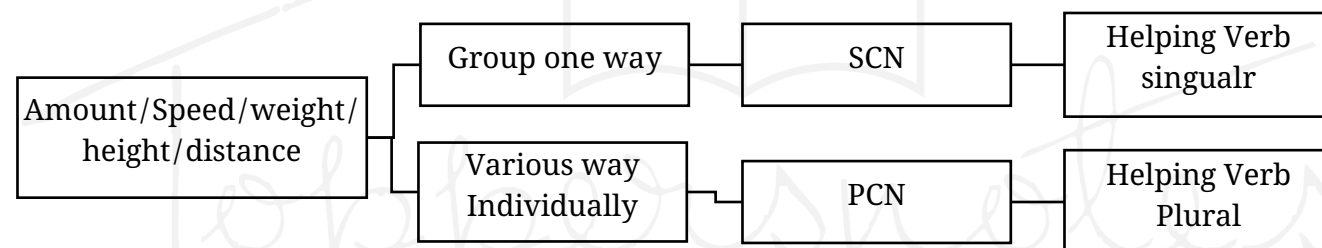
- b. Balloons filled with helium travel hundreds or even thousands of miles.

Rule 15: more than one unit in sentence.**We use unit in ascending order.****Example:**

- a. Thousands of lakhs of student of student have given test.

Rule 16:**Example:**

- a. Two Spoonful
- b. His sons-in-law have enhanced his business within a short period

Rule 17:**Example:**

- a. Ten miles needs to covered completely on foot.
- b. Five thousands rupees were spent on foot and entertainment.

Note: Summer, Sun, Death, Time, Winter, Thunder आदि शक्ति व हिंसा का भाव प्रकट करने वाले Nouns भी masculine gender होते हैं।

Noun: Gender

- **Gender:** Gender comes from Latin genus, kind or sort.

**Kinds of Gender:**

1. **Masculine Gender:** A noun that denotes a male animal is said to be of the masculine gender. (जिस noun से पुरुष जाति का बोध होता है।)
Ex: boy, brother, dog, father, God, horse, master, son, tiger, lion, hero, hunter, king, cock-sparrow etc.

2. **Feminine Gender:** A noun that denotes a female animal is said to be of the feminine gender. (जिस Noun से स्त्री जाति का बोध होता है।)
Ex: bitch, daughter, girl, mare, mistress, mother, sister, tigress, lioness, heroine, huntress, queen, hensparrow etc.

Note:

- कभी-कभी **car** और **ऐसे वाहन** जिसके **प्रति लगाव** हो उन्हें भी feminine के रूप में प्रकट किया जाता है।
- **सुंदरता (Beauty), Grace और कोमलता** का बोध कराने वाले Nouns को feminine gender माना जाता है;

- Ex- earth, mercy, moon, peace, ship, spring, nature, liberty etc.
- ऐसे देश जिनके नाम में स्त्रीलिंग झलकता हो उन्हें **feminine** के रूप में लिखा जाता है;
- Ex- Scotland lost many of her bravest men in two great rebellions.
- कुछ Nouns हमेशा **feminine gender** हेतु ही प्रयुक्त होते हैं;
Ex- blonde, maid, mid-wife etc.

3. Common Gender: A noun that denotes either a male or female is said to be of the common gender. (जिस Noun से स्त्री व पुरुष, दोनों जातियों का बोध होता है, उसे common gender

(उभयलिंग) कहते हैं। इन्हें Dual gender भी कह सकते हैं। इनका प्रयोग (masculine and feminine) दोनों के लिए होता है।)

