



CBI

Apprentices

BFSI Sector Skill Council of India (BFSI SSC)

Volume - 3

English Language and Central Bank of India Products & Services



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1

CHAPTER

Golden Rules of English Grammar

NOUN

Rule:1

- Sometimes, “*The*” is used before a proper noun to use it like a common noun.

Example

- ✓ Kalidas is the Shakespeare of India.

- Sometimes, a proper noun is also used like a common noun. At that time, the proper noun represents a class or a person of that class.

Example

- ✓ There are five Ram in my Class.

- Proper, material, and abstract nouns are always singular, but when they are used in a plural sense, they become common nouns.

Example

- ✓ Simran is the wife of Shivam. (Proper Noun)

Rule 2: Generally, a collective noun takes a singular verb. A plural verb is used only when each member of the group is referred to.

Example

- 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.

Rule 3: Some nouns are always used in plural form. The ‘s’ at the end cannot be removed to make them singular. They look plural and are used as plural.

- **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

- ✓ My father gave me a pair of binoculars on my birthday.
- ✓ Bacteria are single-celled organisms that can reproduce on their own.

Rule 4: Some nouns appear plural but are singular in meaning. They are always used as singular.

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

Example

- ✓ The first innings of the match was very sensational.

Rule 5: Some nouns appear singular but are always used as plural.

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

Example

- ✓ Cattle have died when liquid manure stored in pits under slotted floors was agitated.

Rule 6: Some nouns are used only in singular form. These are uncountable nouns, and articles a/an are not used with them.

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

Example

- ✓ We need to buy new furniture for the office.
- ✓ The scenery was so beautiful that John was mesmerized and captivated by all that he saw.
- ✓ Dozens of lower courts have rejected cases pressed by Trump and his allies.

Rule 7: Some nouns have the same form in both singular and plural.

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

Example

- ✓ The committee were split on whether the new regulations for the National Health Protection Scheme should be implemented.

Rule 8: Some nouns are plural in meaning, but when they are used with a definite numeral adjective, they are not pluralized.

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

Example

- ✓ Amount of less than a million rupees is required right now. Take the money to the bank and withdraw it.
- ✓ His sons-in-law have enhanced his business within a short period.

Rule 9: If a noun is followed by a preposition and then the same noun is repeated, the noun remains singular.

Example:

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

Note: In such sentences, writing *towns after towns, rows upon rows, doors to doors, or ships after ships* is incorrect.

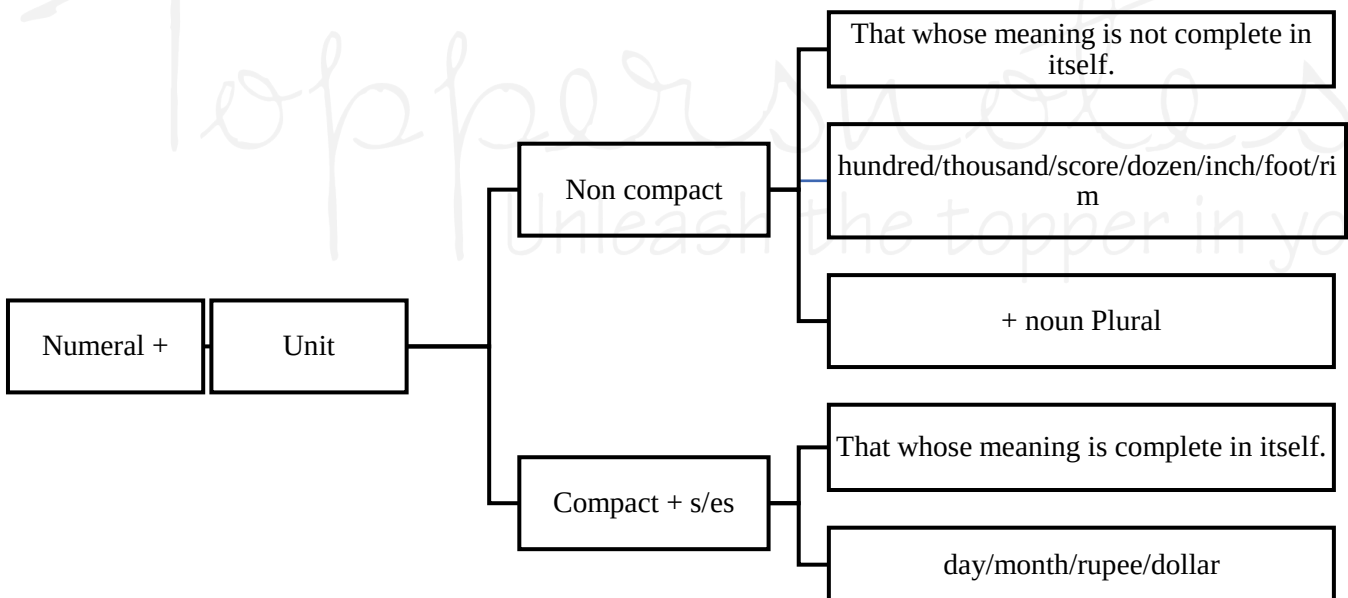
Rule 10: In a sentence, when a half or a quarter comes after a numeral adjective, the noun is placed after the numeral adjective, followed by a half or a quarter.

Example:

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

Notes: If the numeral adjective and fraction are joined with *and* and used in the sense of multiplication, then the noun is used in plural form after *a half or a quarter*.

Rule 15:



Example:

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

Rule 16: Unit (Plural) of noun (Plural) + plural helping verb

Example:

- a. Hundreds of shops are closed during riot.

Example:

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

Here, multiplication is implied; therefore, the noun "times" is used in plural after a quarter / a half.

Rule 11: A hyphenated noun is not used in plural form.

Example:

- a. He gave me two hundred-rupee notes.
- b. He stays in five-star hotels. (change *stars* to *star*)

Rule 12: With a set of / a pair of / a group of / each of / either of / neither of, the noun is plural, but the helping verb is singular.

Example:

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

Rule 13: both of / all of + Noun plural + helping Plural

Example:

- a. All of students are thrown out in my class.

