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FREE EBOOK

ENGLISH, CAREERS AND VOCATIONAL SKILLS

English Grammar and Communication Study Book

The complete study notes, practice questions and glossary for English Grammar and Communication

INSIDE THIS BOOK

- Parts of Speech
- The Twelve Tenses
- Articles and Prepositions
- Subject-Verb Agreement
- ...and 3 more chapters, practice questions and a glossary

Beginner

Students who want to write and speak correct English

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English Grammar and Communication Study Book

Build correct, confident English: parts of speech, tenses, articles, prepositions, subject-verb agreement, voice and reported speech, the common errors Hindi speakers make, and phrases for interviews and the office.

WHO IT IS FOR	Students who want to write and speak correct English
LEVEL	Beginner
SUBJECT AREA	English, careers and vocational skills
WHAT IS INSIDE	7 chapters, practice questions with answers, and a glossary

HOW TO USE IT

Read one chapter at a time and try the examples as you go: on a computer, at your workbench or in your notebook. The boxes give tips, safety points and short activities. When you finish, test yourself with the practice questions and check your answers at the end. Words you may not know are explained in the glossary.



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Parts of Speech

Every word in an English sentence does a job. Grammar groups words by the job they do into eight **parts of speech**. Knowing them makes the rules in the later lessons much easier to follow.

Part of speech	Job	Examples
Noun	Names a person, place, thing or idea	Priya, Delhi, laptop, honesty
Pronoun	Takes the place of a noun	he, she, it, they, someone
Verb	Shows an action or a state	write, run, is, have, seem
Adjective	Describes a noun or pronoun	new, tall, five, careful
Adverb	Describes a verb, an adjective or another adverb	quickly, very, always, here
Preposition	Shows how a noun relates to another word	in, on, at, under, with
Conjunction	Joins words, phrases or clauses	and, but, or, because, although
Interjection	Expresses a sudden feeling	Oh!, Wow!, Alas!

Nouns

- **Proper nouns** name a particular person, place or event and begin with a capital letter: Amit, Lucknow, Diwali.
- **Common nouns** name any member of a group: boy, city, festival.
- **Countable nouns** have a plural: one book, two books. **Uncountable nouns** do not: water, advice, information, furniture, luggage. Say some advice or a piece of advice, never advices.

Pronouns

Personal pronouns change form according to their job: I and me, he and him, she and her, we and us, they and them. Use the subject form before the verb and the object form after a verb or a preposition: She helped me; This is between you and me.

Verbs

Main verbs carry the meaning: eat, study, type. **Helping verbs** (auxiliaries) such as be, do and have, and modals such as can, should and must, work with main verbs: She is typing; You should save the file.

Adjectives and adverbs

Adjectives describe nouns: a careful driver, a new phone. Adverbs describe verbs, adjectives or other adverbs: Rohan speaks clearly; a very good result; she types quite fast. Many adverbs end in -ly, but many do not, such as soon, often, fast and well.

Good is an adjective and well is its adverb. Say She sings well, not She sings good.

The same word, different jobs

A word's part of speech depends on how it is used in the sentence:

- I will **email** the report. (verb)
- I sent an **email** this morning. (noun)
- We work **after** lunch. (preposition, followed by a noun)
- We left **after** the class ended. (conjunction, followed by a clause)

What about articles?

A, an and the are articles. Some books treat them as a kind of adjective, and modern grammars call them **determiners**. They follow special rules, which are covered in a lesson of their own.

To find a word's part of speech, ask what it is doing: naming, replacing, acting, describing, relating, joining or exclaiming.

KEY POINTS

- English has eight parts of speech: noun, pronoun, verb, adjective, adverb, preposition, conjunction and interjection.
- Uncountable nouns such as advice and information have no plural.
- Adjectives describe nouns; adverbs describe verbs, adjectives and other adverbs.
- Good is an adjective; well is its adverb.
- A word's part of speech depends on its job in the sentence.

