

ITEMS TO BE TESTED	TYPES OF QUESTIONS
* Articles & Determiners	* Editing
* Pronouns	* Omissions
* Prepositions	* Sentence reordering (Jumbled - up)
* Verb Forms	* Sentence Completion
* Modals	* Dialogue Completion
* Adjectives & Comparisons	* Changing instructions (passive form)
* Connectors	* Change into Reported Speech
* Passives	* Filling in suitable word/words/phrases
* Reported Speech	* Headline Expansion
* Subject - Verb Agreement	

### CONNECTORS

COMPOUND CONNECTORS	COMPLEX CONNECTORS
And / but or / not only... but also / so	that/which/who/whom/whose/whether/what/where/when how/why/as/because/since/while/so... that/if/as soon as/as unless/though/although/as if as though/ before after/unless than etc.

**GENERAL TIPS**  
**ARTICLES – (a, an, the)**

USE OF 'A'	USE OF 'AN'	USE OF 'THE'
A is used before a singular countable noun before with consonant sound - a can, a book, a table, a pen, a yellow colored bag, a ticket, a year etc.,	An is used before a singular countable noun beginning with <b>vowel sound</b> (an apple, an orange, an hour, an elephant, an Australian etc.,)	The is used to refer back to a person, a place or a thing. It is used before the name of holy books, newspapers, rivers, oceans, mountain ranges, deserts, islands plural names of countries.

**DETERMINERS**

DETERMINERS	USE OF 'AN'	USE OF 'THE'
Many, a few	Before countable nouns	I bought many apples. He has a few friends.
More, A little	Before uncountable nouns	He doesn't have much knowlege about business. He has a little money.
Some, Any	Before both nouns	Give me some oranges. Can you lend me some money? Have you got any old books?

## PREPOSITIONS

SIMPLE PREPOSITION			COMPOUND PREPOSITION		
At	Through	During	About	Across	Beyond
By	Till	Over	Above	Around	Below
For	Up	Near	Among	Beside	Along
In	From		Before	Within	Under
On	Off		After	Without	Underneath
With	Out		Between	Beneath	Opposite
To			Amidst	Behind	Onto/Into

USAGE	
On day (on Monday)	During the holidays
On Date (on 10th August 2006)	In the morning
In Year (in 2002)	in the afternoon of 10th April 2006
In Month (in March)	on T.V
At time (at 10 p.m)	on/over the phone
For a period of time (for 5 years)	on page
Since the point of time (since 2 'o clock)	in the office / school
In the afternoon	on the bus / train / plane
In the evening	by car / bus / train / air / ship / taxi
At night	on foot (walking)
in summer	at work
On leave	at the meeting / party

<b>SOME NOUNS / ADJECTIVES / VERBS AND THE PREPOSITIONS</b>			
According to	Believe in	Fond of	Proud of
Agree to	Belong to	Guilty of	Popular with
Agree with	Busy with	Good at	Prefer to
Absent from	Beware of	Ignorant of	Proficient in
Aware of	Capable of	Injurious to	Quarrel with
Aim at	Consist of	Insist on	Refer to
Ashamed at	Deal with	Inferior to	Rely on
Approve of	Deal in	Listen to	Superior to
Angry with	Depend on	Jealous of	Suspicious of
Addicted to	Elder to	Married to	Sorry for
Adapt	Entitled to	Older than	Weak in
Bad at	Famous for	Prevent from	Worthy of

### **TENSES - STRUCTURE**

<b>TENSES</b>	<b>EXAMPLE</b>
Simple Present	I work everyday. He/She/Leena is working now. They/we work everyday.
Present Continuous	I am working now. He/she/Leena is working now. They/we are working now.
Present Perfect	I have worked in this office He/she/Leena has worked in this office. They/we have worked in this office.
Present Perfect Continuous	I have been working in this office. He/she/Leena has been working in this office. They/we have been working in this office.
Simple Past	I worked yesterday. He/she/Leena worked yesterday They/we worked yesterday
Past Continuous	I was working. He/she/Leena was working. They/we were working.