Rule 14: Numeral + unit (singular) + Noun (singular)/ adjective

Numeral + unit (Plural) + adjective

Example:

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

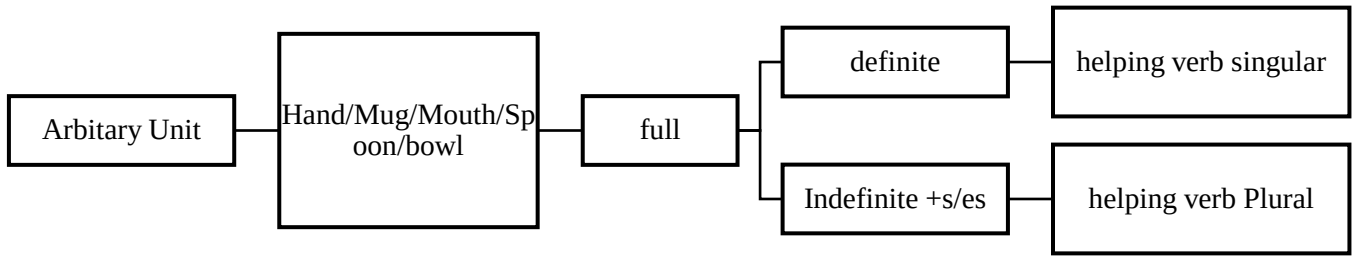
- b. Balloons filled with helium travel hundreds or even thousands of miles.

Rule 17: 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 18:



Example:

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

Rule 19:

Example:

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

PRONOUN

Rule 1: In a sentence, the pronoun used before the verb is in the nominative (subjective) case, and the pronoun used after the verb is in the objective case.

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: If more than one pronoun is used in a sentence and the sentence does not express anything negative, then the order 231 (2nd person, 3rd person, 1st person) is used.

Example

- ✓ Sia and I spent a few magical minutes observing giraffes and elephants assembling at a watering hole.
- ✓ Mary and I will be going to the movies after we're done with the marathon.

Rule 3: Plural Pronoun: When more than one pronoun is used in a sentence and they are plural, the order 123 (1st person, 2nd person, 3rd person) is used.

Example

- You, she and I will be traveling by my car.

Rule 4: If the sentence expresses a mistake, fault, crime, or a negative idea, then the order of pronouns should be 123.

Example

- I and he will beg sorry for the misconduct.

Rule 5: If different persons' pronouns are used in a sentence and a single plural pronoun is used for them, then:

- 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: With a collective noun, the pronoun is singular (and neuter gender) when the noun is used as a single unit. If the collective noun is used in a divided sense, a plural pronoun is used.

Example

- Apart from Germany, they also visited Italy and Austria during **their** business trip.

Rule 7: When two or more pronouns are joined by and, the pronoun is plural.

Example:

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

Rule 8: When two singular nouns are joined by and and each is preceded by each or every, the pronoun is singular.

Example:

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

Rule 9: With each, either, and neither, always use a singular pronoun and a singular verb.

Example

- Each of the employees needs to submit his or her reports by Friday.

Rule 10: When two or more singular nouns are joined by *or*, *either...or*, *neither...nor*, a singular pronoun is used.

Example:

- Neither the tunny nor the coral fishery is carried on by the Sardinians themselves, who are not sailors by nature.
- Either my brother or my parents are going to bring the sleeping bags.
- Neither Suresh nor Ramesh is allowed to enter the class if they have not completed the homework given by me last week.

Rule 11: When one plural and one singular noun are joined by *or* or *nor*, a plural pronoun is used.

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: In comparative sentences, after *than* or *as*, whether the pronoun is in nominative or objective form depends on the meaning of the sentence.

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: The pronoun used after a “to be” form verb should be in the same case as the noun or pronoun used before the verb.

Example:

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

Note: When a clause with *who/which* is used, the pronoun after “to be” is always in the nominative case.

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: After *let*, *like*, *between*, *but*, *except*, and other prepositions, the objective case is used.

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” is used for animals, non-living things, countries, and babies. Its plural is “they”.

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” is used as an introductory subject to express time, weather, temperature, distance, or natural events. In this case, it is called “empty it” because it has no specific meaning.

Example:

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

Rule 3: “It” is also used in place of an infinitive, gerund, or clause.

Example:

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

Rule 4: “It” is used as the subject of a sentence to emphasize a noun or pronoun.

Example:

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

Rule 5: “It” is used to introduce a phrase or clause.

Example:

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

Rule 6: “It” is used in exclamatory sentences as follows:

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.

Rule 15: Some transitive verbs require a reflexive pronoun. A transitive verb needs an object, and when no object is present, a reflexive pronoun is used to complete it.

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 16: Some verbs, when used intransitively, do not take a reflexive pronoun.

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

Example:

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

Rule 17: "This" is used for one person or thing that is near, while "these" is used for more than one person or thing that is near.

Example:

- a. This is a cat.
- b. These are cats.

Rule 18: "That" is used for one person or thing that is far, while "those" is used for more than one person or thing that is far.

Example:

- a. That is a book.
- b. Those are books.

Note: To avoid repetition of a singular noun, "that of" is used, and to avoid repetition of a plural noun, "those of" is used.

Example:

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

Rule 19: To avoid repetition of a singular countable noun, "one" is used, and for plural countable nouns, "ones" is used (not "one's").

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		
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

Distributive Pronoun	
Distributive Pronoun	Meaning
Everyone	Used for more than two
Each	Used for two or more
Either	Used for two or more
Neither	Used for two or more
Any, none, no one	Used for two or more

Rule 20: Each/Either/Neither + of + plural Noun + S.H.V -----

Example:

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

Note: "The" is used before the plural noun after each of/either of/neither of.

Rule 21: When each is used as a subject, it is placed after the subject and before the auxiliary verb. The main verb agrees with the subject.

Example:

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

Rule 22: "Both" is used for two persons or things. It is not used in negative sentences.

Example:

- a. **Both** of the two students are guilty.

Rule 23: The third-person singular masculine pronouns (he, his, him) are used with distributive pronouns.

Example:

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

Rule 23: If a noun of the feminine gender is used after a distributive pronoun in a sentence, it is necessary to use the pronoun 'her'.

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 24: If a feminine noun is used after distributive pronouns, then the pronoun "her" must be used.

Example:

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

Rule 25 : When two subjects are joined by as well as, with, along with, together with, and not, in addition to, but, besides, except, rather than, accompanied by, like, unlike, no less than, nothing but, the possessive pronoun agrees with the first subject.

Example

- The choreographer as well as his entire dance crew was rewarded cash for their outstanding performance.
- Chari along with other astronauts will form the Artemis Team and help pave the way for the next lunar missions.

Who/ Whom: Used for persons

Rule 26: These are used for persons and living nouns. Who is used in the nominative case, and whom is used in the objective case. Who is used with people and those.

Example:

- The children who sang in the choir were applauded by the audience.
- This appears to be the handiwork of someone who belongs to a criminal gang.
- My elder brother, whom you'll meet later, is a dentist.
- Who is the person that you wanted me to contact there?

Which: Used for non-living things or animals.

Example:

- He always obeys his parents, which shows his loyalty.
- This is the album which I found in the garage.