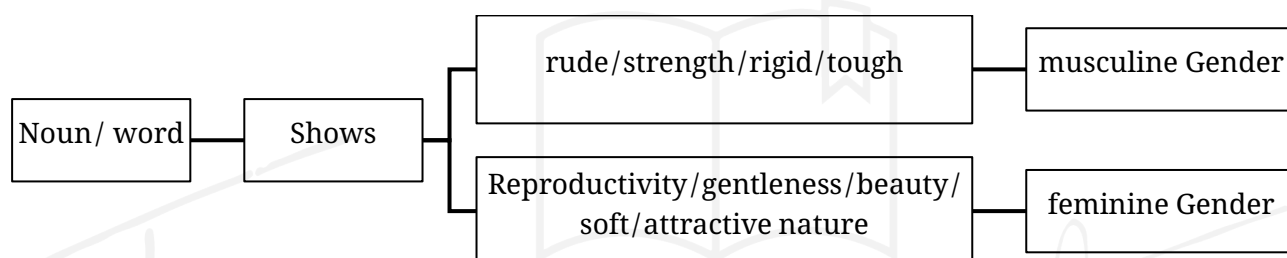
Ex- baby, child, cousin, deer, elephant, enemy, fowl, friend, infant, mouse, neighbour, orphan, parents, patient, person, pupil, servant, sheep, student, teacher, thief etc.

4. Neuter Gender: A noun that denotes a thing that is neither male nor female (i.e. thing without life) is said to be of the neuter gender. (ऐसे Noun जो उन निर्जीव वस्तु को व्यक्त करते हैं, जो न male हैं और न ही female हैं।)

Ex - Copy, Book, Room, Paper, TV, Box, etc.

Some Rules Related to Gender:

Rule 1:



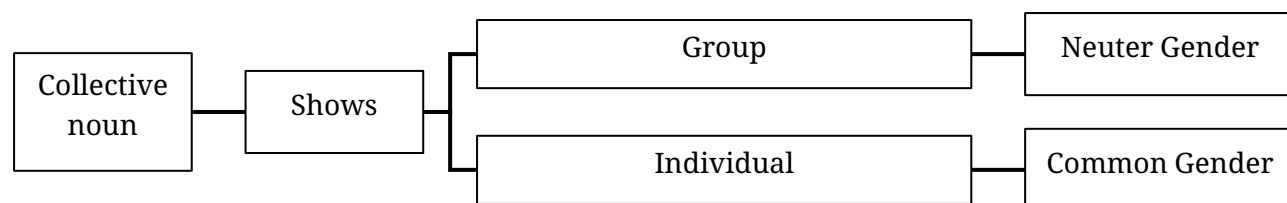
Words:

- **Feminine Gender:** Moon, Earth, Virtue, Spring, Modest, Fame, Charity, life, Sunlight, Moonlight, Winter, River.
- **Masculine Gender:** Death, Sun, Storm.

Example:

- The moon shed her light on the bank of river.
- Love virtue, she is alone free.

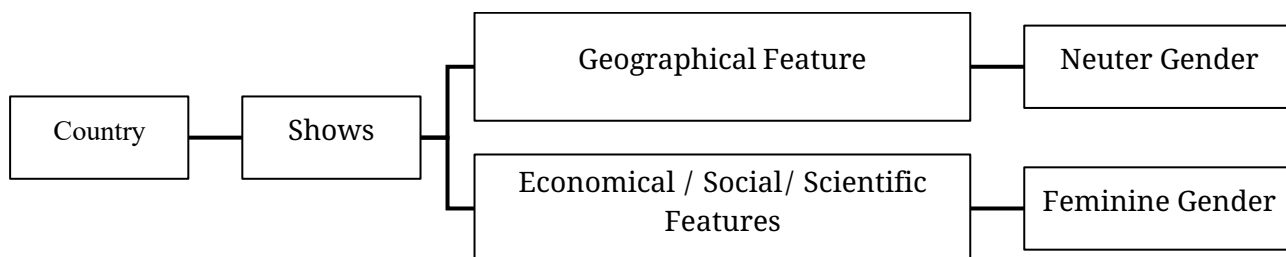
Rule 2:



Example:

- The committee** will submit **its** report on Tuesday.
- The team** will try **their** dress for next tournament.
- The team** have announced that it won next match.
- The committee** met in hotel room to decide **their** decision for bill.

