

## 40 ESSENTIAL GRAMMAR RULES FOR SSC CPO AND CGL EXAM 2018

1. Often, the article is omitted before nouns that refer to abstract ideas. Look at the following examples:

Let's go out for a dinner tonight. (Incorrect)

Let's go out for dinner tonight. (correct)

The creativity is a valuable quality in children. (Incorrect)

Creativity is a valuable quality in children. (correct)

2. Use THE with nouns modified by ranking or ordering expressions such as "the first", "the second", "the third", "the next", "the last", "the previous", "the following", "the penultimate", etc.

For e.g. This is the fifth day of our conference.

I'll pay the next time we have dinner.

Don't forget the following rule.

3. Use THE with superlatives such as "the best", "the biggest", "the most important", "the least interesting", etc.

For e.g. This is the best day ever.

That is the most expensive hotel room I've ever heard of in my life.

He told the funniest joke!

4. Time expressions can be especially confusing. THE is used in some time expressions such as: in the morning, in the afternoon, in the evening, during the night, during the day, the day before yesterday, the day after tomorrow, the fall, the summer

We'll meet in the afternoon.

There was a small earthquake during the night.

HOWEVER: In other time expressions, no article is used: at night, at noon, at midnight, all day, all night, all month, every month, every year

last night, last Friday, yesterday, tomorrow.

For e.g. Did you sleep well last night?

We are meeting for lunch at noon

5. Some nouns are singular in meaning, but they are used as plural nouns and always take a plural verb.

Cattle, gentry, vermin, peasantry, artillery, people, clergy, company, police.

For e.g. (a) The cattle are grazing in the ground.

(b) Police have controlled the situation.

6. Avoid committing mistakes while making use of certain nouns.  
(A) Lecturership is wrong; lectureship is correct.  
(B) Freeship is wrong; free – studentship is correct.  
(C) Boarding is wrong; boarding house is correct.  
(D) Family members is wrong; members of the family is correct.  
(E) English teacher is wrong; the teacher of English is correct.  
(F) Cousin – brother or sister is wrong; only cousin is correct.  
(G) Wages means punishments when used in the singular.
7. Enjoy, apply, resign, acquit, drive, exert, avail, pride, absent, etc., when used as transitive verbs, always take a reflexive pronoun after them. When 'self' is added to 'my', 'your', 'him', 'her', and 'it', and 'selves' to our and them – they are known as reflexive pronouns.  
For e.g. He absented from the meeting. (Incorrect)  
He absented himself from the meeting. (Correct)
8. If pronouns of different persons are to be used together in a sentence, the serial order of persons should be as follows:  
2<sup>nd</sup> person, 3<sup>rd</sup> person and 1<sup>st</sup> person in general sentences. But when mistake or fault is expressed in the sentence, the order should be; first person, second person and third person.  
For e.g. You, he and I have finished the work.  
I, you and he are to blame. (here Confession of guilt is expressed, it's a negative idea, hence order is 123)
9. In some cases, the comparison is subtle and must be given proper attention.  
Ex- The climate of Delhi is better than Mumbai. (Incorrect)  
Here the comparison should be between the climate of Delhi and the climate of Mumbai.  
The climate of Delhi is better than the climate of Mumbai. (Correct)  
The climate of Ranchi is better than that of Gaya. (Correct) (Here, 'That of' means 'the climate of')
10. Normally 'than' is used in the comparative degree, but with words like superior, inferior, senior, junior, prior, anterior, posterior and prefer 'to' is used.  
Sonia is junior than Neha. (Incorrect)  
Sonia is junior to Neeta. (Correct)
11. When any pronoun functions as the complement of the verb 'to be', it is always in the nominative case.  
For e.g. It is me who have to go. (Incorrect)  
It is I who have to go. (Correct)  
It is him who is to blame. (Incorrect)  
It is he who is to blame. (Correct)