1. Whose:

Rule 27: Whose is used in the possessive case, generally for persons and animals. In some cases, whose is also used for non-living nouns.

Example

- What is the name of the Swami whose autobiography impressed you so much?
- My friend whose leg was fractured has recovered.

Use of "That":

Rule 28: When two antecedents are joined by and, and one refers to a person and the other to an animal or thing, that is used as a relative pronoun.

- The man** and his **dog** that I saw yesterday have been kidnapped.

Rule 29: That is used after the superlative degree.

- Mr. Mishra is the **most laborious** man that I have ever seen.
- He is the most eloquent speaker that I have ever heard.

Rule 30: When all is used for persons, who/that is used after it.

- All who/that are interested to do this work can start now

Rule 31: When all is used for things, that is used after it.

- All that glitters is not gold

Rule 32: That is used after all + uncountable noun.

- All the money that I gave her has been spent.

Rule 33: That is used after everything, nothing, the only, any, all, everyone, none, no, nobody, much, little, the same, the few, the little.

- My father has given me everything that I needed.
- My wife has spent the little money that I gave her.

Rule 34: When the verb is clearly understood, that is used after the same + noun.

- This is the same man that deceived me.
- There was none that didn't support the cause.
- This is the book that I wanted to buy.

Rule 35: No preposition is placed before that. If a preposition is required, it is placed at the end of the sentence.

- We know the hotel that she lives in.
- I understand the point that you are hinting at.

Compound relative Pronouns: *Whoever, whosoever, whomsoever, whatever, whichever, whatsoever, etc.*, are compound relative pronouns.

They are used in a sentence without an antecedent, as the antecedent is included within them.

- **Whatever** - anything which.
- **Whichever** - anything which.
- **Whoever/whosoever** - any person who.
- **Whomsoever** - any person whom.

Example

- You can eat whatever you like.
- You can take whichever you like.
- I shall employ whomsoever you recommend.

ADJECTIVE

Important Adjectives and their uses:

Some/ any

- *Some* is used in affirmative sentences before singular uncountable nouns to indicate quantity in the sense of "some" or "a little," and before plural countable nouns to indicate number in the sense of "some," "a few," or "a little."
- *Any* is used in negative and interrogative sentences before singular uncountable nouns to indicate quantity in the sense of "some" or "a little," and before plural countable nouns to indicate number in the sense of "any," "some," or "a few."

Much/ Many

- *Much* is used before singular uncountable nouns to indicate quantity in the sense of “a lot.”
- 'Many' is used before plural countable nouns to denote a large number.

Each/Every– प्रत्येक

- *Each* is used before a singular countable noun to refer to every one of two or more persons or things.
- *Every* is used before a singular countable noun to refer to each of more than two persons or things.

Fewer/Less/Lesser

- *Fewer* is used for countable nouns to indicate a smaller number.
- *Less* is used for uncountable nouns to indicate a smaller quantity. It should not be used with price or number.
- *Lesser* means less important.

As..... as/So as

- *As.....as* is used in comparative sentences to express similarity or likeness.
- *So.....as* is used in negative sentences to express dissimilarity or unlikeness.
 - ✓ Our passage across the Arabian Sea was as smooth as the timidest navigator could desire.

Degree of Adjective

- **Positive Degree:**
 - ✓ It is used to qualify one person, place or thing.
 - ✓ No comparison is made in positive degree of adjective.
 - ✓ When the adjective is not comparative, it describes the quality of one person or thing.
- **Comparative Degree**
 - ✓ It is used to compare two persons, places or things.
 - ✓ When the adjective compares only two, it shows a comparison between them.
 - Diseases like diabetes and hypertension are repeatedly on the rise and affecting more and more younger individuals.
- **Superlative Degree**
 - ✓ It is used when more than two persons, places or things are compared. It is the highest degree of comparison.
 - ✓ When the adjective compares within a group, it shows comparison among more than two.
 - The lack of regular academic sessions has meant that in 2020 the country has had the lowest share of students who have attended educational institutions.

Important rules related to adjective:

Rule 1: “Of” is not used after the following definite numerals: a dozen, a hundred

Example:

- We have a dozen pens.
- He has a hundred cows.

Rule 2: If definite numerals are used without “a,” they indicate an indefinite number, and “of” must be used.

Ex- a lakh of men, a pair of shoes, a couple of hours.

Example:

- We have dozens of pens.
- He has hundreds of cows.

Rule 3: The article “the” is used with ordinal numbers.

Example:

- The first lesson is on verb.
- The first five girls will get the discount on our merchandise.

Rule 4: When comparing an object, that object should be excluded from the comparison.

Example

- He slapped the team into action and they headed for the town at a more leisurely pace.
- The playground was way larger than I had imagined, and in cleaning it, my back began to ache.

Rule 5: With adjectives such as senior, junior, posterior, superior, inferior, anterior, the preposition “to” is used. More or less is not used with them. These adjectives are derived from Latin. Elder, prefer, and preferable also take “to.”

Example

- He always wants to be in the company of those **who** are intellectually superior to him.

Rule 6: When comparing two things, the comparison should clearly be between the same items. Mistakes are often made in such comparisons.

Example

- Chetan’s room is cleaner than Ram’s **room** because Chetan cleans it more often than Ram.

Rule 4: When adjectives of size, shape, age, colour, etc., are used together, they follow this order:

Size → shape → age → colour → emotion
1 2 3 4 5
→ nationality → material → noun
6 7

Example

- The beautiful young girl jumped in the river in the state of depression.

ADVERB

Important adverbs and their uses:

Late/Lately

➤ **Late** – late → used as both an adjective and an adverb.

➤ **Lately** – recently → used only as an adverb.

Example

- I haven't seen Akila **lately**.
- Chandni is often **late** for work.
- Riya arrived at the train station **late**.

Hard/ Hardly

➤ **Hard** – with effort

➤ **Hardly** – barely

Example

- Sanjana rubbed her eyes **hard**.
- Sushil, who recently joined our school, was awarded the Gold Cup as he worked **hard** throughout the year.
- Mohan is respected by everyone because he works **hard**.

Free/Freely

➤ **Free** – without cost

➤ **Freely** – with freedom

Example

- We can Move about freely in India.
- Rides are provided free in this water park.

Since

➤ When *since* indicates time, it is used as a preposition, conjunction, and adverb. As an adverb, *since* means “from then.”

Example

- I have been reading since 5 O' clock.
- They have been playing since 7 O' clock.

Just

➤ *Just* is used as an adverb of time in the sense of “a moment ago.”

➤ It is generally used with the present perfect tense.

Example

- He has just gone out.
- I have just had dinner.