Rule 3:



Example:

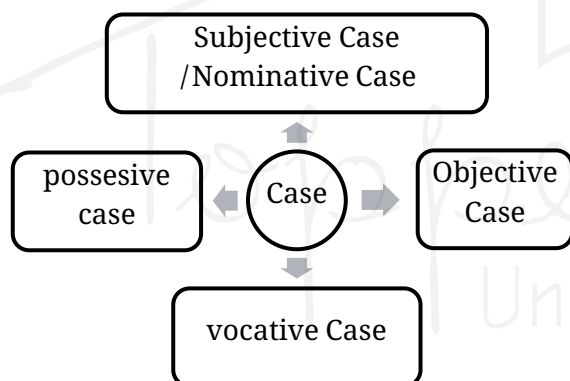
- Looking at globe, we see **China** here, **it's** one of the greatest countries in the world.
- America** is proud of **her** scientists.

Rule 4: कुछ Noun के साथ Person का प्रयोग करके **feminine Gender** बनाया जाता है ।

- Chairman –chairperson
- Spokesman –spokesperson

Noun: CASE

- किसी sentence में Noun का verb या अन्य words के साथ कैसा relation है यह define करने के लिए case का प्रयोग किया जाता है ।



- 1. Nominative Case / Subjective Case:** जब किसी वाक्य में subject को importance दी जाती है उसे subjective या Nominative case कहते हैं । -

Noun Used as Subject.

- Dinkar wrote many poems.
- He was going to market.

- 2. Objective case:** जब किसी वाक्य में object की प्रधानता रहती है । (Noun used as object)

- Kamlesh Helped Priyanka.
- Sita wrote a letter daily.

- 3. Vocative Case:** Noun या pronoun को संबोधन करने के लिए ।

- Ramesh, Come here.
- Let's dance together.
- You come late today, Dinkar.

- 4. Possessive Case :** Noun या pronoun का किसी अन्य noun या pronoun पर अधिकार बताया जाता है तो इसका प्रयोग किया जाता है ।

- Boy's Rule
- Rule of boy
- Mohan's land
- Land of Mohan

Note:

- Living thing का possessive बनाते समय 's का प्रयोग करते हैं । Nonliving thing के साथ possessive case बनाते समय of का use करते हैं ।
- Noun + 's = singular; Noun + s' = plural

Example:

- I just don't like the themes of today's music.
- Workers and companies in all sectors can contribute their skills to meet society's new needs.

Pronoun/ adjective possessive case

Subjective Case	Objective Case	Possessive Pronoun	Possessive Adjective
I	Me	Mine	My
We	Us	Ours	Our
You	You	Yours	Your

They	Them	Theirs	Their
He	Him	His	His
She	Her	Hers	Her
It	It		Its

- Time/place/ idiomatic expression/celestial body यदि मानवीकरण को बताते हो तो 's जोड़कर possessive बनाते हैं ।
- Diwali's celebration
 - Delhi's pollution
 - A ton's weight
 - One day's leave
 - Earth's beauty
 - Sun's presence
 - At arm's length
- ✓ The moon is Earth's only natural satellite and the nearest large celestial body.



2

CHAPTER

Pronoun

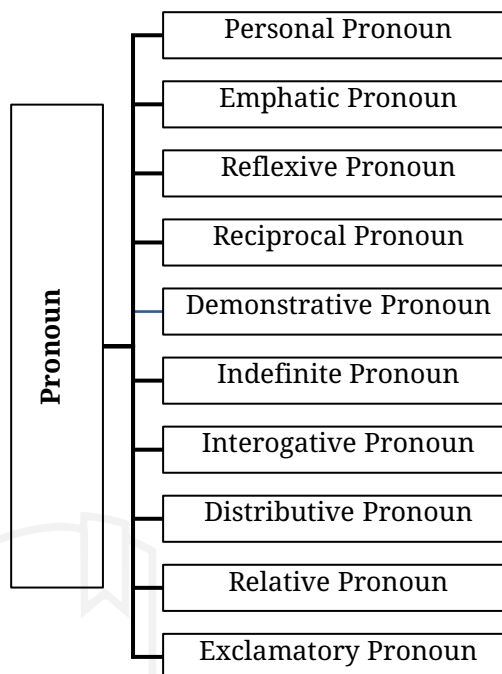


Definition:

