

SECTION C

GRAMMAR

SECTION C- GRAMMAR (APPLICABILITY SA I & SA II)

Test type includes

- Gap filling
- Sentence completion
- Dialogue completion
- Sentence reordering
- Editing
- Omission
- Sentence transformation
- Reported speech
- Active –Passive Voice
- Newspaper Head lines

Prescribed syllabus

- 1-Determiners
- 2-Tenses
- 3-Subject-verb agreement
- 4-Non-finites
- 5-Relatives
- 6-Connectors
- 7-Conditionals
- 8- Comparison
- 9- Avoiding Repetition
- 10- Nominalisation
- 11-Modals
- 12- Active and Passive
- 13- Reported Speech
- 14- Prepositions

ESSENCE OF GRAMMAR

1-DETERMINERS

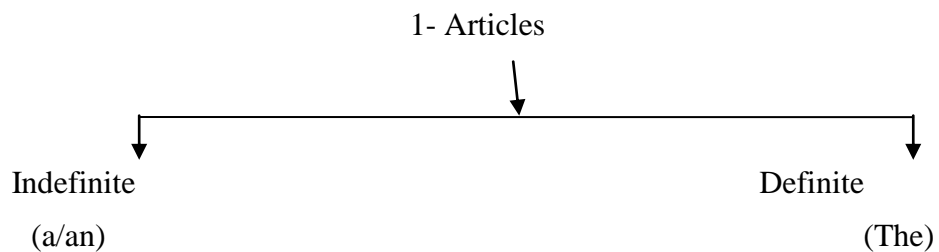
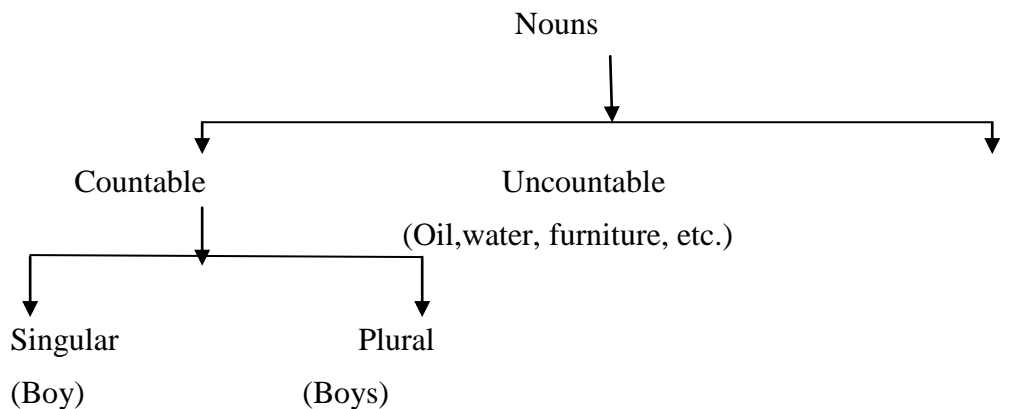
What are determiners?

Determiners are the words which are used before nouns to determine or fix their meaning.

Types:

- 1- **Articles** : a/an, the
- 2- **Demonstrative adjectives** : this, that, these, those
- 3- **Possessives** : my, our, your, his, her, its, their
- 4- **Adjectives (Quantity & Number)** : some, any, much, many, all, both, little, few, several, less, one, two, etc.
- 5- **Others** : each, every, next, another, either, neither, first, second, etc.

Additional information



Indefinite article (a/an)

- 1- Used before singular countable nouns.
- 2- Represents a class or kind in general.

e.g. - a cow gives us milk.

↓
(Every cow)

A- Used before singular countable nouns beginning with **consonant sound**.

Example- a one-eyed man, a unique place, a European, a University, a Mango etc.

An- Used before singular countable nouns beginning with **vowel sound**.

Example- an Indian, an hour, an umbrella, an honest boy (Mute 'h')

Definite article (the) – Used before both countable and uncountable nouns.

Usage:-

1- When we talk about something for the second time in the same context or anything qualified by a phrase.

i- I met a girl at the gate of the school. The girl was weeping.

↓
(First time reference)

↓
(Second time reference)

ii- The book which is on the table is mine.

↓
(Phrase)

2- Used before superlatives

She is the tallest girl of the class.

3- Used before the names of water bodies i.e. - rivers, seas, oceans

The Ganges, the Arabian Sea, The Pacific ocean, etc.

Note: - Not used before the names of lakes.

e.g. ~~The~~ Dal Lake

4- Used before the names of mountain ranges.

e.g. The Himalayas

Note: - Not used before the names of peaks.

e.g. ~~The~~ Mount Everest

5- Used before the names of satellites, planets, stars.

e.g. The moon, the earth, the sun

6- Used before the names of monuments and memorials.

e.g. The Red Fort, the Taj Mahal

7- Used before the names of states/countries that have a common noun in their name.

e.g. The Punjab, The Congo, the USA, the UAE, the UNO, the UK

8- Used before the names of scriptures.

e.g. The Ramayan, the Quran, the Guru Granth sahib, The Bible

9- Used before the names of newspapers, magazines.

e.g. The Times of India, the Competition Success Review, The Reader's Digest

10- **Used before an adjective when the noun is understood.**

e.g. The poor, the rich (The rich becomes richer, the poor becomes poorer).

11- **When proper noun used as common noun.**

Kalidas is the Shakespeare of India.

