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# General English

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**COURSE BOOK**

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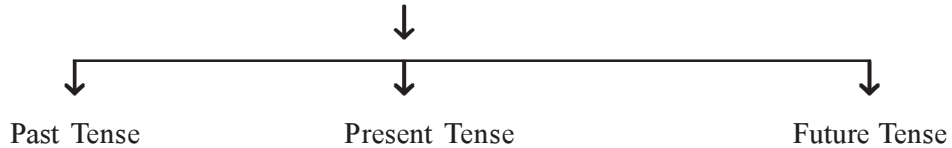
**SECTION-I**  
**GRAMMAR**



# Tenses

Tense is a form which takes a verb to show the time of an action and its degree of completeness.

## TYPES OF TENSES



Each tense is divided into four parts to show the degree of completeness of an action.

- **Indefinite** : It makes a general statement of action. We don't know whether the action is complete or not.
- **Continuous or Progressive or Imperfect** : It shows that the action is still going on.
- **Perfect** : It shows that the action is complete, finished or perfect.
- **Perfect Continuous** : It shows that the action was started at a given time (in the past) and is going on continuously even now.

Study this chart for more clarity. The verb is "work".

S.No.	Tense	Present	Past	Future
1.	Indefinite	I work.	I worked.	I shall work.
2.	Continuous	I am working.	I was working.	I shall be working.
3.	Perfect	I have worked.	I had worked.	I shall have worked.
4.	Perfect Continuous	I have been working.	I had been working.	I shall have been working.

### ❖ Present Tense

#### (1) PRESENT INDEFINITE TENSE

In this tense we are indefinite as regards the action-whether the action is complete or not.

See the following chart :

Sentence	Subject	Subject
Affirmative	<i>I, We, You, They etc.</i> V <sub>1</sub> only	<i>He, She, It etc.</i> V <sub>1</sub> + S or es
Negative	S + don't + V <sub>1</sub>	S + does not + V <sub>1</sub>
Interrogative	Do + Subject + V <sub>1</sub> ..... ?	Does + Sub + V <sub>1</sub> ..... ?
Neg-interrogative	Do + Sub + Not + V <sub>1</sub> ..... ?	Does + Sub + not + V <sub>1</sub> ..... ?

Example of affirmative sentence : I read newspaper daily.

Example of negative sentence : I do not like tea.

Example of interrogative sentence : Does Ram run a business ?

Example of neg-interrogative sentence : Does he not like coffee ?

### RULES

#### Rule 1 : Hobbies and Habits :

(a) My sister likes to collect flowers.

(b) I get up early in the morning.

#### Rule 2 : Routines :

(a) I go to school at 7.00 a.m.

(b) This shop opens at 10.00 a.m.

#### Rule 3 : General truths or sayings or permanent truths etc. :

(a) God helps the needy.

(b) Face is the index of mind.

#### Rule 4 : Scientific facts :

(a) Force of friction acts opposite to direction of motion.

(b) To every action, there is an equal and opposite reaction.

#### Rule 5 : Geographic facts :

(a) Moon is the natural satellite of Earth.

(b) The earth is spherical in shape.

#### Rule 6 : Near future (actions to be performed in near future) :

(a) His birthday comes off next Tuesday.

(b) We leave for Delhi next week.

#### Rule 7 : To express a present moment :

(a) My house faces the east.

(b) My brother lives in Mumbai.

## (2) PRESENT CONTINUOUS TENSE

It shows the action in progress in present time.

See the following chart :

Sentence	Subject (s)		
	He, She, It	I	We, You, They
Affirmative	S + is + V <sub>1</sub> + ing	S + am + V <sub>1</sub> + ing	S + are + V <sub>1</sub> + ing
Negative	S + is + not + V <sub>1</sub> + ing	S + am + not + V <sub>1</sub> + ing	S + are + not + V <sub>1</sub> + ing
Interrogative	Is + S + V <sub>1</sub> + ing	Am + S + V <sub>1</sub> + ing	Are + S + V <sub>1</sub> + ing
Neg-Interrogative	Is + S + not + V <sub>1</sub> + ing	Am + S + not + V <sub>1</sub> + ing	Are + S + not + V <sub>1</sub> + ing

e.g., (a) I am writing a letter.

(b) We are doing our work.

**RULES FOR USAGE**

**Rule 1 : Action in progress :** Such words show the action in progress-now, nowadays, at the moment, at this time, these days etc.