TRY THESE EXERCISES

1. Type five sentences about your daily routine in a word processor and colour every noun blue, every verb red and every adjective green using the font colour tool.
2. Make a table of the eight parts of speech with three examples of each taken from a newspaper article or a story, and write one sentence of your own for each part of speech.
3. Write pairs of sentences in which the same word does two different jobs, such as email as a verb and as a noun, for five words including after, fast and work.

CHAPTER 2

The Twelve Tenses

Tense shows the time of an action. English has three main times, present, past and future, and each has four forms: simple, continuous, perfect and perfect continuous. That gives **12 tenses**.

Form	Present	Past	Future
Simple	Ravi writes	Ravi wrote	Ravi will write
Continuous	Ravi is writing	Ravi was writing	Ravi will be writing
Perfect	Ravi has written	Ravi had written	Ravi will have written
Perfect continuous	Ravi has been writing	Ravi had been writing	Ravi will have been writing

Present tenses

- **Simple present** for habits, facts and timetables: She goes to the gym daily. Water boils at 100 degrees Celsius at sea level. The train leaves at 6. With he, she, it or a singular noun, add -s or -es: he works, she watches.
- **Present continuous** for actions happening now or around now: I am typing a letter.
- **Present perfect** for a past action linked to the present, with no fixed past time: I have finished the project. It is used with since and for: I have lived in Noida since 2019; for five years.
- **Present perfect continuous** for an action that began in the past and is still going on: She has been waiting for an hour.

Past tenses

- **Simple past** for a completed action at a definite past time: I met him yesterday.
- **Past continuous** for an action in progress in the past: I was cooking when the phone rang.
- **Past perfect** for the earlier of two past actions: The train had left before we reached the station.
- **Past perfect continuous** for an action that had continued up to a past moment: He had been working there for two years when he was promoted.

Future tenses

- **Simple future:** I will call you tomorrow. For plans, going to is common: We are going to buy a laptop.
- **Future continuous:** At 10 am tomorrow I will be travelling.
- **Future perfect:** By March, she will have completed the course.
- **Future perfect continuous:** By June, I will have been working here for a year.

Rules that save marks

1. Do not use a definite past time with the present perfect. Say I saw him yesterday, not I have seen him yesterday.
2. After do, does or did, use the base form of the verb: Did you go?, not Did you went?
3. State verbs such as know, believe, like, want, own and understand are not normally used in continuous forms: I know him, not I am knowing him.

4. After when, before, after and as soon as, use a present tense for the future: I will call you when I reach the office, not when I will reach the office.

Irregular verbs must be learnt by heart in three forms: go, went, gone; write, wrote, written; take, took, taken; begin, began, begun.

KEY POINTS

- Present, past and future each have simple, continuous, perfect and perfect continuous forms.
- Do not use a definite past time, such as yesterday, with the present perfect.
- After do, does or did, use the base form of the verb.
- State verbs such as know and own are not normally used in continuous forms.
- After when, before and as soon as, use a present tense for the future.

TRY THESE EXERCISES

1. Write one sentence about your own life in each of the 12 tenses using the same verb, such as study, and arrange them in a table like the one in the lesson.
2. Make a list of 20 irregular verbs with their three forms, such as go, went, gone, and test yourself with a partner until you can say all of them without looking.
3. Write ten incorrect sentences that break the lesson's rules that save marks, swap them with a partner, and correct each other's sentences, naming the rule each one broke.

CHAPTER 3

Articles and Prepositions

Articles and prepositions are short words, but they cause a large share of the errors in written English. Learn the main rules and the fixed pairs.

A and an

Use a or an with a singular countable noun that is mentioned for the first time or is not a particular one. The choice depends on the **sound** that follows, not the spelling:

- an before a vowel sound: an apple, an hour (the h is silent), an honest man, an MBA (it begins with the sound "em").
- a before a consonant sound: a book, a university (it begins with a "yoo" sound), a European, a one-rupee coin (it begins with a "w" sound).