Rule 1: *Just* can also be used in the simple past for “exact time.”

Example

- I just caught the train.
- They just managed to leave.

Rule 2: *Just* can also express “just now (time struck).”

Example

- It has just struck five. → It is just five o'clock.
- It has just struck two. → It is just two o'clock.

Just Now

➤ *Just now* is used for an action completed in the present; it is used with the present perfect tense.

Example

- He has gone just now.
- I have arrived just now.

Rule 1: *Just now* also means “a short time ago” or “a moment ago,” and in this case, it is used with the simple past tense.

Example

- They left home just now.
- Did you hear a noise just now?

Rule 2: *Just now* can also mean “at this moment.”

Example

- I am busy just now.

Presently

➤ *Presently* – soon / shortly → used for future action.

Example

- He is presently busy.
- He will come back presently.
- I shall give some money presently.

Early

➤ *Early* is used as both an adjective and an adverb.

➤ It means “soon after the beginning.”

Example

- Are you an early riser? (adjective)
- We started early. (adverb)

➤ **It also means “before the fixed time.”**

Example

- He arrived early at the meeting.
- The chief guest came early.

Direct / Directly

➤ Direct → Straight

➤ Directly → at Once

Example

- I went direct to my house.
- They went to their room directly.

Too

➤ *Too* expresses excess, fault, or intensity.

➤ It is used with unpleasant adjectives.

➤ **Example:** too cold, too dull, too fat, too naughty

➤ Too + to infinitive → expresses the reason for not being able to do something.

Example

- The old man is **too weak to walk**.
- This question is **too simple** for me to answer.
- His absence from my party is **too painful** for me.

- *Too* also means “also.”

Example

- a. I lost my pen and book too.
b. He was fined too.

Very, Much, Very Much

Rule 1: *Very* is used with adverbs/adjectives in the positive degree.

Example

- a. His father was very proud of his power over the horse.
b. The captain feels very proud as his team has won the match.
c. The flowers have a very strong scent.
d. She has been speaking four languages very fluently since childhood.

Rule 2: *Much* is used before comparative degree adjectives/adverbs.

Example

- a. Her concerts are much admired by the foreigners.
b. If you are going downhill, you can go much faster.
c. Bobo was much richer than Jim as he had illicitly accumulated all his wealth.
d. We've got to have beefed-up intelligence, including much stronger human intelligence than before.

Rule 3:

- **The + very + Superlative Degree**
➤ **Much + the + Superlative Degree**

Example

- a. You are **the very smartest** player in the team.
b. You are much **the smartest** player in the team.

Rule 4: *Much* is used before the past participle.

Example

- a. He was much confused to read my letter.
b. Sita is much interested in you.

Rule 5: *Very* is used with the present participle.

Example

- a. The match is very interesting.
b. This is a very amusing information.

Rule 6: *Very much* means “completely” and can be used before the comparative degree.

Example

- a. Ram is very much better than Shyam.

Rule 7: Generally, *very much* is used in affirmative sentences, while *much* is used in negative sentences.

Example

- a. I love her very much.
b. I do **not** love her much.
c. He does **not** work much.

Much Too, Too Much

- *Much too* and *too much* express the same meaning: “more than necessary.”
➤ Usage
✓ Before an adjective or participle → *Much too*
✓ Before a noun → *Too much*

Example

- a. **Too much** of anything is bad.
b. It is **much too** painful.
c. There is evidence that too much technology can lead to a loss of child development opportunities.

Enough

- *Enough* means “sufficient” or “adequate.”
➤ It is used as both an adjective and an adverb.
✓ As an adverb → after adjectives/adverbs
✓ As an adjective → before nouns

Example

- a. The hall was spacious enough to accommodate all the guests.
b. The hall was spacious enough to accommodate all the guests
c. The food container is not big enough to meet the demands of the affected people.
d. She was tall enough to reach the top shelf.
(a) I am not courageous enough to take this risk.

Most, Mostly, Almost

- *Most* – the greatest in amount → used as pronoun, adjective, and adverb
➤ *Mostly* – mainly
➤ *Almost* – nearly → used only as an adverb

Example

- a. Many people attended the party, but most **were** boring. (Pronoun)
b. Most **people** at the party were boring. (Adjective)
c. This time, she donated most **generously** for the war fund. (Adverb)
d. Caramel is made from several thousand compounds, making it one of the **most** **complex** food products.

Fairly / Rather

- *Fairly* → positive sense → fairly, quite, reasonably
➤ *Rather* → negative sense → somewhat, quite (often unfavorable)

Example

- a. Milk is fairly hot.
b. The weather is rather hot.

No / Not

- No can be both an adjective and an adverb.
- As an adverb → means “not at all” or “not in any degree” → used only before comparative degree
- As an adjective → means “no” → used before positive or comparative degrees

Example

- He has no pen. (pen – noun)
- He has no good pen. (good – adjective of positive degree)
- No other place in this country is **better than** Gulmarg, Kashmir. (No – adverb of comparative degree)

- **Not** → **adverb** → means “not” → used after the **helping verb**

Example

- I have not any book.
- She does not have any idea.

Rule 1: Some words have the same form as both adverbs and adjectives: fast, straight, outright, direct, hard, late, high, safe, quiet, etc.

- If these words are used before a noun → they function as adjectives
- If these words are used after a verb → they function as adverbs

Example

- He works hard. (Adverb)
- This is a hard task. (Adjective)
- Do not talk loud. (Adverb)
- Riya ran as fast as a cheetah and saved the child from falling. (Adverb)

Rule 2: MPT Rule: When multiple adverbs are used in a sentence, the order is: Manner → Place → Time

Example

- She comes regularly at **the ground** daily.
- He is crying loudly **at the field** now.

Note: If multiple adverbs of time are used, the order should be: smallest time → larger time → largest time

Example

- He came here at 7 0' clock in the morning on Monday.
- She was born at 6 0' clock in the evening on Sunday in 1987.

Rule 3: Else is used with but.

Example

- It is nothing **else** but sheer foolishness.

Rule 4: Rather, other, and otherwise are followed by than.

Example

- Rahul had **no other** alternative than to work hard.
- I would **rather** die than beg.

Rule 5: Some adverbs/adverbial expressions cause inversion when placed at the beginning of a sentence. This is called *Adverbial Inversion*.

Examples of such words: *Never, rarely/seldom, hardly/scarcely/barely, no sooner, not only... but also, at no time/under no circumstances, only after/only when/only then*

Example

- Scarcely had I started reading the paper **when** the doorbell rang.
- No sooner had they left **their home than it started** raining heavily.