- **Pronoun Means:** A word used in place of Noun. (जो शब्द Noun की जगह प्रयुक्त होता है।)
- Generally (but not always) pronouns stand for (pro + noun) or refer to a noun, an Individual or individuals or thing or things (the pronoun's antecedent) whose identity is made clear earlier in the text.
- सामान्यतः Sentence में Noun के repetition से बचने के लिए pronoun का प्रयोग किया जाता है।

Example:

- a. Ramesh found a purse. He picked it up and gave it to Sarla. She threw it into a river.
उपरोक्त sentence में He, Ramesh (Noun) के लिए it, purse (noun) के लिए तथा she, Sarla (noun) के लिए प्रयुक्त हुए हैं।



Personal Pronoun

- Personal Pronouns are used for persons or things.
- वे pronoun जो वाक्य में व्यक्ति का बोध कराते हैं।

Example:

a. I am a boy

b. It is a child.

c. They are children.

d. You are girls.



Person	Pronoun	Nominative Case	Objective Case	Possessive Case	
				Pronoun	Adjective
First Person	I	I	Me	Mine	My
	We	We	Us	Ours	Our
Second Person	You	You	You	Yours	Your
Third Person	He	He	Him	His	His
	She	She	Her	Hers	Her
	It	It	It		Its
	They	They	Them	Theirs	Their

Rules related to Personal Pronoun

Rule 1: किसी Sentence में verb के पहले आने वाला pronoun, Nominative case में और Pronoun का प्रयोग verb के बाद होता है तो वह objective Case का प्रयोग होता है।

Structure:

- Subjective / Nominative + Verb + Objective
→ I teach him → Active Voice
- Subjective/ Nominative + Verb + Objective
→ He is taught by me. → Passive Voice

Example:

- a. The credit for organizing the successful event was given to both Neha and me.
- b. She came home to meet my family and me.

Rule 2: Singular Pronoun: यदि एक sentence में एक से अधिक pronoun का प्रयोग किया जाता है और तो और sentence से किसी बुरी बात का आभास न हो, उन्हें 231 क्रम (2nd person, 3rd Person, 1st Person) का प्रयोग होता है।

Example:

- a. **You** and **I** can do this work. (21)
- b. **You** and **he** are working in the same office. (23)
- c. You, she and I have been working happily in the same company and in the same branch for the last nine years. (231)

Rule 3: Plural Pronoun: जब किसी Sentence में एक से अधिक Pronoun का प्रयोग हो और वो Plural हो तो उन्हें 123 क्रम (1st Person, 2nd person, 3rd Person) का प्रयोग होता है।

Example:

- a. **We** and **you** cannot live together. (12)
- b. **We**, **you** and **they** can purchase that complex. (123)

Rule 4: यदि Sentence में कोई गलती का सन्दर्भ आए या कोई भूल या अपराध का जिक्र हो या वाक्य का भाव Positive नहीं हो तो Pronouns का क्रम 123 की तरह होना चाहिए।

Example:

- a. **I** and **he** will beg sorry for the misconduct.
- b. **I** and **you** are responsible for the loss.
- c. **You** and **he** spoiled the party.

Rule 5: यदि sentence में एक से अधिक भिन्न – भिन्न persons के Pronoun का प्रयोग होता है एवं उनके लिए एक ही Plural Pronoun का प्रयोग किया जाए तो

- III + I Person → I Person Plural
- II + III Person → II Person Plural
- II + I Person → I Person Plural

Example:

- a. **You** and **I** have done our job.
- b. **You** **he** and **I** have completed our duty.
- c. You and I have submitted our work on time.