The

Use the when the listener knows exactly which one you mean, and in these common cases:

- Something already mentioned: I bought a pen. The pen is blue.
- Things that are unique: the sun, the moon, the internet.
- Superlatives and ordinal numbers: the best student, the first day.
- Rivers, seas, oceans and mountain ranges: the Ganga, the Arabian Sea, the Himalayas.
- Country names that are plural or contain words like states, kingdom or republic: the USA, the UK, the Netherlands.

No article

- Names of people, cities and most countries: Meena lives in Pune, India.
- Languages and school subjects: She speaks Tamil; He teaches maths.
- Meals in general: We had lunch at one.
- Plural and uncountable nouns used in a general sense: Computers are useful; Milk is healthy.
- Some places when used for their main purpose: go to school, go to bed.

Prepositions of time

Preposition	Used with	Examples
at	clock times and night	at 9 am, at noon, at night
on	days and dates	on Monday, on 15 August, on my birthday

Preposition	Used with	Examples
in	months, years, seasons and parts of the day	in July, in 2025, in summer, in the morning

Use **since** with a starting point and **for** with a length of time: since Monday, since 2020; for two hours, for three years.

Prepositions of place

- **at** a point: at the bus stop, at the door.
- **on** a surface: on the table, on the wall.
- **in** an enclosed space or an area: in the room, in Mumbai.

Fixed pairs

Some words take a fixed preposition, and some verbs take none at all:

Correct	Incorrect
good at maths	good in maths
interested in design	interested for design
depend on someone	depend of someone
married to Anil	married with Anil
discuss the plan	discuss about the plan
reach Delhi	reach to Delhi
enter the room	enter into the room

When you learn a new word, learn its preposition with it: afraid of, proud of, capable of, angry with a person.

KEY POINTS

- Choose a or an by the sound that follows: an hour, a university.
- Use the for things already known, unique things, superlatives and rivers.
- At for clock times, on for days and dates, in for months and years.
- Since marks a starting point; for marks a length of time.
- Some verbs take no preposition: discuss the plan, reach Delhi.

TRY THESE EXERCISES

1. Write a or an before 20 words that test the sound rule, such as hour, university, MBA, European and honest, saying each word aloud to check its first sound.
2. Describe your classroom or room in eight sentences using at, on and in for place, then write five sentences about your weekly timetable using at, on and in for time.
3. Make flashcards for the fixed pairs in the lesson and ten more of your own, such as afraid of and proud of, and write a sentence using each one.

CHAPTER 4

Subject-Verb Agreement

The verb must agree with its subject in

number: a singular subject takes a singular verb, and a plural subject takes a plural verb.

- The printer **is** ready. / The printers **are** ready.
- She **works** in Gurugram. / They **work** in Gurugram.

In the simple present, the singular verb usually ends in -s (works), while a plural noun usually ends in -s (printers). So the -s tends to appear on the subject or on the verb, not on both.

Find the real subject

Words that come between the subject and the verb do not change the subject:

- The list of names **is** on the desk. (The subject is list, not names.)
- The quality of these laptops **is** good.

- The manager, along with his team, **is** here. Phrases with along with, as well as, together with and in addition to do not make a singular subject plural.

Rules to remember

Rule	Example
Two subjects joined by and are plural	Rahul and Sita are classmates.
Each and every take a singular verb	Each student has an ID card.
Each of, either of and neither of + plural noun take a singular verb in formal English	Each of the boys has a bag.
Everyone, somebody, nobody and everything are singular	Everyone is welcome.
With either ... or and neither ... nor, the verb agrees with the nearer subject	Neither the teacher nor the students were late.
One of + plural noun takes a singular verb	One of my friends lives in Chennai.
A number of is plural; the number of is singular	A number of students are absent. The number of students is 40.
Some nouns ending in -s are singular	The news is good. Mathematics is easy.
Some nouns are always plural	My trousers are new. These scissors are sharp.
An amount seen as one total is singular	Five thousand rupees is a fair price.

Collective nouns

Words such as team, staff, family and committee normally take a singular verb when the group acts as one unit: The committee **has** made its decision. In British English, a plural verb is also used when you think of the members separately: The staff **are** divided on the issue.