Rule 6:

- So + adjective / adverb
- So + adjective + a/an + singular noun
- Such + a/an + adjective + singular noun
- Such + adjective + plural / uncountable noun

Example

- Aren't you **so young** to travel by yourself?
- He's not **so friendly** as she is.
- The solution was applied **so effectively** that it resolved the issue immediately.

CONJUNCTION

Rule 1: Both _____ and: When used as a subject, the helping verb is always plural.

Example

- Not only dogs but also cats are available at the animal shelter.
- One must not only have the ability to read voraciously but also have the necessary training in comprehending and remembering all the relevant details.

Rule 2: With along with / together with / as well as / in addition to, the helping verb agrees with the first subject.

Example

- Ram**, along with his friends, **is** going to Delhi.
- The teacher**, together with the students, **was** present.
- My father**, as well as my uncles, **has** arrived.
- The manager**, in addition to his assistants, **is** responsible.

Rule 3: Not only _____ But Also

1. The same part of speech (noun/pronoun/adjective/adverb/verb) must be used with both parts.

Example

- History is **not only** a very vast subject **but also** very intriguing. (Adjective - adjective)
- One must **not only** have the ability to read voraciously **but also** have the necessary training in comprehending and remembering all the relevant details. (Noun-Noun)

- c. The secretary to my boss is very efficient as he **not only** gives him the required information **but also** handles correspondence independently. (Verb - Verb)
- d. **Not only** is my brother intelligent **but** hard working too. (This is correct without “also”)

2. The helping verb agrees with the second subject.

Example

- a. **Not only** Ram **but also** his friends are coming.
- b. **Not only** the teacher **but also** the students were absent.
- c. **Not only** my brother **but also** my parents have agreed.

Rule 4: Either _____ OR / Neither _____ Nor

- The same part of speech is used with both parts.
- The helping verb agrees with the second subject.

Example

- ✓ Either Shilpi or Raj is to blame for the accident.
- ✓ Either the bears or the lion has escaped from the zoo.
- ✓ Neither Sameera nor Vinod knows anything about the accident.
- ✓ The children neither wanted to go back home early from vacation nor to miss their adventures planned for the trip.

Rule 5: When → When is used when two actions occur at different times or one action starts after the completion of another.

- **Structure:** Past Perfect tense + When + Past Indefinite

Example

- a. I **had finished** my homework **when** he **came**.
- b. The train **had departed** **when** we **reached** the station.
- c. When he saw the bear, he ran to the nearest tree, dropped his gun and climbed to a safe place.

Rule 6: While → While is used when two actions occur at the same time.

- **Structure:** Past Continuous Tense + While + Past Continuous Tense

Example

- a. I **was reading** **while** she **was cooking**.
- b. The children **were playing** **while** their mother **was watching** them.
- c. He **was talking** on the phone **while** he **was driving**.

Rule 7: Before/After – Time

Used when two actions happen at different times, one before or after the other.

- **Structure:** Past Perfect Tense + Before + Past Indefinite

- **Structure:** Past Indefinite Tense + After + Past Perfect Tense

Example

- a. I **had finished** my work **before** he **arrived**.
- b. She **had locked** the door **before** she **went** out.
- c. He **started** the work **after** he **had taken** rest.
- d. We **left** the house **after** we **had eaten** dinner.

Rule 8: Until → Until is negative in meaning, so not is not used with it.

- The referee allowed the teams to play on without blowing the final whistle until one of them scored a winning goal.

Rule 9: Unless → Unless means “if not / until not.” It has a negative sense, so not is not used with it.

- I don't want you to give that number to anyone unless it's an emergency, you understand?

Rule 10: As soon as / as Long as → Used to express time or condition.

- **Structure:** Future indefinite + As Soon as / as long as + Present Indefinite

Example

- a. You **will succeed** **as long as** you **work** hard.
- b. I **will help** you **as long as** you **need** me.
- c. As soon as he became a minister, he didn't allow any of his relatives to live with him.

Rule 11: Since → Used to show the starting point of an action that continues up to the present.

- **Structure:** Present Perfect tense + Since + Past Indefinite

Example

- a. I **have lived** here **since** I **came** to Delhi.
- b. She **has been** ill **since** she **fell** sick.
- c. They **have worked** here **since** they **joined** the company.

Rule 12: When that or so that is used to express purpose, may/might is used according to the tense.

Example

- a. He works hard **so that** he **may** succeed.
- b. I am saving money **that** I **may** buy a car.
- c. He worked hard **so that** he **might** pass the exam.

Rule 13: Lest _____ Should: Lest is always used with the modal verb should. A sentence starting with lest is never negative.

Example

- a. Work hard **lest** you **should** fail.
- b. He spoke softly **lest** the baby **should** wake up.
- c. Walk carefully **lest** you **should** fall.

Rule 14: if → For future conditions, the *if*-clause uses present indefinite, and the main clause uses future indefinite.

➤ **Structure:** if + Present indefinite + Future Indefinite

Example

- If you **work** hard, you **will pass** the exam.
- If it **rains**, we **will stay** at home.
- If he **comes**, I **will tell** him the truth.

Rule 15: No Sooner _____ Than → Used when one action happens immediately after another.

Structure: No Sooner + had/did + Sub + V₃/V₁ + than + Sub + V₂

Example

➤ No sooner had I started strolling the lawn than it started raining.

Rule 16: As if → Used for imaginary/unreal situations; the verb takes a past form.

➤ **Present unreal** → *as if* + Past Indefinite

➤ **Past unreal** → *as if* + Past Perfect

Example

- He talks **as if** he **knew** everything.
- She behaves **as if** she **were** a queen.
- He looked at me **as if** he **had seen** a ghost.

Rule 17: Whether _____ or → Used to express choice, doubt, or alternatives.

Example

- Whether** you **like** it **or** not, you must do it.
- Whether** rain **or** shine, the match will be played.
- Whether** **or** not you allow me, I am going to the fair.

Rule 18: Hardly/Scarcely _____ Before/When

➤ **Structure:** Hardly/Scarcely + had + sub + V₃ + Before/When + Sub + V₂

Example

- ✓ Scarcely had the train stopped at the platform when the passengers started pushing each other to enter the train.
- ✓ Estella had hardly heard the news when she began to weep.

Rule 19:

➤ After *doubt*:

- ✓ In affirmative sentences → *if/whether*
- ✓ In negative and interrogative sentences → *that*

➤ After *doubtful*:

- ✓ In affirmative sentences → *if/whether*
- ✓ In negative and interrogative sentences → *that*

Example

- I **doubt if** he will come.
- She **doubts whether** the train will arrive on time.
- I **do not doubt that** he is honest.
- Do you doubt that** she can do this work?
- I am **doubtful whether** he will pass the exam.
- She is **doubtful if** they will agree.
- I am **not doubtful that** he will succeed.

