



RULE01: Difference between “Each” and “Every”

1.They are always followed by a singular verb.

Examples:-

(I)*Each* student is very talented.

[Singular verb is used]

(II)*Each* of my students is very talented.

[Singular verb is used]

In sentence (I), “*each*” performs the function of Adjective (*words used to describe or modify nouns or pronouns*). The word it describes is the noun “*student*”.

In sentence (II), “*each*” performs the function of Pronoun (*word that is used instead of a noun or noun phrase*).

In both the cases, we use the singular verb “*is*”.

***NOTE:** *Each refers to a plural number of people or items, but it considers each person or item as an individual or dissimilar unit, it does not consider the group collectively.*

[Individualistic Approach]

Every also refers to a multiple number of people or items; but it considers these people or items as part of a similar collective group.

[General Approach]

***NOTE:** *“Each” can play the role of both “Pronoun” and “Adjective”. However, “Every” is used as an “Adjective” only.*

Examples:-

(I) *Every* student is very talented. [Correct]

(II) Every of my students is very talented. [Incorrect (X)]

In sentence (I), “*Every*” is used as an Adjective. The word it describes is the noun “*student*”.

In sentence (II), “*Every*” is used as a Pronoun which is incorrect.

***NOTE:** “*Each*” is used for two or more than two items or people but “*Every*” is used only for more than two items or people. We cannot use “*every*” for exactly two things (In such case, “*every*” can be replaced by “*both*”).

Examples:-

Each person on this earth has to die one day. [more than two persons]

***Every* person I know has watched the movie. [more than two persons]**

He has a book in each hand. [Correct]

**He has a book in every hand
[Incorrect](Every cannot be used with two things)**

****NOTE: "Every", but not "each", can be used with abstract nouns.***

Examples:-

They have *every* reason to be happy with their new home. [Correct]

They have each reason to be happy with their new home. [Incorrect]

RULE02: “*Both*” and “*not*” cannot be used together. In such case, we can use “*Neither...nor*” which is used when we want to say that two or more things are not true.

Examples:-

Both Ram and Shyam are not going to visit this place. [Incorrect]

Neither Ram ***nor*** Shyam ***is*** going to visit this place. [Correct]

This is a war which *both* sides *cannot* win. [Incorrect]

This is a war which *neither* side can win. [Correct]

***NOTE:** “*Neither*” allows us to make a negative statement about two people or things at the same time. “*Neither*” goes before singular countable nouns. We use it to say “*not either*” in relation to two things.

RULE03: Usage of Relative Pronouns – *who, whom, which* and *that*.

(1) “*Who*” and “*whom*” are mainly used for people. However, these pronouns can also be

used to refer to animals that are mentioned by name and domesticated by people (i.e. Domestic Animals).

Examples:-

The witnesses *whom* I interviewed gave conflicting evidence. [Used for people]

The people *who* just boarded the plane are in a rock band. [Used for people]

The vacuum scared our dog Rocky, *who* was sleeping on the rug. [Used for a pet]

(2) “*Which*” is used for animals in general or things (i.e. Non- domestic Animals and Non-living things).

Examples:-

Vinita visited the park with a dog, *which* likes to chase squirrels. [Used for an animal]

The bomb, *which* killed 15 people, was the worst of a series of terrorist outrages. [Used for a non-living thing]

(3) “*That*” can be used for people, animals or things (i.e. No restrictions)

Examples:-

The car *that* Jasprit bought runs on electricity and gas. [Used for a thing]

The musician *that* won the award is Indian. [Used for a person]

The dog *that* is chasing the squirrels belongs to Brijesh. [Used for an animal]

***NOTE:** *All, any, the only, the same, none, much, none, much, no, the little, the few, something, anything, nothing and superlative degrees are all followed by “that” only. They cannot be followed by “who” or “which”*

Examples:-

This is the same book *which* you were reading. [Incorrect]

This is the same book *that* you were reading. [Correct]

This is the same person that I want to marry.

He spent up the little amount which he had. [Incorrect]

He spent up the little amount that he had. [Correct]

This is the best that I can do for you .

***NOTE: “Whoever” vs. “Whomever”:**

(1) Whoever is a subjective pronoun. It serves as a subject of a verb.

Examples:-

Whoever is hungry can have the leftover pizza. (*Whoever* is the subject of the verb *is*, like "He is hungry.")

Give the package to whoever comes for it. (*Whoever* is the subject of the verb *comes*, like "He comes for it.")

I am happy with whoever wins. (*Whoever* is the subject of the verb *wins*, like "He wins.")

Whoever is also correct as a subject complement, with linking verbs such as *is*, *are*, and *will be*.

Examples:-

Whoever it was did not leave her name.

Whoever they are, I like their confidence.

(2) *Whomever* is an objective pronoun. It serves as an object of a verb or a preposition.

Examples:-

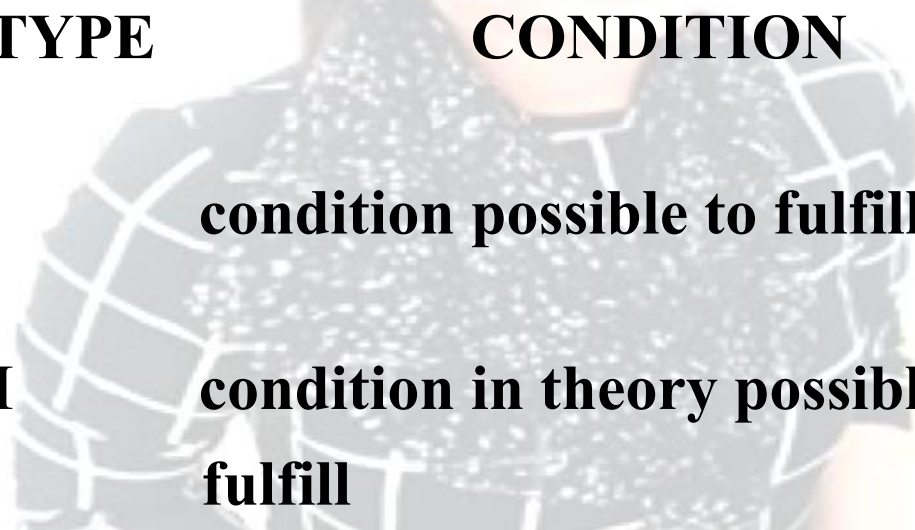
Please invite whomever you choose.
(*Whomever* is the object of the verb *choose*, like "You choose him.")

Whomever Kate marries is none of our business. (*Whomever* is the object of the verb *marries*, like "Kate marries him.")

I am eager to work with whomever Dale selects as my partner. (*Whomever* is the

object of the verb *selects*, like "Dales selects her.")

RULE04: There are three types of conditional sentences:



| TYPE | CONDITION |
|-------------|---|
| I | condition possible to fulfill |
| II | condition in theory possible to fulfill |
| III | condition not possible to fulfill |

(too late)

Let's understand their form:

| TYPE | IF - CLAUSE | MAIN CLAUSE |
|------|-------------------|--|
| I | Simple Present | will-future or (Modal + infinitive) shall/can/may/must + V1 |
| II | Simple Past | would + V1 or, |

**could/might/should
+ V1**

**III Past Perfect would + have + past
participle (V3) or,
could/might/should
+ have + past
participle (V3)**

Examples:-

If I study, I *will pass* the exam. [Type I]

If I studied, I *would pass* the exam. [Type II]

**If I had studied, I *would have passed* the
exam. [Type III]**

If your files are in order you may/can leave at once.

If you want to lose weight you must eat less fat diet .

If I lived near my metro station I would be in time for work.

If I were you I would plant some saplings round the house.

If we had found him earlier we could have arrested him saved the crime.

Had you obeyed orders this fire accident would have been averted.

****NOTE: The given rule is not applicable in the case of universal truth.***

Examples:-

If water reaches 100 degree celcius, it boils.

[Universal truth]

If you heat water, it turns into vapour.

[Universal truth]

RULE05: The general rule for usage of the phrase "*one of the*" is:

**“One of the + PLURAL NOUN + that/who
etc. + SINGULAR/PLURAL VERB”**

So, the noun following the phrase "*one of the*" is always a plural noun

The RELATIVE PRONOUN (WHO/THAT/WHICH) is absolutely crucial here:

(1) When the relative pronoun "*who/that*" is not used – i.e. if "*one of the NOUNs*" is actually the SUBJECT of the verb - then we use a singular verb.

Examples:-

There are many birds on the tree. *One of the birds is red.* [*"One of the birds"* is used as the Subject]

(2) When the relative pronoun “*who/that*” is used – i.e. if “*one of the NOUNs*” is not actually the SUBJECT of the verb - then we use a plural verb.

Examples:-

(I) That is one of the birds that fly over my house at night.

(II) She is one of the mothers who are really working hard to make both ends meet.

In sentence (I), “*that*” acts as the subject for the verb “*fly*”, and “*that*” in this sentence

refers to birds (plural noun) and thus, “*fly*” (plural verb) is used.

In sentence (II), “*who*” acts as the subject for the verb “*are*”, and “*who*” in this sentence refers to mothers (plural noun) and thus, “*are*” (plural verb) is used.

(3) If the sentence follows the form, “The only one of the + PLURAL NOUN + WHO/THAT etc.”, a SINGULAR verb is required.

Examples:-

Rina is the *only one of the* girls who has ever been to India. [Singular verb]

This is the *only one of the* novels which is interesting. [Singular verb]

RULE06: If there is a combination of “Number + Unit + Noun” or, “Number + Unit + Adjective” in a sentence, we always use the singular form of the Unit.

Examples:-

He saw a ten *inch* snake. [Unit – Singular]

She gave me two five hundred *rupee* notes.
[Unit – Singular]

***NOTE:** *If there is a combination of “Number + Unit” in a sentence, a singular Unit will be used if the sentence is not self explanatory, otherwise a plural Unit will be used if the sentence is self explanatory.*

Examples:-

He had five *dozen*. [Singular Unit]{ Not self explanatory, hence we have used a singular noun}

I have five *rupees*. [Plural Unit]{Explanatory ; hence we have used a plural noun}

***NOTE:** *In a sentence, if there is more than one Unit, Units are always arranged in ascending order.*

Examples:-

Thousands of lakhs of students took the test. [Units arranged in ascending order]

Note:

Students take a test and teachers give a test.

***NOTE:** *Use of words like “handful, glassful and fistful” as measuring units:*

Such units are called arbitrary units

Singular

Plural

Handful

Handfuls

Glassful

Glassfuls

Fistful

Fistfuls

Spoonful

Spoonfuls

Mouthful

Mouthfuls

Cupful

Cupfuls

Examples:-

He pulled out a *handful* of coins from his pocket. [Unit – Singular]

I use two *handfuls* of pasta per person.
[Unit – Plural]

Drink a *glassful* of water with this medicine.

[Unit – Singular]

She drank two whole *glassfuls* of orange juice. [Unit – Plural]

He has a *fistful* of acting awards. [Unit – Singular]

All of a sudden we just started having *fistfuls* of money. [Unit – Plural]

RULE07: Expressions of time, money, speed, weight, height and distance, when used or covered in one way, usually take a Singular verb. However, when these expressions are used or covered in various ways, a Plural verb is used.

Examples:-

(I) Ten miles *needs* to be covered completely on foot. [Singular verb]

(II) Ten mile *need* to be covered partly by car and rest on foot. [Plural verb]

In sentence (I), the complete distance (i.e. *ten miles*) has to be covered by just one means (i.e. *on foot*), thus a singular verb “*needs*” is used.

In sentence (II), the complete distance (i.e. *ten miles*) has to be covered by two means (i.e. *by car and on foot*), thus a plural verb “*need*” is used.

(III) Five thousand rupees *is* his salary. [Singular verb]

(IV) Five thousand rupees *were* spent on food and entertainment. [Plural verb]

(V) Six weeks *is* not long enough. [Singular verb]

(VI) Five kilograms *is* his weight.

RULE 08: Certain cases of comparisons:

Examples:-

(I) *Gold* is more precious than all metals. [Incorrect]

(II) *Gold* is more precious than any other metals. [Correct]

Look at the above two examples carefully; in the first sentence, “*Gold*” is itself a metal and is being compared with all metals which include even gold as a metal. Thus, at a point of time, the meaning of the sentence becomes – “*Gold is more precious than gold*”, which makes the sentence wrong.

However, in the second case, gold is compared with any other metals, which

means gold is precious than any metal other than gold. This makes the statement meaningful and logical.

(III) *Diamond* is more precious than *all metals*. [Correct]

The above sentence is correct as Diamond being a non-metal is compared to all metals.

(IV) *Kalidasa* was more famous than *all English poets*. [Correct]

(V) *Kalidasa* was more famous than *all poets*. [Incorrect]

In sentence (IV), *Kalidasa* is compared with all English poets, which is correct as Kalidasa was not an English poet.

However, in sentence (V), *Kalidasa* is compared with all poets, which include even Kalidasa. This makes the sentence wrong or meaningless.

RULE09: Prepositions of Time: “*Since*” and “*For*”.

The words “*for*” and “*since*” are used in sentences where the speaker wants to talk about something that started in the past and continues into the present.

The preposition “*for*” is used to talk about an amount of time or space. The amount of time could be seconds, minutes, hours, days, months or even years. The amount of time does not need to be exact.

For is used for “duration”

Since is used to denote “Point of start”

The preposition “*since*” is used to refer to a point of time. “*Since*” can refer to a point after a specific time or event in the past or, it can refer to a particular point beginning sometime in the past and continuing until the present time. The particular point in time could be anything – last Tuesday, 2008 or midnight.

Examples:-

He has been here *for* 6 months and still cannot speak a word of German. [for + a period of time]

I've only known her *since* the beginning of last week. [since + a particular point in time]

He has been learning English since childhood.

****NOTE: “for” is used to specify a period of time while “since” is used to specify a particular point in time.***

****NOTE: Only the Perfect Tense or Perfect Continuous Tense is used before “since” and “for” when they denote time..***

Examples:-

It has been raining since 8 a.m. [Present Perfect Continuous Tense]

I have had this watch *since* 1965. [Present Perfect Tense]

***NOTE:** “*since*” is always followed by “*Simple Past*” tense.

Examples:-

I had been waiting for him since the time I had completed my graduation. [Incorrect]

I had been waiting for him since the time I completed my graduation. [Correct]

RULE10: When two actions occurred in past, the action which happened earlier is denoted by using *Past Perfect Tense* and the action which happened later is denoted by using *Simple Past Tense*.

Examples:-

He had finished the work after we had met him. [Incorrect]

He finished the work after we had met him. [Correct]

The patient died before the doctor arrived. [Incorrect]

The patient had died before the doctor arrived. [Correct]

I finished the book after I had returned from college.

RULE11: We use a Possessive Adjective (*my, our, his, her, their, your*) before a Gerund.

