

400 Golden Rules of English Grammar

অটোমেটিক স্ক্রলের মাধ্যমে ই-বুক পড়ার জন্যঃ

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☆ 200 Essential Grammar Rules

☆ 100 Golden Rules of English Grammar

☆ 100 Tricks of Correction of Sentences

200 Essential Grammar Rules

Noun Rules

- ✎ 1) A noun always takes a colon if it is to be defined or described.
 - ✗ Inc:-Thursday, the most spiritual day for all Sai Baba devotees.
 - ✓ Cor:- Thursday: The most spiritual day for all Sai Baba devotees.
- ✎ 2) The noun has to be in singular form if it is to be repeated after a preposition. The noun follows a singular verb.
 - ✗ Inc:-Kingdoms after Kingdoms were conquered by the mighty Alexander.
 - ✓ Cor:- Kingdom after Kingdom was conquered by the mighty Alexander.
- ✎ 3) Nouns after one of should always be plural.
 - ✗ Inc:-One of my friend is working with the United Nations.
 - ✓ Cor:- One of my friends is working with the United Nations.
- ✎ 4) Cousin is never followed by brother or sister.

✗ Inc:-I love my cousin brothers the same way I love my own brother.

✓ Cor:- I love my cousins the same way I love my own brother.

✍ 5) If a numeral adjective and a fraction of a noun are to be denoted, the noun is chiefly used with the numeral adjective.

✗ Inc:-The food provided by the authority is inadequate as it is just two and a half chapati and some dal for a day.

✓ Cor:- The food provided by the authority is inadequate as it is just two chapati and a half and some dal for a day.

✍ 6) The initial letter of a proper noun (first, middle or surname) and adjectives made of proper nouns are always written with a capital letter.

Example: The most reliable friend of mine is Premananda Das who has always extended his selfless and timely help to me.

✗ Inc:-Premananda Das is known as the emran hashmi of our class.

✓ Cor:- Premananda Das is known as the Emran Hashmi of our class.

✍ 7) Quotation marks are to be used around names of chapters, short stories and poems.

Example: Neel sir is highly adept in 'Permutation and Combination.'

✗ Inc:-Neel sir is highly adept in Permutation and Combination.

✓ Cor:- The famous story 'Winking Woman' is written by Charan Singh.

✍ 8) Proper nouns can be used as common nouns.

✗ Inc:-Abinash Jena is Tendulkar of our colony.

✓ Cor:- Abinash Jena is the Tendulkar of our colony.

✍ 9) A Collective Noun takes singular verb and singular pronoun if its collective sense is felt.

✗ Inc:-The board have taken their decision that Ishant Sharma should be dropped in the next match.

✓ Cor:- The board has taken its decision that Ishant Sharma should be dropped in the next match.

✍ 10) A Collective Noun takes a plural verb and a plural pronoun if it no more gives its collective identity or individual of the group is focused.

✗ Inc:-The panel was divided in its opinion in the mining scam.

✓ Cor:- The panel were divided in their opinion in the mining scam.

✍ 11) Collective Nouns are always considered as neuter gender.

✗ Inc:-A bevy of young girls hold a candle march for the unlucky brave heart Nirbhaya. She is determined to get Nirbhaya justice.

✓ Cor:- A bevy of young girls hold a candle march for the unlucky brave heart Nirbhaya. It is determined to get Nirbhaya justice.

✍ 12) A Material Noun is viewed as a singular subject and has no plural form.

✗ Inc:-Irons are the most useful of all metals.

✓ Cor:- Iron is the most useful of all metals.

✎ 13) A Material Noun never takes an article before it.

✗ Inc:-The iron is used in all types of constructions.

✓ Cor:- Iron is used in all types of constructions.

✎ 14) An Abstract Noun is a singular subject and always takes a singular verb and a singular pronoun.

✗ Inc:-Angers and greeds are despicable elements in a person.

✓ Cor:- Anger and greed are despicable elements in a person.

✎ 15) Babies, lower animals and insects are considered as neuter gender if they are spoken in general.

✗ Inc:-The baby cries when he is hungry.

✓ Cor:- The baby cries when it is hungry.

✎ 16) All non living things take neuter gender.

Example: It is a book of just three hundred pages.

✗ Inc:-The doll is very dear to her. She takes her wherever she goes.

✓ Cor:- The doll is very dear to her. She takes it wherever she goes.

✎ 17) If non living things are personified and denote masculine or feminine characteristics, they shed of their neuter gender and take masculine or feminine gender according to the context.

✗ Inc:-Death has its unique way of meeting people.

✓ Cor:- Death has its unique way of meeting people.

✎ 18) Some singular nouns appear plural as they end in 's' and 'es'. So, care should be taken to use singular verb and singular pronoun for them.

Example: Arts, Billiards, Draughts, Ethics, Economics, Innings, Mathematics, Mechanics, Measles, Mumps, News, Physics, Politics, etc.

✗ Inc:-Ethics are to be inculcated and learnt for leading a virtuous life.

✓ Cor:- Ethics is to be inculcated and learnt for leading a virtuous life.

✎ 19) some nouns have no plural form and are considered singular and hence take singular verb and singular pronoun.

Example: Advice, Bread, Business, Breakage, Crockery, Furniture, Information, Jewellery, Knowledge, Language, Luggage, Money, Mischief, Poetry, Postage, Scenery, Stationery, Wastage, etc.

✗ Inc:-Noor feared to keep her luggages in the cloak room.

✓ Cor:- Noor feared to keep her luggage in the cloak room.

✎ 20) Some nouns have no singular form and are considered plural and hence take plural verb and plural pronoun.

Example: Jeans, breeches, drawers, trousers, scissors, tweezers, pliers, pincers, glasses, etc.

✗ Inc:-Where have you kept my scissor? Find it fast.

✓ Cor:- Where have you kept my scissors? Find those fast.

✎ 21) Some plural nouns appear singular. So, care should be taken not to pluralise them and to use plural verb and plural pronoun for them.

✗ Inc:-The cattles of Kerela are stronger than that of Odisha.

✓ Cor:- The cattle of Kerela are stronger than those of Odisha.

✎ 22) Nouns denoting units of counting are not pluralised if definite numeral adjectives precede them.

Example: Dozen, Hundred, Million, Pair, Score, Thousand, etc.

✗ Inc:-The M.L.A donated twenty pairs of shoes and fifty thousands rupees to the football team.

✓ Cor:- The M.L.A donated twenty pair of shoes and fifty thousand rupees to the football team.

✎ 23) Nouns denoting units of counting can take plural form in the absence of a definite numeral adjective.

✗ Inc:-Hundred of people were stranded in the melee.

✓ Cor:- Hundreds of people were stranded in the melee.

✎ 24) Some nouns can be used as singular noun as well as plural noun without changing their form.

Example: Agenda, Aircraft, Cod, Carp, Data, Deer, Fish, Pike, Swine, Team, Trout, Swine, Vermin, etc.

✗ Inc:-Hundred aircrafts were used in a performance on the eve of Independence Day.

✓ Cor:- Hundred aircraft were used in a performance on the eve of Independence Day.

✎ 25) Apostrophe 's' is not added to nouns ending in hissing sounds to denote possessive case. Only an apostrophe is sufficient.

✗ Inc:-Rakesh's uncle is a gentleman.

✓ Cor:- Rakesh' uncle is a gentleman.

✎ 26) Apostrophe's' is not added to plural nouns ending in's'.

✗ Inc:-The king of Mauritius's reception was hold at the Rashtrapati bhavan.

✓ Cor:- The king of Mauritius' reception was hold at the Rashtrapati bhavan.

✎ 27) Personal possessive pronouns are formed without an apostrophe sign.

✗ Inc:-It was signed as 'your's Namrata'.

✓ Cor:- It was signed as 'yours Namrata'.

✎ 28) Indefinite possessive pronouns are formed by adding apostrophe's'.

✗ Inc:-In a hostel one has to take care of ones self.

✓ Cor:- In a hostel one has to take care of one's self.

