

Contents

<i>Chapters</i>	<i>Pages</i>
1. Some Basic Concepts	3-4
Letters and Syllables	3
Kinds of Sentences	3
Parts of Speech	3
2. Syntax	5-16
Concord or Agreement	5
Agreement of the Verb with the Subject	5
Some Exceptions	6
Collective Noun and the Verb	9
Some Typical Nouns and the Verb	9
Relative Pronoun and the Verb	10
Numeral Expressions and the Verbs	11
Quantitative Expressions and the Verbs	11
Verb 'to be' and the Complement	13
Concord of Nouns, Pronouns and Possessive Adjectives	15
3. Articles	17-25
Kinds of Articles	17
Forms of Indefinite Article : 'a' or 'an'	17
Uses of Indefinite Article	18
Uses of Definite Article	20
Omission of Articles	21
Position of Articles	24
4. Nouns	26-34
Formation of Gender	26
Conversion of Number	26
Formation of Possessive (or Genitive) Case	28
Correct Use of Nouns : Rules	29
5. Pronouns	35-44
Forms of Pronouns	35
Correct Use of Pronouns : Personal Pronouns	35
Pronoun 'It'/'This'	38
Relative Pronouns	39
Compound Relative Pronouns	41
Omission of Relative Pronoun	41
Reflexive Pronoun	42
Interrogative Pronoun	43
6. Adjectives	45-59
Kinds of Adjectives	45
Position of Adjectives	46
Degrees of Adjectives	48
Correct Use of Adjectives : Positive Degree Adjectives	49
Comparative Degree Adjectives	50
Superlative Degree Adjectives	53
Some Other Typical Adjectives	55

7. Adverbs	60–69
Kinds of Adverbs	60
Degrees of Comparison in Adverbs	60
Position of Adverbs	61
Some Typical Adverbs	63
Some Common Rules	68
8. Prepositions	70–92
Forms of Preposition	70
Functional Types of Prepositions	70
Use of Prepositions : Their Place	71
Omission of Preposition	71
Wrong Use of Prepositions	72
Some Typical Prepositions	72
Preposition Gerund	74
The Same Words followed by Different Prepositions	75
Different Forms of Words followed by Different Prepositions	76
List of Appropriate Prepositions	
(a) Nouns followed by Prepositions	78
(b) Adjectives and Participles followed by Prepositions	82
(c) Verbs followed by Prepositions	86
9. Conjunctions	93–100
Correlative Conjunctions	93
Uses of Conjunctions	94
Functional Conjunctions	97
10. Verbs	101–118
Kinds of Verbs	101
Auxiliary/Modal Verbs : Their Functions	101
Verbs 'To be' : Am, Is, Are, Was, Were	103
Have/Has/Had	104
May/Might	108
Can/Could	109
Shall/Should, Will/Would	110
Must/Ought	113
Need/Needn't	113
Dare/Daren't	114
Used to	115
Two Auxiliaries and Principal Verb	115
Position of Subject, Verb, Object and Complement	116
Question–Tags/Tail Questions	117
11. Non-Finite Verbs	119–125
Kinds of Non-Finite Verbs	119
The Infinitive	119
(a) Infinitive with or without 'to'	119
(b) Noun—Infinitives	119
(c) Gerundial Infinitives	119
(d) Other Uses of Infinitives	120
The Gerund	122
(a) Functions of Gerund	122
(b) Uses of Gerund	122
The Participle	123
(a) Kinds of Participles	123
(b) Uses of Participles	123
(c) Rules of Use of Participles	124
12. Time and Tense	126–139
Distinction between Time and Tense	126
Three Forms of Verbs : A List	126

Structures of Sentences :	128
Structures in the Present Tense	128
Structures in the Past Tense	130
Structures in the Future Tense	132
Uses of Tenses	134
Tenses and Time	138
Structures of 'It is time', 'If were' and 'Wish' Sentences	139
13. Active and Passive Voice	140-144
Interchange between Subject and Object	140
Changes in the Verb	140
Imperative Sentences	142
Negative Sentences	143
Interrogative Sentences	143
Some Other Sentence Structures	143
14. Direct and Indirect Narration	145-156
Some General Terms	145
Rules for Connectives	145
Rules for Change in Tenses	146
Rules for Change in Persons	148
Miscellaneous Changes	149
Conversion of Interrogative Sentences	149
Conversion of Imperative Sentences	151
Conversion of Exclamatory Sentences	152
Question-Tags	152
Sentences Beginning with 'Let'	153
Some General Observations	153
15. Analysis	157-163
Some General Observations	157
Analysis of Complex Sentences	157
Subordinate Noun Clause	157
Subordinate Adjective Clause	159
Subordinate Adverb Clause	160
Analysis of Compound Sentences	161
16. Synthesis	164-171
Combining into a Simple Sentence	164
Combining into a Complex Sentence	167
Combining into a Compound Sentence	169
17. Transformation	172-183
Interchange between 'too' and 'so'	172
Conditional Sentences	172
Concession or Contrast	173
Degrees of Adjectives	173
Active and Passive Voice	174
Affirmative and Negative Sentences	175
Exclamatory and Assertive Sentences	175
Changes in Parts of Speech	176
Interchange between Simple and Compound Sentences	177
Interchange between Simple and Complex Sentences	177
Interchange between Compound and Complex Sentences	180
Interchange between Principal and Subordinate Clauses	181
18. Formation of Words	184-187
Suffixes	184
Words Converted into Different Parts of Speech	185
Prefixes	187
Antonyms Formed by Negative Prefixes	187

19. Antonyms	188–191
20. Synonyms	192–195
21. Homonyms	196–201
22. Paronyms	202–206
23. Same Word Used as Different Parts of Speech	207–210
24. One-Word Substitution	211–215
25. Idioms	216–225
26. Idiomatic Phrases	226–230
Noun Phrases	226
Adjective Phrases	226
Adverb Phrases	227
Prepositional Phrases	227
Verbal Phrases	228
Phrases in Pairs	229
27. Distinction between Similar Expressions	231–231
28. Proverbs	232–234
29. Expansion : Paragraph-Writing	235–239
30. Spellings	240–241
31. Punctuation and Capitals	242–246
32. Figures of Speech	247–249
33. Foreign Words and Phrases	250–252
34. The Courtesy Words ‘Please’ and ‘Thank You’	253–254
35. Greetings and Salutations	255–255
36. Dates and Time	256–257
37. Comprehension	258–265
38. Precis-Writing	266–271
39. Paraphrasing	272–277
40. Report-Writing	278–279
41. Messages	280–284
42. Notices	285–288
43. Diary-Writing	289–290
44. Letter-Writing	291–311
Format of Personal Letters	291
Format of Official Letters	294
Format of Business Letters	295
Models of Personal Letters	297
Models of Matrimonial Letters	302
Models of Business Letters and Applications	306