Rule 6: Collective Noun के साथ, **Pronoun** का प्रयोग उस स्थिति में **Singular (and Neuter Gender)** में होता है जब **Collective Noun** का प्रयोग एक **Unit** के रूप में हो, यदि **Collective Noun** का प्रयोग **Unit** की तरह न होकर, बिखरा (**Divided or Separate**) हुआ होता है तो **Plural Pronoun** का प्रयोग किया जाता है।

Example:

- a. Apart from Germany, they also visited Italy and Austria during their business trip.
- b. The travelling gypsies wanted to display their skillful antics to the crowd.

Note: यहाँ Collective Noun; Jury, Society, Government के साथ pronoun का प्रयोग एक Unit नहीं व्यक्त करके, separateness, division, individuality व्यक्त करता है।

Rule 7: जब दो या दो से अधिक Pronoun, and के साथ जुड़े होते हैं तो Pronoun Plural होता है।

Example:

- a. **Ram** and **Mohan** went to their school.
- b. **Suresh** and **his** family members have completed their work.

Rule 8: जब दो Singular Nouns, and से संयुक्त हों एवं दोनों के पूर्व Each या Every का प्रयोग हुआ हो तो Pronoun भी Singular होगा।

Example:

- a. **Each** officer and **each** clerk has joined his duty.
- b. **Every** soldier and **every** officer was in his place.

Rule 9: Each, Either एवं Neither के साथ हमेशा Singular Pronoun एवं Singular Verb का प्रयोग किया जाता है।

Example:

- a. **Each** of the students is ready to do his duty.
- b. **Either** of the two students gets his gift.
- c. **Neither** of them gets his turn.

Rule 10: जब दो या अधिक Singular Nouns 'or', 'Either.....or', 'Neither.....nor' से संयुक्त किए जाते हैं तो Pronoun, Singular प्रयोग किया जाता है।

Example:

- a. Ram or Shyam should deposit his dues.
- b. Either Ramesh or Ganesh lost his purse.
- c. Neither Ram nor Shyam has completed his work.

Rule 11: जब एक Plural एवं एक Singular Noun, 'or' या 'nor' से संयुक्त किए जाते हैं तो Pronoun-Plural लगता है।

Example:

- a. Either the Principal or the teachers failed in their duty.
- b. Neither the teacher nor the students have done their work.

Rule 12: तुलनात्मक (Comparative) वाक्यों में than या as के बाद Pronoun की Nominative Form का प्रयोग होगा या Objective Form का यह इस पर निर्भर है कि वाक्य का अर्थ क्या है।

Example:

- a. I love you more than he (loves you).
- b. I love you more than (I love) him.
- c. I shall give you as many pens as (I shall give) him.
- d. I am as intelligent as he (is).

Rule 13: “to be” Form Verb के बाद आने वाला Pronoun उसी Case में होना चाहिए, जिस case में verb “to be” के पहले आने वाला Noun या pronoun प्रयुक्त हुआ है।

Example:

- a. It is I.
- b. This is She.

Note: यदि इस तरह के वाक्यों में who/which के साथ जब Clause का प्रयोग होता है। Verb 'to be' के बाद आने वाला Pronoun हमेशा Nominative case में प्रयोग किया जाता है।

Example:

- a. It is he who is responsible.
- b. It is she who refused the offer.
- c. It is I who saw her yesterday.
- d. It is he who will pay you.

Rule 14: Let, like, between, but, except एवं prepositions के बाद Objective Case का प्रयोग किया जाता है।

Example:

- a. Let me do this work.
- b. Let me clear the doubts, if any.
- c. Everybody but him was present for the meeting.

Use of It:

Rule 1: It का प्रयोग जानवर, निर्जीव पदार्थ, देश व शिशु के लिए होता है। 'It' का बहुवचन 'they' होता है।

Example:

- a. Here is your pen. Please take it.
- b. He has a cat. It is very beautiful.
- c. When he saw the child, it was playing.