- ✎ 29) A noun with several words takes possessive sign with its last word.
✕ Inc:-Manat is Shaharuk Khan's the actor's house.
✓ Cor:- Manat is Shaharuk Khan the actor's house.
- ✎ 30) If two or more nouns are in apposition then only the last noun takes the possessive sign.
✕ Inc:-It is sad to find that no one follows Gandhi ji's, the father of the nation words.
✓ Cor:- It is sad to find that no one follows Gandhi ji, the father of the nation's words.
- ✎ 31) If two or more nouns denote joint possession then possessive sign is used with only the last noun.
✕ Inc:-We all enjoyed lots at Pinky's and Srimant's reception.
✓ Cor:- We all enjoyed lots at Pinky and Srimant's reception.
- ✎ 32) If two or more nouns denote separate possession then possessive sign is used independently with the different nouns.
✕ Inc:-The crowd cheered to Sachin and Sehwag's boundaries.
✓ Cor:- The crowd cheered to Sachin's and Sehwag's boundaries.
- ✎ 33) Possessive case is usually limited to living things.
✕ Inc:-The pen's cap is not fitting.
✓ Cor:- The cap of the pen is not fitting.
- ✎ 34) Non living things can take possessive case if they are personified.
✕ Inc:-The villagers pray the river as Goddess as it provides them with variety of food.
✓ Cor:- The villagers pray the river as Goddess as she provides them with variety of food.
- ✎ 35) Though non living the possessive case is used with nouns denoting space, time and weight.
✕ Inc:-My friend stays a throw of stone away from my house.
✓ Cor:- My friend stays a stone's throw away from my house.

Pronoun Rules

- ✎ 36) The pronoun must stand for its actual number, gender and person.
✕ Inc:-Ram's friends have arrived and he want to meet Ram immediately.
✓ Cor:- Ram's friends have arrived and they want to meet Ram immediately.
- ✎ 37) The pronoun must be in neuter gender if it denotes a collective noun which even may constitute living things.

✕ Inc:-A bevy of beautiful girls made a spectacular sight. They have gathered for the beauty Bhubaneswar contest.

✓ Cor:- A bevy of beautiful girls made a spectacular sight. It has gathered for the beauty Bhubaneswar contest.

✎ 38) The pronoun must be singular if two or more singular nouns are joined to refer the same person.

✕ Inc:-My mentor and brother has their unique approach towards every problem.

✓ Cor:- My mentor and brother has his unique approach towards every problem.

✎ 39) The pronoun must be plural if two or more singular nouns are joined to refer separate persons.

✕ Inc:-The poet and the singer is ill and cannot come on the show tonight.

✓ Cor:- The poet and the singer are ill and cannot come on the show tonight.

✎ 40) The pronoun must be singular if two singular nouns joined by and are preceded by each or every.

✕ Inc:-Each boy and each girl has to switch their mobile off before entering the hall.

✓ Cor:- Each boy and each girl has to switch his mobile off before entering the hall.

✎ 41) The pronoun must be singular if two or more singular nouns are joined or, either...or, neither...or.

✕ Inc:-Either Amiya or Anthony has lost their passport.

✓ Cor:- Either Amiya or Anthony has lost his passport.

✎ 42) The pronoun must be plural if a singular noun and a plural noun are joined by or or nor.

✕ Inc:-Neither Manish nor his friends valued his time.

✓ Cor:- Neither Manish nor his friends valued their time.

✎ 43) 123 rule of joint pronoun. If one pronoun has to denote different persons (1st person, 2nd person and 3rd person) then 1st person plural pronoun precedes over 2nd person and 3rd person and 2nd person plural pronoun precedes over 3rd person.

✕ Inc:-I, you and Tabish have your own task to mind.

✓ Cor:- I, you and Tabish have our own task to mind.

✎ 44) Pronoun of manners. If there are three pronouns of different persons and the subject of discussion is healthy then 2nd person comes before 3rd person and 3rd person comes before 1st person. However, if the subject of discussion is not healthy or taking responsibility is talked then 1st person comes before 2nd person and 2nd person comes before 1st person.

✕ Inc:-I, you and Samir are to be awarded for our project.

✓ Cor:- Samir, you and I are to be awarded for our project.

✎ 45) If a pronoun is used as the object of a verb or a preposition, it must be in the objective case.

✓ Cor:- I saw him driving the car.

✗ Inc:-Between you and I there is no enmity.

✎ 46) A reflexive pronoun must be used if the following verbs are used reflexively.

✗ Inc:-He wants to avail a chance to get global exposure.

✓ Cor:- He wants to avail himself a chance to get global exposure.

✎ 47) The following verbs are never used reflexively:

Bathe, break, burst, feed, form, gather, hide, keep, lengthen, make, move, open, qualify, rest, roll, speed, steal, stop, and turn.

✗ Inc:-The soldiers feed themselves on branches, barks and roots during the war.

✓ Cor:- The soldiers feed on branches, barks and roots during the war.

✎ 48) When two things have been mentioned in a sentence, 'this' referred to the thing last mentioned and 'that' to the thing first mentioned.

✗ Inc:-A bulb and a fan are bare necessity in a room. This gives you light and that gives you cool breeze.

✓ Cor:- A bulb and a fan are bare necessity in a room. This gives you cool breeze and that gives you light.

✎ 49) Pronoun 'it' precedes a phrase or clause and pronoun 'this' follows a phrase or clause

✗ Inc:-This is accepted that Satish has a big fan following him.

✓ Cor:- It is accepted that Satish has a big fan following him.

✎ 50) The indefinite pronoun 'one' must be used throughout if used once.

✗ Inc:-one must be sincere with his studies.

✓ Cor:- one must be sincere with one's studies.

✎ 51) The indefinite pronoun 'none' may behave as singular or plural according to the context.

✗ Inc:-None of the players has been injured.

✓ Cor:- None of the players have been injured.

✎ 52) The indefinite pronoun 'anyone' must be used when more than two persons or things are referred.

✗ Inc:-Any one of the two brothers can sign for the approval.

✓ Cor:- Either of the two brothers can sign for the approval.

✎ 53) The distributive pronoun 'each' may come after the object of the verb only if the object contains a number.

✗ Inc:-The kids sang songs each.

Or

✓ Cor:- The kids sang a song each.

✎ 54) The relative pronoun 'that' is preferred to 'who' or 'which' in the following cases:

After adjectives in the superlative degree

After all, any, none, nothing, same

After the interrogative pronouns who, where which, what, etc

After the antecedents, one referring a person and the other referring an animal or a thing.

✎ 55) The relative pronoun must be of the same number and person as its antecedents.

✗ Inc:-One of my friends who stays in Ney York is coming tomorrow.

✓ Cor:- One of my friends who stay in Ney York is coming tomorrow.

✎ 56) The case of the relative pronoun should maintain parallelism with the verb.

✗ Inc:-Rohini was the one whom the security barred from entering.

✓ Cor:- Rohini was the one who the security barred from entering.

✎ 57) Independent pronouns must be used for a relative pronoun used in subjective and objective case.

✗ Inc:-Mr. Ranny is the trainer who students hate and calls himself as soft skill giant.

✓ Cor:- Mr. Ranny is the trainer whom students hate and who calls himself as soft skill giant.

✎ 58) The relative pronoun must be placed near its antecedents.

✗ Inc:-These biscuits are from Germany which are made from edible grass.

✓ Cor:- These biscuits which are made from edible grass are from Germany.

✎ 59) The relative pronoun 'what' is used without an antecedent.

✗ Inc:-She is wearing the ear rings what I presented her.

✓ Cor:- She is wearing what I presented her.

✎ 60) 'Same' as the antecedent takes relative pronoun 'as' or 'that'.

Example: My pen is same as yours.

Example: He is the same man that I was talking about.

✎ 61) 'Such' as the antecedent takes relative pronoun 'as'.

✗ Inc:-The weight is such that he could not lift it.

✓ Cor:- The weight is such as he could not lift it.

✎ 62) Pronoun 'which' implies selection and pronoun 'what' implies things in general.

