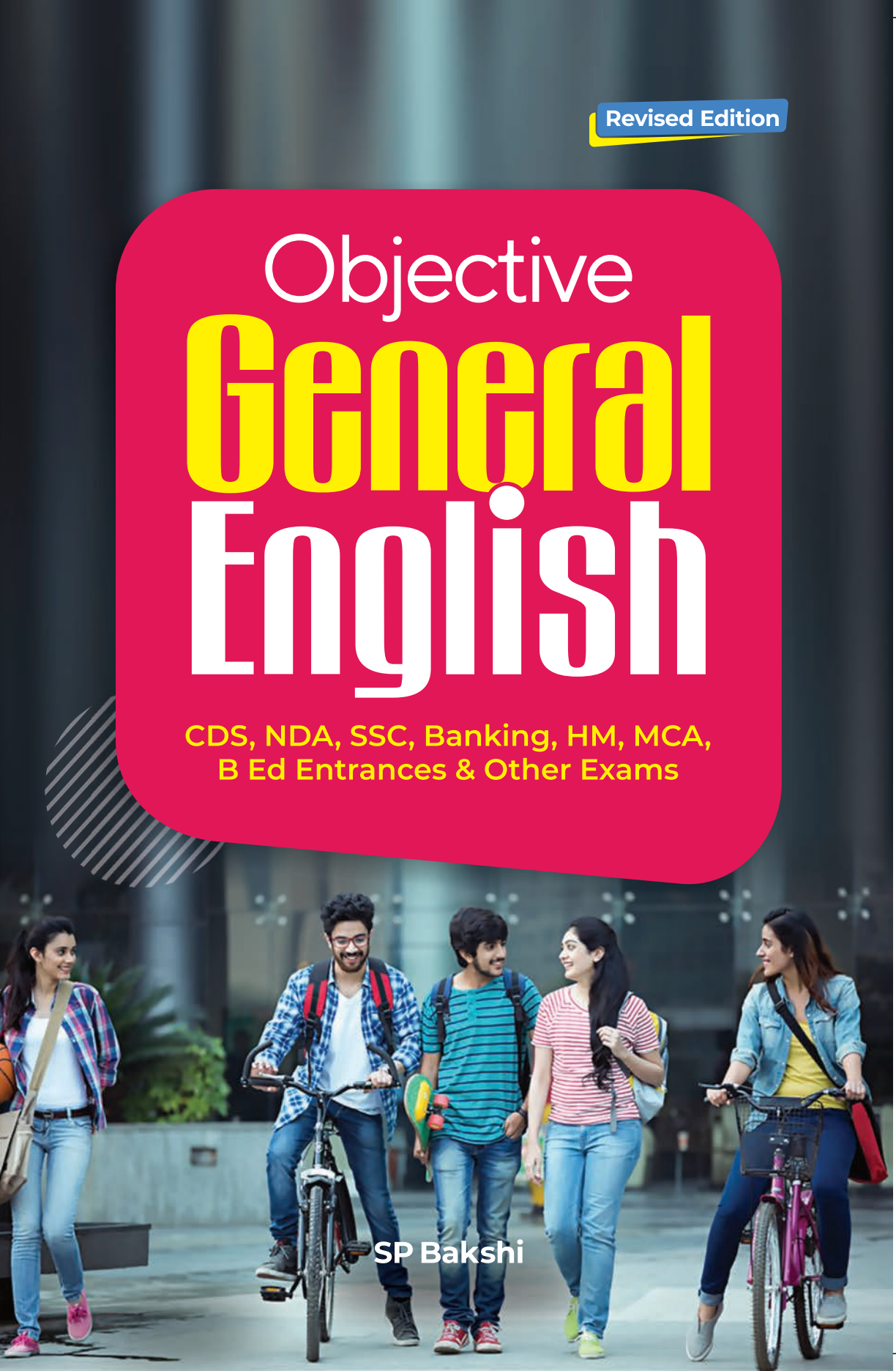
Revised Edition

Objective General English

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



SP Bakshi

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Kalindi, TP Nagar, Meerut (UP) - 250002
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卐 **Sales & Support Offices**
Agra, Ahmedabad, Bengaluru, Bareilly, Chennai, Delhi, Guwahati, Hyderabad, Jaipur, Jhansi, Kolkata, Lucknow, Nagpur & Pune.

卐 **ISBN** 978-93-25791-71-8

卐 **PRICE** ₹375.00

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

Published by Arihant Publications (India) Ltd.

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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

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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, occassionally, 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	**Correct**
1.	He is owning a car.	He owns a car.
2.	We are hearing the bell.	We hear the bell.
3.	This house is belonging to me.	This house belongs to me.
4.	I am not hating him.	I don't hate him.
5.	Are you forgetting my name?	Have you forgetten my name?
6.	I am not meaning this.	I don't mean this.
7.	I am having no house to live in.	I have no house to live in.
8.	She stands in the shade of a tree.	She is standing in the shade of a tree.
9.	The temple is standing in the heart of the city.	The temple stands in the heart of the city.
10.	The book is containing good subject-matter.	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 taxies 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.*

1. We ..... a terrifying news last night. *(hear)*
2. They ..... their success two days ago. *(celebrate)*
3. The police ..... the dacoits at 9.00 p.m. *(catch)*
4. Seema ..... her lost book since last night. *(not find)*
5. 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)