Common errors

- He don't know. Correct: He doesn't know.
- There is many reasons. Correct: There are many reasons.
- The information are correct. Correct: The information is correct. (Information is uncountable.)

- Every student have a locker. Correct: Every student has a locker.

To check a sentence, cover the words between the subject and the verb, then read the two together: "The list ... is".

KEY POINTS

- A singular subject takes a singular verb; a plural subject takes a plural verb.
- Words between the subject and the verb do not change the subject.
- With either ... or and neither ... nor, the verb agrees with the nearer subject.
- A number of takes a plural verb; the number of takes a singular verb.
- News and mathematics are singular; trousers and scissors are plural.

TRY THESE EXERCISES

1. Write one sentence for each rule in the lesson's table about people and things at your centre or home, and underline the subject and its verb in each.
2. Write five sentences with a long phrase between the subject and the verb, such as The box of old files is in the store, and check each one by covering the middle words.
3. Write a short paragraph about a cricket team, your family and a school committee, using each collective noun with a singular verb where the group acts as one unit.

CHAPTER 5

Active and Passive Voice

In the **active voice**, the subject does the action: Anita wrote the report. In the **passive voice**, the subject receives the action: The report was written by Anita. Both sentences give the same information; the passive puts the focus on the report.

Changing active to passive

1. Make the **object** of the active sentence the subject of the passive one.
2. Use the correct form of be for the tense, followed by the **past participle** (third form) of the main verb.

3. Add by and the doer if needed, changing the pronoun to its object form: I to me, he to him, they to them.

Only verbs that take an object (**transitive verbs**) can be made passive. She slept and The bus arrived have no passive form.

Passive forms by tense

Tense	Active	Passive
Simple present	He cleans the room.	The room is cleaned by him.
Present continuous	He is cleaning the room.	The room is being cleaned by him.
Present perfect	He has cleaned the room.	The room has been cleaned by him.
Simple past	He cleaned the room.	The room was cleaned by him.
Past continuous	He was cleaning the room.	The room was being cleaned by him.
Past perfect	He had cleaned the room.	The room had been cleaned by him.
Simple future	He will clean the room.	The room will be cleaned by him.
Modal verbs	He can clean the room.	The room can be cleaned by him.

The perfect continuous tenses and the future continuous are rarely used in the passive.

Notice that the tense is carried by be, while the main verb is always the past participle: is cleaned, was cleaned, has been cleaned.

Questions and commands

- Did she cook the food? becomes Was the food cooked by her?
- Who broke the glass? becomes By whom was the glass broken?
- Close the door. becomes Let the door be closed, or more naturally The door should be closed.
- Please help me. becomes You are requested to help me.

When to use the passive

Use the passive when the doer is unknown, obvious or less important than the action. In such sentences by and the doer are usually left out:

- My phone was stolen. (We do not know who stole it.)

- The results will be announced on Monday.
- Mobile phones are not allowed in the exam hall.

In most other writing the active voice is better, because it is shorter and clearer. We will send the invoice today is better than The invoice will be sent by us today.

To spot the usual passive, look for a form of be (is, are, was, were, been, being) followed by a past participle.

KEY POINTS

- In the passive, the object of the active sentence becomes the subject.
- The passive uses a form of be plus the past participle.
- Only transitive verbs, which take an object, can be made passive.
- Use the passive when the doer is unknown or unimportant.
- Prefer the active voice for clear, direct writing.

TRY THESE EXERCISES

1. Write one active sentence for each tense in the lesson's table, such as Sunita types the letter, and change each one into the passive voice.
2. Change five questions and three commands into the passive voice, such as Who wrote this letter and Switch off the fan, checking the form of be in each answer.
3. Collect five passive sentences that leave out the doer from notices, newspapers or forms, such as Mobile phones are not allowed, and write why the doer has been left out of each one.

CHAPTER 6

Direct and Indirect Speech

Direct speech gives the speaker's exact words inside quotation marks: Riya said, "I am tired." **Indirect speech**, also called reported speech, gives the meaning without quotation marks: Riya said that she was tired.

