

# English GRAMMAR

Rules and Tips & Tricks  
for competitive exams!



**PDF-1**

**Grammar Rules**

**Made Simple and Easy**

**The Complete Grammar Guide**

## English Grammar Rules

### TABLE OF CONTENT

| S.NO | CONTENTS                   |
|------|----------------------------|
| I    | Grammar Introduction       |
| II   | Parts of speech            |
| III  | Articles                   |
| IV   | Gerunds and Infinitives    |
| V    | Tenses                     |
| VI   | Active and Passive voice   |
| VII  | Direct and Indirect speech |
| VIII | Degrees of comparison      |
| IX   | Sentence Pattern           |
| X    | Modifiers                  |
| XI   | Phrase                     |
| XII  | Clause                     |
| XIII | Kinds of Sentence          |
| XIV  | Question Tags              |

## **INTRODUCTION:**

Grammar, rules of a language governing the sounds, words, sentences, and other elements, as well as their combination and interpretation. The word grammar also denotes the study of these abstract features or a book presenting these rules. In a restricted sense, the term refers only to the study of sentence and word structure (syntax and morphology), excluding vocabulary and pronunciation. “Grammar” refers to the way words are used, classified, and structured together to form coherent written or spoken communication. Grammar is the way we arrange words to make proper sentences. Word level grammar covers verbs and tenses, nouns, adverbs etc. Sentence level grammar covers phrases, clauses, reported speech etc.

### **I. PARTS OF SPEECH**

There are Eight parts of Speech in English grammar

- NOUN
- PRONOUN
- VERB
- ADVERB
- ADJECTIVE
- PREPOSITION
- CONJUNCTION
- INTERJECTION

## **NOUN:**

Nouns names a **Person, Place, Things, Animals and Ideas**. Sometimes they act as the subject or object of the sentence.

Example:

- He lives in **Delhi**.
- I Love to play with my **cat**.

## **Types of nouns:**

Nouns can be classified on the ‘basis of the meaning’ and on the ‘basis of the form’. According to the basis of the meaning it can be classified as “**Proper nouns and common nouns.**”

## **PROPER NOUNS**

A noun that designates a particular name of a Person, Place or Special names is known as Proper nouns.

Example:

1. My name is **Alex**.
2. I love **Switzerland**.

## **COMMON NOUNS**

\_\_\_\_\_The Common noun that names the Specific living or nonliving things, place or ideas.

Example:

1. I am a **fan** of M.S.Dhoni
2. Arun likes this **Restaurant**.

### **Types of Common nouns:**

- ★ Collective Nouns
- ★ Concrete nouns
- ★ Abstract nouns

### **Collective nouns:**

The Common noun that denotes a group of persons or objects of the same kind are called Collective nouns.

Example:

1. Our **class** took a field trip to the park.
2. A **flock of birds** flying in the sky.

### **Concrete nouns:**

A concrete noun is a word that denotes something concrete that could be tasted, touched, or seen, something that exists physically.

Example:

1. The **house** at the end of the **street** belongs to me.
2. My **dog** likes to eat **bread**.

### **Abstract noun:**

An abstract noun names a quality or an idea. Abstract nouns are nouns that name abstract concepts, or concepts that cannot be experienced with the senses.

Example:

1. Man has both **good** sides and **evil** sides.
2. Alex has **fear** for dogs.

### **Noun: Number**

On the basis of the form, all common nouns are divided into Countable and Uncountable.

### **Countable noun:**

The countable nouns that denote things that can be counted. Countable nouns can be divided into Singular and plural. Concrete nouns are mainly countable.

Example:

| <b>Singular countable nouns</b> | <b>Plural countable nouns</b> |
|---------------------------------|-------------------------------|
| A student                       | students                      |
| A dog                           | dogs                          |
| A chair                         | chairs                        |

### **Uncountable nouns:**

      The Uncountable nouns that denote things that cannot be counted. Uncountable nouns have no plural forms and lack singular plural concepts.

Example:

1. **Beauty** is truth.
2. Have you got **some paper** to draw a picture?

## **Compound nouns:**

Compound nouns are nouns that are made up of two or more words. Compound words can be formed in three ways.

- ❖ Open form
- ❖ Closed form
- ❖ Hyphenated form

**Open form** - These are kind of compound nouns which function as one unique word but are still written as two or more words separated by the space between them.