(A great dramatist)

2- Demonstrative adjectives

This- to demonstrate nearby things

That- to demonstrate far off things

These- plural of 'this'

Those- plural of 'that'

3-Possessives

These are used to show belongingness/ownership.

e.g.- This book is mine.

That is his book.

4- Adjectives (Quantity & Number)/others

Adjectives	Before countable nouns(number)	Before uncountable nouns (quantity)	Remark
Some	✓	✓	
Any	✓	✓	Used in negative & interrogative sentences
Much		✓	
Many	✓		
All	✓		
Both	✓		
Little		✓	Little- hardly any A little- Not much but sufficient The little-Not much but all that is
Few	✓		Few- hardly any A few- not many but some The few- all of them,

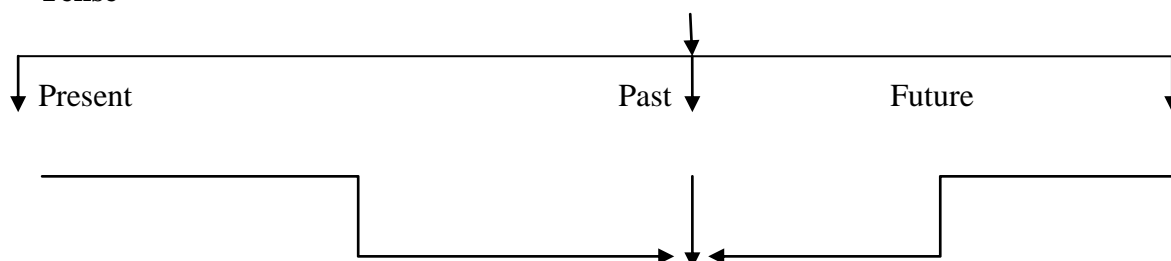
			but not many
Several	✓		
Less		✓	
One, two, etc.	✓		Cardinal numbers
Each, every	✓		
Next	✓		
Another	✓		
Either, neither	✓	✓	
First, second, etc.	✓		Ordinal numbers

2-Tenses

Tense refers to the time at which an action takes place.

Types:

Tense



1- Indefinite

2- Continuous

3- Perfect

4- Perfect continuous

Additional information

1-Types of sentences:

1- Affirmative

2- Negative

3- Interrogative

i- Yes/No type

ii- question word/Wh words type

4-Interrogative- Negative

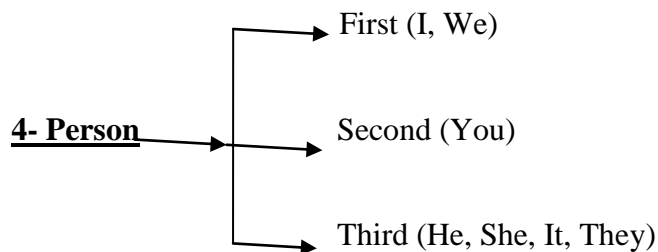
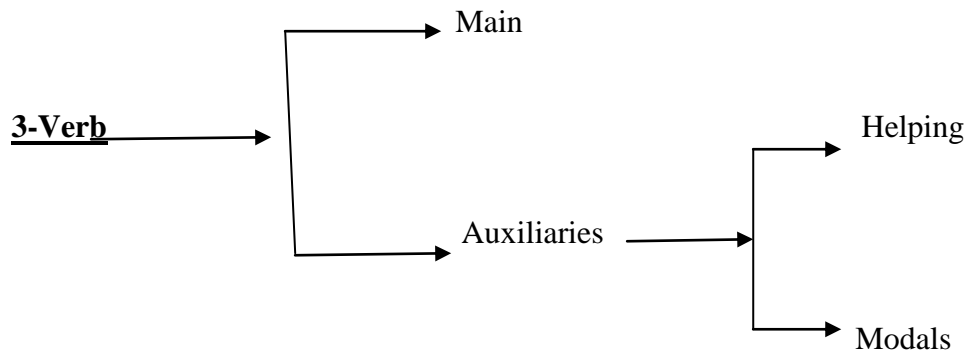
i- Yes/No type

ii- question word/Wh words type

2- Subject

1- Singular

2- Plural



Present tense:

1-Indefinite (Simple)

Hence forth-

MV- Main verb

HV- Helping verb

Usage:

1- **Habitual actions**

He **gets up** early in the morning.

2- **Scientific facts**

Water **boils** at 100⁰ Centigrade.

3- **Universal facts/ General truth**

The sun **rises** in the east.

Key- words: Daily, never, always etc.

Verb:

MV- I form (Plural Subject), I form+ e/es(Singular Subject)- Affirmative sentences

HV- Do (Plural Subject)/Does (Singular Subject)-Negative & Interrogative Sentences

NB- No 's/es' with ' do/does'

2-Continuous (Progressive, Imperfect)

Usage:

1- Action taking place at the time of speaking.

I **am teaching** 'The Rime of the Ancient Mariner' by ST Coleridge at present.

2- Action continued over a period of time in the present.

I **am working** on a science project nowadays.

Key- words: Nowadays, at present, these days etc.

Verb:

MV- I form + ing

HV- Is, Am, Are

3- Perfect Tense

Usage:

Just completed action.

I **have completed** my homework just now.

Key- words: Recently, Just now

Verb:

MV- III form

HV- Has (Singular Subject)/ Have (Plural Subject)

4- Perfect Continuous Tense

Usage:

Action started somewhere in the past but being done now.

I **have been living** in Baroda for the last two years.

She **has been studying** in this school for two years.