Examples:-

I hope you don't mind *me* borrowing your car. [Incorrect]

I hope you don't mind *my* borrowing your car. [Correct]

In the above examples, notice that the only difference is '*me*' versus '*my*'. "My" is the possessive form of the pronoun '*I*' or '*me*'. For example, "*my book*" and "*my idea*" are

possessives. The book and the idea belong to me.

“Me” is the objective case of the pronoun.

Thus, the second example is correct—the sentence that uses the possessive “*my*” because we use a possessive before a Gerund and “*borrowing*” is a gerund. Here “*borrowing*” plays the role of a noun.

“Gerund” -----> When V1+ING is used as a noun

I know *his reading* every night has helped him pass the test. [Possessive and Gerund – focus is on *reading*]

I hope you don't mind *my staying* with you next week. [Possessive and Gerund – focus is on *staying*]

My father doesn't like my going outside with Ram.

RULE12: Law of Inversion:

Inversion means putting the verb before the subject. It is a literary technique in which the normal order of words is reversed, generally for emphasis or special effect.

Two types of Inversion:

(1)Partial Inversion

(2) Complete Inversion

Structure of Sentence (Normal Sentence):

“Subject + helping verb + Main verb + ...”

Examples:-

My students are working very hard. [Normal sentence]

I have never seen such a beautiful place. [Normal sentence]

In case of inversion, we start a sentence with the helping verb instead of the Subject.

Structure of Sentence (Inversion): “*Helping verb + Subject + Main Verb + ...*”

Examples:-

Never have I seen such a beautiful place.

[Inversion]

In the given example, inversion is used to emphasize the fact that in my whole lifetime I have not seen such a beautiful place.

We generally use Inversion when we begin the sentence with an Adverb.

Examples:-

Rarely *did* he go there. [Adverb + helping verb + subject + main verb + ...]

Seldom *have* I seen such a beautiful view. [Adverb + helping verb + subject + main verb + ...]

Consider the above two examples, whenever we begin a sentence with an Adverb, Law of Inversion is followed, according to which Adverb will always be followed by a helping verb.

And whenever the Adverb is followed by a helping verb, we call that a *Partial Inversion*.

In the case of *Complete Inversion*, a main verb is used after the Adverb.

Examples:-

Here comes the King! [Adverb + main verb + ...]

There goes all our money! [Adverb + main verb + ...]

***NOTE:** The case of “*No sooner...than...*”

No sooner had I entered the class when it began to rain. [Incorrect]

No sooner had I entered the class than it began to rain. [Correct]

In the above two examples, “*No sooner*” is used as an Adverb which is followed by a helping verb “*had*”. But it is to be noted that “*No sooner*” always comes with “*than*” and not with “*when*”.

***NOTE: Some more examples:-**

He never goes to temple. Neither *she does*.

[Incorrect]

He never goes to temple. Neither *does she*.

[Correct]

In the above examples, the first part of the sentence is complete. In the second part, the

sentence is starting with an adverb “*Neither*” which will follow the law of inversion. Thus, the helping verb “*does*” will come before the subject “*she*”.

RULE13: Whenever we use normal places like *school, college, church, bed, table, hospital, market, prison, jail, court, temple, mosque, university etc.* for primary purpose (for which they are being made), the article “*The*” is not used before them. But when these places are used for secondary purpose, the article “*The*” is used before them.

Examples:-

Children go to school every day. [Primary purpose]

He goes to temple. [Primary purpose]

His home is just beside *the* temple.
[Secondary purpose]

We go to church on fridays. [Correct]

We go to the church on fridays. [Incorrect]

The politician was sent to jail . [Correct]

The politician was sent to the jail.[Incorrect]

***NOTE:** *It is important to understand the difference between primary purpose and secondary purpose. The primary purpose refers to work for which they are being made while*

secondary purpose refers to any work other than for which are they are being made.

Examples:-

He goes to temple. [It means he goes there to worship]

He goes to *the* temple. [It means he goes there to do any work other than worship]

RULE14: Whenever adverbs like “*No sooner*”, “*Hardly*”, “*Scarcely*”, etc. are used in the beginning of a sentence, they are always followed by a helping verb.

Examples:-

Hardly had I begun to speak when I was interrupted.

Scarcely had we started our meal when the phone rang.

No sooner had I arrived than they all started to argue.

**NOTE: Note that adverbs “hardly, scarcely and barely” are always followed by “when”, while “No sooner” is followed by “than”.*

RULE15: Use of Reflexive Pronoun as the Object of a sentence.

The *object* of a sentence is the person or thing that receives the action of the verb. It answers the question “*whom*” or “*what*”?.

There are certain words which are always followed by an object: *enjoy, avail, absent, pride, adjust, reconcile, acquit, amuse, resign, avenge, exert, apply, adapt*, etc.

When these words are not followed by an object in the sentence, we use the reflexive pronouns as their object.

Examples:-

(I) He *enjoyed* *himself* at the party. [Object]

(II) She *availed herself* of the opportunity and thus got a promotion. [Object]

(III) They *enjoyed picture* last evening.
[Object]

(IV) The former IPS officer *acquitted himself* effectively.

(V) He absented himself from the class

In the first sentence, the reflexive pronoun “*himself*” does the function of an object. It can be understood by finding the answer of, “*He enjoyed whom?*” – “*himself*”.

Similarly, in the second sentence, the word “*availed*” is followed by the object “*herself*”.

However, in the third example, the word “*enjoyed*” is followed by the object “*picture*”. Thus we do not need to put a reflexive pronoun as its object.

***NOTE:** *There are certain words which are not followed by reflexive pronouns as their object: “keep, stop, turn, qualify, bathe, move, rest, hide, etc.”*

Examples:-

He *hid* himself in the room. [Incorrect]

He *hid* in the room. [Correct]

She has *qualified* herself for the post.
[Incorrect]

She has *qualified* for the post. [Correct]

RULE16: There are certain words which are never followed by Reflexive pronoun: *hide, keep, stop, turn, shave, bathe, etc.*

Examples:-

He *hid* himself in the cave and thus saved his life. [Incorrect]

He *hid* in the cave and thus saved his life. [Correct]

In the given examples, we cannot use the word “*himself*” as the word “*hid*” is not followed by a reflexive pronoun.

RULE17: Whenever the two subjects are connected by “*as well as, together with, along with, and not, in addition to, like, unlike, with, rather than, except, no less than, nothing but, more than one*”, the verb agrees with the first Subject.

Examples:-

John, as well as Mary, wants to drop the course. [Singular verb]

Ram, as well as his friends, keeps asking me many questions. [Singular verb]

The publisher, as well as the writers, has come. [Singular verb]

The club members, along with his owner, were arrested. [Incorrect]

The club members, along with his owner, was arrested. [Correct]

He, and not his friends, are found guilty. [Incorrect]

He, and not his friends, is found guilty [correct]

In the given examples, the Subject prior to “*as well as*” is Singular, so a singular verb

“wants” is used. Similarly, in the second case, **“Ram”** is a singular Subject which requires a singular verb **“keeps”**.

***NOTE:** *We follow the same rule (i.e. the verb agrees with the first Subject) when two subjects are connected by “governed by”, “accompanied by”, “but”, “besides”, “led by”, “run by”, etc.*

Examples:-

California, along with Florida, is among the most popular US tourist destinations.

The *teachers*, along with the Principal, *are* entering the class. [Subject is plural in this case]

RULE18: Difference between Noun and Verb for similar sounding words, like

(a)Advice – Noun

(b)Advise – Verb

(a)Practice – Noun

(b)Practise – Verb

(a) Belief-- Noun

(b) Believe-- Verb

Examples:-

I *advise* you to *practise* a lot since *practice* makes a man perfect.

I'm quite good at tennis but I need to *practise* my serve.

Practice makes a man perfect

He gave me a piece of advice

It is my belief that my students are very talented.

I believe my students.

NOTE: *To locate noun in the sentence, we generally try to find the answer of 'what', 'who', or 'whom'.

RULE19: There are three cases of pronouns

| The cases of Personal Pronoun | Subjective Pronouns | Objective Pronouns | Possessive Adjectives | Possessive pronouns |
|--------------------------------------|----------------------------|---------------------------|------------------------------|-----------------------------|
| First person | I we | Me us | My our | Mine ours |
| Second person | You | you | your | yours |
| Third person | She He It | Her Him It | Her His Its | Hers His --- |

| | | | | |
|--|-------------|-------------|--------------|---------------|
| | They | them | their | theirs |
|--|-------------|-------------|--------------|---------------|

Comparisons are usually done between the same things. So whenever we compare, we compare Subjective case to Subjective case and

Objective case to objective case.

Examples:-

1.My parents scold me more than he.

[Correct]

2.My parents scold me more than him. [Correct]

3.She is taller than me [INCORRECT]

4.She is taller than I[Correct]

Consider the above examples; in the first case, the subjective case “*my parents*” is compared with the subjective case “*he*”. If we elaborate the meaning of the sentence, it would be – “*My parents scold me more than he does.*”

In the second case, the objective case “*me*” is compared with the objective case “*him*”. If we elaborate the meaning of the sentence, it would be – “*My parents scold me more than they scold him.*”

Both sentences 1 and 2 are correct but they have different meanings.

She likes chocolates more than me.

[Incorrect]

She likes chocolates more than I. [Correct]

In the first sentence, we cannot compare “*chocolates*” with the objective case “*me*”.

Chocolates cannot be compared with a person.

So “me” is wrong

However, the second sentence compares a subjective case with another subjective case.

She is compared to I

Hence it is correct.

He is as tall as I. [Correct]

He speaks more frequently than she[Correct]

In the above examples, there is no object, so we cannot use an objective case.

RULE20: *Who* vs. *Whom*?

“*Who*” is used as a subjective pronoun, and

“*Whom*” is used as an objective pronoun.

That simply means that “*who*” is always as a subject to a verb, and that “*whom*” is always working as an object in a sentence. As simple and important as that distinction is, many

people have difficulty deciding on the proper usage of “*who*” and “*whom*” in sentences.

To clear this doubt, simply substitute the personal pronoun “*he/him*” or “*she/her*” for “*who/whom*.” If he or she would be the correct form, the proper choice is “*who*”. If “*him*” or “*her*” would be correct, use “*whom*.”

Examples:-

Mrs. Dixit consulted an astrologer *whom* she met in Sonpur. [She met *him* in Sonpur.]

Jack is the man *whom* I went fishing with last spring. [I went fishing with *him*.]

Jyoti is the girl *who* got the job. [*She* got the job.]

Whom can we turn to in a time of crisis? [Can we turn to *her*?]

The delegates differed as to *who* they thought might win. [Not “*whom*”. Here the entire clause is the object of the preposition. Substitution is particularly helpful in cases such as this. They thought *he* might win.]

Some more examples:-

She is one of the professors *who* I think is a mathematician.

He is the man *whom* everyone admires.

She met the people *who* they say are helping all aspirants.

They hired the man *whom* we interviewed last week.

RULE21: Certain words like “*separation, excuse, mention, favour, pardon, leave, report, sight, etc.*” do not take Possessive case before them.

Examples:-

Your separation pains me a lot and I become sad. [Incorrect]

Separation from you pains me a lot and I become sad. [Correct]

Consider the above two examples; in the first case, we cannot use “*your*” with “*separation*” as “*your*” is a Possessive Adjective.

However, the first sentence can be rewritten to make it grammatically feasible without altering its meaning, as can be seen in the second sentence.

I want *your favour*, will you please help me?
[Incorrect]

I want *favour from you*, will you please help me? [Correct]

The first sentence is grammatically incorrect as we cannot use “*your favour*”. However it can be written as “*favour from you*”, as in the second sentence.

His mention in the story received great applause from audience. [Incorrect]

Mention of him in the story received great applause from audience. [Correct]

The first sentence is grammatically incorrect as we cannot use “*His mention*” as “*his*” is also a Possessive Adjective.

However, the first sentence can be rewritten to make it grammatically correct without

altering its meaning, as can be seen in the second sentence.

At his sight the robbers fled. [Incorrect]

At the sight of him, the robbers fled. [Correct]

***NOTE:** *Possessive Case: your, his, her, my, their, our, its, etc.*

RULE22: We use “*each other*” and “*one another*” to show that each person in a group of two or more people does something to the others. There is very little difference between *each other* and *one another*. “*Each other*” is

generally used for two people while “*one another*” is used for more than two people.

Examples:-

All citizens should love *each other*.

[Incorrect]

All citizens should love *one another*. [Correct]

In the first sentence, “*all citizens*” refer to more than two people. So, “*each other*” should be replaced by “*one another*”, as in the case of second sentence.

Peter and Mary helped each other. [*Peter helped Mary and Mary helped Peter*]

We sent one other Christmas cards. [*We sent them a Christmas card and they sent us a Christmas card*]

***NOTE:** *Difference between “other” and “another”:*

Other is an adjective meaning 'different' or 'the second of two items'. Other can be used with singular or plural nouns. Other can also be a pronoun to refer to things or people. The plural form is others.

However, When we use ‘an’ before ‘other’, we write it as one word: another. It means

'additional' or 'one more'. Another can be used before a plural noun when that noun is preceded by a number, or words/phrases such as a couple of, few etc.

Examples:-

Some children learn quickly but other children need more time.

Have you got any other questions?

Only half of the guests have arrived. Where are the others? [Plural]

This cake is delicious. Could I have another slice please?

The investigation will take another two weeks/couple of weeks. [Plural]

This place isn't great. Is there another place we could go to? [*Another* can also mean 'an alternative' or 'different']

RULE23: The use of “*Seldom or never*”:

The word “*Seldom*” is an Adverb and when a sentence begins with “*seldom*”, the law of inversion will be followed.

Examples:-

(I)*Seldom or never* he comes to my house.

[Incorrect]

(II)*Seldom or ever* he comes to my house.

[Incorrect]

(III) *Seldom, if ever* does he come to my house.

[Correct]

(IV) *Seldom or never* does he come to my house. [Correct]

***NOTE:** *We can either use “Seldom or never” or “Seldom, if ever”, but we cannot use “Seldom or ever”.*

***NOTE:** The use of phrase “*Little or nothing*”:

The phrase “*Little or nothing*” means “*Hardly anything*”. In this case also, we can *either use “Little or nothing” or “Little, if everything”, but we cannot use “Little or everything”.*

Examples:-

I can find *little or nothing* on this table.

[Correct]

I can find *little, if anything* on this table

[Correct]

I can find *little if nothing* on this table.

[Incorrect]

I can find *little or anything* on this table.

[Incorrect]

RULE24: Whenever we use “*very*” with Superlative degree, article “*the*” is always used before “*very*” i.e. “*the very superlative*”.

“*Very*” modifies present participle used as adjective, adverb and adjective in positive degree.

Eg. It is a very interesting novel.

However, when we use “*much*” with Superlative degree, article “*the*” is used before the superlative i.e. “*much the superlative*”.

“*Much*” is used with comparative degree and past participle.

Eg. He is much interested.