Example:

1. Post office
2. Middle class

**Closed form** - It's simply two words coming together form a single word without any Punctuation or spaces.

Example:

1. Baseball
2. Keyboard

**Hyphenated word** - In this the two or more words are connected through the Hyphen and form a compound word.

Example:

1. Eight-pack
2. Brother-in-law

**Ways to form compound words:**

| <b>Forms</b>          | <b>Example</b>                  |
|-----------------------|---------------------------------|
| Noun + Noun           | Bedroom, Motorcycle             |
| Noun + Verb           | Waterfall, Raindrop             |
| Noun + Adverb         | Hanger-on, Passer-by            |
| Verb + Noun           | Washing machine, Swimming pool  |
| Verb + Adverb         | Lookout, Takeover               |
| Adverb + noun         | Online, Overdue                 |
| Adverb + Verb         | Input, Output                   |
| Adjective + Noun      | Blackboard, Greenhouse          |
| Adjective + Verb      | Public speaking, Dry - cleaning |
| Adjective + Adjective | Red-orange, Golden yellow       |
| Noun + Preposition    | Love-in                         |
| Verb + Preposition    | Takeout, check-in               |
| Preposition + Noun    | Underworld, Bystand             |
| Preposition + Verb    | Take-in, Drawback               |

**Possessive Nouns:**

Possessive nouns are nouns which show ownership or possession.

| <b>Rules</b> | <b>Definition</b>  | <b>Example</b>                                   |
|--------------|--|--|
| Rule - 1     | If it does not end with "S", add apostrophe and "s" at the end.      | The <b>puppy's</b> collar is red.                |
| Rule - 2     | Add an apostrophe at the end of the word which already contains "s". | The <b>companies'</b> workers are given bonuses. |



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## GRAMMAR TIPS BUNDLES

### 9 PARTS OF SPEECH

#### Noun

Refer to the words or phrases that represent a person, a place, a thing or activity, or a quality or idea

E.g: dog, cat, elephant, school work, town, manila, teacher, etc.

#### PRONOUN

Refers to the words that are used instead of a noun or noun phrase in a sentence

E.g: he, I, its, me, my, she, that, this, those, etc

#### VERB

Refer to the words or group words that describe an action, experience or express a state of being.

E.g: run, sit, stand, go, have, get, promise, invite, etc

#### ADJECTIVE

Refers to the words that describe a noun or pronoun.

E.g: angry, brave, careful, healthy, little, old, generous, tall, some, good, big, etc.

#### ADVERB

Refer to the words that describe a verb, an adjective, another adverb, or a whole sentence

E.g: badly, fully, carefully, hardly, nearly, hungrily, never, etc.

#### ARTICLE

Refer to the words that are used before a noun to modify the noun.

E.g: the, a, an

#### PREPOSITION

Refers to the words that are used before a noun, pronoun, or gerund to show place, time, direction..

E.g: above, except, from, in, near, of, before, since, etc.

#### CONJUNCTION

Refers to the words that connect words, phrases or clauses in a sentence

E.g: and, or, so, after, since, before, either, neither, etc.

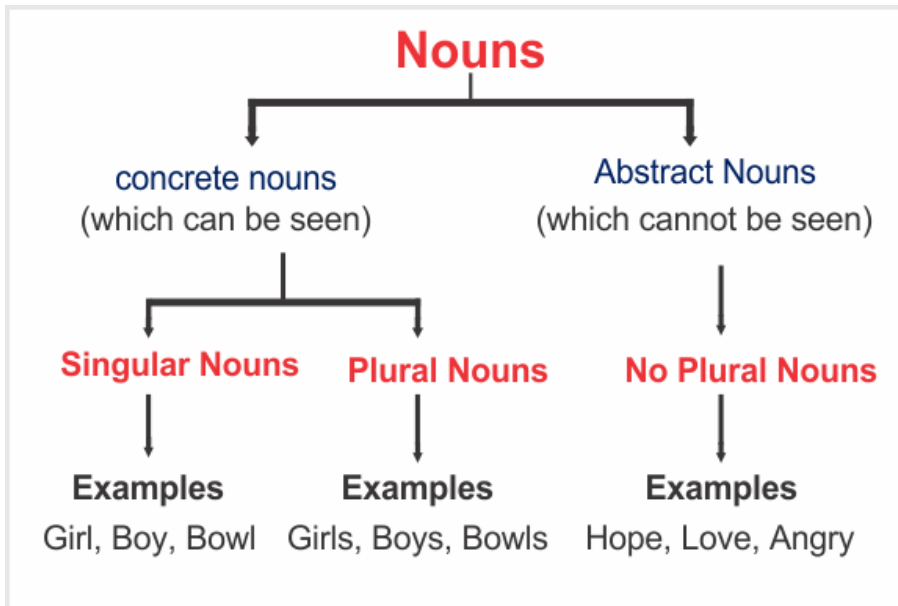
#### INTERJECTION

Refers to the words or phrases that are used to express a strong feeling or emotion.