Rule 2: It का प्रयोग time, weather (मौसम), temperature (तापमान) तथा distance (दूरी) या अन्य प्राकृतिक घटना को express (अभिव्यक्त) करने के लिए Introductory subject के रूप में होता है। इस case में 'it' को 'empty it' कहा जाता है क्योंकि इसका कोई अर्थ नहीं होता है।

Example:

- a. It is 7 O'clock.
- b. It is fine.
- c. It is summer.

Rule 3: It का प्रयोग Infinitive, Gerund तथा Clause के बदले में भी होता है।

Example:

- a. It rains.
- b. It blows.

Rule 4: It का प्रयोग sentence के subject के रूप में noun या pronoun पर जोर डालने के लिए होता है।

Example:

- a. It is you, who can solve this problem.
- b. It is the place where he was murdered.

Rule 5: It का प्रयोग Phrase या clause को introduce करने के लिए होता है।

Example:

- a. **That the Record will break today** is probable.

Rule 6: Exclamatory वाक्य में It का प्रयोग निम्न प्रकार किया जाता है।

Example:

- a. What a beautiful bird it is!
b. What a large building it is!

Rule 7: The possessive pronoun required here is “its” (without an apostrophe).

It's = it is

- a. She has been a member of this club since its formation.
b. It's impossible to conduct truly causal research on media consumption and suicide.
c. Now it's referring to the same big lug who met his fate thanks to David's slingshot.
d. The energetic kitten is playful after having its breakfast.
e. A computer can't function without its motherboard.

Reflexive Pronoun:

- When the action done by the subject turns back (reflects) upon the subject.
- My, your, him, her, it में self जोड़ने पर एवं our, your, them में selves जोड़ने पर Reflexive Pronoun बनाए जाते हैं। ये वाक्य में Object की तरह प्रयुक्त होते हैं एवं वाक्य के Subject को ही व्यक्त करते हैं।

	First Person	Second Person	Third Person
Sing.	Myself	Yourself	Himself, herself, itself
Plural	Ourselves	Yourselves	themselves

Example:

- a. **The boys** hid **themselves**.
b. **Ram** and **Shyam** blamed **themselves** for the accident.
c. The cat bit its tail and hurt **itself**.
d. She **herself** is responsible for this situation of hers.

Rules Related to Reflexive Pronoun

Rule 1: कुछ Transitive Verbs के साथ Reflexive Pronoun का प्रयोग किया जाता है। Transitive Verb के साथ Object का आना आवश्यक है, जब इन verb के साथ कोई Object नहीं होता है, तो Reflexive Pronoun लगाकर object की पूर्ति करनी होती है।

verbs: avail, absent, enjoy, resign, apply, revenge, exert etc.

Example:

- a. They enjoyed **themselves** the pleasure of weather.
b. Try to avail **yourself** of every opportunity that comes your way.
c. You should avail **yourself** of this opportunity to demonstrate your skills.

Rule 2: कुछ Verbs जब इनका प्रयोग intransitively किया जाता है तो इनके साथ Reflexive Pronoun का प्रयोग नहीं किया जाता है।

Verbs: Keep, break, set, bathe, make, stop, steal, qualify, move, open, draw, rest, roll, burst, hide, feed, gather, sleep etc.

- सामान्यतया इन verbs का प्रयोग intransitively ही होता है।

Example:

- a. She hid in the room.
b. After a long and fun-filled day, the children slept peacefully.

Emphatic Pronoun

- When compound personal pronouns are used for the sake of emphasis.

- यदि Reflexive Pronoun का अर्थ है- 'स्वयं को' तो Emphatic Pronoun का अर्थ है- 'स्वयं'
- Emphatic Pronoun का प्रयोग किसी noun/Pronoun को emphasis (महत्व बढ़ाने के) हेतु किया जाता है।

Example:

- I myself solved this question.
- You yourself admitted your fault.
- She herself found the solution.

Reciprocal Pronoun



- दो Pronouns मिलाकर परस्पर संबंध प्रकट करने के लिए प्रयोग किये जाएं, तो वे Reciprocal Pronouns कहलाते हैं।
- Reciprocal Pronouns का प्रयोग objective case में होता है।

I. दो के लिए - Each other का प्रयोग किया जाता है :

Example:

- The two brothers loved each other.
- Russia and America are jealous of each other.
- The three of them shouted out to each other when the train started moving.