When the tense changes

If the reporting verb is in the past (said, told, asked), the tense of the reported words usually moves one step back:

Direct	Indirect
"I work here."	He said that he worked there.
"I am working."	He said that he was working.
"I have finished."	He said that he had finished.
"I finished it."	He said that he had finished it.
"I will come."	He said that he would come.
"I can swim."	He said that he could swim.
"I may be late."	He said that he might be late.

If the reporting verb is in the present or future, the tense does not change: He says, "I am busy." becomes He says that he is busy.

A universal truth keeps its present tense: The teacher said that the earth goes round the sun.

Pronouns, time and place

Pronouns change to suit the person reporting: "I like your bag," she told me becomes She told me that she liked my bag.

When the report is made at a different time or place, these words usually change too:

Direct	Indirect
now	then
today	that day
tomorrow	the next day
yesterday	the previous day
here	there
this	that

Direct	Indirect
ago	before

Questions

Use asked or enquired, put the question into statement word order, and drop the question mark.

- For yes/no questions, use if or whether: He said to me, "Are you ready?" becomes He asked me if I was ready.
- For wh-questions, keep the question word: She said, "Where do you live?" becomes She asked where I lived.

Commands and requests

Use told, ordered, advised or requested with to and the verb. For a negative command, use not to:

- The teacher said, "Open your books." becomes The teacher told us to open our books.
- Mother said, "Don't touch the wire." becomes Mother told me not to touch the wire.
- He said, "Please lend me ! 500." becomes He requested me to lend him ! 500.

Say or tell?

Tell needs a person after it: He told me, She told the manager. Say does not take a person directly: write He said to me or He said that ..., never He said me.

Work in order: change the reporting verb, then the pronouns, then the tense, then the time and place words.

KEY POINTS

- After a past reporting verb, tenses usually move one step back.
- Will becomes would, can becomes could and may becomes might.
- Universal truths keep their present tense.
- Reported questions use statement word order and if or whether for yes/no questions.
- Commands use told or requested with to; negatives use not to.

TRY THESE EXERCISES

1. Write ten statements a friend made to you in direct speech, then report each one in indirect speech after said, changing the pronouns, tenses and time words.
2. Write five yes/no questions and five wh-questions in direct speech and change them into reported questions using asked with if, whether or the question word.
3. Turn five commands and requests you hear at home or in class, such as Close the window and Please give me a pen, into indirect speech using told, requested and not to.

CHAPTER 7

Common Errors and English for Interviews and the Office

Hindi and English are built differently. Hindi has no articles, usually puts the verb at the end of the sentence, and chooses uska or uski by the thing owned rather than the owner. These differences cause predictable errors, and knowing them is half the cure.

Common errors and corrections

Avoid	Say
He is engineer.	He is an engineer.
Where you are going?	Where are you going?
I am having two brothers.	I have two brothers.
I am knowing him since 2018.	I have known him since 2018.
I am waiting since morning.	I have been waiting since morning.
My sister lost his phone.	My sister lost her phone.
He said me to wait.	He told me to wait.
Explain me this.	Explain this to me.
You are coming, isn't it?	You are coming, aren't you?
One of my friend is a doctor.	One of my friends is a doctor.

Avoid	Say
Today morning I was late.	This morning I was late.
Myself Pooja.	I am Pooja. or My name is Pooja.
We discussed about the issue.	We discussed the issue.
Please revert back.	Please reply.

Some Indian English words are understood in India but confuse people elsewhere. Prepone means "bring forward", and passed out means "fainted" to most speakers outside India. With international clients, say bring the meeting forward and I graduated in 2023.

English for interviews

Answer "Tell me about yourself" in four parts: your name and qualification, your skills, any experience, and what you want to do next.

- Good morning. Thank you for the opportunity to meet you.
- My name is Arjun Mehta. I have completed my B.Com.
- I can enter vouchers in TallyPrime and prepare reports in Excel.
- I would like to grow as an accounts executive.