E.g: ahem!, aha!, gosh!, aw!, great!, hey!, hooray!, etc.

## PARTS OF SPEECH

### NOUN:



Nouns names a Person, Place, Things, Animals and Ideas. Sometimes they act as the subject or object of the sentence.

- ★ If in the end of a Noun there is '**s**', '**sh**', '**ss**', '**z** or '**ch**' then to make it plural we **add 'es'** in the end of the noun. For example: Ass-Asses , Box-Boxes.
- ★ If a singular noun contains '**f** or '**fe**' in the last of the word, we **add 'ves'**. For example:Knife - knives , Leaf - Leaves.
- ★ If a noun **ends with 'Y'** and before 'Y' that contain a consonant then to make that plural we can **remove 'Y' with the 'ies'**. For example:Army - Armies , Lady - Ladies.
- ★ If a noun contains '**o** in the end' of the word and before it there is a consonant then to make that plural we should **add 'es'**. For example: Hero - Heroes , Mango - Mangoes.
- ★ The noun which is in compound word, they have **not hyphenated** between the words then simply we **add 's'** in the end of the noun. For example: Cupful - Cupfuls , Handful - Handfuls.

- ★ Noun which is **divided by hyphen**, to make that plural we **add 's'** in the important parts of the word. For example: Tooth- brush - Tooth - brushes, Pass- book - Pass - books.
- ★ If the noun which is formed by compound and that has **one portion is preposition** then to make that plural we **add 's'** which comes before the preposition. For example: Father-in-law - Fathers - in - law, Passer- by - Passers - by.
- ★ If the compound noun has **man or woman** then to make that plural we need to **add 's'** in the whole. For example: Man - servant → Men - servants, Woman - engineer → Women - engineers.
- ★ If we use **Police** then it is a **plural noun** but if we use **man in Police** then it will be known as a **singular noun**. For example: Police are corrupt. (But the) Police man is honest.

### PRONOUNS:

A Pronoun is a word that is used instead of a noun or noun phrase.

- ❖ Always use the **object pronoun after prepositions**.

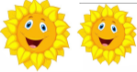




For example:

1. **They** Send letters to him.

- ❖ Don't use a reflexive pronoun unless the noun or pronoun referred to appears in the same sentence.

| <b>CORRECT SENTENCE</b>                   | <b>INCORRECT SENTENCE</b>                |
|---|--|
| Arun bought tickets for Alex and himself. | Arun bought tickets for Alex and myself. |

- ❖ Don't overuse compound personal pronouns for emphasis. For example: I **myself** am personally responsible for the project. (Here the pronoun "myself" is redundant.)

| RELATIVE PRONOUNS |   |
|-------------------|---|
| <b>WHO</b>        | <p>It is used to refer to people</p> <p>Example: The man who works at the Post Office is very Kind.</p>   |
| <b>WHICH</b>      | <p>It is used to refer to animals and objects</p> <p>Example: Tina has a bunch of flowers which his friend bought.</p>                                    |
| <b>WHOSE</b>      | <p>It is used to refer to possession</p> <p>Example: Whose is that dictionary? Have you seen the girl whose father</p>                                    |
| <b>THAT</b>       | <p>It is used to refer to people, animals, It can replace WHO or WHICH</p> <p>Example: The blue jacket that she is putting on belongs to her friend.</p>  |
| <b>WHERE</b>      | <p>It used to refer to places</p> <p>The hotel where we slept was excellent</p>   |
| <b>WHEN</b>       | <p>It is used to refer to time</p> <p>That was the day when my sister was born</p>    |

- ❖ Don't get confused with the multiple Subject/object. The individual sentence should make sense even if they are broken.