II. दो से अधिक के लिए- One another का प्रयोग किया जाता है।

Example:

- The five boys helped one another.
- They all gave gifts to one another.

Exclamatory Pronoun



- A pronoun used as an exclamation is called an Exclamatory Pronoun.

Example:

- What! You don't know Sonia Gandhi?
- What! You lost the chain?

Demonstrative Pronoun



- Demonstrative Pronoun is used to point out the object to which it refers.

- This, That, These, Demonstrative Pronouns हैं। इनके तुरन्त बाद verb का प्रयोग किया जाता है।

Example:

- This is the gift from my mother.
- These are the books, I found in the bag.
- That is my house.

Note: यदि किसी वाक्य में Demonstrative Pronoun के बाद verb का प्रयोग न करके Noun का प्रयोग किया गया हो तो ये Adjective की तरह प्रयुक्त होते हैं न कि Pronoun की तरह।

Example:

- This pen is mine.
- That book is hers.
- These books are his.

Rules Related to Demonstrative Pronoun

Rule 1: 'This' का प्रयोग समीप की एक व्यक्ति या वस्तु के लिए होता है, जबकि 'These' का प्रयोग समीप की एक से अधिक व्यक्ति या वस्तु के लिए होता है।

Example:

- This is a cat.
- These are cats.

Rule 2: 'That' का प्रयोग दूर की एक व्यक्ति या वस्तु के लिए होता है, जबकि 'those' का प्रयोग दूर की एक से अधिक व्यक्ति या वस्तु के लिए होता है।

Example:

- That is a book.
- Those are books.

Note: Singular noun के repetition को रोकने के लिए 'that of' तथा plural noun के repetition को रोकने के लिए 'those of' का प्रयोग होता है।

Example:

- The climate of Pune is better than **that** (अर्थ: climate) of Mumbai.
- The streets of Delhi are wider than **those** (अर्थ: streets) of Mumbai.

Rule 3: किसी sentence में Singular Countable Noun को दोबारा लिखने से बचने के लिए 'one' का प्रयोग होता है, जबकि Plural Countable Noun को दुबारा लिखने से बचने के लिए 'ones' का प्रयोग होता है न कि one's का।

Example:

- a. This is the new version, but **that** is an old one.
- b. These are new books, but **those** are old ones.

Indefinite Pronoun

- These pronouns refer to persons or things in a general way, but do not refer to any person or thing in particular.
- ऐसे Pronouns जिनसे किसी निश्चित व्यक्ति या वस्तु का परिचय नहीं होता, Indefinite Pronouns कहलाते हैं।
- one के साथ one's का प्रयोग होता है।

Indefinite Pronoun: all, anybody, anyone, anything, everybody, everyone, everything, few, many, no one, nobody, none, nothing, one, other, same, some, somebody, someone, something, such etc.

Example:

- ✓ **Some** have joined the party.
- ✓ **Someone** has stolen my watch.
- ✓ **One** must avail oneself of every good opportunity.
- ✓ **Somebody** has stolen my watch.
- ✓ **All** were drowned, many of them were Indians.

Word	Person	Thing
Some	Someone, somebody	Something
Any	Anyone, anybody	Anything
Every	Everyone, everybody	Everything
No	No one, no body	Nothing
Possessive case	His	Its

Note: One का प्रयोग Nominative, Reflexive एवं Possessive तीनों cases में अपने रूप one, oneself, one's में ही प्रयुक्त होता है।

Example:

- a. **One** Should do **one's** duty.
- b. One must do one's work.