✗ Inc:-What are the states of India you have visited?

✓ Cor:- Which are the states of India you have visited?

Tense Rules

✎ 63) For actions that started in the past and are still continuing; present perfect continuous tense must be used and not present continuous.

✗ Inc:-SRK is doing movies for the last twenty years.

✓ Cor:- SRK has been doing movies for the last twenty years.

✎ 64) Adverb of past time is never used with present perfect tense.

✗ Inc:-Sakchi has returned my assignment last night.

✓ Cor:- Sakchi has returned my assignment.

✎ 65) If the main clause is in simple future, the subordinate clause must be in simple present and not in future tense.

✗ Inc:-She will cry if you will tease her.

✓ Cor:- She will cry if you tease her.

✎ 66) If two actions happen in the past, the earlier one is denoted by past perfect while the later one is denoted by past simple

✗ Inc:-The train had left when we had reached the station.

✓ Cor:- The train had left when we reached the station.

✎ 67) When the main clause is in the past tense, the subordinate clause has to be in the past tense

✗ Inc:-Ram told me that sir is coming tomorrow.

Correct 67: Ram told me that sir would tomorrow.

Subject And Verb

✎ 68) A verb must agree with its subject in number and person.

✗ Inc:-The hospitality of the villagers are to be learnt by all.

✓ Cor:- The hospitality of the villagers is to be learnt by all.

✎ 69) Two or more singular subjects joined by and take a plural verb.

✗ Inc:-Mother and child is to take the medicine for better result.

✓ Cor:- Mother and child are to take the medicine for better result.

✎ 70) If two or more subjects joined by and speak of one idea or give the sense of unity the mind take a singular verb.

✗ Inc:-Admiration, accolade and acclamation have little effect on the great cricketer Sachin Tendulkar.

✓ Cor:- Admiration, accolade and acclamation has little effect on the great cricketer Sachin Tendulkar.

✎ 71) If the subjects are joined by and are preceded by 'each', 'every' or 'no' take a singular verb.

Note: The nouns joined are to be singular in form.

✕ Inc:-Each boy and each girl are to be present in the annual function.

✓ Cor:- Each boy and each girl is to be present in the annual function.

✎ 72) If two subjects of different number i.e. one singular and the other plural are joined by and the verb must be plural and the plural subject must be placed near the verb.

✕ Inc:-The lower staffs and the playground speaks volume about a school.

✓ Cor:- The playground and the lower staffs speak volume about a school.

✎ 73) First subject agreement. If there are two subjects and the connecting word between the subjects are 'with, together with, along with, besides, as well as etc, the verb must agree with the subject first mentioned.

✕ Inc:-The Mayor with his councillors are to be blamed for the fiasco.

✓ Cor:- The Mayor with his councillors is to be blamed for the fiasco.

✎ 74) second subject agreement. If there are two subjects and the connecting word between the subjects are 'or, nor, but also etc, the verb must agree with the subject second mentioned.

✕ Inc:-Neither Ankita nor her friends is coming on my party.

✓ Cor:- Neither Ankita nor her friends are coming on my party.

✎ 75) Two or more singular subjects joined by 'or' or 'nor' take a singular verb.

✕ Inc:-Neither the West nor the East have been successful in eliminating poverty.

✓ Cor:- Neither the West nor the East has been successful in eliminating poverty.

✎ 76) Certain nouns which are plural in form but singular in meaning take a singular verb.

Example: billiards, draughts, economics, electronics, ethics, innings, mathematics, mechanics, measles, mumps, news, physics, politics, rickets, summons, etc.

✕ Inc:-Billiards are the game of the rich.

✓ Cor:- Billiards is the game of the rich.

✎ 77) certain nouns which are singular in form but are plural in meaning take a plural verb.

Example: cattle, cavalry, clergy, children, infantry, peasantry, gentry, people, police, poultry, etc.

✕ Inc:-The poultry was not given adequate food.

✓ Cor:- The poultry were not given adequate food.

✎ 78) Certain nouns which have same the form in the singular as well as in the plural take singular may take singular or the plural verb according to the context.

Example: aircraft, carp, deer, fish, swine, trout, etc.

✓ Cor:- A deer in search of food comes very near our gate.

✓ Cor:- Many deer in search of food come very near our gate.

✎ 79) Certain nouns which consist of two parts take plural verb, although it refers to one countable thing.

Example: binoculars, breeches, glasses, pliers, pincers, scissors, spectacles, shorts, tongs, trousers, etc.

✗ Inc:-This is not my scissors.

✓ Cor:- These are not my scissors

✎ 80) Collective nouns may take singular or plural verb according to the context.

✗ Inc:-The jury gave their decision that Ajmal Kasab should be hanged.

✓ Cor:- The jury gave its decision that Ajmal Kasab should be hanged.

✎ 81) Pains, means and none may take singular or plural verb according to the context.

✗ Inc:-None has agreed to the new chairman's proposal.

✓ Cor:- None have agreed to the new chairman's proposal.

✎ 82) Either of, neither of, none of, one of, etc take a singular verb.

✗ Inc:-Neither of the brothers are ready to compromise.

✓ Cor:- Neither of the brothers is ready to compromise.

✎ 83) a lot of, lots of, most of, percent of, plenty of, a quarter of remainder of, some of, half of, one third of, etc take singular verb or plural verb according countable or uncountable nouns the phrase precedes.

Note: Singular verb is used if the phrase precedes a countable noun and plural verb is used if the phrase precedes an uncountable noun.

✗ Inc:-The team could finish fast as some of the work were done by the team leader.

✓ Cor:- The team could finish fast as some of the work was done by the team leader.

✎ 84) The phrase 'the following' and 'the undersigned' take singular or plural verb according to the context.

✗ Inc:-The following is the names of the students who are interested for the quiz competition.

✓ Cor:- The following are the names of the students who are interested for the quiz competition.

✎ 85) The phrase 'more than one' and 'nothing but' take a singular verb.

✗ Inc:-When you travel long distance in train, more than one book are wise to carry.

✓ Cor:- When you travel long distance in train, more than one book is wise to carry.

✎ 86) Certain words like all, any, enough, most, some, etc take singular or plural verb according to the context.

Note: Singular verb is used if the word precedes a countable noun and plural verb is used if the word precedes an uncountable noun.

✗ Inc:-Most of the work are not yet complete.

✓ Cor:- Most of the work is not yet complete.

✎ 87) Certain words like anybody, anyone, each, every, everyone, everybody, much, no one, one, other, somebody, someone, something, etc always take a singular verb.

✗ Inc:-Each of the students were given a packet of sweets.

✓ Cor:- Each of the students was given a packet of sweets.

✎ 88) In a sentence with a positive and a negative subject the verb must agree with the positive sentence.

✗ Inc:-It is Shaharukh, not his co-stars who decides the camera angle.

✓ Cor:- It is Shaharukh, not his co-stars who decide the camera angle.

✎ 89) If the same subject is repeated after a preposition, a singular verb must be used.

Note: The subjects must always be singular.

✗ Inc:-Houses after houses were searched by the patrolling team.

✓ Cor:- House after house was searched by the patrolling team.

✎ 90) When a plural noun denotes a specific quantity or amount, the verb must be singular.

✗ Inc:-Hundred litres are not a small quantity.

✓ Cor:- Hundred litres is not a small quantity.

Adjective

✎ 91) Adjectives have to be carefully used for the noun it modifies.

✗ Inc:-The flower's colourful fragrance filled the entire room.

✓ Cor:- The colourful flower's fragrance filled the entire room.

✎ 92) 'As' has to precede and follow an adjective if comparison is made using 'as'.

✗ Inc:-Suman is preety as a princess.

✓ Cor:- Suman is as preety as a princess.

✎ 93) Certain words are always used as positive adjectives and have lost their comparative meaning. They cannot be followed by 'than'.

Example: elder, exterior, former, hinder, inner, interior, latter, major, minor, outer, upper, utter, etc.

✗ Inc:-Sita is minor than any other girls of her class.

