

Revised Edition

Objective General English

CDS, NDA, SSC, Banking, HM, MCA,
B Ed Entrances & Other Exams

SP Bakshi



Objective
General
English

CDS, NDA, SSC Banking, HM, MCA,
B Ed Entrances & Other Exams

Revised Edition

Objective **General** English

CDS, NDA, SSC Banking, HM, MCA,
B Ed Entrances & Other Exams

SP Bakshi



ARIHANT PUBLICATIONS (INDIA) LIMITED



ARIHANT PUBLICATIONS (INDIA) LIMITED

All Rights Reserved

© Publishers

No part of this publication may be re-produced, stored in a retrieval system or by any means, electronic, mechanical, photocopying, recording, scanning, web or otherwise without the written permission of the publisher. Arihant has obtained all the information in this book from the sources believed to be reliable and true. However, Arihant or its editors or authors or illustrators don't take any responsibility for the absolute accuracy of any information published and the damage or loss suffered thereupon.

All disputes subject to Meerut (UP) jurisdiction only.

✚ Administrative & Production Offices

Regd. Office

'Ramchhaya' 4577/15, Agarwal Road, Darya Ganj, New Delhi -110002
Tele: 011- 47630600, 43518550

✚ Head Office

Kalindi, TP Nagar, Meerut (UP) - 250002
Tel: 0121-7156203, 7156204

✚ Sales & Support Offices

Agra, Ahmedabad, Bengaluru, Bareilly, Chennai, Delhi, Guwahati,
Hyderabad, Jaipur, Jhansi, Kolkata, Lucknow, Nagpur & Pune.

✚ **ISBN** 978-93-25791-71-8

✚ **PRICE** ₹375.00

PO No : TXT-XX-XXXXXXX-X-XX

Published by Arihant Publications (India) Ltd.

For further information about the books published by Arihant, log on to
www.arihantbooks.com or e-mail at info@arihantbooks.com

Follow us on    

PREFACE

We feel a sense of rare achievement in bringing out this book on English Grammar for the benefit of the aspirants planning to take various competitive exams. This book would not have seen the light of the day if the authors had not felt the vacuum of a comprehensive book on the subject. In fact, we have always felt that there is still a need for a compact and easy-to-understand volume of this kind.

The authors have no hesitation in asserting, though with all humility, that the subject-matter of the book has been approved by and tempered with practical experience. Its authenticity has been accepted by a wider circle of student community with sustained interest. In a nutshell, the book is a brain child of practical teaching skill that the authors themselves imbibed while teaching.

As such a unique approach has been adopted to provide exhaustive coverage to important topics of Writing Ability and Verbal Ability. It has been our endeavour to provide a large number of Practice and Revision Exercises. A reasonable care has been taken to ensure that all the latest patterns of questions on English language find room in the book. Latest Sentences, Words and Expressions put up in the recent different exams have been duly incorporated to keep the students abreast of the present trends of the questions a student is expected to answer.

The authors do not claim any originality about the subject-matter but the innovative, systematic and lucid style adopted in the presentation of the theme is exclusively original.

The authors would fervently like to express their profound gratitude to Sh YC Jain of M/s Arihant Publications for his unstinted co-operation and enthusiasm in making the publication of the book possible. We would be failing in our duty if we fail to appreciate the motivation provided by young Sh. Deepesh Jain in bringing out this book in this form. We wish him success in life.

The valuable suggestions from student brothers are welcome. They would be incorporated in the ensuing editions of this book and also in other books that are on the anvil.

Minerva Institute

Jan 1, 2000

Authors

CONTENT

PART A

Foundation Module

(Unit I and Unit II)

UNIT I

1. The Function of Tenses	1
• Revision Exercise	12
• Exam Practice	14
• Answers	16
2. Voice	18
• Revision Exercise	26
• Exam Practice	29
• Answers	34
3. Modals	38
• Revision Exercise	47
• Exam Practice	48
• Answers	50

UNIT II

4. Kinds of Sentences and Clauses	51
• Revision Exercise	60
• Answers	62
5. Clause Analysis	64
• Answers	70
6. Question Tags	71
• Revision Exercise	77
• Exam Practice	78
• Answers	80
7. Non - Finite Verbs	81
• Revision Exercise	93
• Exam Practice	94
• Answers	96
8. Verb	98
• Revision Exercise	108
• Exam Practice	109
• Answers	112

UNIT III

9. Articles	114
• Revision Exercise	124
• Exam Practice	126
• Answers	127
10. Noun	128
• Revision Exercise	135
• Exam Practice	137
• Answers	138
11. Pronoun	140
• Revision Exercise	147
• Exam Practice	148
• Answers	150