Rule 20:

➤ After *the same*, relative pronouns *that* or *as* are used.

➤ *That* is used when the verb is clearly stated. *As* is used when the verb is not clearly stated.

Example

- This is **the same book that** I bought yesterday.
- He wore **the same shirt that** he **had worn** on Monday.
- This is **the same book as** yours.
- She has **the same pen as** mine.

Rule 21:

➤ *As...as* and *so...as* are used for comparison.

➤ *As...as* is used in both positive and negative sentences.

➤ *So...as* is used only in negative sentences.

➤ Only the positive degree of adjectives/adverbs is used with them.

Example

- Ram is **as tall as** Mohan.
- She runs **as fast as** her sister.
- He is **not as clever as** his brother.
- He is **not so intelligent as** his friend.
- She does **not run so fast as** her cousin.

Rule 22: But

1. Used when the same subject is involved and there is contrast between actions.

Example

- He is poor **but** honest.
- She worked hard **but** failed.

2. **Used to show unexpected contrast.**

Example

- He is very rich **but** unhappy.
- The medicine was costly **but** ineffective.

3. **Do not use but with however. Use either but or however.**

4. **Else is followed by but.**

Example

- No one **else but** Ram was present.
- Nothing **else but** luck helped him.

Rule 23: Yet

1. As a coordinating conjunction, **yet** means *nevertheless or but*.

Example

- a. He is poor, **yet** he is honest.
- b. She worked hard, **yet** she failed.
- c. It was raining, **yet** they continued the match.

2. **Yet** can also have different meanings:

Meaning of Yet	Example
In addition,	He is strict, yet kind.
Even	Yet a child can do this.
Still	He hasn't come yet .
Eventually	He will succeed yet .
As soon as now	The time has yet to come.

Rule 24: Although

- Although + subject + verb, main clause
- Main clause + although + subject + verb
- Do NOT use “but” with “although” in the same sentence.
- To express contrast, we use “even though” or “although,” not just “even.”
 - ✓ Psychosis is also part of this debate, even though problems arising from it affect a relatively small number of people.
 - ✓ Right now, the concern is about banks not lowering their lending rates fast enough, although the repo rate has been coming down.
 - ✓ We didn't have a lot of success with the garden, although we worked hard on it.

TENSE

Indefinite tense:

➤ **Actions that happen at a particular time are included under this tense.**

Present Indefinite tense:

The present indefinite tense (also called simple present tense) is used to describe actions or situations that are **habitual, general truths, or facts** that are always true.

1	Positive form	Subject + V ₁ / es-s + Object
2	Negative form	Subject + do/does + not + V ₁ + Object
3	Interrogative form	Do/does + subject + V ₁ + Object?

- **Regular activity:** Daily/ always / Regularly- He always write a poem.
- **Universal truth:** The sun rises in the east.
- **Hobby / Habit:** I play the guitar.
- **Permanent activity: Every day / every night-** I read a novel once a week.

➤ **Newspaper headlines / sports commentary:** Sachine strikes a ball beautifully.

➤ **Temporary action:** I am at a work.

➤ **Emotions / feeling:** Angry/ Hate/ Love/ Fond / Think etc.

Example

- ✓ Suman and his friend often come here to read books.
- ✓ If it rains tomorrow, we will postpone the outdoor event to ensure the safety and comfort of all participants.

Past indefinite tense:

The past indefinite tense, also known as the simple past tense, is used to describe **actions that happened and were completed at a specific point** in the past.

1	Positive form	Subject + V ₂ + Object
2	Negative form	Subject + did + not + V ₁ + Object
3	Interrogative form	Did + subject + V ₁ + Object?

Example

- As I went near, I saw a very curious sight.
- When he arrived at the party last night, she said she loved the gift, but now she regrets it deeply.
- The number of incomplete projects as compared to the completed ones increased from 10% in 2014 to 18% in 2018.
- He used to play football professionally but he had to quit because of an injury.
- Mahendra Singh Dhoni, over the past decade, heralded a new era for Indian cricket.
- He met his friends from college after so many years that for a while it was hard to identify them.
- Thomas did not bring the vegetables because he was busy.
- If the government were to bring forward plans for a green recovery, Labor would support them.

Future indefinite tense:

The future indefinite tense, also known as the simple future tense, is used to describe actions that will happen in the future. It is used for **predictions, promises, decisions made at the moment of speaking, and future facts.**

➤ **Will:** He/ She/ It/ They/ You / Noun

➤ **Shall:** I / We

1	Positive form	Subject +will/shall+ V ₁ + Object
2	Negative form	Subject + will/shall+ not + V ₁ + Object
3	Interrogative form	Will/ shall + subject + V ₁ + Object?

Example

- Sam shall go to the office tomorrow to get back his original documents lying with the staff.

Continuous tense:

- **Actions that indicate continuity or are in progress.**

Present continuous tense:

The present continuous tense is used to describe actions that are happening at the **moment of speaking** or **actions** that are happening around the present time.

- **Is:** He/ She/ It/ Noun(singular)
- **Are:** You/ We/They/ Noun(plural)
- **Am:** I

1	Positive form	Subject + is/are/am + V _{ing} + Object
2	Negative form	Subject + is/are/am + not + V _{ing} + Object
3	Interrogative form	Is/are/am + subject + V _{ing} + Object?

Example

- Households are now actively making use of solar power due to its efficiency, reliability, and cost-effectiveness.
- The men are chopping down the branches of the old tree which are touching the electric wires above.
- For the past several years, our organization has been instrumental and we have put in a significant effort into promoting sustainable practices.
- I'm going to write good jokes and become a good comedian.

Past continuous tense:

The past continuous tense is used to talk about actions that were happening at a **specific time in the past**.

- **Was:** He/She/It/ Noun(singular)
- **Were:** I/we/you/ they/Noun (plural)

1	Positive form	Subject + was/were + V _{ing} + Object
2	Negative form	Subject + was/were + not + V _{ing} + Object
3	Interrogative form	Was/were + subject + V _{ing} + Object?

Example

- While I was driving the car, my brother was talking over the phone to his kid.

Future continuous tense:

- **Will be:** He/she/it /they / you/noun
- **Shall be:** I /We

1	Positive form	Subject + will be/shall be + V _{ing} + Object
2	Negative form	Subject + will/shall + not + be + V _{ing} + Object
3	Interrogative form	Will/shall + subject + be + V _{ing} + Object?

Example

- In 2030, advancements in technology will be reshaping the way we live, work and interact with each other.