Distributive Pronoun



- These pronouns refer to persons or things one at a time. For this reason, they are always singular and as such followed by the verb in singular. (ऐसे Pronoun जो वाक्य में दिए गए व्यक्ति या वस्तु में से प्रत्येक को सूचित करने के लिए प्रयोग किये जाते हैं।)
- ये pronouns हमेशा Singular होते हैं और इनके साथ singular verb प्रयुक्त होती हैं।

Distributive Pronoun: Each, Every, Either, Neither, Everyone, none

Example

- ✓ **Each** of the students gets a prize.
- ✓ **Either** of the two will win the race.
- ✓ **Neither** of those two students can secure first position.
- ✓ **Everyone** of the students was happy.

Distributive Pronoun	Meaning
Everyone	दो से अधिक संदर्भ में
Each	दो या दो से अधिक के लिए
Either	दो में से कोई एक
Neither	दो में से कोई नहीं
Any, none, no one	दो से अधिक के लिए – कोई, नहीं, कोई नहीं

Rules Related to Distributive Pronoun

Rule 1: Each/ Either/ Neither + of + plural Noun + S.H.V ----- (Each of/ Either of / Neither of के बाद plural Noun या plural Pronoun का प्रयोग होता है।)

Example:

- a. **Each of** the boys has a note book.
- b. **Each of** the boys has his own pen.

Note: Each of/ Either of / Neither of के बाद प्रयुक्त Plural noun के पहले the का प्रयोग होता है।

Rule 2: यदि Each का प्रयोग subject के लिए हो तो each का प्रयोग subject के बाद अर्थात् Auxiliary Verb (सहायक क्रिया) के पहले होता है। और मुख्य क्रिया Subject के अनुसार प्रयुक्त होती है।

Example:

- a. We each have advised him to give up smoking.

Rule 3: Both का प्रयोग दो व्यक्तियों या वस्तुओं के लिए होता है। both का प्रयोग नकारात्मक वाक्य में नहीं होता है।

Example:

- a. Both of the two students are guilty.

Rule 4: Distributive pronouns के साथ Third person, Singular pronoun, Masculine Gender (he, his, him) का प्रयोग किया जाता है।

Example:

- a. Everyone should obey his parents.
b. Neither of these two students has received his prize.

Rule 5: यदि वाक्य में Distributive pronouns के बाद Feminine Gender के Noun का प्रयोग हुआ है तो 'her' pronoun का प्रयोग करना आवश्यक है।

Example:

- a. Neither of these two girls has deposited her fees.
b. Either of the two girls has received her gift.
c. Each of the girls has donated her pocket money.

Rule 6: यदि Feminine noun की जगह Plural pronouns (us/them/you) का प्रयोग हुआ हो तो Singular Masculine Gender Pronoun का प्रयोग किया जाएगा।

Example:

- a. Neither of them has done his duty.
b. Each of them has forgot his purse.

Interrogative Pronoun



- These pronouns are used to ask questions. (प्रश्न पूछने के लिए जो Pronoun प्रयोग किया जाए, Interrogative Pronoun कहलाता है।)

Interrogative Pronoun							
Who	Whom	Whose	What		Which		
कौन	किसे	किसको	क्या		कौन सा/ कौन		
Subjective case	Objective Case	Possessive Case	Non Living thing	Sub या obj को findout करने के लिए	To Findout Rank/Profession/Post	Selection के लिए	Object/Animal/Printout

Example:

- a. **Who** invited Mr. Ramesh?
b. **Whom** does she write this letter?
c. **Whose** is that car?
d. **What** was happened?
e. **What** have you bought today?
f. **Which** of these novels you like most?
g. **Which** is your national animal?

Rules Related to Interrogative Pronoun:

Rule 1: Preposition + Whom का प्रयोग होता है।

Example:

- a. By whom was the Ramayana written?

Note: यदि Preposition का प्रयोग वाक्य के अंत में करने / होने पर who का प्रयोग वाक्य के शुरुआत में होता है।

- a. **Who** was the Rayamana written **by**?

Rule 2: Whose का प्रयोग निर्जीव वस्तु के लिए नहीं होता है।

- a. **Whose** book is **this**?

Relative Pronoun

- Relative Pronoun refers to some noun going before, which is called its antecedent.