✓ Cor:- Sita is a minor girl of her class.

✎ 94) comparative degree is used to compare two nouns and when comparison is done, proper comparative degree must be used.

✗ Inc:-Manish is the laziest between the two.

✓ Cor:- Manish is lazier between the two.

✎ 95) In comparative comparison, the latter term of comparison must exclude the former.

✗ Inc:-Susil is cleverer than all contractors of his time.

✓ Cor:- Susil is cleverer than other contractors of his time.

✎ 96) Comparative adjectives are generally followed by 'than' but the following comparative adjectives are followed by 'to'.

Example: anterior, inferior, junior, prior, posterior, senior and superior.

✗ Inc:-Mr. Daschoudhry is senior than Mr. Behera.

✓ Cor:- Mr. Daschoudhry is senior to Mr. Behera.

✎ 97) Avoid using comparative in 'er' when two qualities in a same noun are compared.

✗ Inc:-The bird is prettier than strong.

✓ Cor:- The bird is more pretty than strong.

✎ 98) Superlative degree is used when comparison among more than two nouns is done. Proper superlative degree must be used for such comparison.

✗ Inc:-The crow is cleverer of all birds.

✓ Cor:- The crow is the cleverest of all birds.

✎ 99) In superlative comparison, the latter term of comparison must include the former.

✗ Inc:-Snake wood is the heaviest of any other wood.

✓ Cor:- Snake wood is the heaviest of all woods.

✎ 100) Superlative form always takes article 'the' before it.

✗ Inc:-'The Monk who sold his Ferrari' is a finest book of all times.

✓ Cor:- 'The Monk who sold his Ferrari' is the finest book of all times.

✎ 101) (Exception to RULE 46). Superlative form may take a 'possessive article' before it instead of article 'the'.

✗ Inc:-Rowling is a famous writter. Harry potter is the best creation.

✓ Cor:- Rowling is a famous writter. Harry potter is her best creation.

✎ 102) If superlative 'best' or 'most' is used with 'like', then article 'the' is not used before the superlative.

✗ Inc:-Your profession can be determined from the subject you like the most.

✓ Cor:- Your profession can be determined from the subject you like most.

✎ 103) While referring to place in superlative form 'in' is used in place of 'of'.

✗ Inc:-Verkhoyansk is the coolest place of the world.

✓ Cor:- Verkhoyansk is the coolest place in the world.

✎ 104) Do not use 'other' or 'else' with the superlatives.

✗ Inc:-The crow is the cleverest of all other birds.

✓ Cor:- The crow is the cleverest of all birds.

✎ 105) Certain adjectives do not admit comparison because of their very nature.

Example: absolute, complete, entire, extreme, flat, full, ideal, impossible, unique, universal, whole, all geometric figures, etc.

✗ Inc:-Earth is the most unique planet.

✓ Cor:- Earth is a unique planet.

✎ 106) Double comparatives and double superlatives are not used in a sentence.

✗ Inc:-During summer Kerala is more hotter than Karnataka.

✓ Cor:- During summer Kerala is more hotter than Karnataka.

✎ 107) Care must be taken to ensure logical comparison.

✗ Inc:-Rasgoolas of Kolkata are swetter than Bhubaneswar.

✓ Cor:- Rasgoolas of Kolkata are swetter than rasgoolas of Bhubaneswar.

✎ 108) If gradual increase or gradual decrease happens in a noun then comparative form is used to express the change.

✗ Inc:-The weather is going hot and hot now days.

✓ Cor:- The weather is going hotter and hotter now days.

✎ 109) If more than one adjective is used in comparison and the adjectives are connected with 'and', then all the adjectives must be either in comparative form or superlative form.

✗ Inc:-Reshmi is healthy and pretty than Bhagyashree.

✓ Cor:- Reshmi is healthier and prettier than Bhagyashree.

Article

✎ 110) 'A' is used before indefinite nouns which begins with a consonant sound and can very well be used before vowels (a, e, i, o, u) if they also begin with a consonant sound.

✗ Inc:-The outcome of the strike resulted in the formation of an union.

✓ Cor:- The outcome of the strike resulted in the formation of a union.

✎ 111) 'AN' is used before indefinite nouns which begins with a vowel sound and can very well be used before consonants if they also begin with a vowel sound.

✗ Inc:-A honest man always sticks to his principles.

✓ Cor:- An honest man always sticks to his principles.

✎ 112) 'A' or 'AN' is not used before plural nouns and uncountable nouns.

✗ Inc:-The police found nothing but a boxes of chocolate.

✓ Cor:- The police found nothing but boxes of chocolate.

✎ 113) 'The' is used before a singular noun meant to represent a whole class.

✗ Inc:-Her mother gave us an advice which we would never forget.

✓ Cor:- Her mother gave us a piece of advice which we would never forget.

✎ 114) 'The' is used before countries with plural names and countries having words like 'kingdom', 'states' and 'republic'.

✗ Inc:-The president of United States of America is one of the most powerful persons of the world.

✓ Cor:- The president of the United States of America is one of the most powerful persons of the world.

✎ 115) 'The' is used before names of the scriptures and certain important and renowned books.

✗ Inc:-Bhagvat Gita is the most sacred book of the Hindus.

✓ Cor:- The Bhagvat Gita is the most sacred book of the Hindus.

✎ 116) 'The' is used before names of aeroplane, committee, club, community, foundation, newspapers, political party, ship, trust and train.

✗ Inc:-Neither Times of India nor Indian Express interests me.

✓ Cor:- Neither the Times of India nor the Indian Express interests me.

✎ 117) 'The' is used before names of buildings, cannals, rivers, seas, oceans, deserts, bays, gulfs, groups of islands and mountain ranges.

✗ Inc:-Nile is the longest river of the world.

✓ Cor:- The Nile is the longest river of the world.

✎ 118) 'The' is used before directions.

✗ Inc:-The sun rises in east and sets in west.

✓ Cor:- The sun rises in the east and sets in the west.

✎ 119) 'The' is used before names consisting of noun + of + noun.

✗ Inc:-Gulf of Mexico is a crucial market for oilfield services.

✓ Cor:- The Gulf of Mexico is a crucial market for oilfield services.

✎ 120) 'The' is used before names of unique things.

✗ Inc:-Sea has reserves to teach a human mind.

✓ Cor:- The Sea has reserves to teach a human mind.

✎ 121) 'The' is used before names of musical instruments and inventions.

✗ Inc:-The melodious sound of violin intoxicated us more than alcohol.

✓ Cor:- The melodious sound of the violin intoxicated us more than alcohol.

✍ 122) 'The' is used with ordinals.

✗ Inc:-According to the police investigation she jumped from third floor.

✓ Cor:- According to the police investigation she jumped from the third floor.

✍ 123) If two or more interdependent comparatives are used in a sentence then article 'the' is used before the comparatives.

✗ Inc:-Faster we drive sooner we reach.

✓ Cor:- The faster we drive the sooner we reach.

✍ 124) 'The' is used before comparative degree being used for selection or comparison.

✗ Inc:-Singapore was better place of the two places we visited last year.

✓ Cor:- Singapore was the better place of the two places we visited last year.

✍ 125) When a person is being referred by his designation, 'the' is used.

✗ Inc:-Preparation was expedited as chief minister has preponed the meeting.

✓ Cor:- Preparation was expedited as the chief minister has preponed the meeting.

✍ 126) 'The' is omitted before common nouns and plural nouns which represents its whole class.

✗ Inc:-The cow is an innocent animal.

✓ Cor:- Cow is an innocent animal.

✍ 127) 'The' is omitted before material nouns and abstract nouns.

✗ Inc:-The iron is a useful material in constructions.

✓ Cor:- Iron is a useful material in constructions.

✍ 128) 'The' is omitted before bed, college, church, hospital, mosque, prison, school, table, temple, university, etc when they are visited for primary purpose.

✗ Inc:-She might have gone to the temple for Monday prayer.

✓ Cor:- She might have gone to temple for Monday prayer.