He is much smarter.

Examples:-

He is the much best student of my class.

[Incorrect]

He is very the best student of my class.

[Incorrect]

He is the very best student of my class.

[Correct]{ It means really}

He is much the best student of my class.

[Correct]{It means decidedly}

He is much smarter than all other students.

[Correct]

I was very exhausted after the match. [Correct]

RULE25: The use of “*Enough*”:

“*Enough*” plays the role of both Adverb and Adjective. When it is used as an Adverb, it

qualifies an adjective, verb, or other adverb or a word group. When it is used as an Adjective, it qualifies a noun or a pronoun.

When “*enough*” plays the role of an *Adjective*, “*enough*” is placed before the noun or pronoun i.e. “*enough noun*”.

When “*enough*” plays the role of an *Adverb*, “*enough*” is placed after the adjective i.e. “*adjective enough*”.

Examples:-

He has *enough* sugar. [Used as an Adjective]

She is *smart* *enough*. [Used as an Adverb]

On neither of those trips was there enough *sun* to get any decent photographs. [Used as an Adjective]

Test reports indicate that it develops enough *power* for the job and is flexible. [Used as an Adjective]

You are not *big* enough for basketball.
[Used as an Adverb]

A landing between the ground and first floors is *ample* enough to be used as a study.
[Used as an Adverb]

RULE26: The use of Adverb “*as*”:

“as” can be used as an adverb with these given words – “*treat, define, regard, describe, respect, depict, portray, view, know, etc.*”

However, “as” cannot be used as an adverb with these two words – “*elect, name, think, consider, call, make, choose, appoint, etc.*”

Examples:-

Biology is defined as the science of living beings.

He is regarded as God in India.

She described Gary as shy.

His latest film is described as a 'romantic comedy'.

She is treated as a child.

She was elected Chair of the Board of Governors.

He has just been appointed director of the publishing division.

He thinks her a fool.

The teacher called him stupid.

RULE27: The use of Conjunction “*although*”:

“*Although*”, meaning “*in spite of something*”, is a subordinating conjunction. This means that the clause which it introduces is a subordinate clause, which needs a main clause to make it complete. Sometimes

“although” as a subordinate clause may take ***“yet”*** in the main clause. However, ***“although”*** as a subordinate clause never takes ***“but”*** in the main clause.

Yet is optional. It can or cannot be used.

Examples:-

Although she is rich, she thinks twice before spending a penny. [Correct]

Although she is rich, ***yet*** she thinks twice before spending a penny. [Correct]

Although she is rich, ***but*** she thinks twice before spending a penny. [Incorrect]

RULE28: There are certain verbs which do not exist in “-*ing*” form.

These are:

**POSSESSI
ON**

Own

Belong

**PERCEPTI
ON**

See

Smell

FEELING

Love

Know



ENGLISH WITH NIMISHA BANSAL

Have

Taste

Think

Include

Hear

Hate

Possess

Feel

Want

Owe

Appear

Need

Contain

Seem

Desire

**Compromis
e**

Resemble

Wish

Notice

Like

Consist



Examples:-

I am owning a car. [Incorrect]

I own a car. [Correct]

I am loving it. [Incorrect]

I love it. [Correct]

This sauce is tasting strange. [Incorrect]

This sauce tastes strange. [Correct]

This perfume is smelling like roses.
[Incorrect]

This perfume smells like roses. [Correct]

She has always been hating jazz. [Incorrect]

She has always hated jazz. [Correct]

All the luggage is belonging to me. [Incorrect]

All the luggage belongs to me. [Correct]

***NOTE:** *Sometimes the word “loving” is used as an adjective, which should not be confused with a verb.*

Examples:-

He is a very *loving* person. [Used as an Adjective]

He described his work in *loving* detail. [Used as an Adjective]

***NOTE:** *When “have” is used in the sense of possession or belongingness or ownership, we cannot use “having”. However, apart from this, we can use “having” as perfect participle or in other cases.*

Examples:-

(I) I am *having* a book. [Incorrect]

(II) I *have* a book. [Correct]

(III) I am *having* lunch now. [Correct]

**(IV) *Having* done the work, he went to play.
[Correct]**

In sentence (I), “*have*” denotes possession, so we cannot use “*having*” and it should be replaced by “*have*” as rightly done in sentence (II).

In sentences (III) and (IV), “*have*” is not used in the sense of possession or belongingness or

ownership, thus “*having*” is correctly used in these two sentences.

RULE29: There are certain words which are always used in Perfect Tense: “*ever, never, yet, already, now, just now, until, now, always, occasionally, often, lately, recently, so far, upto now, upto the present*”

Examples:-

The concert *had already begun* by the time we arrived. [Correct]

I went to Paris last summer. *Have you ever been* there? [Correct]

I *have* not *spoken* to her *yet*. [Correct]

He has gone just now. [Correct]

He went there already. [Incorrect]

He had gone there already. [Correct]

Aman completed his work upto now
[Incorrect]

Aman *has not* completed his work upto now.
[Correct]

The train already left. [Incorrect]

The train has already left. [Correct]

**RULE30: Subject-Verb Agreement with
Collective Nouns:**

When a collective noun denotes that the whole group is working together on the same task, we use a singular verb.

Examples:-

The audience is watching the movie. [*every audience is watching together*]

The army is marching towards the Himalayas. [*whole army (personnel) is moving together*]

The jury is taking a decision. [*all the members of the jury is taking decision together*]

When a collective noun denotes that the whole group is working on different tasks, we use a plural verb.

Examples:-

The audience *are* taking the seats.

The army *are* changing their dresses.

The jury *are* divided in their opinion.

***NOTE: Words like “police, vermin, cattle, clergy, gentry, poultry, folk, peasantry, people, infantry, cavalry, etc.” are “plural nouns” and not “collective nouns”. Plural noun always takes a plural verb.**

So these words always take plural verbs.

Examples:-

The police *are* investigating the case.

Cattle *are* wandering in the farm.

People *want to attain all worldly pleasures..*

***NOTE: Sometimes the word “*people*” is used in the meaning of “*a country*” instead of “*persons*”, in that case we use a singular verb. Peoples means countries or people belonging to different nationalities.**

“Peoples” in that case is correct.

RULE31: There are certain words which are always followed by the preposition “*to*”.

These are:

Prefer

Superior

Inferior

Injurious

Junior

Ancillary

Addicted

Senior

Exterior

Known

Ulterior

Posterior

***NOTE:** *Any word suffixed with “-ior” will always be followed by the preposition “to”.*

Examples:-

For babies, breastfeeding is superior to bottle-feeding.

Too much alcohol is injurious to your health.

Would you prefer to pay by cash, cheque, or credit card?

They promoted a man who was junior to me and made him my boss.

Paragraph 19 was merely ancillary to paragraph 16.

I prefer tea to coffee.

***NOTE:** *The words “marry” and “known” are always followed by the preposition “to” in the Passive voice.*

Examples:-

Rama is married to Sita.

I am known to him.

I am known by him.-----> Incorrect

RULE32: The use of phrase “*as... as*” and “*so... as*”:

These blanks are filled up with the adjectives of positive degree.

Examples:-

If we pass on the information, he's *as good as* dead.

I'm not *so desperate as* to agree to that.

***NOTE:** “*as... as*” *can be used to denote both positive and negative sentences while “so... as” can only be used only to denote negative sentences.*

Examples:-

He is *as good as* Ram. [Correct]

He is not *as good as* Ram. [Correct]

He is *not so good as* Ram. [Correct]

He is *so good as* Ram. [Incorrect]

RULE33: In a sentence depicting comparison, whenever the word “*times*” comes up, it is never followed by a comparative degree.

Examples:-

(I) This book is three *times larger* than that book. [Incorrect]

(II) This book is three *times heavier* than that book. [Incorrect]

(III) It is *twice cheaper* than that.

[Correct] {Times is not written, hence it is correct}

(IV) This book is three *times as large as* that book. [Correct]

(V) It is *twice costlier* than that. [Correct]

(VI) It is two times as costly as that. [Correct]

In sentence (I), the word “*times*” and the comparative degree “*larger*” cannot be used together. The sentence should be rewritten either as sentence (IV) to make it grammatically correct.

In sentences (III) and (V), there is no use of the word “*times*” and thus we can use the

comparative degree to bring up the comparisons.

RULE34: Some common errors of *NARRATION*:

Indirect Speech is always a statement.

Structure of a statement

**Subject + Helping Verb + Main Verb
+.....**

Structure of a question

**Wh word + Helping verb + Subject + Main
Verb +.....**

Hence a helping verb comes after a subject in the case of a statement and before a subject in the case of a question.

Examples:-

He asked me where are you going. [Incorrect]

He asked me where I was going. [Correct]

He asked me what was my name. [Incorrect]

He asked me what my name was. [Correct]

She says that she is a little bit nervous. [Direct speech was an Assertive sentence]

The teacher ordered me to shut the door.

[Direct speech was an Imperative sentence]

He exclaimed with great joy that he had won the match. [Direct speech was an

Exclamatory sentence]

We asked him if he was ill. [Direct speech was an Interrogative sentence]

He prayed that I might live long. [Direct speech was an Optative sentence]

She wished she had been rich. [Direct speech was an Optative sentence]

But, all the indirect speeches are always statements.

RULE35: If two subjects are connected by the words "*or*," "*nor*," "*neither/nor*," "*either/or*," or "*not only/but also*", we use the verb according to the nearest subject.

Examples:-

Either the bears or the lion *has* escaped from the zoo. [Nearest subject "*lion*" is singular]

Neither the lion nor the bears *have* escaped from the zoo. [Nearest subject "*bears*" is plural]

Not only the teachers but also the Principal *is* happy. [Nearest subject "*Principal*" is singular]

Not only dogs but also cats *are* available at the animal shelter. [Nearest subject “cats” is plural]

RULE36: Comparison between two qualities of an object:

Whenever two qualities of an object are compared, we always use the word “*more*”. We don’t use comparative degree in that case.

Examples:-

This pen is redder than white. [Incorrect]

This book is heavier than larger. [Incorrect]

This shirt is more white than red. [Correct]

This umbrella is more beautiful than strong. [Correct]

RULE37: Whenever “*more than one*” or “*many a*” is used to quantify a noun, it is always followed by a singular noun and a singular verb.

And whenever “Many, A good many, A *great many*” are used to quantify a noun, they are always followed by a plural noun and a plural verb.

Example:-

A great many devotees are protesting to build ram mandir .

Many tigers are missing from the national park.

Structure:

More than one + singular noun + singular verb

Many a + singular noun + singular verb

A great many + plural noun + plural verb

A good many + plural noun + plural verb

Examples:-

More than one student is absent today.

[Singular verb]

Many a student *is* absent today.

[Singular verb]

NOTE: *Also consider the following examples:

One student *is* absent today. [Singular verb]

A great many students *are* absent today.

[Plural verb]

Many students *are* absent today. [Plural verb]

RULE38: Whenever we get the word “*doubt*” or “*doubtful*” in a sentence, we use the

connector either “*if*” or “*whether*”. However, in case we get the words “*no doubt*” and “*not doubtful*”, we use the connector “*that*”.

Examples:-

I have *no doubt* *whether* it will rain or not. [Incorrect]

I have *no doubt* *that* it will rain or not. [Correct]

There is a *doubt* *that* he goes there or not. [Incorrect]

There is a *doubt* *whether* he goes there or not. [Correct]

He has *no doubt* *if* Shyam is his best friend. [Incorrect]

He has *no doubt* that Shyam is his best friend. [Correct]

RULE39: NARRATION, Sequence of Tenses:

The tense of the verb does not change even if the Reporting verb is in past tense for the following cases:

(1) Universal truth:

Examples:-

(I) He told me that *honey was sweet*.
[Incorrect]

(II) He told me that *honey is sweet*. [Correct]

(III) He told me that *the honey is sweet*. [Incorrect]

(IV) He told me that *the honey was sweet*. [Correct]

In sentence (I), the sentence is incorrect because “*honey is sweet*” is a universal truth and should be written in Simple Present Tense in indirect speech as well. This makes the statement (II) correct.

In sentence (III), the sentence is incorrect because “*the honey is sweet*” is not a universal truth as “*the honey*” denotes a particular type of honey. Thus, the indirect

statement should follow the tense form of main clause as correctly done in statement (IV).

***NOTE:** *Sequence of Tenses suggests that if the principal clause of the sentence is in Past Tense, subordinate clause will also be in the Past Tense.*

(2)Historical Facts:

Examples:-

The teacher said, “Kalidas is the Shakespeare of India.” [Direct Speech]

The teacher said that *Kalidas is the Shakespeare of India*. [Indirect Speech]

(3) Proverbs:

Examples:-

Rohit said, “Where there is a will there is a way.” [Direct Speech]

Rohit said that *where there is a will there is a way*. [Indirect Speech]

(4) Habitual Facts:

Examples:-

He said, “I snooze my alarm every day.”

[Direct Speech]

He said that *he snoozes his alarm every day.*

[Indirect Speech]

RULE40: Use of *little*, *the little* and *a little*:

We use these quantifiers with uncountable nouns according to their following meanings:

(1) Little: Hardly any

(2) A little: Some but not much

(3) The little: All that is available

Examples:-

I cannot make tea since there is little milk.

[Hardly any milk]

A little knowledge is dangerous. [Some but not much]

He utilized the little water that was available.

[All that is available]

NOTE: *Use of few, a few and the few:

We use these quantifiers with countable nouns according to their following meanings:

(1) Few: Hardly any

(2) A few: Some but not many (*It has a positive meaning*)

(3)The few: All that are available

Examples:-

Few members attended the meeting.

[Hardly any member attended the meeting.]

There were a few members present. [Some members were present.]

He lost the few friends he had. [All those he had]

***NOTE: Use of *some* and *any*:**

The general rule is that “*any*” is used for questions and negative sentences while “*some*” is used for positive sentences.

Both may be used with countable and uncountable nouns.

Examples:-

Do we need any rice?

No, we don't need any rice.

We have some rice in the cupboard.

Would you like some water?

May I have some more chocolate?

But in some cases “Some” is used with interrogative sentences

When we know that the answer will be yes, we can use “some” .

Eg. Do you have some water???

It is correct because we know already that the answer will be yes.

RULE41: Objective Case of the pronoun comes after the Preposition.

**SUBJECTIVE
CASE**

I

**OBJECTIVE
CASE**

me

ENGLISH WITH NIMISHA BANSAL

We

us

You

you

They

them

He

him

She

her

It

it

Examples:-

None but he is going to the party. [Incorrect]

None but him is going to the party. [Correct]

All except he liked the performance.

[Incorrect]

All except him liked the performance. [Correct]

In the first sentence, “*but*” plays the role of preposition, so it must be followed by a pronoun of objective case. Similarly, “*except*” in the third sentence is a preposition which should be followed by the pronoun of objective case.

***NOTE:** “*But*” plays the role of both “*Conjunction*” and “*Preposition*”.

Verb is also followed by the pronoun of Objective case.