Perfect tense:

Present perfect tense:

- **Has:** He/she/it/name/noun(singular)
- **Have:** You/we/they/ I / Noun (plural)

1	Positive form	Subject + has/have + V ₃ + Object
2	Negative form	Subject + has/have + not + V ₃ + Object
3	Interrogative form	Has/have + subject + V ₃ + Object?

- **Sub + have/has + just + V₃ + object.**
- **Sub + have/has + V₃ + object + lately.**

Example

- ✓ The construction of the new business school has led to a sudden rise in population in our area.
- ✓ The two leaders have taken an unreserved common position on terrorism and have pledged enhanced India-US cooperation in the Indo-Pacific region.
- ✓ The company has decided to launch a new marketing campaign next month.
- ✓ The company's annual profits have risen significantly since the new CEO took over last year in April.
- ✓ Researchers have found a whale species that typically migrates away from solid sea ice each autumn and returns every summer to feast on tiny crustaceans.

Past perfect tense:

This tense is used to describe an **action that was completed before another action** in the past.

- **Had:** I/we/you/he/she/it/they/noun

1	Positive form	Subject + had + V ₃ + Object
2	Negative form	Subject + had + not + V ₃ + Object
3	Interrogative form	Had + subject + V ₃ + Object?

Example

- She had been married for three years when she gave her first civil services attempt.
- If she had studied harder for the exam, she might have aced it and earned a scholarship to the university.

- If the employees had succeeded in their attempt, they would have achieved a good target.
- If Stefan had studied well during his board exams, he would have secured a rank among the top ten rank holders of his school.

Future perfect tense:

- **Will have:** He/she/it/they /you /Noun
- **Shall have:** I/we

1	Positive form	Subject + will/shall + have + V ₃ + Object
2	Negative form	Subject + will/shall + not + have + V ₃ + Object
3	Interrogative form	Will/shall + subject + V ₃ + Object?

Example

- I think Jeremy will not have saved enough money by the time the year ends.

Perfect continuous:

- Action continues with particular time
- **Has been:** He/she/it/Noun(singular)
- **Have been:** You/they/I /we/ Noun (plural)

When an action is described according to its duration over time, the perfect continuous tense is used.

Since	For
➤ Point of time- Morning, Evening etc.	➤ Period of time
➤ Month/date/day/ year/ occasions/ seasons	➤ Number of days/ month /year/weeks
➤ O'clock/AM/PM	➤ Number of hours
➤ Stage of life- Young, Childhood, old	➤ A long, the last (with article)
➤ Long/last (without article)	

Present perfect continuous tense:

1	Positive form	Subject + has/have + been + V _{ing} + Object + since/for + time.
2	Negative form	Subject + has/have + not + been + V _{ing} + Object+ since/for + time.
3	Interrogative form	Has/have + subject + been + V _{ing} + Object+ since/for + time?

Example

- The Dutta company has not been making new school bags since the lockdown commenced.

Past perfect continuous:

- **Had been:** He/she/it/Noun(singular)/You/they/I /we/ Noun (plural)

1	Positive form	Subject + had + been + V _{ing} + Object + since/for + time.
2	Negative form	Subject + had + not + been + V _{ing} + Object+ since/for + time.
3	Interrogative form	Had + subject + been + V _{ing} + Object+ since/for + time?

Example

- ✓ He had been waiting for you since morning but you did not turn up on time.

Future perfect continuous:

- **Will have been:** He/she/it/you/they/Noun(singular)
- **Shall have been:** I/we

1	Positive form	Subject + will/shall + have + been + V _{ing} + Object + since/for + time.
2	Negative form	Subject + will/shall + not + have + been + V _{ing} + Object+ since/for + time.
3	Interrogative form	Will/shall+ subject + have + been + V _{ing} + Object+ since/for + time?

Example

- By 2023, she will have been working in the company for three years.

SUBJECT-VERB AGREEMENT

Rule 1:

- If two subjects are joined by “and”, a plural verb is used.
- **Structure:** Sub 1 + And + Sub 2 + Helping Verb Plural

Note: In a negative sentence joined by “and”, the verb is used according to the first subject.

Example

- ✓ My friend Meera and her mother **are** visiting me this weekend.

Rule 2: Each, any, either, none, neither, every always take a singular verb.

Example

- Every buyer or every seller has to abide by the rules set by the company following the governmental guidelines.

Rule 3: In sentences with one of, either of, neither of, any of, each of, none of:

- ✓ If followed by a countable noun → plural noun (but verb is usually singular)
- ✓ If followed by an uncountable noun → singular verb is used

Example

- Neither of the options is suitable for us.
- Each of the players was given a medal for their performance.
- One of the keys to success is maintaining a positive attitude.
- Each of the employees needs to submit his or her reports by Friday.
- Each of the players was given a medal for their performance.

Rule 4:

Subject	Verb	Noun
Many/ Number/ Large number	Plural	Plural
A many / A number / A large number	Plural	Plural
Many a	Singular	Singular
The number / The many	Singular	Plural

- The majority + singular verb
- The majority + plural noun + plural verb

Rule 6:

Words	Noun / Pronoun	Verb
One-third of / three-fourths of / The rest of / A quarter of / Part of / Ten percent of / Twenty percent of	+ Uncountable noun	Singular Verb
One-third of / three-fourths of / Part of / Ten percent of / Twenty percent of	+ Plural countable noun	Plural Verb
Most of / Some / Some of / Half of / Enough / Not enough of / Plenty of / A lot of / Lots of	+ Uncountable noun	Singular Verb
Most of / Some / Some of / Half of / Enough / Not enough of / Plenty of / A lot of / Lots of	+ Plural countable noun	Plural Verb
The percentage of	+ Uncountable noun/ Plural countable noun	Singular Verb

Example

- The majority of the people were pleased to see the government fall.
- Much of the tobacco leaf and some of the cigarettes produced in the continent are exported, and these exports earn the foreign currency that is attractive to the finance ministries of tobacco-producing countries.

VOICE**Indefinite tense:**

Indefinite Tense	Active (Structure)	Passive (Structure)
Simple Present	Sub + V ₁ + obj	Obj + is/am/are + V ₃ + by + sub
Simple Past	Sub + V ₂ + obj	Obj + was/were + V ₃ + by + sub
Simple Future	Sub + shall/will + V ₁ + obj	Obj + shall/will + be + V ₃ + by + sub

Example

- ✓ The number of foreign tourists visiting India is increasing day by day during this tourist season.
- ✓ Many a doubt on History was cleared in the remedial class, thus proving the maximum utility of such initiatives.
- ✓ The majority of the people were pleased to see the government fall.