✍ 129) 'The' is omitted before meals in general terms.

✗ Inc:-In our hostel the breakfast was always ready by 7 am.

✓ Cor:- In our hostel breakfast was always ready by 7 am.

✍ 130) 'The' is omitted before names of relatives.

✗ Inc:-We can have the party when the father is out of town.

✓ Cor:- We can have the party when father is out of town.

✍ 131) 'The' is omitted before names of professions.

✗ Inc:-The engineering is a four years course.

✓ Cor:- Engineering is a four years course.

- ✎ 132) 'The' is omitted before names of games and sports.
✕ Inc:-The hockey is the national game of India.
✓ Cor:- Hockey is the national game of India.
- ✎ 133) 'The' is omitted before names of diseases.
✕ Inc:-The cancer is a deadly disease.
✓ Cor:- Cancer is a deadly disease.
- ✎ 134) 'The' is omitted before noun + number.
✕ Inc:-The benifit of exercise has been detailed in the chapter 7.
✓ Cor:- The benifit of exercise has been detailed in chapter 7.
- ✎ 135) 'The' is omitted before time of day.
✕ Inc:-The satellite which is to orbit mars must leave earth by the morning.
✓ Cor:- The satellite which is to orbit mars must leave earth by morning.
- ✎ 136) 'The' is omitted when a particular year is referred.
✕ Inc:-The 1999 was a catastrophic year for Odisha people.
✓ Cor:- 1999 was a catastrophic year for Odisha people.
- ✎ 137) However, if 'year' precedes a specific year or a period of years is referred 'the' can be very well used.
✕ Inc:-As he was born in the 1942, he has seen pre-independence India.
✓ Cor:- As he was born in 1942, he has seen pre-independence India.
- ✎ 138) 'The' is omitted before names of seasons and festivals.
✕ Inc:-The winter is the worst enemy of the poor.
✓ Cor:- Winter is the worst enemy of the poor.
- ✎ 139) 'The' is omitted before speakers own village and town.
✕ Inc:-I have not been to the village after the cyclone.
✓ Cor:- I have not been to village after the cyclone.
- ✎ 140) 'The' is omitted before a predicative noun denoting a unique position.
✕ Inc:-She has been adjudged the miss universe of the year 2014.
✓ Cor:- She has been adjudged miss universe of the year 2014.
- ✎ 141) 'The' is omitted before the transitive verb followed by its object in certain phrases.
✕ Inc:-It is pessimism to lose the heart after a failure.
✓ Cor:- It is pessimism to lose heart after a failure.
- ✎ 142) 'The' is omitted before the object preceded by a preposition in certain phrases.
✕ Inc:-You can raise this question at the dinner.

✓ Cor:- You can raise this question at dinner.

Adverb

✎ 143) Adjective should not be used in place of adverb.

✗ Inc:-He always drives smooth.

✓ Cor:- He always drives smoothly.

✎ 144) Adverb of manner is placed after the verb and in case there is an object the adverb is placed after the object.

✗ Inc:-The patient patiently waited.

✓ Cor:- The patient waited patiently.

✎ 145) Adverb of manner is placed before the verb in case the object consists of several words.

✗ Inc:-The maid cleaned the coffee stained table carefully.

✓ Cor:- The maid carefully cleaned the coffee stained table.

✎ 146) Adverbs or adverbs of phrases of place and of time are usually placed after the verb or after the object if there is any.

✗ Inc:-Yesterday I spoke to him.

✓ Cor:- I spoke to him yesterday.

✎ 147) MPT order of adverbs. Adverb of Manner precedes adverb of Place and adverb of Place precedes adverb of time.

✗ Inc:-The Director sanctioned the proposal on Friday happily after the meeting.

✓ Cor:- The Director sanctioned the proposal happily after the meeting on Friday.

✎ 148) Adverbs of frequency are usually put between the subject and the verb but if there is more than one word in the verb the adverb is put after the first word.

✗ Inc:-He comes late always.

✓ Cor:- He always comes late.

✎ 149) If the verb is am/is/are/was, then the adverb of frequency is always placed after the verb.

✗ Inc:-Suman never was fond of chocolate.

✓ Cor:- Suman was never fond of chocolate.

✎ 150) The auxiliaries 'have to' and 'used to' take the adverb of frequency before them.

✗ Inc:-Ashis used to always come wearing a yellow cap.

✓ Cor:- Ashis always used to come wearing a yellow cap.

✎ 151) The adverb 'enough' is always placed after the word which it modifies.

✕ Inc:-The question is enough easy for you to solve.

✓ Cor:- The question is easy enough for you to solve.

✎ 152) The adverb 'only' should be placed immediately before the word it modifies.

✕ Inc:-We have to collect Rs 50,000. Only we have collected Rs 15,000.

✓ Cor:- We have to collect Rs 50,000. We have collected only Rs 15,000.

✎ 153) When there are two adverbs of time, the one indicating point of time is usually placed first however for the sake of emphasis the one indicating a longer period of time can be placed first.

Example: Odisha experienced a devastating cyclone on 29 October in 1999.

Example: Odisha experienced a devastating cyclone in the year 1999 on 29 October.

✎ 154) When there are two adverb of place, the one indicating smaller place is usually placed first however for the very sake of the sentence the one indicating bigger place can be placed first.

✕ Inc:-Mr. Modi is to address in Delhi in JM Maidan.

✓ Cor:- Mr. Modi is to address in JM Maidan in Delhi.

Preposition

✎ 155) In/At- In is used with names of countries and large towns; at is used with small towns and villages.

✕ Inc:-I learnt Spanish when I was there at Spain.

✓ Cor:- I learnt Spanish when I was there in Spain.

✎ 156) In/Into- 'In' is used to denote the state of a thing in a particular place while 'into' is used to denote movement of a thing to a particular place.

✕ Inc:-Abinash made an acrobatic dive in the pool.

✓ Cor:- Abinash made an acrobatic dive into the pool.

✎ 157) In/Within- With respect to time 'in' is used to denote approximate time while 'within' is used to denote before the end of a fixed time.

✕ Inc:-You are going to catch cold if you stay into the pool for a long time.

✓ Cor:- You are going to catch cold if you stay in the pool for a long time.

✎ 158) By/With- 'With respect to action 'by' is used for the agent and 'with' is used for the instrument.

✕ Inc:-She has cleaned the room by a broom.

✓ Cor:- She has cleaned the room with a broom.

✎ 159) Between/Among- 'Between' is used when two things are involved while

'among' is used when more than two things are involved.

✗ Inc:-A misunderstanding surfaced between the three parties.

✓ Cor:- A misunderstanding surfaced among the three parties.

✎ 160) Beside/Besides- 'Beside' is used to denote by the side of while 'besides' is used to denote in addition to.

✗ Inc:-A pretty girl sat besides me in the seminar.

✓ Cor:- A pretty girl sat beside me in the seminar.

✎ 161) From/Since- Both refer to a point of time however 'from' is used with non perfect tense and 'since' is used with perfect tense.

✗ Inc:-He has been suffering from Tuesday.

✓ Cor:- He has been suffering since Tuesday.

✎ 162) Improvement in/ Improvement on-

✗ Inc:-The machine started working since Saturday.

✓ Cor:- The machine started working from Saturday.

✎ 163) Agree to/ Agree with-) No Examples till now

✎ 164) For/During- Both refer to period of time however 'for' is used just to denote a period of time and 'during' is used to denote something happened in that period of time.

✗ Inc:-The passengers were stranded during five hours in the station.

✓ Cor:- The passengers were stranded for five hours in the station.

✎ 165) On/Above/Over- With respect to position 'on' something means there is a point of contact; 'above' something means there is no contact and the object above is stationary; 'over' something means there is no contact and the object over is in motion.

✗ Inc:-The keys are kept over the table.

✓ Cor:- The keys are kept on the table.

✎ 166) 'Above' and 'over' can be interchangeably used in many cases.

Example: The dog carried the fish and went under the bed.

Example: Hang the keys below the light.