Examples:-

Let him do that work. [*“Let”* acts as a verb here]

They agreed to let us live there rent-free. [*“Let”* acts as a verb here]

Some more examples:-

Ram *as well as* he is going to the party.

[Correct]

There is good friendship *between* you and him. [Correct]

It is to be noted that in the first sentence, “*as well as*” is not used as a preposition, so the subjective case “*he*” is correctly used.

In the second sentence, “*between*” is a preposition so objective case is used after it.

RULE42: (1) In case of pronouns as the Subject, when all the three persons are used as the Subject of the sentence and are connected by ‘*and*’, the sequence of 231 of the Pronouns is followed if they give a Positive

Sense to the sentence and a plural verb is used.

We use 2nd person, then 3rd person is used and finally 1st person is used.

1 Speaker I
First Person

2 Listener You
Second
Person

3 Non Active He
Third
Person

Examples:-

You, he and I are good friends. [the sequence of 231 of the pronouns]

(2) In case of pronouns as the Subject, when only two persons are used as the Subject of the sentence and are connected by ‘*and*’, the sequence of (2,3); (2,1); (3,1) of the Pronouns is followed if they give a Positive Sense to the sentence and a plural verb is used.

Examples:-

You and she are good friends. [the sequence of (2,3) of the pronouns]

You and I are playing chess. [the sequence of (2,1) of the pronouns]

He and I were watching T.V. [the sequence of (3,1) of the pronouns]

(3) In case of pronouns as the Subject, when all the three persons are used as the Subject of the sentence and are connected by '*and*', the sequence of 123 of the Pronouns is followed if they give a Negative Sense to the sentence and a plural verb is used. They generally talk about some mistake, blame or guilt.

Examples:-

I, you and he are guilty. [the sequence of 123 of the pronouns]

I, you and he are robbers. [the sequence of 123 of the pronouns]

(4) In case of pronouns as the Subject, when only two persons are used as the Subject of the sentence and are connected by ‘*and*’, the sequence of (1,2); (2,3); (1,3) of the Pronouns is followed if they give a Negative Sense to the sentence and a plural verb is used.

Examples:-

I and you have committed a crime. [the sequence of (1,2) of the pronouns]

You and he are sinners. [the sequence of (2,3) of the pronouns]

I and he were guilty. [the sequence of (1,3) of the pronouns]

If all the pronouns are plural , we use the order 123 in all cases.

We, you and they are going to watch a movie.

RULE43: Some Superfluosness Errors:

Superfluosness means that more than required is given in the sentence. It means extra.

Consider these examples:-

(I) India broke all previous records in today's match. [Incorrect]

The above sentence is Superfluous as “*records*” always specifies “*previous*”. Using them together makes the statement superfluous. It should be rewritten as – India broke all records in today's match. [Correct]

(II) I want wet water. [Incorrect]

Water is already wet and we all know it. Hence this sentence contains extra words and superfluousness error is there.

I want water. [Correct]

In the above example, “*water*” is always “*wet*”, so we cannot use these two words together as it will give us the superfluous meaning.

(III) Suppose if you won the Oscar, what would you do? [Incorrect]

Suppose you won the Oscar, what would you do? [Correct]

In the above example, the usage of ‘*if*’ with ‘*suppose*’ is superfluous. Hence, either ‘*suppose*’ or ‘*if*’ should be used.

***NOTE:** *Use of “supposing if”: “If” is not needed with “supposing”. It's a wrong usage. Use only “supposing”.*

(IV) The army retreated back from the conflict zone in Kashmir. [Incorrect]

The army retreated from the conflict zone in Kashmir. [Correct]

Again in the above example, '*back*' won't be used here. '*Retreat*' itself means – to withdraw, retire etc. We use only “*retreat*”.

(V) The sage was reborn again in Vijayanagara. [Incorrect]

The sage was reborn in
Vijayanagara. [Correct]

***NOTE:** *Never use 'again' after verbs like –
Rebirth/Reborn/rebuild/regain/reiterate/recast
etc.*

(VI) Manu is equally as good as Sharma.
[Incorrect]

Manu and Sharma are equally good.
[Correct]

Manu is as good as Sharma. [Correct]

In the above example, the usage of '*as*' should strictly be discarded. Use only '*equally*' or '*as good as*' separately.

(VII) The manager and the chairman decided on a mutual agreement on profit. [Incorrect]

The manager and the chairman decided on an agreement on profit. [Correct]

In this case the usage of '*mutual*' is wrong. Hence, use only '*agreement*'.

“Agreement” is always mutual.

***NOTE: '*Mutual friend*' is wrong to say.
Instead we can say '*common friend*'.
Likewise, we should say – '*common interest*' instead '*mutual interest*'.**

**(VIII) She forbade me not to leave her alone.
[Incorrect]**

She forbade me to leave her alone. [Correct]

**In the above example, '*Not*' is never used
after
until/unless/forbid/prohibit/prevent/dissuade/deny/refuse/lest.**

(IX) He's a coward man/person. [Incorrect]

He is a coward. [Correct]

The usage of '*coward man*' is wrong because '*coward*' itself means a person who lacks courage. Hence, the use of '*man*' is illogical.

(X) She left the house with bag and baggage.
[Incorrect]

She left the house, bag and baggage. [Correct]

'*Bag and baggage*' is an idiom which means '*with all belongings*'. Hence, using '*with*' with the idiom is wrong.

(XI) Passing marks are thirty three.

[Incorrect]

Pass marks are thirty three. [Correct]

The usage of '*passing marks*'/'*linking language*'/'*linking network*'/'*dressing sense*' is wrong. Instead, we should use '*pass marks*'/'*link language*'/'*link network*'/'*dress sense*'.

(XII) I suddenly came across him on the train. [Incorrect]

I came across him on the train. [Correct]

In the above example, Omit '*suddenly*' as '*come across*' means to meet suddenly.

Some more superfluous errors:

(1)final *destination*. [*Destination* is always final]

(2)rough *estimate*. [*Estimate* is always rough]

(3)rough *approximation*. [*Approximation* is always rough; not exact]

(4)past *history*. [*History* is always past]

(5)*return* back. [*Return* itself means come back]

(6)coming *future*. [*Future* is always coming]

(7)reason because. [*Reason* itself means cause so]

(8)consensus opinion. [*Consensus* itself means collective opinion or agreement]

(9)final conclusion. [*Conclusion* is always final]

(10)Funeral service. [*Funeral* itself a ceremony and service]

***NOTE:** “*enter into*” is also an example of *superfluous error*. However, when “*enter into*” is used as a phrasal verb, it means “*investigation*”.

RULE44: Use of *Apostrophe* (‘s):

Apostrophe ('s) is not used with non-living things.

Examples:-

Table's legs. [Incorrect]

Door's bolt. [Incorrect]

Pen's ink. [Incorrect]

Book's page. [Incorrect]

Chair's legs. [Incorrect]

These can be rewritten as:

Legs of the table. [Correct]

Bolt of the door. [Correct]

Ink of the pen. [Correct]

Page of the book. [Correct]

Legs of the chair. [Correct]

****NOTE: There are some exceptions to this rule. When we talk about time, weight,distance,place, idiom, unit, personification, or heavenly body, we can use Apostrophe ('s) with them.***

Examples:-

One week's vacation. [Correct]

Four dollars' worth. [Correct]

Today's date. [Correct]

The ship's bells. [Correct]

The city's parks. [Correct]

Malaysia's land. [Correct]

Nature's call [Correct]

At stone's throw[Correct]

****NOTE: The following pronouns are already possessive and do not require apostrophes: yours, ours, its, theirs, his, hers, and whose.***

RULE45: Whenever a point of time in the past is mentioned in the sentence (i.e.

yesterday, 10 days ago, etc.), we always use “Simple Past” tense.

Examples:-

I have gone to the market yesterday to purchase a car. [Incorrect]

I went to the market yesterday to purchase a car. [Correct]

The company's shares have dived by 90p to 165p on the stock market last week. [Incorrect]

The company's shares dived by 90p to 165p on the stock market last week. [Correct]

RULE46: There are certain words like “*unique, excellent, perfect, ideal, entire, complete, etc.*” which are never used with “*most*”.

The table is as follows

| | | | | | |
|-------------|------------|-----------|-----------|----------|----------|
| chief | round | unique | total | whole | singular |
| Rectangular | square | excellent | Spherical | extreme | annual |
| golden | deaf | blind | right | Empty | circular |
| Wrong | impossible | perfect | Entire | external | ideal |
| solar | Perfect | Comp | | | |

| | | | | | |
|--|---|------|--|--|--|
| | t | lete | | | |
|--|---|------|--|--|--|

Examples:-

He is the most *excellent* student. [Incorrect]

He is *an excellent* student. [Correct]

This is the most *unique* product of our company. [Incorrect]

This is *a unique* product of our company. [Correct]

He is completely *perfect*. [Incorrect]

He is *perfect*. [Correct]

I think you're the *most perfect* person I've ever met. [Correct]

RULE47: Words like “*Quite*” and “*all*” are never used together in a sentence.

Examples:-

He is quite all well. [Incorrect]

He is *quite* well. [Correct]

He has done quite all the work. [Incorrect]

He has done *all* the work. [Correct]

NOTE: *Do not get confused with the similar sounding words like “Quiet” and “Quite”.

***Quiet* is a Noun which means the state of being silent.**

Quite is an *Adverb* which means *completely*.

RULE48: Determination of tense based on words like “*ago*” and “*before*”:

We generally use Simple Past Tense when the word “*ago*” is mentioned in the sentence.

In the case of “*before*”, we use Past Perfect Tense.

Examples:-

He had gone two seconds *ago*. [Incorrect]

He *went* two seconds *ago*. [Correct]

She had submitted the work five hours *ago*. [Incorrect]

She *submitted* the work five hours *ago*.

[Correct]

The patient died *before* the doctor came.

[Incorrect]

The patient *had died before* the doctor came. [Correct]

In the last sentence, two actions have happened in the past, so for the earlier action we use “*had + V3*” and for the latter action we use “*V2*”.

RULE49: Use of Possessive sign:

(1)Common Possession: When two nouns are closely connected or implying the common

possession, the possessive sign is put to the latter(last one).

Examples:-

1.*Ram and Shyam's car* is being decorated for Balram's marriage. [Correct]

2.*Ram and Shyam's cars* are being decorated for Balram's marriage. [Correct]

Both the sentences are correct

**In the first sentence, there is one car which belongs to both Ram and Shyam
[Common Possession]**

In the second sentence, there is more than one car which belongs to both Ram and Shyam [Common Possession]

(2)Split Possession: Each of two or more connected nouns implying separate possession must take the possessive sign.

Examples:-

***Ram's and Shyam's car is* being decorated for Balram's marriage. [Incorrect]**

***Ram's and Shyam's cars are* being decorated for Balram's marriage. [Correct]**

In the above examples, the possessive sign with each subject denotes that at least two cars are being decorated one of Ram and other of Shyam (i.e. *Ram's car* and *Shyam's car*), so a plural noun “*cars*” is used and it will take a plural verb.

RULE50: Some common errors of Possession:

We often make mistake by using “*it's*” in place of “*its*”. Both these terms have separate meanings.

“*It's*” denotes “*It is*”, while “*its*” denotes *possession*.

Examples:-

The child is carrying it's book. [Incorrect]

The child is carrying *its* book. [Correct]

Its called a miracle. [Incorrect]

***It's* called a miracle. [Correct]**

**RULE51: Rule for using “*A number of*”
and “*The number of*”:**

**We use the following structures with these
two:**

“*A number of + Plural Noun + Plural Verb*”

**“*The number of + Plural Noun + Singular
Verb*”**

Similar rule is there for “A variety of”
and “The variety of”

Examples:-

A number of students are waiting here.

The number of students is fifty.

*A number of tickets were sold almost
immediately.*

*The number of employees taking legal action
over work-related disease is increasing.*

RULE52: Use of the phrase “*It is time*” , “*It
is high time*” or “*It is about time*”:

With the phrases like “It is time” and “It is high time”, we follow either of the two conditions:

(1)The phrase should be followed by “*to + V1*” if there is no Subject attached to it.

Examples:-

It is time to work hard.

It is time to ask for a raise.

(2)If the phrase is directly followed by a Subject, we use the verb form “*V2*” (past tense) after the subject.

Examples:-

It is time *he worked* hard. [followed by the subject “*he*”]

Gosh! It’s almost midnight. It is time *we went* home. [followed by the subject “*we*”]

***NOTE:** *We use the expression “it’s time + subject + past verb form” to refer to the present moment.*

RULE53: Use of preposition with the word “*Angry*”:

(1) We use the preposition “*with*” with “*angry*” whenever we refer a person or living thing for the purpose.

Examples:-

I got really *angry* *with* her.

I am *angry* *with* Shyam because he did not go to the class.

(2) We use the preposition “*at*” with “*angry*” whenever we refer something other than person or living thing.

Examples:-

The local residents were *angry* at the lack of parking spaces.

They are *angry* at the way they have been treated.

***NOTE:** *We follow the same rule with word “Annoy”.*

RULE54: Whenever the word “*know*” is used in a sentence, it is not directly followed by the infinitive “to”. We use the words like “*how, when, why, where, etc.*” to make the sentence grammatically feasible.

Examples:-

I do not *know* what all the fuss is about.

I do not *know* how to make tea; hence you should help me out.

I don't know to make tea [Incorrect]

Do you *know* where the Post Office is?

RULE55: The adverb “*else*” is always followed by “*but*” while the adverbs “*other*, and *rather*” are always followed by “*than*”.

Examples:-

It is nothing *else* but mere foolishness.

Everybody *else* has agreed but you.

He met no *other* person than Ram.

I think I would rather stay at home
this evening than go out.

RULE56: The words like “*sort, type, kind,*
etc.” are always followed by a Singular verb.

Examples:-

This *type* of articles is sold in the market.

This *sort* of camera is very expensive.

Any *kind* of racism is abhorrent to me.

RULE57: Use of the prepositions

“in”, “Inside” and “into”:

(1)The preposition “*inside*” implies “*movement*”. Whenever we move from outside to inside, we use “*inside*”.

Examples:-

I came *inside* the class.

He tried to get *inside* her mind.

***NOTE: “*Inside out*” is completely different from “*In*” and “*Inside*”. It means if something is *inside out*, it has the usual inside part on the outside and the usual outside part on the inside.**

There is one more meaning of “Inside out” which is “completely”

Examples:-

I know my husband inside out. [completely]

She had her sweater on inside out.

(2)The preposition “*in*” implies “*static*”.

Whenever something referred is already inside, we use “*in*”.

Examples:-

I am in the class.

The chlorine in the pool makes my eyes sore.

(3) The preposition “*into*” implies “*coming toward something*”. Whenever we move to a position in or inside something, we use “*into*”. It is also used to show a change in state.

Examples:-

Come into the house.