Rule 5:

Subject	Verb	Noun
More than one	Singular	Singular
More than two/ three/ four	Plural	Plural

- **More + plural noun + than one + plural verb**

Example

- ✓ More than one award has been conferred on me because of my great achievement in the field of literature.
- ✓ More books than one have been written by him and it is believed that he will continuous writing many more books.

Example

- **Active:** A fisherman found the missing dog by the river bank
Passive: The missing dog was found by the river bank by a fisherman
- **Active:** Reducing daily salt intake by five to eight grams can lower the risk of cardiovascular disease and help prevent obesity and high blood pressure
Passive: If daily salt intake is reduced by five to eight grams, the risk of cardiovascular disease can be lowered, and this reduction can help prevent obesity and high blood pressure
- **Active:** The coach reprimanded the players for poor performance
Passive: The players were reprimanded by the coach for poor performance

- **Active:** The nurse asked me not to make any noise when the baby slept
Passive: I was asked by the nurse not to make any noise when the baby slept
- **Active:** They fired her because she was careless
Passive: She was fired by them because she was careless
- **Active:** All his friends laughed at him
Passive: He was laughed at by all his friends
- **Active:** Priya washes the clothes in the evening
Passive: The clothes are washed by Priya in the evening
- **Active:** Someone hammering on the door woke them up
Passive: They were woken up by someone hammering on the door

Continuous tense:

Continuous Tense	Active (Structure)	Passive (Structure)
Present Continuous	Sub + is/am/are + V ₁ + ing + obj	Obj + is/am/are + being + V ₃ + by + sub
Past Continuous	Sub + V ₂ + obj	Sub + was/were + being + V ₃ + by + obj
Future Continuous	Sub + shall/will + be + V ₁ + ing + obj	The Future Continuous tense cannot be converted into Passive Voice.

Example

- **Active:** Mahesh and his team were helping the fire and rescue team.
Passive: The fire and rescue team was being helped by Mahesh and his team.
- **Active:** His parents will send him to a boarding school next year.
Passive: He will be sent to a boarding school next year by his parents.
- **Active:** Mahesh and his team were helping the fire and rescue team.
Passive: The fire and rescue team was being helped by Mahesh and his team.

Perfect tense:

Perfect Tense	Active (Structure)	Passive (Structure)
Present Perfect	Sub + has/have + V ₃ + obj	Obj + has/have + been + V ₃ + by + sub
Past Perfect	Sub + had + V ₃ + obj	Obj + had + been + V ₃ + by + sub

Future Perfect	Sub + shall/will + have + V ₃ + obj	Obj + shall/will + have + been + V ₃ + by + sub
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Example

- **Active:** They have reserved a room for you at the Grand Hotel.
Passive: A room has been reserved for you at the Grand Hotel.
- **Active:** The publisher had offered Tejaswi a huge amount last year for translating the work.
Passive: Tejaswi had been offered a huge amount by the publisher last year for translating the work.

Passive of interrogative sentences:

In the passive voice of interrogative sentences, inversion is also used (i.e., the helping verb comes before the subject).

1. Sentences starting with who/whom:

- ✓ *Who* changes to *by whom*
- ✓ *Whom* changes to *who*

2. Sentences starting with Do/Does/Did:

- ✓ *Do/Does* change to *is/am/are*
- ✓ *Did* changes to *was/were*

3. Words like What / When / How / Have / Will / Shall / Where / Why / Can / Could: These depend on the question and are used accordingly in the passive structure.

Example

- **Active:** What did you do to help the migrant labourers during the pandemic
Passive: What was done by you to help the migrant labourers during the pandemic
- **Active:** How much do you pay as insurance premium
Passive: How much is paid by you as insurance premium

NARRATION

Rule 1: When converting into indirect speech, *that* is used after the reporting verb in normal sentences.

Rule 2: Some words change (when the reporting verb is in the past tense):

Word (Direct)	Changed word (Indirect)
This	That
These	Those
Now	Then
Here	There
Ago	Before
Thus	So
Hence	Thence
Today	That day

Yesterday	That day before/The previous day
Tonight	That night
Tomorrow	The next day
Last night	The previous night/The night before
Next day	The following day

Rule 3: Changes in tense from direct to indirect speech (when the reporting verb is in the past tense):

Direct	Indirect
Simple present	Simple past
Present continuous	Past continuous
Present perfect	Past perfect
Present perfect continuous	Past perfect continuous
Simple past	Past perfect
Past continuous	Past perfect continuous
Past perfect	Past perfect
Past perfect continuous	Past perfect continuous

- If the first sentence is in future tense, then no change is made in the second sentence. But if the first sentence is in past tense, then *will* changes to *would* and *shall* changes to *should*.

Example

- **Direct:** Prem said, "I have been listening to music for an hour."
Indirect: Prem said that he had been listening to music for an hour.
- **Direct:** The teacher said to Anu, "I am very disappointed with your work."
Indirect: The teacher told Anu that she was very disappointed with her work.
- **Direct:** She said, "However hard it rains, I have to go to work."
Indirect: She said that however hard it rained, she had to go to work.
- **Direct:** Suman said to Meeta, "I have been invited to the show but I will not be able to go."
Indirect: Suman told Meeta that she had been invited to the show but she would not be able to go.

- **Direct:** The Principal says, "Hard work is the key to success."
Indirect: The Principal says that hard work is the key to success.
- **Direct:** The teacher said to the students, "Jupiter is the largest planet."
Indirect: The teacher told the students that Jupiter is the largest planet. (universal truth)
- **Direct:** Anurag says, "I would like to be electronics engineer when I grow up."
Indirect: Anurag says that he would like to be electronics engineer when he grows up.
- **Direct:** Mrs. Mane said, "I regret having supplied you with an inferior brand of TV set and I am ready to apologise for that."
Indirect: Mrs. Mane said that she regretted having supplied us with an inferior brand of TV set and was ready to apologise for that.

Rule 4: Indirect narration of interrogative sentences

- While converting from direct to indirect, the question mark is removed because there is no inversion.

Wh- family (How, what, when, why where_)	➤ The conjunction <i>that</i> is not used.
Will/shall, is/am/are, do/does/did, has/have	➤ <i>That</i> is not used. ➤ <i>If/Whether</i> is used.

Example

- **Direct:** He said to her, "Why are you looking so sad?"
Indirect: He asked her why she was looking so sad.
- **Direct:** The professor said to Piyush, "Will you clean the data and get back to me tomorrow?"
Indirect: The professor asked Piyush if he would clean the data and get back to him the next day.
- **Direct:** Father said to her, "Is there anything else you wish for?"
Indirect: Father asked her if there was anything else she wished for.
- **Direct:** He said to me, "Would you like to learn French?"
Indirect: He asked me if I would like to learn French.