Past Perfect	I had worked in this office. He/She/Leena had worked in this office. They/we had worked in this office.
Past Perfect Continuous	I had been working in this office. He/she/Leena had been working in this office. They/we had been working in this office.
Simple Future	I will work next week. He/she/Leena will work next week. They/we will work next week..
Future Continuous	I will be working. He/she/Leena will be working. They/we will be working.
Future Perfect	I will have worked in this office. He/she/Leena will have worked in this office. They/we will have worked in this office.
Future Perfect Continuous	I will have been working in this office. He/she/Leena will have been working in this office. They/we will have been working in this office.

#### If Clauses - Structure

I work hard, I will pass the examination.

I worked hard, I would pass the examination.

I had worked hard, I would have passed the examination.

Had I worked hard, I would have passed the examination.

**GIVEN BELOW ARE SOME IMPORTANT TENSE INDICATORS WHICH WILL HELP STUDENTS IN EDITING EXERCISES.**

INDICATORS	TENSE	EXAMPLE
ago yesterday/last week/last year/once upon a time	Simple Past	I went to Chennai two days ago.
now at present/at the movement	Present Continuous	I am reading now.
usually/daily/everyday/every/month/year	Simple Present	I usually go to school walking.
By since	Present Perfect/Present	I have waited for you for two hours.

	Perfect Continuous	I have been writing since morning
By next January	Future Perfect	I will have completed 12 years by next January.

### SUBJECT - VERB AGREEMENT

RULE	USAGE & EXAMPLE
Singular subject - Singular Verb	(Each one/everyone/everybody/ none/neither/either) - singular subject. Each one of us was given a book. Everybody was given a pen. The quality of the notebooks is not good. One of his friends is coming.
Plural subject - Plural Verb	Nalini and Shalu are writing a story. He has done his work. They have bought the textbooks. A number of candidates were present. Many people have attended the party.

### COUNTABLE AND UNCOUNTABLE NOUNS

We use countable nouns for things that we can count. They can be singular or plural. We use uncountable nouns for things that we cannot count. They are neither singular nor plural.

Countable		Uncountable
A Pen	Many/some/a few/a lot of pens	Some/much/a lot of water
An Apple	Many/some/a few/a lot of apples	Some/much/a lot of sugar

**Here are some uncountable noun**

Accommodation	Fun	Meat	Scenery
Advice	Furniture	Milk	Shopping
Baggage	Homework	Money	Soap
Behavior	Information	Music	Sugar
Bread	Ink	News	Toothpaste
Chalk	Jeweler	Oil	Traffic
Clothing	Knowledge	Paper	Transport
Coffee	Land	Rice	Travel
Damage	Luggage	Salt	Weather
Equipment	Machinery	Sand	Water

**Look at the following sentences : (wrong usage)**

I received some informations about the election (**information**)

I bought a lot of furniture's. (**I bought a lot of furniture.**)

The lab is equipped with a lot equipments. (**equipment**)

Can you give me some advises? (**advice**)

There are no news of the exhibition this year. (**is**)

Did you bring your luggage's? (**luggage**)

I completed all my homework's. (**homework**)

Can you find accommodations for me? (**accommodation**)

**Look at the following phrases (uncountable nouns) :**

A glass of water	A bar of soap
An item of furniture	A tube of toothpaste
A piece of news	A glass of Water
A piece of advice	A piece of Chalk
A loaf of bread	A packet of sugar
A cup of coffee	A grain of Sand
A piece of information	A sheet of paper

## MODALS

**[can / could / may / might / shall / should / will / would/ must / ought to / have to / need etc.]**

FUNCTION	MODALS
Asking & giving permission/refusing permission	Can/may/could/might Can I go out? / May I come in? You cannot leave this place now. Could I borrow this pen, please?
Making request	Can/could/shall/will/would Would you help me? Could you please close the door? Shall I open the window?
Giving advice	Should/ought to/had better You should study regularly.
Expressing possibility	May / might / can / could It may rain. / He might come now It could be Mr. Rakesh
Expressing ability	Can / could I can speak English and French. I could play chess when I was five.
Expressing necessity / no necessity	Must / have / needn't / musn't You must learn German before going to Germany You needn't bring the book.
Expressing past habit	Used to / would I used to read a lot when I was the university.
Expressing obligation / duty	Should / ought to / must We must obey the rules Students should respect the t