He threw the letter into the fire.

Can you translate this passage into German?

The fruit can be made into jam.

He jumped into the well.

She wove her ideas into a story.

RULE58: Use of the prepositions “*with*” and “*by*”.

(1) We use “*with*” when we refer non-living things.

Examples:-

We write with a *pen*. [*Pen* being a non-living thing]

**She wiped her lipstick off with a *tissue*.
[*Tissue* being a non-living thing]**

He hit the dog with a *stick*. [*Stick* being a non-living thing]

(2) We use “*by*” when we refer living things.

Examples:-

The motorcycle was driven by a *tiny bald man*.

The book was translated by a *well-known author*.

Any painting by *Van Gogh* is worth a fortune.

***NOTE:** *Whenever we talk about “watch”, we use “by”.*

What is the time by your watch? [In your watch is incorrect]

Examples:-

She had promised to be back by five o'clock.
[referring time]

I have got to be home by seven. [referring time]

RULE59: We do not use the preposition “*from*” with the word “*start*”.

Examples:-

My exams *start* from Monday. [Incorrect]

My exams *start* on Monday. [Correct]

In the first sentence, the preposition “*from*” gives the meaning that my exams will start on Monday, it will again start on Tuesday and it will continue doing so. Thus, an event started once cannot start again and again. To avoid this error, we use the correct preposition “*on*” which implies that event has started on Monday only.

Some more examples:-

**He will *start* his preparation from Monday.
[Incorrect]**

He will *start* his preparation on Monday. [Correct]

However, we can rewrite this sentence using “*from*” this way:-

He will prepare for the exams from Monday. [Correct]

***NOTE:** “*from*” *implies continuation*.

RULE60: In a general case of infinitive we always use the form “*To + V1*”. But in certain special cases, we use the form “*To + V1+ing*”.

**There are certain words which always follow
“*To + V1+ing*” form:-**

(1)be + used + to + V1+ing

(2)accustomed to + V1+ing

(3)addicted to + V1+ing

(4)with a view to + V1+ing

(5)look forward to + V1+ing

(6)given to + V1+ing

(7)prone to + V1+ing

(8)devoted to + V1+ing

(9)in addition to + V1+ing

(10)confess to

(11)disposed to

(12)come to

Examples:-

She was given to staying in bed till lunchtime.

These measures have been taken with a view to increasing the company's profits.

I look forward to hearing from you.

He is rather prone to making tactless remarks.

She has devoted herself to getting justice for her son.

I am not accustomed to being treated like this.

***NOTE:** *When we use the form “V1+ing” as a noun, it is called Gerund.*

RULE61: The choice between the two indefinite articles – ‘*a*’ & ‘*an*’ – is determined by sound. Words beginning with consonant sounds are preceded by ‘*a*’ and words beginning with vowel sounds are preceded by ‘*an*’.

Vowels – *a, e, i, o, and u*

Consonants – *b, c, d, f, ... z*

Examples:-

An NCC cadet. [Vowel sounding word]

A UNICEF participating nation.

[Consonant sounding word]

An umbrella. [Vowel sounding word]

An M. Tech. graduate. [Vowel sounding word]

A utensil. [Consonant sounding word]

A university. [Consonant sounding word]

A unicorn. [Consonant sounding word]

A year. [exception][With every word that starts with “y” and “w” we use article “a”]

A European university

A Universit

y A Uniform

A one-rupee note

A Union

A one-eyed girl

A unanimous decision.

RULE62: Usage of definite ARTICLE

***“The”*:**

(1) Series of Mountains, Bays/Gulfs, Group of islands, Canals, Aeroplanes, Ships, Planes, Religious books, Government branches, Armed forces, Names of Deserts, Political parties, Musical instrument, Rivers, Oceans, Seas, and things which are “*unique*” in themselves: These nouns are always preceded by a definite article “*The*”.

Examples:-

***The* Sahara. [Name of Desert]**

***The* Pacific. [Name of Ocean]**

***The* Nile. [Name of river]**

***The* Coral sea. [Name of sea]**

***The* Himalayas. [Name of mountain range]**

The Guitar [Musical Instrument]

One important point to note is that

Names of mountain ranges are preceded by article “THE” but mountains peaks are never preceded by article “the”

The Himalayas is correct but the Mount Everest is wrong. We only use “Everest”

(2)Names of Newspaper: These nouns are always preceded by a definite article “*The*”.

Examples:-

The Times of India.

The Hindu.

The Indian Express.

(3)Names of Countries (Only the ones which are written in *Abbreviated forms*): These

nouns are always preceded by a definite article “*The*”.

Examples:-

***The* USA.**

***The* UK.**

***The* UAE.**

***The* USSR.**

(4)Superlative Degree: The nouns of superlative degree are always preceded by a definite article “*The*”.

Examples:-

The best book.

***The darkest* cloud.**

(5)Comparative Case: “*The*” is used in two cases:

CASE 1: *The* higher you go, *the* cooler it is.

***The* faster you walk, *the* sooner you reach.**

The more sugar you put in the dish, the sweeter it is.

CASE2: He is *the* better of the two.

She is the poorer of the two women

He is the better candidate of the two for the job

(6) Metaphor: Sometimes “*the*” is used before a metaphor.

In case of a metaphor one thing is treated as another thing.

Examples:-

He is *the* Mahatma Gandhi of our class.

Delhi is *the* Paris of India.

(7) For a phrase which is combination of a common and proper noun, *the*’ is used.

Examples:-

***The* river Nile,**

***The* Muslim League Party,**

***The* New York City,**

(8) ‘*The*’ is mandatory before a thing which is only one of a kind in the universe.

Examples:-

***The* moon is shining tonight.**

***The* earth is moving around *the* sun.**

(9) For the names of the government organizations, ‘*the*’ is used.

Examples:-

***The* Society for the protection of Child's Rights**

The judiciary is composed of a supreme court of seven members, a court of chancery, a county court in each county, a probate court in each probate district, and justices of the peace.

RULE63: Omission of Article “*The*”: We do not use any article before following nouns:

(1)Names of Cities: Los Angeles, Alaska, Sydney, etc.

(2)Names of Countries: (*except names of countries with abbreviated form*) Australia, Bolivia, England, France, Spain, etc.

(3)Names of continents: Asia, Europe, Australia, Africa, South America, North America, Antarctica.

(4)Names of streets: George Street, Albion Street, New town Street, etc.

(5)Names of singular lakes and bays: Lake Carey, Lake Eyre, Lake Hillier, Shark Bay, etc.

(6)Names of Mountain Peaks: Mount Everest, Mount Solitary, Mount Bindo, Mount Fuji, etc.

(7) Names of single islands: Easter Island, Bare Island, Bird Island, Fatima Island, etc.

(8)Names of languages: Spanish, Russian, English (*When ‘the’ precedes these nouns,*

they refer to the population of those languages.)

(9) Names of sports: cricket, football, basketball, etc.

(10) In normal cases, we do not use any article before these words – season, language, drinks, meals, God, life, money, etc.

However, when we use these words to particularize the information, we use the article “*the*”.

Examples:-

Breakfast should be light but *the breakfast*

I had this morning was heavy. [The second

time “*breakfast*” is used , The article is used before it as it refers to a particular breakfast]

RULE64: Use of “*the* + *Adjective*”:

Whenever the article “*the*” is used before an adjective, it determines the whole group.

Examples:-

***The* poor – poor people**

***The* needy – needy people**

The brave-- brave people

The rich--- Rich people

*The honest are respected. [‘The’+ ‘adjectives’
= Plural noun] It means Honest people*

*The poor are not always dishonest. [‘The’+
‘adjectives’ = Plural noun] It means poor
people*

RULE65: Whenever same nouns are
connected by preposition, in that case we
use both the nouns in singular form.

Examples:-

**Villages after villages were destroyed by
the terrorists. [Incorrect]**

***Village after village* were destroyed by
the terrorists. [Correct]**

Books after books had been read by him.

[Incorrect]

***Book after book* had been read by him. [Correct]**

City after city was set on fire.

Page after page was reviewed multiple times.

RULE66: Certain nouns whose plurals should be known:

| Singular | Plural | Singular | Plural |
|-----------------|----------------|-----------------|---------------|
| Dormouse | Dormice | Man | Men |
| Foot | Feet | Mouse | Mice |
| Goose | Geese | Tooth | Teeth |

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| | | | |
|--------------|-------------|--------------|--------------|
| Louse | Lice | Woman | Women |
|--------------|-------------|--------------|--------------|

| Singular | Plural |
|---------------------------|----------------------------|
| Daughter-in-law | Daughters-in-law |
| Hanger-on | Hangers-on |
| Commander-in-chief | Commanders-in-chief |
| Sister-in-law | Sisters-in-law |
| Passer-by | Passers-by |
| Looker-on | Lookers-on |
| Brother-in-law | Brothers-in-law |

Examples where the second word forms the plural :

| Singular | Plural |
|---------------------|----------------------|
| Book-case | Books-case |
| Class-fellow | Class-fellows |
| Race-horse | Race-horses |
| Step-son | Steps-son |
| Castaway | Castaways |
| Grand-father | Grand-fathers |
| Horse-race | Horse races |
| Maidservant | Maidservants |

Examples where both words make the plural :

| Singular | Plural |
|----------------------|-----------------------|
| Man-servant | Men-servants |
| Woman-servant | Women-servants |
| Lord-justice | Lords-justices |

**The plural of some compound nouns
are below:**

| Singular | Plural |
|-----------------------|------------------------|
| Son-in-law | Sons-in-law |
| Brother-in-law | Brothers-in-law |
| Passer-by | Passers-by |

| | |
|----------------------|-----------------------|
| Major General | Major Generals |
| Lord-Justice | Lord-Justices |
| Man-servant | Men-servants |

****NOTE: To show possession in case of Compound Nouns, we always use apostrophe ('s) at the end.***

Examples:-

Sister-in-law's car. [Possession of Compound Noun]

RULE67: Whenever “*male*” or “*female*” is used before a noun, it means that we are describing its characteristics.

Examples:-

Female watch [means the watches specified for females]

Female doctor [means the doctors specified for females]

Male shoes [means the shoes specified for males]

But whenever we use “*man*” or “*woman*” is used before a noun, it means that we are

describing the profession or post of that noun.

Examples:-

Man soldier [means the soldier is a man]

Woman student [means the student is woman]

Woman doctor [means the doctor is woman]

Some more examples:-

She went to a *female doctor*. [Correct]

Raj went to a female doctor to get himself treated. [Incorrect]

Raj went to a *woman doctor* to get himself treated. [Correct]

RULE68: Antecedent Rule:

The noun or pronoun that comes just before a Relative pronoun is called an Antecedent.

Examples:-

Ram met him *who* they say has helped us.

[“*him*” in this case is an Antecedent]

He saw her *whom* everyone admires.

[“*her*” in this case is an Antecedent]

***NOTE:** *When there is no antecedent in a sentence, we use “whoever, whomever, etc.” as relative pronouns.*

Examples:-

Ram met whoever they has helped us.

[No Antecedent in the sentence]

He saw whomever everyone admires.

[No Antecedent in the sentence]

RULE69: Rule of Question tags:

A small question is added at the end of a statement. This is called Question Tag.

A question tag for a positive statement is always negative and vice-versa.

Examples:-

He has worked very hard on this project, hasn't he? [Negative question tag for a positive statement]

He has not worked hard on this project, has he? [Positive question tag for a negative statement]

RULE 70: Some typical errors related to the above rule.

Examples:-

I am working very hard for my students, amn't I? [Incorrect]

I am working very hard for my students, *aren't* I? [Correct]

I am getting better at this, *aren't* I? [Correct]

The first sentence is incorrect because there is no such word “*amn't*”. It should be written as “*aren't* I” which means “*am I not*”.

RULE71: Certain words like “*Seldom, barely, hardly, scarcely, never*” often define a negative meaning to the statement, thus these should be followed by a positive question tag.

Examples:-

He *seldom* comes to my house, does he?

[Positive question tag for a negative statement]

They have *barely* enough to pay the rent this month, have they? [Positive question tag for a negative statement]

I *never* realized you knew my brother, did I?

[Positive question tag for a negative statement]

We *hardly* ever go to concerts, do we? [Positive question tag for a negative statement]

I *seldom* drive my car into the city, do I? [Positive question tag for a negative statement]

I *scarcely* registered the fact that he was there, did I? [Positive question tag for a negative statement]

RULE72: It is important to note that question tag statement must be in same tense as the main statement.

Examples:-

I am doing the work which you gave me, don't I? [Incorrect]

I am doing the work which you gave me, *aren't I*? [Correct]

The first statement is incorrect as the main statement is in Present Continuous Tense which the question tag statement doesn't follow.

RULE73: When we use “*Each* or *Every*” in a sentence, a singular noun or pronoun is followed which is further followed by a singular verb. But in the case of question tag, noun (or, pronoun) following “*Each* or *Every*” is considered plural and thus we use plural verb in question tag statement.

Examples:-

Every girl is very talented, isn't she?

[Incorrect]

Every girl is very talented, *aren't they*?

[Correct]

Each one has to work hard to make both ends meet, hasn't he? [Incorrect]

Each one has to work hard to make both ends meet, *haven't they*? [Correct]

RULE74: When a collective noun is used in the main statement and depicting all its units are working together on the same thing or all

are behaving similarly, we consider everything to be singular.

However, if all the units are working on different things, we consider everything to be plural.

Examples:-

The *jury* has taken the decision, hasn't it?
[Only one decision is taken]

The *audience* took the seats, didn't they?
[Audience took their respective seats]

The *army* changed the uniforms, didn't they?
[Army changed their respective uniforms]

RULE75: When we talk about Imperative Sentences and that also when we talk about proposals, in that case we always use “*shall we*” in question tag statement.

Examples:-

Let us go for a walk, don't we? [Incorrect]

Let us go for a walk, shall we? [Correct]

Let us consider all the possibilities, shall we? [Correct]

Let us hear from Sue at our travel desk, shall we? [Correct]

Let us go out to dinner, shall we? [Correct]

RULE76: Use of the Prepositions “*in*, *on*, and *at*”:

‘In’ refers to town, cities, and countries in a wider sense while [In Delhi, in Dubai, in Saudi Arabia]

‘At’ is used for speaking of comparatively smaller place. [at Rohini in Delhi, at Laxminagar]

CONCEPT:-

Preposition “*in*” implies Area/Volume.

Preposition “*on*” implies Surface.

Preposition “*at*” implies Point.

Based on the above concept, we use these prepositions in following order:

Point of time < day < month < year
At < on < in < in

The above order can be understood by this way as well:

Since “*point*” is smaller than “*surface*” which in turn is smaller than “*volume*”, we follow the order of these prepositions in the same manner.

Examples:-

At 4 pm.

On Sunday.

In 1947.

On 15th August.

In April.

***At* night.**

***In* the morning.**

There's a meeting at 2.30 this afternoon.