- e.g.*, (a) The girl is writing a novel.  
(b) The tailor is stitching the suit.

**Rule 2 : Action in the near future :**

- e.g.*, (a) They are going on a picnic tomorrow.  
(b) Ria is going to U.S.A. next month.

**Rule 3 : Current trends :**

- e.g.*, (a) These days people are becoming fond of rock music.  
(b) Voters are becoming aware of their rights.

**Rule 4 : Habit or a custom :**

- e.g.*, (a) All our teachers are taking pains in teaching us.

**Rule 5 : To show those actions which have following words :**

“Now, these days, nowadays, still, at this time, at this moment, at present.”

- e.g.*, (a) Is she still reading?  
(b) My mother is reading the Mahabharata now.

**(3) PRESENT PERFECT TENSE**

It expresses the completion of action in the present time. See the following chart :

Sentence	Subject	
	I, We, you, they etc.	He, She, it etc.
Affirmative	S + <u>have</u> + V <sub>3</sub>	S + has + V <sub>3</sub>
Negative	S + have not + V <sub>3</sub>	S + has not + V <sub>3</sub>
Interrogative	Have + S + V <sub>3</sub> ..... ?	Has + S + V <sub>3</sub> ..... ?
Neg-interrogative	Have + S + not + V <sub>3</sub> ..... ?	Has + S + not + V <sub>3</sub> ..... ?

- e.g.*, (a) She has not disobeyed you.  
(b) I have finished my work.

**RULES FOR USAGE :**

**Rule 1 : Complete activities in the immediate past :**

- e.g.*, (a) I have finished my work.  
(b) I have not completed the chapter.

**Rule 2 : Past action the result of which still continues :**

- e.g.*, Science has given us many blessings.

**Rule 3 : It is used with such words as recently, already, presently, often, as yet, till now, frequently, just now etc. :**

- e.g.*, (a) I have already submitted my assignment.  
(b) He has not come so far.  
(c) My car has often troubled me.

**(4) PRESENT PERFECT CONTINUOUS TENSE**

It shows that the action that began at a given time in the past is continuing upto the present time.

See the following chart :

Sentence	Subject (S)	
	He, She, it	I, we, you, they
Affirmative	S + has been + V <sub>1</sub> + ing	S + have been + V <sub>1</sub> + ing
Negative	S + has + not + been + V <sub>1</sub> + ing	S + have + not + been + V <sub>1</sub> + ing
Interrogative	Has + S + been + V <sub>1</sub> + ing..... ?	Have + S + been + V <sub>1</sub> + ing
Neg-interrogative	Has+S+not + been + V <sub>1</sub> + ing..... ?	Have + S + not + been + V <sub>1</sub> + ing

**RULES FOR USAGE :**

**Rule 1 : Action started at a given time in past and still going on :**

*e.g.*, (a) Shyam has been studying since 4 am. (b) They have been living here for eight years.

**Rule 2 : Repeated actions :**

*e.g.*, (a) I have been asking him to stop smoking. (b) She is ruined because she has been wasting her money.

**Use of ‘since’ and ‘for’ :**

(i) **Since** : It is called point of time. It is used for exact time. As 8 O’clock, evening, noon, mid night, today, tomorrow, yesterday, X-mass, Diwali, marriage, 2009 etc.

*e.g.*, He has been studying english since morning.

(ii) **For** : It is called period of time. It is used for time that is not exact. It is used when time is given in period for four months, for two weeks, for hours together, for few days, for many years etc.

*e.g.*, He has been studying english for five years.

**❖ Past Tense**

**(1) PAST INDEFINITE TENSE**

It shows the actions, events, or situations which occurred in past, but we don’t get any definite information.

See the following chart :

Sentence	Subject (S)
	He, She, It, I, We, You, They
Affirmative	S + V <sub>2</sub>
Negative	S + did not + V <sub>1</sub>
Interrogative	Did + S + V <sub>1</sub> ..... ?
Neg-interrogative	Did + S + not + V <sub>1</sub> ..... ?

**RULES FOR USAGE :**

**Rule 1 : Action which took place in the recent past (yesterday, last week, last month, last year etc.) :**

*e.g.*, (a) My mother came back from Mumbai Yesterday.

(b) He lost his wallet last night.

**Rule 2 : Past habits :**

*e.g.*, (a) I played golf in my school days.

(b) We studied a lot before the exams.