✎ 167) Beneath/Below/Under- With respect to position 'beneath' something means there is a point of contact; 'below' something means there is no contact and the object below is stationary; 'under' something means there is no contact and the object under is in motion.

✗ Inc:-The team arrived three days before.

✓ Cor:- The team arrived three days ago.

✎ 168) Ago/before- 'Ago' is used to denote past action while 'before' is used to denote when two actions are involved.

✗ Inc:-The money was distributed amongst the players.

✓ Cor:- The money was distributed among the players.

✎ 169) Among/Amongst- Both can be used interchangeably however amongst is specifically used before word with a vowel sound.

✗ Inc:-On the subject greed there was a difference in opinion among honest people.

✓ Cor:- On the subject greed there was a difference in opinion amongst honest people.

✎ 170) On/Upon- 'On' is used to denote things at rest while 'upon' is used to denote things in motion.

✗ Inc:-The cat jumped on the table to save itself from the dog.

✓ Cor:- The cat jumped upon the table to save itself from the dog.

✎ 171) Improvement in/Improvement on- Both are used to denote something better however, 'improvement in' is used to denote something getting better in itself while 'improvement on' is used to denote something getting better over another thing.

✗ Inc:-There is an improvement on his communication.

✓ Cor:- There is an improvement in his communication.

✎ 172) Agree to/Agree with- 'Agree to' is used when we talk of a thing while 'agree with' is used when we talk of a person.

✗ Inc:-The Dean doesn't agree with the student's proposal.

✓ Cor:- The Dean doesn't agree to the student's proposal.

✎ 173) Make of/Made from- 'Make of' is used when the finished product undergoes just physical change while 'made from' is used when the finished product undergoes chemical change.

✗ Inc:-Books are made from papers.

✓ Cor:- Books are made of papers.

✎ 174) Article is not used before nouns of transport in general. 'By' is used instead.

✗ Inc:-We shall reach soon if we go by the car.

✓ Cor:- We shall reach soon if we go by car.

✎ 175) 'By' is not used when the nouns of transportation are specified. 'In' or 'On' is used instead.

✗ Inc:-It is two hours journey by Raja's bike.

✓ Cor:- It is two hours journey on Raja's bike.

✎ 176) 'On' is used before specific bicycle, bus, plane, ship or train. And 'In' is used before specific ambulance, car, lorry, taxi or van.

✗ Inc:-We went to see him by Ranjit's car.

✓ Cor:- We went to see him in Ranjit's car.

✎ 177) Redundant prepositions are to be avoided in a sentence.

✗ Inc:-I met him in at his office.

✓ Cor:- I met him at his office.

✎ 178) Certain words like discuss, order, stress, etc are never followed by a preposition.

✗ Inc:-No one was allowed to enter as the team was discussing on an important matter.

✓ Cor:- No one was allowed to enter as the team was discussing an important matter.

Conjunction

✎ 178) Proper correlative conjunctions should be used.

✗ Inc:-The box was so heavy and I couldn't lift it.

✓ Cor:- The box was so heavy that I couldn't lift it.

✎ 179) Conjunction 'that' is not used before

(1) A sentence in direct narration

(2) An interrogative pronoun in indirect narration

✗ Inc:-The principal ordered that, 'No one should remain in the class during break.'

✓ Cor:- The principal ordered, 'No one should remain in the class during break.'

✎ 180) The correlative conjunctions 'indeed.....but' are used to emphasise the contrast between the two parts of the statement.

✗ Inc:-I indeed have respect for you but can do what you want me to.

✓ Cor:- I indeed have respect for you but cannot do what you want me to.

✎ 181) Parallelism must be maintained while using 'not only.....but also'. Note: If 'not only' is used before a noun/pronoun, 'but also' must be used for a noun/pronoun. If 'not only' is used before a verb 'but also' must be used before a verb.

✗ Inc:-Not only the police caught the thief but also whacked him severely.

✓ Cor:- The police not only caught the thief but also whacked him severely.

✎ 182) 'Such.....as' is used to denote a category where as 'such.....that' emphasises the degree of something by mentioning its consequences.

✗ Inc:-The book is such that I could read it.

✓ Cor:- The book is such as I could read it.

✎ 183) 'However' and 'but' should never be used together in a sentence.

✗ Inc:-But that however is not acceptable.

✓ Cor:- But that is not acceptable.

- ✎ 184) 'Until' refers to time and 'unless' refers to a condition.
✕ Inc:-The peon won't leave office unless it is 8pm.
✓ Cor:- The peon won't leave office until it is 8pm.

Infinitive

- ✎ 185) The following verbs are always followed by the infinitive:
Agree, arrange, attempt, cease, consent, decide, determine, endeavour, forget, hesitate, learn, manage, promise, propose, refuse, remember, seem, undertake, etc.
✕ Inc:-The thief decided hiding the stolen valuables near a lake.
✓ Cor:- The thief decided to hide the stolen valuables near a lake.
- ✎ 186) The following verbs always take infinitive without to.
Bid, dare, hear, let, make, need, see, watch, etc.
✕ Inc:-The CM heard to the people's grievances.
✓ Cor:- The CM heard the people's grievances.
- ✎ 187) The following phrases also always take the infinitive without to:
Would rather, would sooner, rather than, sooner than and had better.
✕ Inc:-I would throw it away rather than to give you.
✓ Cor:- I would throw it away rather than give you.
- ✎ 188) Preposition like 'but' and 'except' also take the infinitive without to.
✕ Inc:-Noor showed her engagement ring to all except to Akrim.
✓ Cor:- Noor showed her engagement ring to all except Akrim.

Gerund

- ✎ 188) The following verbs are always followed by a gerund:
Avoid, dislike, enjoy, mind, prevent, stop, etc.
✕ Inc:-Do you mind to pass the salt please?
✓ Cor:- Do you mind passing the salt please?
- ✎ 189) The following phrases are always followed by a gerund:
Accustomed to, forward to, fed up with, habituated to, is no use, is worth, is no good, is used to, tired of, tired with, etc.
✕ Inc:-It is of no use to talk to the principal.
✓ Cor:- It is of no use talking to the principal.
- ✎ 190) The noun or pronoun determining a gerund must be in the possessive case.
✕ Inc:-Is it worth to spend so much on a holiday trip?
✓ Cor:- Is it worth spending so much on a holiday trip?

Participle

✎ 191) A participle cannot be used without its noun or pronoun.

✗ Inc:-On the way climbing fell from trees.

✓ Cor:- On the way climbing ants fell from trees.

✎ 192) The following verbs are followed by a present participle:

Catch, hear, look, leave, listen, observe, perceive, see, smell, start, etc.

✗ Inc:-The magician left the audience think hard.

✓ Cor:- The magician left the audience thinking hard.

✎ 193) The following verbs are followed by a past participle:

Get, have, make, want, wish, etc.

✗ Inc:-I wish I can explain her.

✓ Cor:- I wish I could explain her.

Subjunctive Mood

✎ 194) Present subjunctive is used in formal phrases to express wish, hope or curse.

✗ Inc:-I wish you spoke the truth.

✓ Cor:- I wish you speak the truth.

✎ 195) Present subjunctive is used in a noun clause where the verb indicates command, desire, intention, request, resolution, recommendation, etc.

✗ Inc:-The court ordered that his erring subjects should be punished.

✓ Cor:- The court ordered that his erring subjects be punished.

✎ 196) Present subjunctive is used in a noun clause where the verb indicates command, desire, intention, request, resolution, recommendation, etc.

✗ Inc:-I wish I can help you.

✓ Cor:- I wish I could help you.

RULE-197) Present subjunctive is used in a noun clause where the verb indicates command, desire, intention, request, resolution, recommendation, etc.

✗ Inc:-If honey tastes bitter, its value would fall.

✓ Cor:- If honey tasted bitter, its value would fall.

RULE-198) Present subjunctive is used in a noun clause where the verb indicates command, desire, intention, request, resolution, recommendation, etc.

✗ Inc:-My boss orders me as if he is my father.

✓ Cor:- My boss orders me as if he were my father.