Key- words: Since, for

Verb:

MV- I form + ing

HV- Has been (Singular Subject)/ have been (Plural Subject)

NB- Since- Point of time

For- Period of time

Past tense:

1-Past indefinite (Simple)

Usage:

Action done in remote past.

I **went** to Mathura yesterday

I **did** not **go** to Mathura yesterday.

Key- words: - yesterday, last etc.

Verb:

MV- II form (Affirmative sentences)

HV- Did

NB- 1-HV 'Did' is used in negative & interrogative sentences.

2- With HV 'Did', I form of MV.

2-Past Continuous

Usage:

An action done progressively in the past.

He **was working** on a project, when I last visited him.

Key- words: those days, etc.

Verb:

MV-I form + ing

HV- was, were

3-Past Perfect

Usage:

An action completed in the past before a said time or another action.

The patient had died before the doctor came.



Earlier past



Past

Key- words: before, when, as soon as etc.

Verb:

MV- III form (earlier past) & II form (Past)

HV- had (earlier past)

4-Past Perfect Continuous

Usage:

An action being done continuously for the said period in the past.

She **had been reading** for two hours when I reached her house.

Key- words: since, for

Verb:

MV- I form + ing

HV- had been

Future tense:**1- Future indefinite (Simple)****Usage:**

Refers to simple action which is to take place.

I **will go** to Surat tomorrow.

Key- words: tomorrow, next, coming etc.

Verb:

MV- I form

HV- will, shall (Modals)

NB- 1- Ist Person (I, We) - shall

IInd & IIIrd Person (You, He/ She, It, They)-will

2- During three situations, i.e. determination, promise, threatening 'shall → will
& will → shall.

2-Future Continuous**Usage:**

A progressive future action.

At this time tomorrow, she **will be doing** her homework.

Key- words: tomorrow at this time etc.

Verb:

MV- I form + ing

HV- will, shall (Modals) + be

3-Future Perfect**Usage:**

Refers to an action which will be completed at the said time in future.

e.g. I **will have prepared** support material by Saturday.

Key- words: after, by, etc.

Verb:

MV- III form

HV- will, shall (Modals) + have

4-Future Perfect Continuous

Usage:

An action which will begin before a definite time in the future and will just end up at that time or may continue even after that.

When I reach my school at 08:30 a.m tomorrow, the teacher **will have been giving** remedial classes.

Key- words: - Since, for, after three years, etc.

Verb:

MV- I form + ing

HV- will, shall (Modals) + have been

Tense Table

Active Voice

Tense	Present	Past	Future
Indefinite	I form/I form +s/ es (Affirmative sentences) Do/does+ I form (Negative/ Interrogative sentences)	II form (Affirmative sentences) Did+ I form (Negative/ Interrogative sentences)	Will/Shall + I form
Continuous	Is/ Am/ Are+ I form + ing	Was/were+ I form +ing	Will/shall + be+ I form + ing
Perfect	Has/have + III form	Had +III form	Will/shall+ have +III form
Perfect- Continuous	Has/Have + been+ I form +ing+ since/for	Had+ been+ I form+ ing+ since/for	Will/shall +Have +been+ I form +ing +since/for

Future Time Reference

1- By using ‘will/shall’

I'll go to Agra tomorrow.

2- By using ‘Simple present tense’

What time does the match begin?

3- By using ‘Present Continuous tense’

The PM is leaving for America next week.

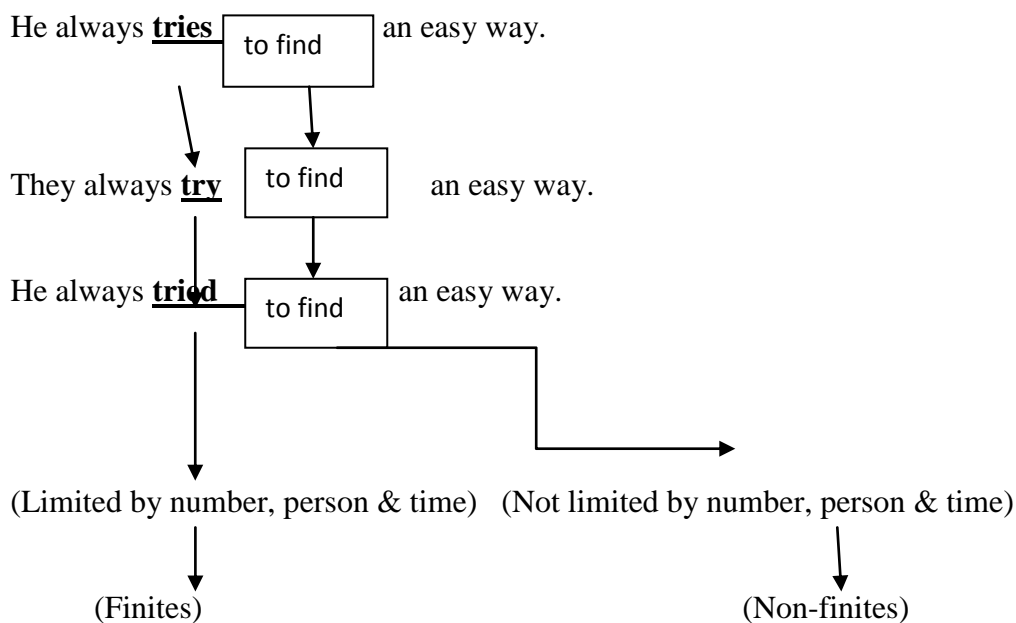
4- By using 'Going to' form.

I am going to take bath.

5-By using 'about to' form,

The train is about to come.