Other useful phrases:

- Could you please repeat the question?
- I am not sure, but I can check and get back to you.
- Thank you for your time.

English for the office

Situation	Polite phrase
Making a request	Could you please send me the file by 4 pm?
Offering help	Would you like me to prepare the report?
Asking permission	May I leave early today? I have a doctor's appointment.
On the phone	May I speak to Mr Verma, please?
Taking a message	He is in a meeting. May I take a message?

Situation	Polite phrase
Promising a reply	I will get back to you by tomorrow.
Sending an attachment	Please find the invoice attached.
Ending an email	I look forward to your reply. Regards, Kavita

Instead of a fixed phrase such as Kindly do the needful, say exactly what you need and by when: Please approve the order by Friday.

Begin a formal email with Dear Mr Verma or Dear Ms Rao when you know the person's name, and keep the first sentence about why you are writing.

KEY POINTS

- Remember the article: He is an engineer.
- Use the right question tag: You are coming, aren't you?
- Introduce yourself with My name is ..., not Myself ...
- Polite requests start with Could you please ... or May I ...
- Say exactly what you need and by when, instead of Kindly do the needful.

TRY THESE EXERCISES

1. Type an answer to Tell me about yourself in four parts, covering your name and qualification, your skills, any experience and what you want to do next, then record yourself reading it aloud and listen back.
2. Write a formal email to an imaginary manager asking for a day's leave, with Dear Mr or Ms and the name, a first line saying why you are writing, a specific request and a polite closing.
3. Write down ten sentences you hear around you that contain errors from the lesson's table, such as Myself Pooja or Explain me this, and rewrite each one correctly.

Practice questions

Choose the best answer for each question. The answers, with a short explanation, are in the next chapter.

1. In the sentence "Priya bought a new laptop", which word is an adjective?

- a) new
- b) Priya
- c) bought
- d) laptop

2. Which part of speech joins words or clauses, like "and", "but" and "because"?

- a) Conjunction
- b) Preposition
- c) Interjection
- d) Adverb

3. In "Rohan speaks clearly", what part of speech is "clearly"?

- a) Adjective
- b) Noun
- c) Pronoun
- d) Adverb

4. Which of these is an uncountable noun?

- a) chair
- b) student
- c) pen
- d) advice

5. Which sentence uses "good" or "well" correctly?

- a) She sings good.
- b) She sings well.
- c) She good sings.
- d) She sing well.

6. Which sentence uses the correct tense?

- a) I have seen him yesterday.
- b) I saw him yesterday.
- c) I have saw him yesterday.
- d) I seen him yesterday.

7. "She has been waiting for an hour" is in which tense?

- a) Present continuous
- b) Past perfect continuous
- c) Present perfect continuous
- d) Present perfect

8. Fill in the blank: "The train ___ before we reached the station."

- a) had left
- b) has left
- c) leaves
- d) is leaving

19. Fill in the blank: "The news ___ good today."

- a) are
- b) were
- c) have
- d) is

20. Which sentence shows correct subject-verb agreement?

- a) The manager, along with his team, is here.
- b) The manager, along with his team, are here.
- c) The manager, along with his team, have here.
- d) The manager, along with his team, were here.

21. Fill in the blank: "A number of students ___ absent today."

- a) is
- b) was
- c) are
- d) has

22. What is the passive form of "Anita wrote the report"?

- a) The report is written by Anita.
- b) The report was wrote by Anita.
- c) The report was written by Anita.
- d) The report had written by Anita.

23. What is the passive form of "He is cleaning the room"?

- a) The room is cleaned by him.
- b) The room is being cleaned by him.
- c) The room was being cleaned by him.
- d) The room has been cleaning by him.

24. Which sentence cannot be changed into the passive voice?

- a) She wrote a letter.
- b) He sold his bike.
- c) She slept peacefully.
- d) They built a house.