12. After 'But', 'Except', 'Between' and 'Let' the pronoun is used in the objective case.  
 For e.g. Everyone laughed but I. (Incorrect)  
 Everyone laughed but me. (Correct)  
 None attended the meeting except he. (Incorrect)  
 None attended the meeting except him. (Correct)  
 Let we laugh away our sorrows. (Incorrect)  
 Let us laugh away our sorrows. (Correct)  
 This is between you and I. (Incorrect)  
 This is between you and me. (Correct)
13. 'Some' is used in affirmative sentences to express quantity or degree. 'Any' is used in Negative or interrogative sentences.  
 For e.g. I shall buy some apples.  
 I shall not buy any apples.  
 Have you bought any apples?
14. When the first action completed before the second one started, the Past Perfect Tense for the first finished action and the Simple Past Tense for the Second are used.
15. When the verb in the principal clause is in a past tense, the verbs in the subordinate clauses are normally in the Past Tense.
16. In the absence of an indirect object after "suggest" a gerund form is used.
17. The verb "Tell" should be used with an object.
18. The following verbs are not usually used in the continuous form. See / Smell / Feel / Hear / Notice / Recognize / See / Think / Agree / Believe / Consider / Remember / Hope / Understand / Mind / Suppose / Hate / Love / Know / Have / Want / Forgive / Keep / Prevent etc. But they may be used in continuous forms in particular cases.
19. The connecting word 'that' is used with the adjective phrase 'the same/the only/superlative adjectives/all.
20. After the connective 'because' the words ' so / therefore / as' are not used.
21. The adverb 'Not' should not be used with the connective 'Till/unless/lest/until' in that clause.
22. When 'since' is used as a conjunction should be preceded by present perfect tense and followed by a verb in the past tense to denote point of time.
23. With the conjunction 'if 'then' should not be used.
24. When two objects are joined by 'as well/besides/along with /together with / in addition to / except / including with, the verb agrees with the first subject in number.



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**25.** Some examples based on conjunctions are as follows:

Though he is rich but he is economical. ✗

Though he is rich yet he is economical. ✓

Hardly had he left the place than the Bomb exploded. ✗

Hardly had he left the place when the Bomb exploded. ✓

He has no other object but to get a handsome job. ✗

He has no other object than to get a handsome job. ✓

I would rather buy a scooter but not a cycle. ✗

I would rather buy a scooter than a cycle. ✓

Work hard lest you fail. ✗

Work hard lest you should fail. ✓

This is the same book which I wanted. ✗

This is the same book that I wanted. ✓

**26.** 'Seldom or Never' and 'Seldom if ever' are both correct but 'Seldom or ever' is incorrect.

For e.g. We seldom or ever visit Delhi. (Incorrect)

We Seldom or never visit Delhi. (Correct).

**27.** Adverb 'AS' is used with the following verbs

Regard, Describe, define, treat, view, know

For e.g. I regard him as my brother.

Biology had been defined as the study of organism.

**28.** Adverb 'AS' is not used with the following verbs-

Name, elect, think, consider, call, appoint, make, choose.

**29.** 'Much' qualifies adjectives or adverbs in the comparative degree and 'very' in the positive.

For e.g. The air is much hotter today than yesterday.

This book is very useful.

**30.** When a verb consists of an auxiliary and a main verb, the adverb which qualifies is placed between the auxiliary and the main verb.

For e.g. I have told him often not to come late. (Incorrect)

I have often told him not to come late. (Correct)

**31.** Rule-8 'Else' should be followed by 'but'

For E.g. It is nothing else than pride. (Incorrect)

It is nothing else but pride. (Correct)

**32.** If two different singular nouns express one idea, the verb should be in the singular form.

For e.g. Bread and milk is good for Breakfast.

Rice and curry is my favorite dish.

**33.** If connectives like with, along with, together with, 'as well as' accompanied by etc. are used to combine two subjects the verb agrees with the subject mentioned first.  
For e.g. The president of India together with his personal secretaries is invited to this function.

The actress, along with her manager and some friend, is attending the function.

**34.** Collective nouns indicating time, money and measurements used as a whole are Singular and take a singular verb.

For e.g. Twenty five rupees is not such a big amount for him

Two miles is too much for this man to run.

**35.** In sports, while referring to the players, the name of the country is followed by plural verb.

For e.g. England have won the World Cup.

**36.** If two infinitives are separated by and they take the plural form of the verb.

To walk and to chew gum require great skill.

**37.** Don't get confused by the words that come between the subject and verb; they do not affect agreement.

**38.** 'Majority' can be singular or plural. If it is alone it is usually singular, if it is followed by a plural noun, it is usually plural.

**IMPORTANT NOTE:** Majority by itself is singular but when majority refers to a set of people it is plural.

For e.g. A majority is always right.

A majority of students are right.

**39.** When gerunds are used as the subject of a sentence, they take the singular verb form of the verb but, when they are linked by and, they take the plural form.

For e.g. Standing in the water was a bad idea.

Swimming in the ocean and playing drums are my hobbies.

**40.** Use of 'less' and 'fewer'

'Less' denote quantity and 'fewer' denote number.

For e.g. (i) No less than fifty students were selected.

(Incorrect)

No fewer than fifty students were selected. (Correct)

(ii) There are no fewer than five liters of water in the bottle. (Incorrect)

There are no less than five liters of water in the bottle. (Correct)

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