3-Non-finites



1- Participle:

Present: Verb+ ing= adjective (function)

Past III form= adjective (function)

Examples:

Computer is a **calculating** machine.

I saw a **crashed** aircraft.

2- Gerund:

Verb+ ing= Noun (function)

Examples:

Swimming is a good exercise.

3- to-infinitives to show purpose

Examples:

I went **to post** a letter.

4-Relatives

Give information about a person or thing.

Relatives	usage
Who(whose, whom)	Persons
Which	Inanimate things and animals
That	Persons and things
Where	Place
what	things

5-Comparison

When we compare things, persons and places.

Degrees of comparison:

1- Positive degree- No comparison is made.

Lata is a tall girl.

Maya is a beautiful girl.

Ramesh is junior to me.

2- Comparative degree- Comparison between two.

Gayatri is taller than Lata.

Ravita is more beautiful than Maya.

3- Superlative degree- Comparison between more than two.

Seema is the tallest girl of class X B.

Savitri is the most beautiful girl of class X B.

Note:

1- Use of 'than' in comparative degree.

2- Use of 'to' in comparative degree.

3- Use of article 'the' in superlative degree of comparison.

4- Formation of comparatives and superlatives of double and more than double syllable words i.e. beautiful.

6-Modals

Modals are the auxiliaries that are used to convey special idea.

Modal Verbs	Function/Idea conveyed
Can	Ability, Permission(informal)
Could	Past of 'Can'
May	Possibility, Permission(Formal)
Might	Past of 'May'
Will & Shall	To express future time, to express determination, promise and threatening, to make requests
Should, Ought to	Moral obligation, to express advice
Must, have to	Social obligation(compulsion), duty, necessity
Used to	Past habit

7-Active and Passive

Used when work done is more prominent than the doer.

Active to Passive:

Steps:

- 1- Change Object to Subject. (Refer noun case below)
- 2- Change the verb according to tense.
- 3- Change Subject to Object and add 'by' before it. (Refer noun case below)

Additional information

Noun case

Subjective	Possessive	Objective
I Person		
I	my	me
We	our	us
II Person		
You	your	you
III person		
He	his	him
She	her	her
It	its	It
They	their	them

Types of Objects

I teach you English.

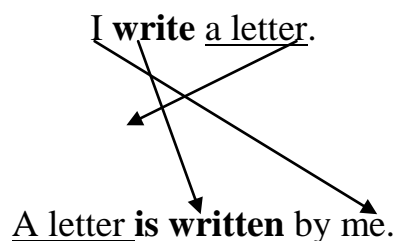
1- What do I teach you?

Answer- English → Direct Object

2- Whom do I teach English?

Answer-You → Indirect Object

Example: (Active to Passive voice) →



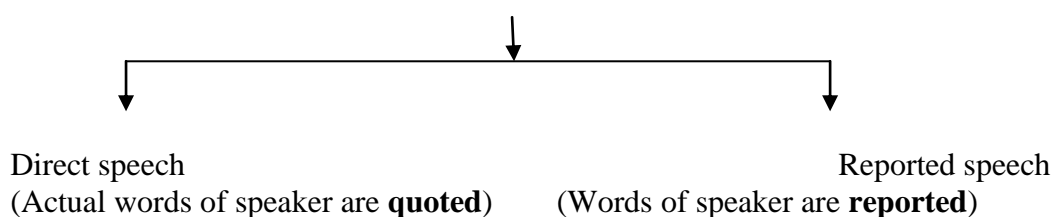
Passive Voice Tense Table

Tense	Present	Past	Future
Indefinite	Is/am/are+ III form	Was/were+ III form	Will be/shall be+ III form
Continuous	Is/am/are + being+ III form	Was/were+ being+ III form	X
Perfect	Has/have + been +III form	Had + been +III form	Will/shall + have + been +III form
Perfect-Continuous	X	X	X

Modals →

Modal+ be + III form

8-Reported Speech



Example:

He said to me, "How are you?"

Direct speech

Reporting verb reported speech

He asked me how I was.

Indirect/Reported speech

Steps to change direct speech into reported speech:

- 1- Change the reporting verb-according to type of sentence of reported speech.
- 2- Remove commas- use conjunction- according to type of sentence of reported speech.
- 3- Change the verb of reported speech- according to tense of reporting verb.
- 4- Change the personal pronouns in reported speech.
- 5- Always use full stop (.) at the end.

Change of reporting verb

Reporting verb(said to)changed to	Type of sentence (reported speech)
told	Declarative
asked	Interrogative
Asked/advised/requested/ordered	Imperative

Removal of commas (Conjunction used)

Type of sentence (reported speech)	Conjunction used
Declarative	that
interrogative	
i- yes/No type	If/whether
ii- Wh-words type	Wh- word
Imperative	
i- Affirmative (begins with I form)	To
ii- Negative (begins with ‘Do not’)	Not to

Changing the verb of reported speech

Verb (direct speech)	Verb (reported/Indirect speech)
Reporting verb (Present/future tense)	
Verb (direct speech)	No change
Reporting verb (Past tense)	
I form	II form
Is/am/are	Was/were
Has/have	Had
II form	Had+ III form
Was/were	Had been +I form + ing
Will/shall	Would
Can	Could
May	Might
Must	Must/had to
Would	No change
Could	No change
Might	No change
Universal fact	No change

Changing the personal pronouns

I person- with the speaker
II person- with the listener
III person- No change
(Refer ‘noun case’ table for changing the personal pronouns)

Solved/Unsolved exercises

1- Editing/Omission

Tips:

- Read the passage carefully. Identify the tense of passage.
- Underline the error/identify the missing word
- Look for errors/missing words in the use of

- Determiners
- Tenses/Verb
- Subject-verb agreement
- Non-finites
- Relatives
- Connectors
- Comparatives
- Modals
- Prepositions
- Gender
- Number(singular-plural)

Editing**Solved exercises**

The following passage has not been edited. There is one error in each line. Underline the error and write the incorrect word and the correction. The first one has been done as an example.