Are you free at lunchtime?

Hair salons don't usually open on Sundays.

My birthday is on 30 May.

I started working here in 2009.

We are going to Italy in April.

Bye, see you in the morning.

***NOTE:** *There are certain words before which we don't use any preposition like "last Monday, coming Monday, today, tomorrow, yesterday, etc."*

Examples:-

I am having dinner with Rachel tomorrow night.

I saw her yesterday afternoon.

I have a checklist of things that I must do today.

The weather forecast said it would be fine and dry coming Monday.

RULE77: The conjunction “*Both*” is always followed by “*and*” and not “*as well as*”.

Examples:-

Both Ram as well as Shyam are good at English. [Incorrect]

Both Ram *and* Shyam are good at English. [Correct]

Both men as well as women have complained about the advertisement. [Incorrect]

Both men *and* women have complained about the advertisement. [Correct]

I felt *both* happy as well as sad at the same time. [Incorrect]

I felt *both* happy *and* sad at the same time. [Correct]

***NOTE:** *The word “good” is always followed by the preposition “at”.*

Examples:-

She is very *good* at geography.

Rohan is *good* at football.

RULE78: Use of the conjunction “*Lest*”:

Lest means *otherwise*.

The conjunction “*lest*” is always followed either by the verb “*should*” or no helping verb at all.

Examples:-

Work hard, *lest* you would fail. [Incorrect]

Work hard, *lest* you fail. [Correct]

Work hard, *lest* you *should* fail. [Correct]

He cut the remark out of the final program
lest it *should* offend listeners. [Correct]

RULE79: Use of “*Until*” and “*Unless*”:

CONCEPT:-

Until – Time Oriented

Unless – Action Oriented

Examples:-

Wait for me until sunset. [referring *Time*]

Unless the government reduces the tax, the tax-payer base will not increase. [referring *Action*]

I was up until three o'clock trying to get it finished! [referring *Time*]

Unless you call me to say you're not coming, I will see you at the theatre. [referring *Action*]

***NOTE:** *There is no difference in meaning between “till” and “until” as both mean “up to (the time that)”. However, we cannot use “till” at the beginning of the sentence which is not there with the case of “until”.*

Examples:-

Until your next birthday, you will have to wait for a new bike.

We did not eat **till** past midnight.

RULE80: Error of Parallelism:

The rule of *Parallelism* explains that sentence elements that are alike in function should also be alike in construction. These elements should be in the same grammatical form so that they are parallel.

Here are some examples of parallel elements:

(I) Words: thinking, running, etc.

(II) Infinitives: to see, to understand, etc.

(III) Prepositional phrases: at the time, in the house, etc.

(IV)Subordinate clauses: because I care, after they met, etc.

(V)Linking words: not only...but also..., either...or..., neither...or..., if...then..., etc.

(VI)Nouns: honesty, originality, goodness, etc.

(VII)Adjectives: charming, courteous, beautiful, etc.

Examples:-

I like singing, dancing, and to walk.

[Incorrect]

I like singing, dancing, and walking. [Correct]

He asked his mother to cook, to rest and prepare the dish. [Incorrect]

He asked his mother to cook, to rest and to prepare the dish. [Correct]

My friends never judged me by my words or what I did. [Incorrect]

My friends never judged me by my words or my actions. [Correct]

The teacher not only wants his students to keep quiet but also to do the task. [Incorrect]

The teacher wants his students not only to keep quiet but also to do the task. [Correct]

I like to read books over watching movies. [Incorrect]

I like reading books over watching movies.

[Correct]

I would rather pay for my education
than financial aid. [Incorrect]

I would rather pay for my education
than receive financial aid. [Correct]

Tom is known for his honesty and
original ideas. [Incorrect]

Tom is known for his honesty and originality.
[Correct]

To learn is understanding the world.
[Incorrect]

To learn is to understand the world. [Correct]

This task can be done individually, in pairs,
or can be done in groups of four. [Incorrect]

This task can be done individually, in pairs, or in groups of four. [Correct]

RULE81: Use of proper Prepositions:

It is important to use exact prepositions after the words.

Examples:-

He is *superior* to and *older* than me.

This book is *different* from and *better* than that book.

In the first example, the word “*superior*” is followed by the preposition “*to*” and “*older*” is followed by “*than*”.

Similarly, in the second case, the word “*different*” is followed by “*from*” and “*better*” is followed by “*than*”.

Some more examples:-

Nobody seems to have *responsibility* for the budget.

What’s the *reason* for your unhappiness?

Changes in society have meant that young people leave home earlier.

There’s been a steady *increase* in the value of the euro.

Go to our website to get the *address of* your nearest branch.

My *reaction to* it all was to try to forget it.

Her *response to* the criticism was very strong.

18 is the *age at* which you are allowed to vote.

Fisk is making his third *attempt at* the world record.

The police *inquiry into* the theft continues.

She did some *research into* the causes of back pain.

This is an *example of* international collaboration.

We need to find another *way of* doing things.

Her *response to* the criticism was very strong.

I saw an *advertisement* for a teaching job in Malawi which looked interesting.

There is a growing *awareness* of the impact of climate change among the young.

Congratulations on your new job!

I'd like to do a *course* in computer programming if I could find a good one.

Do you have any previous *experience* of working with children?

He seems to have less *interest* in everything these days.

Can you give us some *information* on/about bus tours, please?

The invitation to the *reception* at the embassy arrived the next day.

He has an amazing *knowledge of* European history.

Can anyone become a *member of* your book club?

I was a *newcomer to* windsurfing so I was very nervous.

I'd love to show you some of the nice *places in* my hometown.

The *visit to* the temple was the high point of the holiday.

I need some *lessons in* how to set up a website.

Changes in our diet have meant that more and more people suffer heart disease.

[*Changes that happen*]

The director of studies must be informed of any *changes to* the timetable. [*Changes that people purposely make*]

RULE82: Use of “*too much*” and “*much too*”:

We use “*much*” and “*too*” together in two ways:

(1)*too much* – we use “*too much*” as an Adjective.

(2)*much too* – we use “*much too*” as an Adverb.

“***MUCH***” indicates a big quantity of an uncountable substance or element (one that you can't count).

If the quantity becomes too big, much is preceded by “*TOO*”: TOO MUCH + uncountable noun = *an excessive quantity*.

Another construction describing an excessive quantity is less frequent and is built with an adjective: = MUCH TOO + ADJECTIVE

In this construction, ‘*MUCH*’ has played the function of ‘*increasing*’, amplifying the adverb ‘*too*’; it is equivalent to ‘*far too heavy*’.

Examples:-

He is too much strong. [Incorrect]

He is much too strong. [Correct]

There is much too sugar. [Incorrect]

There is *too much* sugar. [Correct]

In the above examples, it is to be noted that “*strong*” is an Adjective and “*sugar*” is a Noun. Thus, we use the Adjective “*too much*” with the noun.

Some more examples:-

He drank *too much* alcohol last night, and this morning he feels ill. [Too much is an adjective here]

Too much work and not enough play make Jack a dull boy. [Too much is an adjective here]

This car is *much too* expensive for me to buy [Much too is an adverb here]

This case is *much too* heavy; you can't carry it! [Much too is an adverb here]

RULE83: Possessive Case is always followed by a Noun.

Examples:-

His belongings were lost. [Correct]

His earnings are not enough. [Correct]

His surroundings are not clean. [Correct]

In the above examples, all three word following the possessive case “*his*” - “*belongings, earnings, and surroundings*” are *nouns*

Some more examples of nouns which are always plural are

Riches ,premises, spectacles, Bowels, Valuables, Proceeds, Alms, Billiards, Movables, Wages, Thanks, Annals, Measles, Trousers, Goods, Socks, Fetters, Shorts, Pantaloons, Tidings, Mumps, Eatables, Scissors, Stockings, Surroundings, Breeches, Arms, Tongs”

***NOTE:** *Some Verbs play the role of Nouns, just by adding 's' at the end.*

Examples:-

VERB

NOUN

Belong

Belongings

Earning

Earnings

Surrounding

Surroundings

Some more examples:-

All his goods were sold at throw away prices.

Spectacles have been broken

Kindly give me a pair of *scissors*.

RULE84: Use of the word “*Politics*”:

When the word “*Politics*” is considered as a field or a subject, it is used as singular.

When the word “*Politics*” is considered as a set of political beliefs, it is used as plural.

Examples:-

Politics is a very dirty game.

His *politics* are different from mine.

In the first example, “*politics*” is used as a whole field, so it requires a singular verb. In the second example, “*politics*” is used as political beliefs, thus it requires a plural verb.

Some more examples:-

Her *politics* have become more liberal over the past few years.

His *politics* are generally considered to be right of centre.

Politics is the main subject at Leicester University.

Joe is very active in left-wing *politics*.

RULE85: Usage of “*Mathematics*” and “*Statistics*”:

When these two words are used as a field or a subject, we consider them uncountable nouns and thus a singular verb is used.

However, when the meaning of the word “*Mathematics*” is “*Calculation*” and “*Statistics*” is “*Data*”, we use plural verb in both the cases.

Examples:-

Mathematics is an interesting subject. [Used as a subject]

Mathematics are telling that he has made a lot of money. [Here it means “*calculations*”]

Statistics is difficult to understand. [Used as a subject]

Statistics tell us that it will rain today. [Here it means “*data*”]

***NOTE:** *The word “Data” is plural. The singular form of “Data” is “Datum”.*

Examples:-

Data warns us and we will have to change our strategy. [Incorrect]

Data warn us and we will have to change our strategy. [Correct]

****NOTE: The word “Summons” is a singular noun but “Summon” is a verb. The plural form of “Summons” is “Summonses”.***

Examples:-

Two summons were issued. [Incorrect]

Two summonses were issued. [Correct]

RULE86: We use the article “*A*” when we mean “*One of many*” and the article “*The*” when we mean “*only one*”. Moreover, we use the article “*A*” with the possessive case and “*The*” with the objective case.

Examples:-

The brother of *me* is a scientist. [Objective case]

A brother of *mine* is a scientist. [Possessive case]

In the first sentence, “*The brother of me*” suggests that there is only one brother. In the

second example, “*A brother of mine*” suggests that there are many brothers.

Some more examples:-

A servant of *theirs* lives in Delhi.

The servant of *them* lives in Delhi.

***NOTE:** *We can rewrite these phrases:*

My car – The car of me

My brother – The brother of me

One of my brothers – A brother of mine

RULE87: Usage of “*too*”, “*as well*” and “*also*”:

When we have to denote some extra thing in a sentence, we use these three words. It is to be noted that “*also*” cannot be used at the end of the sentence. However, “*too*” and “*as well as*” can be used at the end of the sentence.

Examples:-

I have brought a bag *too*. [Correct]

I have brought a bag *as well*. [Correct]

I have brought a bag *also*. {Incorrect}

I have *also* brought a bag. [Correct]

***NOTE:** *In normal cases, “too” and “so” are used to give negative sense to the sentence. When we use “too” with the meaning of “addition”, we can use it at the end. However, when we use “too” with the meaning of “high intensity”, we cannot use it alone.*

She is too beautiful. [Incorrect because the sentence is incomplete]

She is very beautiful. [Correct]

It is too hot to go outside. [Correct]

It is so hot that I cannot go outside. [Correct]

The question was too difficult to solve.
[Correct]

RULE88: *Optative Sentences:*

The sentence which expresses a prayer, keen wish, curse etc. is called an optative sentence. This kind of sentence generally starts with '*may*' and '*wish*'. Sometimes, '*may*' remains hidden.

In the case of optative sentences, whether the subject is singular or plural, we use the base form of the verb (i.e. *V1*).

Examples:-

May God bless you!

Long live the king.

May the almighty help in this tragedy!

Wish you a happy journey together.

RULE89: Pseudo Subjects:

When in a sentence, irrespective of the presence of main subject, we have to talk about something which is not related to the main subject, in that case we use “*pseudo subject*”.

Examples:-

Being a rainy day, I did not go to school.

[Incorrect]

It being a rainy day, I did not go to school. [Correct]

In the above example, there is no Subject of “*rainy day*”, “*I*” is the main Subject and has no relation with “*rainy day*”. So to add a Subject, we use “*It*” as a Pseudo Subject.

Being ill, he did not come to class. [Correct]

In the above example, there is no need of pseudo subject as “*ill*” in the first part refers to the main subject “*he*”.

Being vacant, I did not enter the room.

[Incorrect]

It being vacant, I did not enter the room.

[Correct]

In the above example, there is no subject of “*vacant*” which has no relation with the main subject “*I*”, thus we need a Pseudo subject “*It*” to make the sentence grammatically correct.

RULE90: Whenever infinitive (*to* + *VI*) in a sentence talks about a noun, it is always followed by a preposition.

Examples:-

The child has no bed *to sleep in*. [Infinitive is used to talk about the noun “*bed*”]

I have a pen *to write with*. [Infinitive is used to talk about the noun “*pen*”]

The child wanted a toy *to play with*.
[Infinitive is used to talk about the noun “*toy*”]

RULE91: When two different helping verbs are required in a sentence, we always use the main verb in both the cases.

Examples:-

I have never and will never watch this movie.
[Incorrect]

I have never watched and will never watch this movie. [Correct]

RULE92: Certain words like “*belongings, savings, congratulations, scissors, proceeds, surroundings, regards, pliers, tongs, jeans, pyjamas, pantaloons, shorts, contents, outskirts, glasses, clothes, thanks, goggles, premises, surroundings, belongings, earnings, earrings, tidings* etc.” are considered Plural, so they always take plural verbs.

Examples:-

His *regards* were conveyed to his parents.

All *proceeds* from the auction are donated to charity.

His *belongings* were lost.

These *scissors* are for cutting paper.

Your *clothes* are dirty.

Have you seen my *glasses*? I want to read the newspaper.

The table of *contents* should not contain any pictures.

I live on the *outskirts* of the city.

My *trousers* are dirty. I need to wash them.

Her *thanks* were clearly sincere.

If your *clothes* are wet you can dry them upstairs.

Are those your *belongings*?

I would like two glasses of orange juice please.

Pass me that pair of pliers, please.

You can get rid of that old pair of headphones.

My spectacles have been broken.

Kindly give me a pair of scissors.

Riches have wings .

RULE93: Certain words like “*Mathematics, Physics, Statistics, News, Economics, Innings, Politics, Athletics, Gymnastics, Gallows, Mechanics, Summons, Classics etc.*” are

always considered Singular and thus they always require singular verbs.

(a) Mathematics are difficult subject. [Incorrect]

Mathematics is a difficult subject. [Correct]

(b) Politics are a game of compromise. [Incorrect]

Politics is a game of compromise. [Correct]

(c) These news were broadcast from All India Radio only yesterday. [Incorrect]

This news was broadcast from All India Radio only yesterday [Correct]

Note

Exceptions of Mathematics, Statistics and Politics have been studied earlier.