UNIT IV

12. Adjective	151
• Revision Exercise	160
• Exam Practice	161
• Answers	164
13. Adverb	165
• Revision Exercise	172
• Exam Practice	174
• Answers	175
14. Prepositions	176
• Revision Exercise	202
• Exam Practice	204
• Answers	207

UNIT V

15. Phrasal Verbs	209
• Revision Exercise	222
• Exam Practice	223
• Answers	224
16. Idioms and Phrases	226
• Revision Exercise	256
• Exam Practice	261
• Answers	264

UNIT VI

- 17. Spotting Errors (Miscellaneous) 265**
- Answers 293
- 18. Sentence Improvement 299**
- Revision Exercise 313
 - Exam Practice 326
 - Answers 332
- 19. Selecting the Correct Sentences 334**
- Revision Exercise 337
 - Exam Practice 345
 - Answers 349

PART B

Verbal Ability

- 1. Paronyms and Homonyms 352**
- Answers 372
- 2. One Word substitutions 373**
- Revision Exercise 398
 - Exam Practice 400
 - Answers 402
- 3. Words with Meanings 403**
- 4. Synonyms and Antonyms 466**
- Revision Exercises (based on Synonyms) 507
 - Revision Exercises (Based on Antonyms) 522
 - Exam Practice 536
 - Answers 543
- 5. Foreign Words and Expressions 546**
- 6. The Sentence Completion 551**
- Revision Exercise 551
 - Exam Practice 561
 - Answers 568

- 7. Cloze Test 570**
- Revision Exercise 581
 - Exam Practice 592
 - Answers 602

PART C

- 1. Sequence of Sentences 607**
- Exam practice 630
 - Answers 645
- 2. Objective Comprehension 646**
- Revision Exercise 665
 - Exam Practice 679
 - Answers 711

PART D

Practical Grammar

- 1. Narration 715**
- Revision Exercise 731
 - Exam Practice 733
 - Answers 736
- 2. Synthesis 738**
- Exam Practice 761
 - Answers 762
- 3. Transformation 772**
- Answers 799
- 4. Punctuation 809**
- Answers 818
- 5. Spelling Rules 819**
- Revision Exercise 833
 - Exam Practice 834
 - Answers 836
- 6. Contractions 837**
- Answers 840

PART A

Unit I (Foundation Module)

1

The Function of Tenses

A **tense** may be defined as that form of a verb which indicates the time and the **state of an action or event**. In this manner, a verb may refer to

(A) **Time of an Action** (Tense)

For example

- | | |
|-----------------------------|-----------------------------|
| (i) He goes to school. | (Present time of an action) |
| (ii) He went to school. | (Past time of an action) |
| (iii) He will go to school. | (Future time of an action) |

From the above sentences, it will be clear to the students that there are three main tenses.

- | | | |
|----------------------|-------------------|---------------------|
| 1. The Present tense | 2. The Past tense | 3. The Future tense |
|----------------------|-------------------|---------------------|

(B) **State of an Action** (Function of Tenses)

For example

- | | |
|--|---|
| (i) I write letters regularly. | (Present tense, Habitual function) |
| (ii) I am writing a letter. | (Present Continuous tense, Progressive function) |
| (iii) I have just written a letter. | (Present Perfect tense, Preceding function) |
| (iv) I have been writing a letter for some time. | (Present Perfect Continuous tense, Time expression) |

(C) **Time Frame of a Tense**

We have three time frames and in order to get a complete structure of tenses, we should briefly know each one of them. These are as follows

- (i) **Point of time** is that time which denotes a specific/proper time. *e.g.*, in 1947, on Monday, etc.
- (ii) **Period of time** is that time which denotes a specific duration of time. *e.g.*, from 1930 to 1950, from Monday to Saturday, etc.
- (iii) **Expression of time** denotes the combination of both a point and a period of time. *e.g.*, winter 1947, summer 1950, etc.

The Tenses and their Functions

The Present Indefinite Tense

—*Habitual Action*

- (A) This tense is generally used to denote ‘habit, custom, practice, repeated action, permanent activity, general truth’, etc.

These ideas are expressed by the adverbs of frequency such as ‘often, seldom, usually, never, occasionally, sometimes, normally, generally, always, frequently, rarely, daily’, etc.