	Incorrect word correction	
Inactivity is the <u>greater</u> cause of overweight	greater	greatest
these days. People physical activity	a-_____	_____
had decreased these days. The main reason	b-_____	_____
is there are many labour saving devices	c-_____	_____
They does not want to walk on foot.	d-_____	_____
They spend enough time sitting and	e-_____	_____
watch television. Their excess weight	f-_____	_____
make them sick and they have to spend	g-_____	_____
money in medicine.	h-_____	_____

Answers

	Incorrect word	correction
Inactivity is the <u>greater</u> cause of overweight	greater	greatest
these days. <u>People</u> physical activity	a-people	people's
<u>had</u> decreased these days. The main reason	b-had	has
<u>is</u> there are many labour saving devices	c-is	being
They <u>does</u> not want to walk on foot.	d-does	do
They spend <u>enough</u> time sitting and	e-enough	more
<u>watch</u> television. Their excess weight	f-watch	watching
<u>make</u> them sick and they have to spend	g-make	makes
money <u>in</u> medicine.	h-in	on

Unsolved exercises

The following newspaper report has not been edited. There is one error in each line. Underline the error and write the incorrect word and the correction.

Incorrect word	correction
A three year old girl has rescued by the police	a-_____

last Tuesday. She was kidnap by a neighbour
 due to ransom. The mother
 inform the police about the missing girl.
 a probe had supervised by the DSP himself.
 Greater than fifty residents were questioned
 Ultimately, Rohit , one of the residents of the
 colony admit the crime and disclosed
 where the girl was hiding

b- _____
 c- _____
 d- _____
 e- _____
 .f- _____
 g- _____
 h- _____

Omission

Solved exercises

In the passage below one word has been omitted in each line. Put a slash (/) where the word has been omitted. Write the missing word in the space provided.

One thing we all must do to cooperate
 with police and pay heed to their advice.
 They warn us not touch unidentified,
 unclaimed suspicious objects like transistors,
 brief cases etc. we need watch out for
 abandoned cars, scooters report the
 deatails such objects to the nearest police
 control room dialing 100. One should
 not touch the objects till the bomb disposal squad arrives.

a- _____
 b- _____
 c- _____
 d- _____
 e- _____
 f- _____
 g- _____
 h- _____

Answers

One thing we all must do /to cooperate
 With/ police and pay heed to their advice.
 They warn us not /touch unidentified,
 /unclaimed suspicious objects like transistors,
 brief cases etc. we need/ watch out for
 abandoned cars, scooters /report the
 details/ such objects to the nearest police
 control room/ dialing 100. One should
 not touch the objects till the bomb disposal squad arrives.

a- is
 b- the
 c- to
 d-and
 e-to
 f-and
 g-of
 h-by

Unsolved exercises

In the passage below one word has been omitted in each line. Put a slash (/) where the word has been omitted. Write the missing word in the space provided. The first one has been done as an example.

The small town was the
 foot of the mountains. Most the
 people were farmers. There traders also
 in the town. Though not rich were
 happy contended. At one
 time the peace broken by
 several robberies. The people frightened
 The Mayor the town called for
 a meeting discuss the matter.

at
 a- _____
 b- _____
 c- _____
 d- _____
 e- _____
 f- _____
 g- _____
 h- _____

Sentence reordering

Tips

- 1- First look for the subject (Noun/ Pronoun).
- 2- Look for the helping verb.
- 3- Look for the Main Verb.
- 4- Look for the object (direct & indirect).
- 5- Also look for Wh-word.
- 6- Arrange the words in a meaningful sentence.

Solved exercises

1. Look at the words and phrases below. Rearrange them to form meaningful sentences. The first one has been done as an example.

the watermelon/thirst quenchers/in summers/is/one of the best.

One of the best thirst quenchers in summers is the watermelon.

a- around/it is/96 countries/cultivated in/the world.

b- in Africa/about 5000 years/grown/ago/it was/first.

c- say that/at the/it was grown/some researchers/same time/in India.

d- the travellers/across a desert/it was/when they/used by/travelled.

Answers

a- It is cultivated in 96 countries around the world.

b- It was first grown in Africa about 5000 years ago.

c- Some researchers say that it was grown in India at the same time.

d- It was used by travellers when they travelled across a desert.

2. (a) water supply/they get/they eat/from/all their/the leaves

(a) inhabited//tree leaves/so,/by koalas/in areas/of/is high/demand

(b) one group/it takes/to support/several acres/of koalas/of trees

(c) can eat/every day/each/one and a half kilograms/adult Koala/up to /of leaves

ANS: (a) They get all their water supply from the leaves they eat.

(a) So, in areas inhabited by Koalas demand of tree leaves is high.

(b) It takes several acres of trees to support one group of Koalas.

(c) Each adult Koala can eat one and a half kilograms of leaves every day.

