## 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
2- Demonstrative adjectives
3-Possessives
: a/an, the
: this, that, these, those
: 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, either, first, second , etc.
## Additional information

Nouns


## 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.

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


## 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. NKe Dal Lake

4- Used before the names of mountain ranges.
e.g. The Himalayas

Note: - Not used before the names of peaks.
e.g. T)Re 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 | $\because$ | $\checkmark$ |  |
| Any |  | $\checkmark$ | Used in negative \& interrogative sentences |
| Much |  | $\checkmark$ |  |
| Many | $\checkmark$ |  |  |
| All | $\checkmark$ |  |  |
| Both | $\checkmark$ |  |  |
| Little |  | $\checkmark$ | Little- hardly any <br> A little- Not much but sufficient <br> The little-Not much but all that is |
| Few | $\checkmark$ |  | Few- hardly any <br> A few- not many but some <br> The few- all of them, |


|  |  |  | but not many |
| :--- | :---: | :---: | :---: |
| Several | $\checkmark$ |  |  |
| Less |  | $\checkmark$ |  |
| One, two, etc. | $\checkmark$ |  | Cardinal numbers |
| Each, every | $\checkmark$ |  |  |
| Next | $\checkmark$ |  |  |
| Another | $\checkmark$ |  |  |
| Either, neither | $\checkmark$ | $\checkmark$ | Ordinal numbers |
| First, second, <br> etc. | $\checkmark$ |  |  |

## 2-Tenses

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

## Types:

## Tense

Present


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 $100^{\circ}$ 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.

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- I ${ }^{\text {st }}$ Person (I, We) - shall
II ${ }^{\text {nd }} \&$ III ${ }^{\text {rd }}$ Person (You, He/ She, It, They)-will
2 - During three situations, i.e. determination, promise, threatening 'shall $\rightarrow$ will
\& will $\rightarrow$ hall.

## 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 <br> (Affirmative <br> sentences) | II form <br> (Affirmative <br> sentences) | Will/Shall <br> + I form |
|  | Do/does+ I form <br> (Negative/ <br> Interrogative <br> sentences) | (Negative/ <br> Interrogative <br> sentences) |  |
| Continuous | Is/ Am/ Are+ I form <br> +ing | Was/were+ I <br> form +ing | Will/shall + be+ <br> I form + ing |
| Perfect | Has/have + III form | Had +III form | Will/shall+ have <br> +III form |
| Perfect- <br> Continuous | Has/Have + been+ I <br> form +ing+ since/for | Had+ been+ I <br> form+ ing+ <br> since/for | Will/shall + Have <br> +been+ I form +ing <br> +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


(Limited by number, person \& time) (Not limited by number, person \& time)


## 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 <br> 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 | Poun case |  |
| :--- | :--- | :--- |
| I Person | my | Objective |
| I | our | me |
| We | your | us |
| II Person |  |  |
| You | you |  |
| III person | his |  |
| He | her | him |
| She | its | her |
| It | their | It |
| They | them |  |

## Types of Objects

I teach you English.
1- What do I teach you?
Answer- English $\longrightarrow$ Direct Object
2- Whom do I teach English?
Answer-You Indirect Object
$\xrightarrow{\text { Example: }}$ (Active toPassive voice) $\longrightarrow$


Passive Voice Tense Table

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

$\xrightarrow{\text { Modals } \longrightarrow}$
Modal+ be + III form


Direct speech
Reported speech
(Actual words of speaker are quoted) (Words of speaker are reported)

## Example:



## 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 | If/whether |
| i- yes/No type | Wh- word |
| ii- Wh-words type |  |
| 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 greater cause of overweight these days. People physical activity greater greatest had decreased these days. The main reason $\qquad$ b- $\qquad$ is there are many labour saving devices They does not want to walk on foot. $\qquad$ They spend enough time sitting and watch television. Their excess weight make them sick and they have to spend money in medicine.
h-

## Answers

Incorrect word correction
Inactivity is the greater cause of overweight

| greater | greatest |
| :---: | :--- |
| a-peoplepeople's |  |
| b-had | has |
| c-isbeing |  |
| d-does do <br> e-enough more <br> f-watch watching <br> g-make  <br> h-in makes 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- $\qquad$
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
b- $\qquad$
c-
$\qquad$
e-
$\qquad$
$\qquad$ Ultimately, Rohit, one of the residents of the colony admit the crime and disclosed where the girl was hiding
$\qquad$
$\qquad$
$\qquad$
h- $\qquad$

## $\underline{\text { Omission }}$

## 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 $\qquad$ not touch the objects till the bomb disposal squad arrives.

## Answers

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

## 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-
$\qquad$
b-
$\qquad$
d- $\qquad$
e- $\qquad$
f- $\qquad$
g-
$\qquad$

## 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/they/satisfying life
d- the other/or ignored/very bad/it will/if one/prove/overlaps
2. Rearrange the following to form meaningfulsentences.

Peruvian foraging societies were already chewing coca leaves $\mathbf{8 , 0 0 0}$ 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 richrocks/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) $\qquad$ .
She asked him (b) $\qquad$ . Rama told that (c) $\qquad$ .Sita exclaimed saying it was very bad and asked Rama (d) $\qquad$ .
Rama asked her to stay at home to take care of my old parents.