25. Why is the passive used in "My phone was stolen"?

- a) The doer of the action is unknown
- b) The sentence is in the future tense
- c) The phone did the action
- d) The sentence is a question

26. Change to indirect speech: He said, "I am tired."

- a) He said that I am tired.
- b) He said that he was tired.
- c) He told that he was tired.
- d) He said me that he was tired.

27. Change to indirect speech: She said, "Where do you live?"

- a) She asked where did I live.
- b) She asked where do I live.
- c) She asked where I lived.
- d) She said where I lived?

28. In indirect speech after a past reporting verb, "tomorrow" usually becomes:

- a) yesterday
- b) that day
- c) the next day
- d) the previous day

- 29. Change to indirect speech: The teacher said, "Don't talk."**
- a) The teacher told us don't talk.
 - b) The teacher said us not to talk.
 - c) The teacher told to us not talk.
 - d) The teacher told us not to talk.
- 30. Change to indirect speech: He said to me, "Are you ready?"**
- a) He asked me if was I ready.
 - b) He said me if I was ready.
 - c) He asked me if I was ready.
 - d) He asked me that are you ready.
- 31. Which sentence correctly says that you met him in 2018 and still know him?**
- a) I am knowing him since 2018.
 - b) I know him since 2018.
 - c) I knew him since 2018.
 - d) I have known him since 2018.
- 32. Choose the correct question tag: "You are coming, ___?"**
- a) isn't it
 - b) aren't they
 - c) aren't you
 - d) don't you
- 33. Which is the best way to introduce yourself in an interview?**
- a) Myself Pooja Singh.
 - b) My name is Pooja Singh.
 - c) Me Pooja Singh.
 - d) Myself is Pooja Singh.
- 34. Which sentence uses the correct possessive word?**
- a) My sister lost her phone.
 - b) My sister lost his phone.
 - c) My sister lost him phone.
 - d) My sister lost she phone.
- 35. Outside India, what does "passed out" usually mean?**
- a) Graduated
 - b) Fainted
 - c) Failed an exam
 - d) Left the office early

ANSWER KEY

Answers

- 1. **(a) new.** "New" describes the noun "laptop", so it is an adjective.
- 2. **(a) Conjunction.** Conjunctions join words, phrases or clauses.
- 3. **(d) Adverb.** "Clearly" describes how Rohan speaks, so it modifies the verb and is an adverb.
- 4. **(d) advice.** Advice cannot be counted directly, so we say "some advice" or "a piece of advice", never "advices".

5. **(b) She sings well..** "Well" is the adverb that describes how she sings, and "she" takes the verb "sings".
6. **(b) I saw him yesterday..** A definite past time such as "yesterday" needs the simple past, not the present perfect.
7. **(c) Present perfect continuous.** "Has been" plus the -ing form makes the present perfect continuous, for an action that started earlier and is still going on.
8. **(a) had left.** The past perfect "had left" shows the earlier of two past actions.
9. **(b) reach.** After "when", English uses a present tense to talk about the future.
10. **(a) know.** State verbs such as know, own and believe describe a state, not an action, so we say "I know him", not "I am knowing him".
11. **(d) an.** The h in "honest" is silent, so the word begins with a vowel sound and takes "an".
12. **(c) a European tour.** "European" begins with a "yoo" sound, a consonant sound, so it takes "a".
13. **(b) The Ganga flows through Varanasi..** Names of rivers take "the", while names of cities take no article.
14. **(b) on.** Days and dates take "on": on Monday, on 15 August.
15. **(d) since.** "Since" is used with a starting point such as a year; "for" is used with a length of time.
16. **(a) We discussed the plan..** "Discuss" takes its object directly, with no preposition.
17. **(a) has.** The subject is "each", which is singular, so it takes the singular verb "has".
18. **(d) were.** With "neither ... nor", the verb agrees with the nearer subject, "students", which is plural.
19. **(d) is.** "News" ends in -s but is an uncountable, singular noun.
20. **(a) The manager, along with his team, is here..** Phrases with "along with" do not make a singular subject plural, so "the manager" takes "is".
21. **(c) are.** "A number of" means "many" and takes a plural verb; "the number of" takes a singular verb.
22. **(c) The report was written by Anita..** The simple past passive is was or were plus the past participle, so "wrote" becomes "was written".
23. **(b) The room is being cleaned by him..** The present continuous passive uses is or are plus "being" plus the past participle.
24. **(c) She slept peacefully..** "Slept" has no object, and only verbs that take an object can be made passive.
25. **(a) The doer of the action is unknown.** The passive is natural when we do not know, or do not need to say, who did the action.
26. **(b) He said that he was tired..** After the past verb "said", "am" moves back to "was", and "I" becomes "he".
27. **(c) She asked where I lived..** A reported question uses "asked", statement word order and no question mark.