Unsolved exercises

1. Look at the words and phrases below. Rearrange them to form meaningful sentences.

a- no parallel/discipline/of any kind/has

b- go together/duties/should/discipline/and rights

c- equally important/should be/treated/for a/the/satisfying life

d- the other/or ignored/very bad/it will/if one/prove/overlaps

2. Rearrange the following to form meaningful sentences.

Peruvian foraging societies were already chewing coca leaves 8,000 years ago foraging societies/Peruvian/8,000 years ago/chewing coca leaves/were already

(a) showed evidence/of chewed coca/in the northwestern Peru/and calcium rich rocks/ruins.

(b) such rocks/to create lime,/would have been burned/chewed with coca.

- (c) contain a range/coca leaves coca leaves/known as alkaloids/of chemical Compounds.
(d) of the Incas/for medicinal purposes/of coca leaves/the chewing/was a pastime

3. a) depicted/architecture of/has been/the Veena/about 500 A.D. /in temple
b) no takers/sadly/instruments/but/of all/this mother/has/today
c) to whom/there are/students/turn to/few/ can/exponents/the rare
d) subject in /it is/a subsidiary/ not even/university curricula

- 4.a) paralytic attack/is/prolonged/main cause/high/of/ blood pressure/the
b) tongue, lip, and the vocal cords/people effected/can communicate/either with limbs/with a paralytic stroke
c) to answer/some can/their eyes/even blink
d) nervous system/to the voluntary/due to extensive damages/is impossible/ but in a few even a small gesture

5. a) left me/my/city/parents/her/with/they/in /went/live/when/to/the
b) morning/to/wake/used/up /the/in/she/me
c) said/in a /prayers/sings song/monotonous/morning/she/her
d) listened/ I/loved /I/ voice /because/her

Reported speech

Tips:

- Given dialogue is to be changed into indirect speech.
- Change the reporting verb.
- Remove commas and use conjunction.
- Change the pronouns and verb in the reported speech.
- Use a (.) at the end of every sentence.

Solved exercises

1. Read the conversation between Rama and Sita. Then report the paragraph that follows.

Rama: I am going to jungle.

Sita: Why?

Rama: I have been banished for fourteen years by father.

Sita: Oh! It is very sad. Can I go with you?

Rama: No. Stay at home to care of my old parents.

On being banished by his father, King Dasharath, Rama told Sita (a)_____.

She asked him (b)_____. Rama told that (c) _____.Sita

exclaimed saying it was very bad and asked Rama (d)_____.

Rama asked her to stay at home to take care of my old parents.

Answers

a- that he was going to jungle.

b- why he was going to jungle.

c- he had been banished for fourteen years by father.

d-if she could go with him.

2. Read the comic strip given below and complete the paragraph



While making the list of what Charlie wanted from Santa Claus, he asked Patty how everything. (b) _____. She could bet that (c) _____, he would find that she thought Santa (a) _____ all those toys. Patty replied that it was possible as Santa (d) _____ big eastern chain

Answers:

- (a) could afford to give away
- (b) everything these days is promotion
- (c) if the truth were brought out
- (d) was being financed by some big eastern chain

Unsolved exercises

Read the conversation between Anita and Prakash. Then report the paragraph that follows.

Anita: What do you want to do this morning?

Prakash: I feel like taking a walk. It's so nice outside.

Anita: Great, let's walk around the lake in the park.

Prakash: It's really rocky here.

Anita: Yes, watch your steps so you don't trip.

Anita asked Prakash (a) _____. Prakash answered that he (b) _____. It was so nice outside. Anita agreed to this and suggested (c) _____. Then Prakash observed that (d) _____. Anita cautioned him to watch his steps.

Newspaper Head lines

Tips:

- Identify the time of event whether past or future.
- Use present perfect, simple past or future time reference.
- Identify passive/active voice.
- Connect the expanded headline properly with the whole sentence.

Solved exercise 1:

(a) CAPARO ENTERS US MARKET

The Lord Swaraj Paul Caparo group _____ the North American vehicle market.

(b) PM TO VISIT PAKISTAN ON APRIL 11

Indian Foreign Minister SM Krishna On Sunday informed that prime Minister, Mr Man Mohan _____ in the second week of April 2011.

a- has entered

b- will be going to Pakistan on a three day visit

Unsolved exercises

1. Use the information in the headlines to complete the news items given below.

(a) TV SHOW LANDS BOY IN HOSPITAL

A popular show on a Tamil TV channel _____ a 13 year old boy in hospital, when he filled his mouth with Kerosene and blew it over fire, in an attempt to imitate the show.

(b) 2 KILLED IN BLUELINE ACCIDENTS

_____ bus here on Monday, one, an 18-year-old boy and the other a cyclist.

(c) SIX AIR-INDIA FLIGHTS DELAYED

There was anger, frustration and helplessness amongst nearly a thousand passengers of six Air-India flights _____ for hours at IGI airport.

2. Use the information in the headlines to complete the news items given below.

a- CHINA DEVELOPS MEDICAL ROBOT

A polytechnic university in china _____ that can conduct surgeries.

b- KIDS FALL ILL AFTER EATING MID-DAY MEAL

05 kids of a UP primary school in Mathura District _____ after having mid-day meal on Friday.

c- SPORTS WEEK CELEBRATION ENDS

A week long sport day celebration in various schools of Kendriya Vidyalaya Sangathan _____ on 22 April with grand prize distribution ceremony.

d- BUS CRUSHES A GIRL TO DEATH

A four-year-old girl _____ to death when a speedy bus ran over her in Makarpura.

e- 5 LAKH JOBS TO BE CREATED BY 2012----- PLANNING COMMISSION

Mr AR Sahni, member of planning commission said yesterday that _____ by the year 2012.

f-INDIAN-AMERICAN WINS DEMOCRATIC PRIMARY IN PHILADELPHIA

Thu, May 20 Iraq war- veteran Indian-American doctor Manan Trivedi(a)_____ the Democratic Party nomination to contest the November elections to the US house of Representatives from Pennsylvania Congressional district.