For example:

1. Mario and **me went** to the castle to save the princess. (Incorrect)
2. Mario and **I went** to the castle to save the princess. (correct)

- ❖ The nominative case should always follow the verb *to be*, but this rule is not usually followed.

For example:

1. It's **me** at the door. (Incorrect)
2. It's **I** at the door. (correct)

- ❖ Intensive pronouns are identical to reflexive pronouns. They are used to emphasize the nouns or pronouns and in most cases are found right next to them.

For example:

1. He **himself** will do that.

2. They **themselves** settle down.

- ❖ Reflexive pronouns are used when the subject and object are one and the same.

For example:

1. I told **myself** not to bet all my money on one horse.

### VERB:

| Modal Verbs |  |
|-------------|--|
| CAN         | Ability,doubt,astonishment,permission, polite request    |
| MAY         | permission,if not prohibition, supposition with doubt    |
| MUST        | obligation,firm necessity,logical conclusion,probability |
| SHALL       | intention,supposition                                    |
| WILL        | wish,desire,will,confidence,in the future                |
| OUGHT TO    | Moral duty,insistent advice,strict recommendation        |
| NEED        | (un)necessity  |
| BE TO       | Obligation arising out of arrangement or agreement       |
| HAVE TO     | Unwillingness,forced circumstances                       |
| WOULD       | Wish(with "to like"),polite request,a habit of the past  |
| SHOULD      | Necessity,advice,blame, recommendation, reproach,regret  |
| USED TO     | Repeated action in the past                              |



Verbs are the action words in a sentence that describe what the subject is doing.

- ★ Some **indefinite pronouns** are considered singular and require **singular verb forms**.

For example:

Everyone **wants** to watch the movie.

- ★ **After many/a great many/a good many, etc.**, the noun is always plural, which is followed by a **plural verb**.

For example:

A great many girls are following fashion trends these days.

- ★ After '**the number**', the noun is plural but the **verb is singular**.

For example:

The number of soldiers at the border is large.

- ★ Some words **end in "S"** and **appear to be plural** but are really singular and **require singular verbs**.

For example:

The **news** from across the border is not encouraging.

- ★ The **verb in the subjunctive mood** always **takes the plural verb**, even if the subject is singular in nature.

For example:

I wish I **were** a king.

- ★ Collective nouns may take either a singular or a plural verb, depending on their use in the sentence.

For example:

An army of soldiers **were** killed yesterday.

## ADJECTIVES:

- ❖ When **adjectives are used together**, you should **separate them with a comma or conjunction**.

For example:

I'm looking for a **small, good-tempered dog** to keep as a pet.

- ❖ Absolute adjectives describe something in its own right.

For example:

A **mischievous** cat I had ever seen.

- ❖ Coordinate adjectives should be separated by a comma or the word *and*.

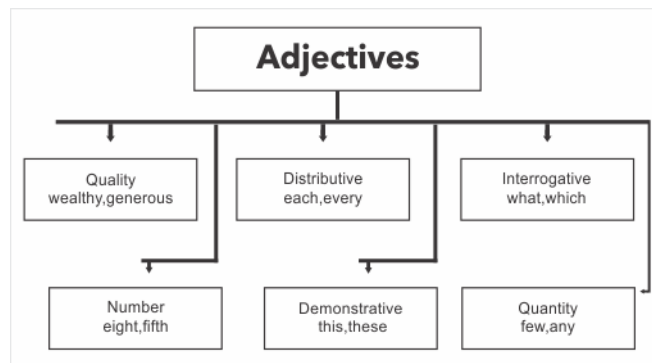
For example:

Isobel's **dedicated** and **tireless** efforts made all the difference.

- ❖ Two **adjectives appear next to each other doesn't automatically mean** they are **coordinates**. Sometimes, an adjective and a noun form a single semantic unit, which is then modified by another adjective. In this case, the adjectives are not co-ordinate and should not be separated by a comma.

For example:

My cat, Goober, loves sleeping on this **tattered woolen** sweater.



- ❖ Adjectives can also act as complements for linking verbs this leads to incorrectly substituting an adverb in place of a predicate adjective.

For example:

1. I feel **badly** about what happened. (Incorrect)

- ❖ A word that is normally used as a noun can function as an adjective, depending on its placement.

For example:

1. Mario is working on a fundraiser to help the **homeless**.

- ❖ Adjectives or predicate adjectives are required by linking verbs that do not describe actions.