RULE94: Certain words like “*equipment, furniture, jewellery, luggage, machinery, poetry, scenery, information, advice, baggage, hair, etc.*” do not exist in their plural forms because they all are uncountable nouns.

His luggages was booked. [Incorrect]

His luggage was booked. [Correct]

Furniture sets off the beauty of a house.

[Incorrect]

Furniture set off the beauty of a house. [Correct]

**He has given me good information.
[Incorrect]**

**He has given me a good
information. [Correct]**

**The poetries Society was founded
in 1909. [Incorrect]**

**The Poetry Society was founded in
1909. [Correct]**

Here is a list of stationeries. [Incorrect]

Here is the list of stationary. [Correct]

RULE95: Rules of Conditional Sentences:

Types of Conditional Sentences:

CONDITION

RESULT

Simple Present

**will-future or
(Modal + infinitive)
or,
shall/can/may/must
+ V1**

Simple Past

**would + V1 or,
could/might/should
+ V1**

Past Perfect

**would + have + past
participle (V3) or,
could/might/should**

+ have + past
participle (V3)

Examples:-

As soon as *he comes*, I *will ask him* this question.

When *he comes*, I *will ask him* this question.

Had he come earlier, I *would have asked* him this question.

If he studied, he *would pass* the exam.

RULE96: Use of Possessive case in a sentence:

Possessive case is used after “*all*” and “*both*”.

Consider these examples:-

My all students are very talented. [Incorrect]

All my students are very talented. [Correct]

My both friends are very talented.
[Incorrect]

Both my friends are very talented. [Correct]

In the above examples, the possessive case “*my*” should be placed after “*all*” and “*both*” respectively.

RULE97: Superfluous Sentences:

(1) “*As soon as*” is not followed by “*than*”. “*than*” is used after “*No sooner*”

Examples:-

As soon as I complete the work than I will go to his house. [Incorrect]

As soon as I complete the work I will go to his house. [Correct]

No sooner had I started mowing the lawn *than* it started raining. [Correct]

(2) “*As*” is not used with “*so*”.

Examples:-

As he was unwell, so he didn't come to the class. [Incorrect]

As he was unwell, he didn't come to the class. [Correct]

(3) “*Due to*” is not used with “*the reason*” and vice versa.

Examples:-

Due to the reason that he is not well, he did not come to the class. [Incorrect]

He did not come to the class *due to* sickness.

[Correct]

RULE98: Usage of the word “*quantity*”:

When the word “*quantity*” is used in the sentence, we cannot use “*little*”, “*few*”, etc. with it. We can only use “*small*” with it.

Examples:-

Little *quantity* of food was wasted. [Incorrect]

Few *quantity* of food was wasted. [Incorrect]

***Small quantity* of food was wasted. [Correct]**

RULE99: Different forms of some confusing Verbs:



| V1 | V2 | V3 |
|------------|---------|---------|
| Fly | Flew | Flown |
| Flow | Flowed | Flowed |
| Find | Found | Found |
| Found | Founded | Founded |
| Hang(Priso | Hanged | Hanged |

ner)

Hung

Hung

Hang(Othe
r things)

Examples:-

The water overflown from the
banks. [Incorrect]

The water *overflowed* from the banks.
[Correct]

The secretary has found this organization.
[Incorrect]

The secretary has *founded* this
organization. [Correct]

The prisoner was *hanged* till death. [Correct]

The clock was *hung* on the wall. [Correct]

In the fourth sentence, it is to be noted that we use the word “*founded*” when something is established or discovered.

In the second last sentence, we use the word “*hanged*” whenever we talk about the prisoner. But when we talk about the clock, we use “*hung*” i.e. V2 form of the verb as can be seen in the last sentence.

RULE100: Different forms of the verb “Lie”:

| S. No. | V1 | V2 | V3 |
|-----------|-----|------|------|
| 1. | Lie | Lied | Lied |
| 2. | Lay | Laid | Laid |
| 3. | Lie | Lay | Lain |

(1) We use this “*Lie*” to say or write something that is not true in order to deceive someone.

(2) We use “*Lay*” to put something in especially a flat or horizontal position, usually carefully or for a particular purpose.

(3) We use this “*Lie*” to be in or move into a horizontal position on a surface.

Examples:-

(1) I suspect he *lies* about his age. [V1]

She *lied* to her parents about her new car. [V2]

He has never *lied* to me before, so I have no reason to doubt his word. [V3]

(2) He *lays* the old man on the table. [V1]

She *laid* the baby on the bed. [V2]

He has *laid* his bag on the ground. [V3]

(3) He *lies* awake at night, worrying. [V1]

A pen *lay* on the desk. [V2]

Women have *lain* down their
lives throughout history. [V3]

RULE101: Use of preposition with the word
“*Die*”:

We use either the preposition “*of*” or “*from*”
with the word “*Die*”.

We use “*Die of*” whenever it is talked about a
disease.

We use “*Die from*” whenever it is talked about the reason.

Examples:-

She *died from* overwork. [*Reason*]

He *died of* cancer. [*Disease*]

He *died of* tuberculosis. [*Disease*]

Trees are *dying from* acid rain. [*Reason*]

RULE102: Difference between “*Beside*” and “*Besides*”:

Beside is a preposition, which means at the side of, next to.

Besides is a linking adverb, which means in addition to; also.

Examples:-

Come and sit here *beside* me.

She knelt down *beside* the child.

Do you play any other sports *besides* basketball?

Besides being a doctor, he is also an actor.

RULE103: Certain words like “*friendly, miserly, cowardly, monthly, yearly, weekly, manly, orderly, etc.*” are adjectives and can

only be used as an adjective. We cannot use them as adverb.

Examples:-

He behaved friendly. [Incorrect]

He behaved in a *friendly* manner. [Correct]

In the first example, “*friendly*” is used as an adverb, which is incorrect. It should be rewritten as the second statement where “*friendly*” is used as an adjective.

This was a particularly brutal and *cowardly* attack. [Adjective]

The workers are paid a *miserly* \$2 a day.

[Adjective]

She put the letters in three *orderly* piles.

[Adjective]

There was a *weekly* dance on Wednesdays.

[Adjective]

One quality she especially likes to reward is thus held to be *manly* courage. [Adjective]

Newspapers are constrained by a *yearly* license required from the Home Ministry.

[Adjective]

Other than the *monthly* meeting, not much is going on at the association. [Adjective]

RULE104: Position of Adverbs:

We place an adverb generally at three different positions in a sentence:

(a) Starting of Sentence

(b) Between helping verb and main verb

(c) At the end

***NOTE:** *An adverb can never be placed between main verb and object.*

Examples:-

He *comes* often to my house. [Incorrect]

He *often comes* to my house. [Correct]

In the first sentence, “*comes*” is the main verb and “*often*” is an adverb. So we cannot place adverb between the main verb and the object.

The second sentence is the correct order of the sentence structure.

He *tells* always the truth. [Incorrect]

He *always tells* the truth. [Correct]

In the above example, “*always*” is an adverb and “*tells*” is the main verb. So “*always*” should be placed before the main verb.

Suddenly the phone rang. [Correct]

He was **probably** late for the interview.

[Correct]

They ate dinner **quietly**. [Correct]

There are few exceptions to this rule.

Adverbs like too, even , only can be placed anywhere in a sentence.

RULE105: Whenever we place multiple adverbs in a sentence, in that case we follow a particular order:

Adverb of Manner ---> *Adverb of Place* ---
> *Adverb of Time* [MPT order]

Examples:-

I walked yesterday slowly. [Incorrect order]

I walked *slowly yesterday*. [Correct order]

I have to run quickly (manner) down the street (place) each morning (frequency) after breakfast (time). [Correct order]

Impatiently (manner), I waited by the bank (place) yesterday (time) for my father to arrive. [Correct order]

RULE106: Usage of “very” and “much”:

In a sentence, both these terms are used differently.

“*Very*” is preceded by Adjective’s positive degree. *Very* emphasizes the exact identity of a particular person or thing.

“*Much*” means ‘*large in amount or extent*’. It is preceded by comparative degree and past participle.

Examples:-

It is *very* interesting.

He is *much* weaker than Shyam.

The girl is *very* beautiful.

The weather changes *very* quickly.

I am *much* better now.

They both talk too *much*.

He is *much* interested in the project.

Thank you so *much* for your help.

***NOTE:** *We do not usually use very to modify superlative adjectives. Instead, we use much or by far. But note that very can be used to emphasize superlatives. It is also used with first, next and last.*

Examples:-

This is the very *best* wine I have tasted in my life.

This is your very *last* chance.

RULE107: “Between” is always followed by “*and*” and not “*to*”.

Examples:-

He will distribute these sweets between 4 pm to 5 pm. [Incorrect]

He will distribute these sweets *between* 4 pm *and* 5 pm. [Correct]

He will distribute these sweets *from* 4 pm *to* 5 pm. [Correct]

RULE108: Generally, Uncountable nouns cannot be converted into their plural. However, there are certain uncountable nouns which are found with “s” or “es” added to the end. These nouns do not form their plurals, rather they give a different meaning to the word.

Examples:-

***Advice* means suggestion.**

***Advices* means information.**

***Air* means the mixture of gases that surrounds the earth.**

***Airs* means arrogance**

Wood means timber.

Woods means forest.

Iron means a chemical element.

Irons means fetters, chain.

| The Noun Singular | Its meaning in (two) | The noun in plural | Its meaning(Only one) |
|------------------------------|--|-------------------------------|--|
| Abuse | i) Wrong use ii) Reproach | Abuses | Wrong practices(Evils) |
| Force | i) Strength ii) Body of armed | Forces | Troops |

ENGLISH WITH NIMISHA BANSAL

| | | | |
|---------------|--|----------------|----------------|
| | men | | |
| Issue | i) Result ii) Offspring | Issues | Results |
| Wood | i) Timber ii) Forest | Woods | Forests |
| Light | i) Lamp ii) Brilliance | Lights | Lamps |
| Gain | i) Profit ii) Acquisition of wealth | Gains | Profits |
| People | i) Persons ii) Nations | Peoples | Nations |

Examples:-

Wood is used in almost all wooden houses. (Timber)

He lives in a wood. (Forest)

Woods are fast disappearing from india. (Forests)

Force should be met with force.(Strength)

A force of ten persons attacked him .(Body of armed men)

The Indian Forces are known for their bravery and loyalty. (troops)

Examples:-

He caught the old man by the arm.

**He was standing with his arms cigarette
between his lips.**

Pakistan is buying arms from USA.

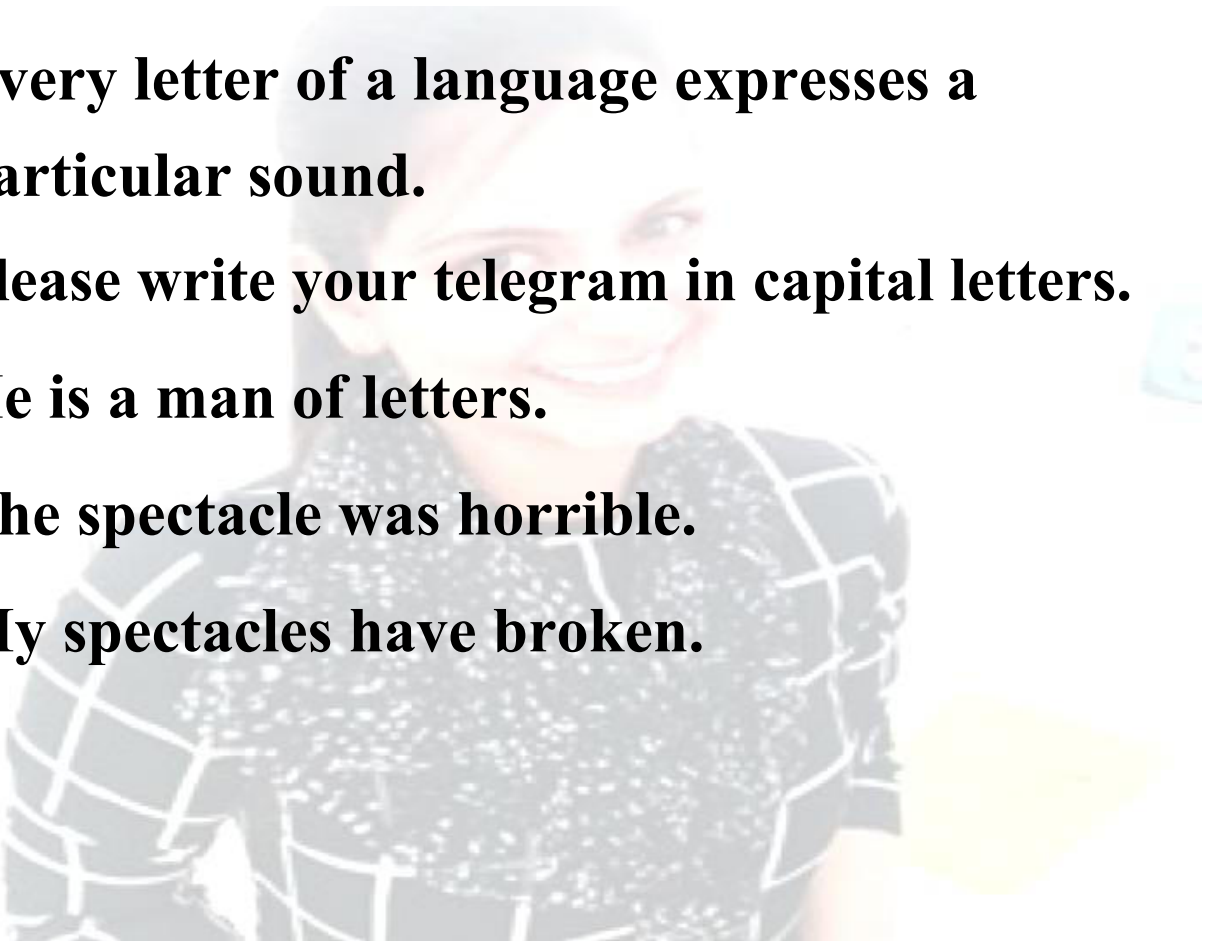
**Every letter of a language expresses a
particular sound.**

Please write your telegram in capital letters.

He is a man of letters.

The spectacle was horrible.

My spectacles have broken.