A doctor-turned war- veteran, Trivedi, 35, (b) _____ Dough Pike, a former local journalist, (c) _____ margin of 672 votes; thus earning the right to challenge Republican of Representatives. Conceding his defeat, Pike in a statement supported Trivedi. The election (d) _____ Tuesday.

a-i- won

ii- had won

iii- has won

iv- was won

b-i- had defeated

ii- been defeated

iii- was defeated

- iv- defeated
- c-i- through a narrow
 - ii- with a narrow
 - iii- to a narrow
 - iv- in a narrow
- d-i- was held on
 - ii-were held on
 - iii- been held on
 - iv- had been held

Procedure Reporting

Tips:

- Read the given instructions carefully.
 - Rewrite the process in passive voice.
 - Know the tense/time used. Hint will be hidden somewhere in the question.
- General verb pattern will be either 'is/are+ III form or 'was/were + III form

Solved exercises

1-Read the following set of instructions for washing the dirty white cotton clothes. Complete the procedure.

- 1-Collect all the dirty white cotton clothes.
- 2- Soak them fully in a boiling water and soap solution.
- 3- Take them out and beat them with fists or stick.
- 4- Then rinse them in running water until the soap content is washed off.
- 5- Squeeze them and hang them for drying.

All the dirty white cotton clothes **are** collected and (i) _____ of boiling water and soap. They (ii) _____ with fists or stick. Then they (iii) _____ until the soap content is washed off. Then they (iv) _____ for drying.

Answers (Hint-are)

- (i) are soaked in a mixture
- (ii) are taken out and beaten
- (iii) are rinsed in running water
- (iv) are squeezed and hung

2-Read the following instructions for making 'Maggi Noodles' and complete the passage:

- Boil two 500 ml of water in a container.
- Add noodles and taste maker.
- Add finely chopped vegetables after steaming them separately.
- Cook only for two minutes.
- Serve hot.

Firstly, 500 ml of water (a) _____ in a container. After that noodles and taste makers (b) _____. Then finely chopped vegetables (c) _____ after steaming them separately. The mixed stuff (d) _____ for only two minutes. It **is** then served hot.

Answers (Hint-is)

- (a)- is boiled
- (b)- are added
- (c)- are added
- (d) -is cooked

Dialogue completion

Tips:

- Read the preceding dialogue and the one that follows it.
- Identify the type of sentence.
- Make sure entire dialogue is relevant and meaningful.

Solved exercises

Read the following conversation between a brother and a sister. Complete the conversation by choosing the correct option.

Sister : When do to leave for Mumbai?
 Brother: I am leaving the day after tomorrow.
 Sister : Where have you decided to stay?
 Brother: (a) _____
 Sister : Why are you not staying with Aunt and Uncle?
 Brother: (b) _____. I won't be able to enjoy my holidays.
 Sister : Don't tell me that you'll stay in a hotel!
 Brother: Definitely not (c) _____.
 Sister : How are you both spending your vacation?
 Brother: (d) _____.

- | | |
|--|-------------------------------------|
| a- i- I won't decide as yet. | ii- I won't decide as yet. |
| iii-I hadn't decided as yet. | iv- I haven't decided as yet. |
| b- i- They were too strict. | ii- They are too strict. |
| iii- They will be too strict. | iv- They are too funny. |
| c-i- I plan to stay with aunty &uncle. | ii- I plan to stay in a hotel. |
| iii- I plan to stay with Rahul. | iv- I won't stay with aunty &uncle. |
| d- i- We'll go nowhere. | ii- We'll go site seeing. |
| iii- we'll stay nearby. | iv- We'll go somewhere. |

Answers

- (a)iv- I haven't decided as yet.
- (b)ii- They are too strict.
- (c) iii-I plan to stay with Rahul.
- (d) ii- We'll go site seeing.

Unsolved exercises

1. Read the following conversation between a doctor and his patient. Complete the conversation by choosing the correct option.

Doctor : How long have you been sick?
 Patient : I have been having this headache (a)_____ one month.
 Doctor : Have you taken any medicine?
 Patient : No I haven't. But I (b)-_____ by an eye specialist.
 Doctor : What did he say?
 Patient : He said my eyes are fine.
 Doctor : (c)_____ sleeping late at night?
 Patient : No, I sleep regularly at 10 pm.
 Doctor : Have you (d) _____ in the past or lately?

Patient : No but I had injured my head when I was ten years old.

- | | |
|----------------------------|----------------------------|
| a-i- for the past | ii- since the past |
| iii- during the past | iv- for a past |
| b- i- got my eye test | ii- will get my eyes |
| iii- got my eyes tested | iv- would get my eye |
| c-i- has you been | ii- had you been |
| iii- had you be | iv- have you been |
| d-i- met with an accident | ii- meets with an accident |
| iii- meet with an accident | iv- met with an accident |

FOR PRACTICE

1) Look at the notes given below and complete the paragraph that follows by filling up the blanks with the most appropriate option from those given. 1 x 4 = 4marks

Egyptians discovered paper-made a stalks of tall reed- from wood 'papyrus'-supplies limited-export restricted

The (a) _____ the Egyptians. It (b) _____ reed .The English word 'paper' (c) _____. When supplies were limited a (d) _____ on export.