- 28. (c) the next day.** Because the report is made later, "tomorrow" becomes "the next day" (or "the following day").
- 29. (d) The teacher told us not to talk..** A negative command is reported with "told" plus a person plus "not to" and the verb.
- 30. (c) He asked me if I was ready..** A yes/no question is reported with "if" or "whether", statement word order and a backshifted tense.
- 31. (d) I have known him since 2018..** An ongoing state from a past starting point uses the present perfect, and "know" is not used in continuous forms.
- 32. (c) aren't you.** A positive sentence with "you are" takes the negative tag with the same subject and helping verb: "aren't you".
- 33. (b) My name is Pooja Singh..** "Myself" cannot be the subject of a sentence; say "My name is ..." or "I am ...".
- 34. (a) My sister lost her phone..** In English the possessive agrees with the owner, and the owner here, "my sister", is female, so the word is "her".
- 35. (b) Fainted.** In Indian English "passed out" can mean graduated, but most other speakers understand it as fainted, so say "graduated" instead.

WORD LIST

Glossary

Active voice

A sentence form in which the subject does the action, as in Anita wrote the report.

Adjective

A word that describes a noun or pronoun, such as new, tall or careful.

Adverb

A word that describes a verb, an adjective or another adverb, such as quickly, very or always.

Article

One of the words a, an and the, which come before a noun and are classed by modern grammars as determiners.

Auxiliary verb

A helping verb such as be, do or have that works with a main verb to form tenses, questions and negatives.

Collective noun

A noun such as team, staff, family or committee that names a group of people or things.

Conjunction

A word that joins words, phrases or clauses, such as and, but, or, because or although.

Direct speech

The exact words of a speaker, written inside quotation marks.

Indirect speech

A report of what someone said that gives the meaning without quotation marks, usually with changed pronouns and tenses, also called reported speech.

Interjection

A word that expresses a sudden feeling, such as oh, wow or alas.

Irregular verb

A verb whose past forms do not follow the usual -ed pattern, such as go, went, gone.

Modal verb

A helping verb such as can, should, must, may or will that adds a meaning like ability, duty or possibility to a main verb.

Noun

A word that names a person, place, thing or idea, such as Priya, Delhi, laptop or honesty.

Passive voice

A sentence form in which the subject receives the action, made with a form of be and the past participle, as in The report was written by Anita.

Past participle

The third form of a verb, such as written, taken or cleaned, used in the perfect tenses and the passive voice.

Preposition

A word that shows how a noun relates to another word, such as in, on, at, under or with.

Pronoun

A word that takes the place of a noun, such as he, she, it, they or someone.

Question tag

A short question added to the end of a statement to check or confirm it, using the statement's own helping verb and subject, as in You are coming, aren't you? or It is cold, isn't it?

Reporting verb

The verb, such as said, told or asked, that introduces the words someone spoke in direct or indirect speech.

State verb

A verb such as know, believe, like or own that describes a state rather than an action and is not normally used in continuous forms.

Subject

The person or thing a sentence is about, which usually comes before the verb and decides whether the verb is singular or plural.

Tense

The form of a verb that shows the time of an action, such as present, past or future.

Transitive verb

A verb that takes an object, such as write or clean, and can therefore be made passive.

Uncountable noun

A noun that has no plural form, such as advice, information, water or furniture.

Verb

A word that shows an action or a state, such as write, run, is or seem.



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