For example

- (i) The old lady goes for a walk in the morning daily.
 - (ii) Pearl usually believes everybody.
 - (iii) Arnav often gets late for lunch.
 - (iv) Suhani always comes in time.
 - (v) Shaurya seldom gets up late.
- (B) This tense is also used to make a statement in the present **showing permanent nature and activity of the subject and eternal principles.**

For example

- (i) I know him well.
- (ii) He teaches in St. Xavier College.
- (iii) The cow gives milk.
- (iv) Rivers freeze at high altitude.
- (v) Water boils at 100°C.
- (vi) Plants prepare their own food.

Additional Uses of Present Indefinite Tense

Historical Present

- (i) Now, Netaji enters and addresses the Indian soldiers.
- (ii) Now, Arjun shoots arrows at Bhishma.

Future Arrangement

- (i) The Prime Minister arrives from New York tomorrow.
- (ii) He leaves for his job next week.

Work Book Exercise A

Directions Complete the sentences using **Present Indefinite** tense with suitable forms of verbs given in the brackets.

1. Buses on this road every hour. (run)
2. Apples ripe in autumn. (get)
3. Meena on the stage. (dance)
4. The last bus normally at midnight. (leave)
5. He dinner at 8 p.m. (not have)

The Present Continuous Tense

—*Progressive Action*

- (A) This tense is normally used **for an action in progress**, that is temporary in nature (not for a permanent activity), in the present at the time of speaking.

For example

- (i) She is not working. She is swimming in the river.
- (ii) It is raining outside.

- (B) It also expresses **future action or a definite arrangement in the near future**.

For example

- (i) I am going to the cinema tomorrow.
- (ii) She is coming next week.

Additional Uses of Present Continuous Tense

- (C) Continuous tense with 'always' may express an idea which is not to the liking of the speaker.

For example

- (i) She is always teaching her children.
- (ii) He is always praising his friends.

- (D) There are some of the verbs which sometime don't admit of progressive action. Such verbs are called Non-progressive verbs (Stative verbs).

These include

- (i) **Verbs of Perception** : See, taste, smell, hear, prefer, please.
- (ii) **Verbs of Thinking Process** : Think, know, mean, mind.
- (iii) **Verbs Showing Possession** : Own, have, belong, comprise, possess, contain.
- (iv) **Verbs Expressing Feelings or State of Mind** : Believe, like, love, want, wish, desire, hate.
- (v) **Verbs in General** : Look, seem, appear, affect, resemble, cost, require, stand, face, become.

- (a) *Study these sentences carefully.*

Incorrect

1. He is owning a car.
2. We are hearing the bell.
3. This house is belonging to me.
4. I am not hating him.
5. Are you forgetting my name?
6. I am not meaning this.
7. I am having no house to live in.
8. She stands in the shade of a tree.
9. The temple is standing in the heart of the city.
10. The book is containing good subject-matter.

Correct

- He owns a car.
 We hear the bell.
 This house belongs to me.
 I don't hate him.
 Have you forgotten my name?
 I don't mean this.
 I have no house to live in.
 She is standing in the shade of a tree.
 The temple stands in the heart of the city.
 The book contains good subject-matter.

(b) **Mark the difference in the use of stative verb and progressive verbs.**

- | | |
|--|------------------|
| 1. The rose smells sweet. | Stative verb |
| 2. She is smelling a black rose. | Progressive verb |
| 3. He lives in Chennai. | Stative verb |
| 4. She is living in India at present. | Stative verb |
| 5. She has a large house to live in. | Stative verb |
| 6. She is having lunch now. | Progressive verb |
| 7. It looks it may rain soon. | Stative verb |
| 8. She is looking at the sky. | Stative verb |
| 9. I am seeing him next morning. | Progressive verb |
| 10. The nurse is feeling her forehead. | Progressive verb |
| 11. I think she is a miser. | Stative verb |
| 12. I am thinking of leaving Chandigarh. | Progressive verb |
| 13. I love my sister. | Stative verb |
| 14. She is loving her daughter. | Progressive verb |

(E) 'While, still, at the moment, presently (at present) and now' may help students to express progressive present.

Work Book Exercise B

Directions Complete the sentences using **Present Continuous** tense/form with suitable verbs given in the brackets.

1. She, she chess with her friends. (not work, play)
2. She for America next year. (leave)
3. What are you at present? I a poem. (read, read)
4. We lunch at 2.00 tomorrow as Ram a noon train. (have, catch)
5. Meena usually does the cooking but I it today as she isn't here. (do)

The Present Perfect Tense (Imperfect Past)

—*Preceding Action*

(A) This tense is a mixture of present and past. At the time of speaking, the action is already complete in the past. It always implies a strong connection with the present, though action took place in the past. Generally, adverbs and conjunctions are used to express the **preceding action**. *For example*

'Ever, just, recently, already, yet, till (time), so far, of late, lately, before, (by) by the time, after', etc. *For example*

- (i) She has lived here all her life. (ii) We have seen this movie already.
(iii) We haven't seen Reeta lately.