- (d) 1 paper discovered
2 discovery of paper was made
3 discoverer of paper was
4 papers was discovered by
(b) 1 makes of stalks of tall
2 made of stalks of tall
3 was made of stalks of tall
4 has made of stalks of tall
(c) 1 derive from the word 'papyrus'
2 derives from the word 'papyrus'
3 has derived from the word 'papyrus'
4 is derived from the word 'papyrus'
(d) 1 restriction imposed
2 restriction is imposed
3 restriction was imposed
4 restriction has imposed

2) Given below is a conversation between David and his friend, Meenu. Complete the dialogue below by filling up the blanks with the most appropriate options from those given. 1X 4 == 4

David : Hello. Is this 26857903?

Menu : Yes, (a) _____?

David : Could I speak to Meenu ? I am her friend, David ?

Meenu : David ? It's Meenu . (b) _____?

David : I am calling from Indira Gandhi International airport . I'm here for visit.

Meenu : That's great.(c) _____ about your visit ?

David : I wanted to give you a surprise .

Meenu : When did you arrive ? (d) _____?

David : I just got here and I am alone.

- (a) 1 shall I know to whom do you want to talk
 2 will I know which do you want to talk
 3 need I know whom do you want to speak to
 4 may I know who do you want to speak to
- (b) 1 From where you are calling
 2 Where you are calling from
 3 Are you calling where from
 4 You are calling from where
- (c) 1 Why you not inform me earlier
 2 Why didn't you informed me earlier
 3 Why didn't you inform me earlier
 4 Why you didn't inform me earlier
- (d) 1 Are you being accompanied by some one
 2 you are being accompanied by some one
 3 Are some one accompanying you
 4 Are anyone accompanied you

Gap filling

Tips:

- Read the passage carefully and form a general idea.
- Mind the tense of the paragraph.
- Check for subject-verb agreement

Solved exercises

Fill in the blanks with the most appropriate option from those given below.

1. Complete the passage given below choosing the correct alternatives: $\frac{1}{2} \times 8 = 4$ marks

Tokyo was rocked by its (a) ----- earthquake in more than a year today, but escaped (b) ----- little damage because it (c) ----- centered far beneath the floor of the Pacific Ocean. The quake (d) ----- struck shortly before noon with a magnitude of 6.6, (e) ----- large buildings sway back and forth. The intense (f) ----- for about one minute caught people (g) ----- guard in Tokyo and other cities (h) ----- east.

- | | | | |
|------------|------------|----------|-----------|
| (a) 1 big | (b) 1 from | (c) 1 is | (d) 1 who |
| 2 bigger | 2 by | 2 was | 2 whom |
| 3 biggest | 3 with | 3 has | 3 whose |
| 4 very big | 4 for | 4 have | 4 which |

- | | | | |
|------------|-------------|----------|-----------|
| (e) 1 make | (f) 1 shake | (g) 1 in | (h) 1 to |
| 2 made | 2 shaker | 2 on | 2 towards |
| 3 send | 3 shaking | 3 of | 3 for |
| 4 sent | 4 shook | 4 off | 4 forward |

ANS:

- | | | | |
|-------------|-------------|---------|-------------|
| (a) biggest | (b) with | (c) was | (d) which |
| (e) made | (f) shaking | (g) off | (h) towards |

FOR PRACTICE

- 1) In fruit farms fruits are picked before they are fully ripe for otherwise they (a) ----- become overripe or decay (b) ----- reaching customers. Fruit picked too young (c)----- never ripen. It's a problem to predict whether a certain fruit will ripen (d) ----- not. Now a scanner has (e)---- ----- developed which can predict those fruits (f) ----- ultimately will ripe so that farmer (g) ----- sort out future fruits from the too-green .The scanner works (h) ---- a ripeness predictor.

(a) 1 must	(b) 1 while	(c) 1 will	(d) 1 and
2 shall	2 after	2 are	2 or
3 may	3 when	3 being	3 but
4 should	4 before	4 were	4 so

(e) 1 being	(f) 1 who	(g) 1 can	(h) 1 for
2 been	2 whom	2 need	2 by
3 be	3 that	3 dare	3 so
4 was	4 whose	4 shall	4 as

ANS: (a) ----- (b) ----- (c) ----- (d) -----
(e) ----- (f) ----- (g) ----- (h) -----

- 2)Cataract is a (a) ----- in the lens of the eye. Today, modern (b) ----- advances have made cataract surgery very successful. The cause of the cataract (c) ----- are not fully known. It is basically (d) ----- ageing phenomenon .Next to old age (e) --- ----- other factors like deficiency of food like proteins (f) ----- vitamins ,some toxic drugs and general diseases (g)----- diabetes ,infections and injuries. Nourishing diet rich (h) ----- proteins and vitamins can delay the onset of cataract.

(a) 1 opaque	(b) 1 medicine	(c) 1 forming	(d) 1 a
2 opaqued	2 medicinal	2 formed	2 an
3 opaqueness	3 medical	3 forms	3 the
4 opacity	4 medicated	4 formation	4 some

(e) 1 is	(f) 1 or	(g) 1 like	(h) 1 at
2 was	2 and	2 so	2 on
3 are	3 but	3 as	3 with
4 were	4 so	4 such	4 in

ANS: (A) ----- (b) ----- (c) ----- (d) -----
(e) ----- (f) ----- (g) ----- (h) -----