[^0]
## 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 howeverything. (b) $\qquad$ . She could bet that (c) $\qquad$ , he would find thatshe thought Santa (a) $\qquad$ all those toys. Patty replied that it was possible as Santa (d) $\qquad$ 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 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) $\qquad$ . Prakash answered that he (b) $\qquad$ . It was so nice outside. Anita agreed to this and suggested (c) $\qquad$ .Then Prakash observed that (d) $\qquad$ 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 $\qquad$ 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 $\qquad$ in the second week of April 2011.
a- has entered

## 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 $\qquad$ 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 $\qquad$ 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 $\qquad$ that can conduct surgeries.
b- KIDS FALL ILL AFTER EATING MID-DAY MEAL
05 kids of a UP primary school in Mathura District $\qquad$ 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 $\qquad$ on 22 April with grand prize distribution ceremony.
d- BUS CRUSHES A GIRL TO DEATH
A four-year-old girl $\qquad$ 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 $\qquad$ by the year 2012.

## f-INDIAN-AMERICAN WINS DEMOCRATIC PRIMARY IN PHILADELPHIA

Thu, May 20 Iraq war- veteran Indain-American doctor Manan Trivedi(a) $\qquad$ the DemocrativeParty nomination to contest the November elections to the US house of Representatives from Pennsylvania Congressional district.
A doctor-turned war- veteran, Trivedi, 35, (b) $\qquad$ Dough Pike, a former local journalist, (c) $\qquad$ 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) $\qquad$ 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- toa 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 arecollected and (i) $\qquad$ of boiling water and soap. They (ii) $\qquad$ with fists or stick. Then they (iii)
$\qquad$ until the soap content is washed off. Then they (iv) $\qquad$ 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) $\qquad$ in a container. After that noodles and taste makers (b) $\qquad$ . Then finely chopped vegetables (c) $\qquad$ after steaming them separately. The mixed stuff (d) $\qquad$ 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)
(a)___

Sister : Why are you not staying with Aunt and Uncle?
Brother: (b) $\qquad$ . 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) $\qquad$ $-$

Sister : How are you both spending your vacation?
Brother:
(d) $\qquad$ .
a- i- I won't decide as yet.
iii-I hadn't decided as yet.
b- i- They were too strict.
iii- They will be too strict.
c-i- I plan to stay with aunty \&uncle.
iii- I plan to stay with Rahul.
d- i- We'll go nowhere. iii- we'll stay nearby.
ii- I won't decide as yet.
iv- I haven't decided as yet. ii- They are too strict.
iv- They are too funny.
ii- I plan to stay in a hotel.
iv- I won't stay with aunty \&uncle.
ii- We'll go site seeing.
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) $\qquad$ one month.
Doctor : Have you taken any medicine?
Patient : No I haven't. But I (b)- $\qquad$ by an eye specialist.
Doctor : What did he say?
Patient : He said my eyes are fine.
Doctor : (c) $\qquad$ sleeping late at night?
Patient : No, I sleep regularly at 10 pm .
Doctor : Have you (d) $\qquad$ in the past or lately?

Patient : No but I had injured my head when I was ten years old.
a-i- for the past
iii- during the past
b- i- got my eye test
iii- got my eyes tested
c-i- has you been
iii- had you be
d-i- met with an accident
iii- meet with an accident
ii- since the past
iv- for a past
ii- will get my eyes
iv- would get my eye
ii- had you been
iv- have you been
ii- meets 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. $1 \times 4=4$ marks
Egyptians discovered paper-made a stalks of tall reed- from wood 'papyrus'-supplies limited-export restricted

The (a) $\qquad$ the Egyptians. It (b) $\qquad$ reed .The English word 'paper'
(c) $\qquad$ . When supplies were limited a (d) $\qquad$ 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.

$$
1 \mathrm{X} 4==4
$$

David : Hello. Is this $26857903 ?$
Menu : Yes, (a) $\qquad$ ?
David : Could I speak to Meenu? I am her friend, David?
Meenu : David ? It's Meenu . (b) $\qquad$ ?
David : I am calling from Indira Gandhi International airport . I'm here for visit.
Meenu : That's great.(c) $\qquad$ about your visit ?
David: I wanted to give you a surprise .
Meenu : When did you arrive ? (d) $\qquad$ ?
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) 1Why 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: $1 / 2 \times 8=4$ 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 |  |
| :--- | :---: | :---: | :---: |
| 2bigger | 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) 1in | (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) $\qquad$ 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 $\quad 2$ or
3 may
3 when
3 being 3 but
4 should
4 before
4 were $\quad 4$ so
(e) 1 being
(f) 1 who
(g) 1 can
(h) 1 for

2 been 3 be

2 whom 3 that

2 need
2 by
3 dare
3 so 4 was 4 whose 4 shall 4 as
ANS: (a)
(b)
(c)
(d) $\qquad$
(e)
(f)
(g)
(h) $\qquad$
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)
$\qquad$


[^0]:    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.