Parallelism In Sentence

✎ 199) parallelism in a sentence must be maintained.

✗ Inc:-Cycling, swimming and to dance for long hours are my sister's hobbies.

✓ Cor:- Cycling, swimming and to dancing for long hours are my sister's hobbies.

✎ 199) parallelism in a sentence must be maintained.

✗ Inc:-Cycling, swimming and to dance for long hours are my sister's hobbies.

✓ Cor:- Cycling, swimming and to dancing for long hours are my sister's hobbies.

Redundancy

✎ 200) Repetition of similar words which clutters a sentence is known as redundancy. A redundant is used for the sake of emphasis or from ignorance which is however grammatically incorrect and should be avoided.

✗ Inc:-The bird then flew higher and higher and finally disappeared from the sight.

✓ Cor:- The bird then flew higher and higher and finally disappeared.

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100 Golden Rules Of English Grammar

1. Don't use **an** with **own**.

Sue needs **her own** room. (NOT *Sue needs an own room.*)

I'd like a phone line **of my own**. (NOT ... *an own phone line.*)

2. Use **or rather** to correct yourself.

She's German – **or rather**, Austrian. (NOT *She's German – or better, Austrian.*)

I'll see you on Friday – **or rather**, Saturday.

3. Use the simple present – **play(s), rain(s)** etc – to talk about habits and repeated actions.

I **play** tennis every Saturday. (NOT *I am playing tennis every Saturday.*)

It usually **rains** a lot in November.

4. Use **will ...**, not the present, for offers and promises.

I'll **cook** you supper this evening. (NOT *I cook you supper this evening.*)

I promise I'll **phone** you tomorrow. (NOT *I promise I phone you tomorrow.*)

5. Don't drop prepositions with passive verbs.

I don't like to be shouted **at**. (NOT *I don't like to be shouted.*)

This needs to be thought **about** some more. (NOT *This needs to be thought some more.*)

6. Don't use a present tense after **It's time**.

It's time you **went** home. (NOT *It's time you go home.*)

It's time we **invited** Bill and Sonia. (NOT *It's time we invite Bill and Sonia.*)

7. Use **was/were born** to give dates of birth.

I **was born** in 1975. (NOT *I am born in 1975.*)

Shakespeare **was born** in 1564.

8. **Police** is a plural noun.

The police **are** looking for him. (NOT *The police is looking for him.*)

I called the police, but **they were** too busy to come.

9. Don't use **the** to talk about things in general.

Books are expensive. (NOT *The books are expensive.*)

I love **music**. (NOT *I love the music.*)

10. Use **had better**, not **have better**.

I think you'd **better** see the doctor. (NOT *I think you have better see the doctor.*)
We'd **better** ask John to help us.

11. Use the present progressive - *am playing, is raining* etc - to talk about things that are continuing at the time of speaking.

I'm **playing** very badly today. (NOT *I play very badly today.*)
Look! It's **raining**! (NOT *Look! It rains!*)

12. Use *for* with a period of time. Use *since* with the beginning of the period.

for the last two hours = since 9 o'clock

for three days = since Monday

for five years = since I left school

I've been learning English **for** five years. (NOT *I've been learning English since three years.*)

We've been waiting **for** ages, since eight o'clock.

13. Don't separate the verb from the object.

VERB OBJECT

She **speaks English** very well. (NOT *She speaks very well English.*)

Andy **likes skiing** very much. (NOT *Andy likes very much skiing.*)

14. Don't use the present perfect - *have/has seen, have/has gone* etc - with words that name a finished time.

I **saw** him **yesterday**. (NOT *I have seen him yesterday.*)

They **went** to Greece **last summer**. (NOT *They have gone ... last summer.*)

15. English (the language) normally has no article.

You speak **very good English**. (NOT *You speak a very good English.*)

16. After *look forward to*, we use *-ing*, not an infinitive.

I look forward to **seeing** you. (NOT *I look forward to see you.*)

We're looking forward to **going** on holiday. (NOT *... to go on holiday.*)

17. *Information* is an uncountable noun.

Can you give me **some** information? (NOT *Can you give me an information?*)

I got a lot of **information** from the Internet. (NOT *I got a lot of informations from the Internet.*)

18. Use *-ing* forms after prepositions.

I drove there without **stopping**. (NOT *I drove there without to stop.*)

Wash your hands before **eating**. (NOT *Wash your hands before to eat.*)

19. Use *this*, not *that*, for things that are close.

Come here and look at **this** paper. (NOT *Come here and look at that paper.*)

How long have you been in **this** country? (NOT *How long have you been in that*

country?)

20. Use a plural noun after *one and a half*.

We waited one and a half **hours**. (NOT *We waited one and a half hour.*)

A mile is about one and a half **kilometres**. (NOT *A mile is about one and a half kilometre.*)

21. Use the present perfect, not the present, to say how long things have been going on.

I've been waiting since 10 o'clock. (NOT *I'm waiting since 10 o'clock.*)

We've lived here for nine years. (NOT *We live here for nine years.*)

22. *The majority* is normally plural.

Some people are interested, but the majority **don't care**. (NOT *... but the majority doesn't care.*)

The majority of these people **are** very poor. (NOT *The majority of these people is very poor.*)

23. Use *too much/many* before (adjective +) noun; use *too* before an adjective with no noun.

There's **too much** noise.

I bought **too much** red paint.

Those shoes are **too expensive**. (NOT *Those shoes are too much expensive.*)

24. Use *that*, not *what*, after *all*.

I've told you **all that** I know. (NOT *I've told you all what I know.*)

He gave her **all that** he had.

25. Don't say *according to me* to give your opinion.

I think it's a good film. (NOT *According to me, it's a good film.*)

In my opinion, you're making a serious mistake. (NOT *According to me, you're making a serious mistake.*)

26. Don't ask about possibilities with *May you ...?* etc.

Do you think you'll go camping this summer? (NOT *May you go camping this summer?*)

Is Joan likely to be here tomorrow? (NOT *May Joan be here tomorrow?*)

27. Use *who*, not *which*, for people in relative structures.

The woman **who** lives upstairs is from Thailand. (NOT *The woman which lives upstairs is from Thailand.*)

I don't like people **who** shout all the time. (NOT *I don't like people which shout all the time.*)

28. Use *for*, not *during*, to say 'how long'.

We waited **for** six hours. (NOT *We waited during six hours.*)

He was ill **for** three weeks. (NOT *He was ill during three weeks.*)

29. Use *to ...*, not *for ...*, to say why you do something.

I came here **to** study English. (NOT *I came here for study English.*)

She telephoned me **to** explain the problem. (NOT *She telephoned me for explain the problem.*)

30. Use reflexives (*myself* etc) when the object is the same as the subject.

I looked at **myself** in the mirror. (NOT *I looked at me in the mirror.*)

Why are you talking to **yourself**? (NOT *Why are you talking to you?*)

31. Use a present tense to talk about the future after *when, until, as soon as, after, before* etc.

I'll phone you when I **arrive**. (NOT *I'll phone you when I will arrive.*)

Let's wait until it **gets** dark. (NOT *Let's wait until it will get dark.*)

We'll start as soon as Mary **arrives**. (NOT *We'll start as soon as Mary will arrive.*)

32. Before most abstract nouns, we use *great*, not *big*.

I have **great** respect for her ideas. (NOT *I have big respect for her ideas.*)

We had **great** difficulty in understanding him. (NOT *We had big difficulty in understanding him.*)

33. Don't use *the* with a superlative when you are not comparing one person or thing with another.

Compare:

She's **the nicest** of the three teachers.

She's **nicest** when she's working with small children.

This is **the best** wine I've got.

This wine is **best** when it's three or four years old.

34. Put *enough* after, not before, adjectives.

This soup isn't hot **enough**. (NOT *This soup isn't enough hot.*)

She's old **enough** to walk to school by herself.