NOTE (i) 'Just' is used in the sense of 'already'. Other meanings of 'just' are 'now' and 'exactly'. *For example*

- I have **just** seen that film. • I have **already** had my breakfast.
- (ii) '**Ever**' means 'any time in the past' and 'always'.
- (iii) '**So far, yet, till**' means 'upto now', upto this. (negative implication)
- (iv) Of late, lately (recently, used only in Present Perfect Tense)

(B) Present Perfect + Point of time = Simple Past

It should be noted that point of time in the past indicates that action took place at a point in the past. The point of time in the past is expressed by ‘**Since, ever since, last, yesterday, the other day, ago, before, back**’, ‘**formerly**’ (any time in the past), etc. *For example*

- (i) She has returned two days ago. (omit ‘has’)
- (ii) She returned two days ago. (Correct)

(C) Present Indefinite + Time expression = Present Perfect

This tense can also be used with ‘**since, for, how long, whole, all, throughout, all along**’, etc to express time expression.

For example

- (i) He has known me for two years.
- (ii) She has owned this parlour since 2002.

Work Book Exercise C

Directions Complete the sentences using **Present Perfect** tense/forms using suitable verbs given in the brackets.

- 1. In the movie, we just the most extraordinary scene. (see)
- 2. This is the best book I ever (read)
- 3. How long you him? (know)
- 4. There are no taxis available because the drivers on strike lately. (go)
- 5. Vinay the punctured tyre of his car yet. (mend)

Work Book Exercise D

Directions Complete the sentences by using the **Present Perfect** or the **Simple Past Tense** as the case may be. **Remember that**

- (a) Present Perfect = Preceding action, (Action in the past used in present)
 - (b) Present Perfect + Point of time = Simple Past
 - (c) Present Indefinite + Time Expression = Present Perfect
- 1. Have you taken lunch?
(a) Yes, I (b) Yes, I it at 1 p.m.
 - 2. Have you prepared your lesson?
(a) Yes, I (b) Yes, I in the morning.
 - 3. Have you seen such a nice movie?
(a) No, I it. (b) Yes, I
(c) Yes, I one last year.
 - 4. Have you opened a bank account?
Yes, I only yesterday.
 - 5. How long have you known this man?
(a) I him since I arrived here. (b) I him when I was at school.

The Past Indefinite Tense

—*Habitual Action*

- (A) This tense is used for a past habit, indicated generally by
 ‘Often, seldom, usually, normally, generally, occasionally, sometimes, never, always, frequently, rarely, daily, used to, would’, etc. *For example*
 (i) They never drank wine. (ii) He always carried an umbrella.
 (iii) I used to go to Delhi by train. (iv) She would go there daily.
- (B) This tense is also used for a single act completed in the past. Definite point of time is denoted by
 ‘Since, ever since, earlier, ago, back, before, last, yesterday, the other day’, (any point of time in the past), etc. *For example*
 (i) I met your brother yesterday.
 (ii) She bought a car two years ago.
- It is wrong to say.** *For example*
 (i) I have met your brother yesterday. (remove ‘have’)
 (ii) She has bought a car two years ago. (remove ‘has’)

NOTE Present Perfect + Point of time = Simple Past

‘Point of time’ denotes the time when the action takes place. (Present, Past, Future Tense). *For example*

- (i) I come here every Sunday.
 (ii) I went to Delhi yesterday.
 (iii) I shall go there tomorrow.

Work Book Exercise E

Directions Complete the sentences using **Past Indefinite** tense/forms using suitable verbs given in the brackets.

- We a terrifying news last night. (hear)
- They their success two days ago. (celebrate)
- The police the dacoits at 9.00 p.m. (catch)
- Seema her lost book since last night. (not find)
- The train by 8.00 at the station yesterday. (not arrive)

The Past Continuous Tense

—*Progressive Action*

- (A) This tense is chiefly used for past action in progress. *For example*
 (i) It was still raining when I reached there. (Past action in progress)
 (ii) He was busy packing last evening. (Past action in progress)
- (B) It is also used for a definite arrangement for future in the past. *For example*
 (i) He was leaving that night. (Definite arrangement for future in the past)
 (ii) I asked her what she was doing next Sunday. (Definite arrangement for future in the past)