ENGLISH WITH NIMISHA BANSAL

| The Noun is Singular | Its meanings (Only One) | The noun in plural | Its Meaning (two) |
|-----------------------------|-------------------------------------|---------------------------|--|
| Arm | Upper limb(Part of the body) | Arms | i) Weapons ii) Upper limbs |
| Pain | Ache | Pains | i) Troubles ii) Care |
| Manner | Method | Manners | i) Methods ii) behaviour |
| Custom | Habit | Customs | i) Habits ii) Duties on goods |

ENGLISH WITH NIMISHA BANSAL

| | | | |
|------------------|---------------------------|-------------------|---|
| Letter | Alphabet | Letters | i) Alphabet ii) Learning |
| Spectacle | Sight | Spectacles | i) Sights ii) Eye- glasses |
| Colour | Hue | Colours | i) Hues ii) Flags |
| Minute | A unit of time | Minutes | i) Units of time ii) The proceedin gs of a meeting |
| Moral | Lesson | Morals | i) Moral Lesson Conduct |

| | | | |
|--|--|--|------------------------------|
| | | | ii) Conduct |
|--|--|--|------------------------------|

Examples :-

It is shameful for a man to use force with a woman . (Strength)

The forces on the border have been alerted. (Army)

I shall return within three hours. (Come back)

Iron is useful metal. (Metal)

The judge ordered that the irons of the under trial should be removed. (Chains)

ENGLISH WITH NIMISHA BANSAL

| Nouns in Singular | Their meaning | Nouns in Plural | Their meaning |
|--------------------------|----------------------|------------------------|--------------------------|
| Advice | Counsel | Advices | Information |
| Air | Atmosphere | Airs | Proud Behaviour |
| Authority | Command | Authorities | Persons in Power |
| Good | Nice | Goods | Property(things) |
| Iron | Metal | Irons | Fetters, chains |

| | | | |
|-----------------|--------------------------|-----------------|---------------------------------------|
| Force | Strength | Forces | Army |
| Content | Satisfactio n | Contents | Things Contained |
| Respects | Regards | Respects | Complime nts |
| Work | job | Works | Compositi on factories |

Examples :-

Iron is a useful metal.

**The judge ordered that the irons of the
under trial should be removed.**

**It is shameful for a man to use force with
a woman.**

I shall return within three hours.

Examples :-

**(a) He is my younger brother. (Brother
- a singular Noun)**

**We are four brothers. (Brothers- sons of
same parents)**

**We are brethren of the same profession
.(Brethren- person engaged in the same
profession)**

**(b) The cloth from Ahmedabad is
sold everywhere in India. (Cloth-
kind of cloth)**

**A man needs many clothes.
(Clothes-garment)**

(c) It is not possible to master of mathematics without learning formulae that govern it.

(Formulae- the rules of mathematics)

A number of formulas were offered.

(Modes of Application)

| The Noun Singular | Plural of the Noun I | Its meaning | Plural of the Noun II | Its meaning |
|--------------------------|-----------------------------|---------------------------------|------------------------------|--|
| Brothers | Brothers | Sons of the same parents | Brethren | Members of a community or society |
| Cloth | Cloths | Kind or pieces of a | clothes | Garments |

ENGLISH WITH NIMISHA BANSAL

| | | | | |
|---------------|-----------------|---|----------------|--------------------------------|
| | | cloth | | |
| Die | Dies | Stamps for Coining | Dice | Small cubes for playing |
| Genius | Geniuses | Talented Persons | Dice | Small cubes for playing |
| Index | Indexes | Table of contents | Indices | Signs of Algebra |
| Shot | Shots | Balls of Iron throw, stroke or hit in certain games. | Shots | Firing from the gun |

ENGLISH WITH NIMISHA BANSAL

| | | | | |
|--------------|----------------|--------------------------------|---------------|------------------------------|
| Fish | Fish | Considered collectively | Fishes | Considered separately |
| Penny | Pennies | Separate coins | Pence | A collective noun |

| | Nouns (in pairs) | Their proper use | Examples |
|-----------|-------------------------|--|--|
| 1. | Habit Custom | It belongs to individuals It belongs to a society | Mohan is a victim of many bad habits. The Nigerians have strange customs. |

| | | | |
|----|-------------------------------|--|---|
| | | or country | |
| 2. | House Home | It is a building to live in It is a particular house in which one is living | This house is made of brick and stone. You should go home now. |
| 3. | Cause Reason | ‘Cause’ produces a result ‘Reason’ explains or justifies a cause | The scientists have not been able to tell the cause of an earthquake . You have good reason for going to the court . |
| 4. | Air | ‘Air’ is | Water and air |

| | | | |
|-----------|----------------------------|---|---|
| | Wind | what we breathe 'Wind' is what makes the leaves of the trees move. | sustain life. Everyone longs for a cool wind in summer. |
| 5. | Men People | The plural of man. It is used in ordinary sense persons | Only men of character can make a nation great. Most of the people are superstitious |
| 6. | Man Gentleman | Used in ordinary sense Man of character | The man in the red dress is my cousin Mr. sohanlal is a gentleman |

| | | | |
|----|-----------------|---|---|
| 7. | Cost | Amount paid by the shopkeeper | The cost of production in every field have gone up. |
| | Price | Amount paid by the customer. | What is the price of this pen ? |
| 8. | Customer | A buyer of goods | Gandhi used to say that a customer is like a God for a shopkeeper. |
| | Client | One who avails oneself of services ? | That lawyer has plenty of clients. |
| 9. | Shade | A place sheltered from the sun. | The peepal tree makes a nice shadow. |
| | Shadow | The shadow | The lion saw its |

| | | | |
|-----|--------------|---|--|
| | | of a distinct form or object . | shadow in the water and roared at it. |
| 10. | Ground Floor | It is outside the house. It is a part of the room. | The ground was slippery. I saw my books lying on the floor. |

RULE109: Consider these errors:

I am an English teacher. [Incorrect]

He is a Mathematics teacher. [Incorrect]

All his family members were going to the temple. [Incorrect]

In the first example, “*English teacher*” denotes “*teacher from England*”. In the second case, “*Mathematics teacher*” denotes “*teacher made up of Mathematics*” and in the third example, “*family members*” denotes “*members made up of family*”. Thus, all these sentences are not meaningful.

To correct them, we may rewrite these sentences in the following ways:

I am a *teacher of English*. [Correct]

He is a *teacher of Mathematics*. [Correct]

All the *members of his family* were going to the temple. [Correct]

***NOTE:** *There is no such words “pick-pocket, cousin brother, cousin sister, etc.” We use “pick-pocket” and “cousin” to mean the same.*

Some important points

- **Brother or sister never follows cousin.**
- **Boarding is wrong use. It should be boarding house.**
- **Poor people is slang use. It should be the poor.**
- **Signature should be used in place of the abbreviation sign.**
- **Food taken once is meal and not meals. Meals means both lunch and dinner and we cannot take them together .**

- **‘Alphabet’ is generally used in the singular sense. But it can also be used in the plural sense. When different languages are referred to at the same time.**
- **‘Inning’ is no word. The actual word is ‘Innings’ and is always used in the singular sense.**
- **‘English teacher’ is slang .It should be ‘the teacher of English’.**
- **‘Agendum’ is not used in English. Agenda (Programme-of a meeting) is treated as singular in English.**
- **‘Mankind’ is not used in the plural sense.**
- **‘Room’ in a compartment or on a bench, etc. means ‘unoccupied seat’.**

- **‘Witness’ means knowledge brought in proof. ‘Evidence’ denotes means of proving an unknown or disputed fact.**
- **‘Family members’ is a slang use. The correct form is ‘members of the family’.**
- **‘Goodnight’ is a parting salutation, but ‘Good evening’ is a meeting salutation from evening till midnight.**
- **‘Wage’ when used in the singular form means ‘punishment’ but when used in the plural sense it means charges for the ‘labor’.**
- **The use of double possessive should be avoided. It is better to write the ‘son of my uncle’s friend’ than ‘my uncle’s friend’s son’.**

RULE110: Use of ‘Possessive Adjectives:

Possessive adjectives refer to words which modify a noun by showing a form of possession or a sense of belonging to a particular person or thing.

Table of Possessive Adjectives and Possessive Pronouns

Examples:-

Everyone should do one's duty. [Incorrect]

Everyone should do *his* duty. [Correct]

One should do his duty. [Incorrect]

One should do *one's* duty. [Correct]

In the above examples, it is to be noted that words like “*one’s*” and “*his*” are not used as possessive pronouns. These are possessive adjectives as they are describing the noun “*duty*” respectively.

We use “*one’s*” only when the Subject is “*One*” and if the subject is “*Every, each, etc.*”, we use “*his*” or “*her*” accordingly.

Every girl should do *her* duty.

In the above example “*gender*” is clearly mentioned. In such cases, we use “*her*” and

when gender is not clear we give the priority to “*his*”.

RULE111: Use of “*fewer*” and “*less*”:

“*Fewer*” is used with Countable subjects.

“*Less*” is used with Uncountable subjects.

Examples:-

No less than *50 students* completed the work. [Incorrect]

No *fewer* than *50 students* completed the work. [Correct]

There is no fewer than *five liters of water* in the vessel. [Incorrect]

There is no *less* than *five liters of water* in the vessel. [Correct]

RULE112: Difference between “*Elder*” and “*Older*”:

In a sentence, “*elder*” is used for someone who is in our family.

“*older*” is used for someone who is not in family.

Examples:-

A friend of mine in my company is elder than me. [Incorrect]

A friend of mine in my company is older than me. [Correct]

The elder son of King John, Henry was nine when his father died. [Correct]

NOTE: *Difference between “Later” and “Latter”:

We use later when referring to time while we use latter when referring to the second of two persons or things mentioned previously.

Examples:-

Bran said that he would call me later.

There are two kinds of worries: those you can do something about and those you can't.

Don't spend any time on the latter.

Difference between “*Farther*” and “*Further*”:-

In a sentence, “*farther*” is used for more distant object . “*further*” is used for extra or additional distance

Examples:-

Villagers saw a temple on the *farther* side of the river.

Suman has appealed in the high court for *further* judgement.

Difference between “*Nearest*” and “*Next*”:-

In a sentence, “*Nearest*” is used for space or distance .“*Next*” is used for in order or position

Examples :-

Delhi railway station is *nearest* to my house.

Mr. gupta lives in the *next* house.

Difference between “*Latest*” and “*Last*”:-

In a sentence, “*Latest*” is used word opposite to Earliest, it denotes time . “*Last*” is word opposite to first and it denotes order or position.

Examples:-

She is the last girl to stay in the office

What is the *latest* news today ?

Difference between “*Less*” and “*Fewer*”:-

In a sentence, “*Less* ” is used to denote quantity and is used as Singular Uncountable Noun .“*Fewer*” is used to denote number and is used as Plural Countable Noun.

Examples:-

He has less money than I . [Correct]

He has fewer money than I . [Incorrect]

Money is an Uncountable noun. Notes and coins are countable nouns.

Difference between “*Less*” and “*Lesser*”:-

In a sentence, “*Less*” is used to denote something smaller in size, measurement, duration, number etc.

“*Lesser*” is used to denote something not so great as the other one.

Examples:-

Maths is less difficult than English.

She agreed to plead guilty to a lesser charge.

RULE113: While making comparisons, it is necessary to look at the things being compared:

Examples:-

The *weather of Delhi* is far better than Mumbai. [Incorrect]

The *weather of Delhi* is far better than *the weather of Mumbai*. [Correct]

The *weather of Delhi* is far better than *that of Mumbai*. [Correct]

In the above examples, the first sentence is incorrect as we are comparing “*the weather of Delhi*” with “*Mumbai*”. The comparisons should be made on common grounds. In this case, it should be compared with “*the weather of Mumbai*” instead of “*Mumbai*”.

The *apples of Shimla* are tastier than Ooty. [Incorrect]

The *apples of Shimla* are tastier than *those of Ooty*. [Correct]

RULE114: The words “*One of the, either of, neither of, and each of*” are always followed by plural nouns.

Examples:-

One of the student was selected to visit NASA. [Incorrect]

One of the students was selected to visit NASA. [Correct]

A person can turn on *either of the light bulb*. [Incorrect]

A person can turn on *either of the light bulbs*. [Correct]

Do you go to *each of the meetings*? [Correct]

RULE115: When “*but, except, or between*” are used as preposition, it must followed by the objective case of pronoun (*me, him, her, you, us, them, etc.*) and not the subjective case (*I, he, she, you, we, they, etc.*).

Examples:-

There is friendship *between you and I*.
[Incorrect]

There is friendship *between you* and *me*.

[Correct]

All *but* he are going to the party. [Incorrect]

All *but him* are going to the party. [Correct]

Let he do the work. [Incorrect]// Let is a verb and we use objective case after a verb

Let him do the work. [Correct]

All *except him* are going to the party. [Correct]

RULE116: Whenever we use the *pseudo subject* in a sentence, the pronoun following the pseudo subject should always be in subjective case and not in objective case.

Examples:-

It is him who should be blamed. [Incorrect]

It is he who should be blamed. [Correct]

***NOTE:** *Pseudo subject takes the place of subject but cannot perform the role of subject. A subject is the combination of syntax (study of structure) and semantics (study of meaning). Pseudo subject can only fulfill the requirement of syntax. As Pseudo subject semantically fails, it is called Pseudo subject.*

Examples:-

***It* is a lovely day. [Correct]**

**It is us who have defeated the champion.
[Incorrect]**

**It is we who have defeated the champion .
[Correct]**

It is me who am guilty. [Incorrect]

It is I who am guilty. [Correct]

Here subject is day. So, ‘*it*’ which works as an introductory subject, is a Pseudo subject.

RULE117: When we use the word “*such*” as a determiner, we will only use “*as*” as its connector.

‘Else’* should be followed by *‘but’

‘Other’* and *‘otherwise’* are followed by *‘than’

He is *such* a person that you mentioned. [Incorrect]

He is *such* a person *as* you mentioned. [Correct]

***Such* a book *as* this is referred by a teacher. [Correct]**

They want nothing *else but* to have their honor and dignity .[Correct]

It was nothing *else but* sheer madness [Correct]

RULE118: While showing possession with a plural noun, we should make sure that we do not put apostrophe ('s) in such a way that it creates a hissing sound. In English, words creating a hissing sound are avoided.

Exception:- “else’s” is grammatically correct in spite of the hissing sound.

Examples:-

Government girls’s school. [Incorrect]

Government *girls*’ school. [Correct]

In the first case, “*girls’s*” is incorrect as it creates the hissing sound. It should be rewritten as “*girls*”.

Some more examples:-

Jesus' sake

For peace' sake

Residents' Welfare Association

Pythagoras' theorem

For goodness' sake

For justice' sake

RULE119: We never use apostrophe ('s) with pronouns to show possession. It is only used with nouns.

Examples:-

Your's friendly. [Incorrect]

Yours friendly. [Correct]

The kids are *yours* and *mine*. [Correct]

We shall finally have what is rightfully *ours*. [Correct]

The ring is *hers*. [Correct]

The bag is *theirs*. [Correct]

Their mother gets along well with *yours*. [Correct]

RULE120: There are certain words which are never followed by Noun. These are “*afraid, asleep, due, ready, unable, alike, aware, glad, sorry, well, alone, ill, sure, worth.* etc.

Examples:-

We were *unable* to contact him at the time.

The army is said to be *ready* for action.

I am *glad* to know the parcel arrived safely.

He likes being *alone* in the house.

Your painting has come out really *well*.

He has proved his *worth* to the team.