35. Don't use a structure with *that ...* after *want* or *would like*.

My parents want **me to go** to university. (NOT *My parents want that I go to university.*)

I'd like **everybody to leave**. (NOT *I'd like that everybody leaves.*)

36. After link verbs like *be, seem, feel, look, smell, sound, taste*, we use adjectives, not adverbs.

I feel **happy** today. (NOT *I feel happily today.*)

This soup tastes **strange**. (NOT *This soup tastes strangely.*)

37. Use *than* after comparatives.

My mother is three years older **than** my father. (NOT *My mother is three years older that/as my father.*)

Petrol is more expensive **than** diesel.

38. In questions, put the subject immediately after the auxiliary verb.

Where **are the President and his family** staying? (NOT *Where are staying the President and his family?*)

Have all the guests arrived? (NOT *Have arrived all the guests?*)

39. *Used to* has no present.

I **play** tennis at weekends. (NOT *I use to play tennis at weekends.*)

Where **do** you usually **have** lunch? (NOT *Where do you use to have lunch?*)

40. Use *through*, not *along*, for periods of time.

All **through** the centuries, there have been wars. (NOT *All along the centuries, there have been wars.*)

41. Use *can't*, not *mustn't*, to say that something is logically impossible.

It **can't** be the postman at the door. It's only 7 o'clock. (NOT *It mustn't be the postman at the door. It's only 7 o'clock.*)

If A is bigger than B, and B is bigger than C, then C **can't** be bigger than A. (NOT *... then C mustn't be bigger than A.*)

42. Use the present perfect with *This is the first time ...* etc.

This is the first time I've **been** here. (NOT *This is the first time I'm here.*)

This is the fifth cup of coffee I've **drunk** today. (NOT *This is the fifth cup of coffee I drink today.*)

43. Use *be*, not *have*, to give people's ages.

My sister **is** 15 (years old). (NOT *My sister has 15 years.*)

44. Use *between*, not *among*, to talk about position in relation to several clearly separate people or things.

Switzerland is **between** France, Austria, Germany and Italy. (NOT *Switzerland is among France, Austria, Germany and Italy.*)

The bottle rolled **between** the wheels of the car.

45. We don't normally use *the* before abbreviations that are pronounced like words ('acronyms').

My cousin works for **NATO**. (NOT *My cousin works for the NATO.*)

The money was given by **UNESCO**. (NOT *... by the UNESCO.*)

46. *Everybody* is a singular word.

Everybody **was** late. (NOT *Everybody were late.*)

Is everybody ready? (NOT *Are everybody ready?*)

47. Use *any*, not *some*, in negative sentences.

She hasn't got **any** money. (NOT *She hasn't got some money.*)

I didn't see **anybody**. (NOT *I didn't see somebody.*)

48. Use *interested* for feelings; use *interesting* for the things that interest people. The same goes for *bored/boring*, *excited/exciting* etc.

I'm **interested** in history. (NOT *I'm interesting in history.*)

History is **interesting**.

I'm **bored** in the maths lessons. (NOT *I'm boring in the maths lessons.*)

I think maths is **boring**.

49. Use *by*, not *until/till*, to mean ‘not later than’.

Can you mend this **by** Tuesday? (NOT *Can you mend this until Tuesday?*)

I'll finish the book **by** tonight. (NOT *I'll finish the book till tonight.*)

50. Use *like*, not *as*, to give examples.

I prefer warm countries, **like** Spain. (NOT *I prefer warm countries, as Spain.*)

I eat a lot of meat, **like** beef or lamb.

51. Use *whether*, not *if*, after prepositions.

We talked about **whether** it was ready. (NOT *We talked about if it was ready.*)

It's a question of **whether** we have enough time. (NOT *It's a question of if we have enough time.*)

52. Use the present progressive passive, not the simple present passive, to talk about things that are going on just around now.

Our flat is being decorated this week. (NOT *Our flat is decorated this week.*)

Your bill is just being prepared, sir. (NOT *Your bill is just prepared, sir.*)

53. We don't normally use *must* to talk about the past.

I had to see the dentist yesterday. (NOT *I must see the dentist yesterday.*)

When I left school, young men had to do military service. (NOT *When I left school, young men must do military service.*)

54. When you put two nouns together, be careful to get the right order.

I like eating milk chocolate. (NOT *I like eating chocolate milk.*)

What's your phone number? (NOT *What's your number phone?*)

55. Use the *whole of*, not *whole*, before the name of a place.

The **whole of** Paris was celebrating. (NOT *Whole Paris was celebrating.*)

He knows the **whole of** South America very well. (NOT *He knows whole South America very well.*)

56. We don't normally use progressive forms of *believe*.

I don't believe him. (NOT *I'm not believing him.*)

Do you believe what she says? (NOT *Are you believing what she says?*)

57. Don't use *in front of* to mean ‘facing’ or ‘opposite’.

She sat down facing me and looked into my eyes. (NOT *She sat down in front of me and looked into my eyes.*)

There's a hotel opposite our house. (NOT *There's a hotel in front of our house.*)

58. Use *it*, not *I, he, she* etc to identify people.

(on the phone): Hello. It's Alan Williams speaking. ((NOT *Hello. I'm Alan Williams.*)

‘Who's that?’ ‘It's John.’ (NOT *Who's that?* ‘*He's John.*’)

59. *People* (meaning ‘persons’) is a plural word.

The people in this town are very friendly. (NOT *The people in this town is very friendly.*)
Who are those people? (NOT *Who is that people?*)

60. Use *although* or *but*, but not both together.

Although it was late, she went out.

It was late, but she went out.

(BUT NOT *Although it was late, but she went out.*)

61. With *if*, we normally use the present to talk about the future.

If I **have** time, I'll phone you. (NOT *If I'll have time, I'll phone you.*)

I'll be surprised if she **answers** my letter. (NOT *I'll be surprised if she'll answer my letter.*)

62. Use *almost*, not *nearly*, to say that one thing is very like another.

She is **almost** a sister to me. (NOT *She is nearly a sister to me.*)

I **almost** wish I had stayed at home. (NOT *I nearly wish I had stayed at home.*)

63. If you don't do something any more, you *stop doing* it.

The doctor told me to **stop smoking**. (NOT *The doctor told me to stop to smoke.*)

I'm going to **stop working** so hard. (NOT *I'm going to stop to work so hard.*)

64. A singular countable noun must normally have a determiner (e.g. *a/an, the, my, that*).

She broke **a/the/that/my** window. (NOT *She broke window.*)

Where is **the** station? (NOT *Where is station?*)

65. We don't often use *would* in subordinate clauses; instead, we use past tenses.

Would you follow me wherever I **went**? (NOT *Would you follow me wherever I would go?*)

I would tell you if I **knew**. (NOT *I would tell you if I would know.*)

66. With *when*, use the past perfect to make it clear that one thing finished before another started.

When I **had written** my letters, I did some gardening. (NOT *When I wrote my letters, I did some gardening.*)

When he **had cleaned** the windows, he stopped for a cup of tea. (NOT *When he cleaned the windows, he stopped for a cup of tea.*)

67. Don't use *can* to talk about the chance that something will happen.

It **may/might/could** rain this evening. (NOT *It can rain this evening.*)

I think Jane **may/might/could** come tomorrow. (NOT *I think Jane can come tomorrow.*)

68. Don't use an infinitive after *think*.

I'm thinking **of changing** my job. (NOT *I'm thinking to change my job.*)

Are you thinking **of going** home this weekend? (NOT *Are you thinking to go home this weekend?*)

69. Use a singular noun after *every*.

I play tennis every **Wednesday**. (NOT *I play tennis every Wednesdays.*)
He wrote to every **child** in the village. (NOT *He wrote to every children ...*)

70. When you say what somebody's job is, use *a/an*.

My sister is **a** photographer. (NOT *My sister is photographer.*)
I'm studying to be **an** engineer. (NOT *I'm studying to be engineer.*)

71. Use *at last*, not *finally*, as an exclamation.

At last! Where have you been? (NOT *Finally! Where have you been?*)
She's written to me. *At last!*

72. *Get* can mean 'become', but not before nouns.

It's getting *cold*.
It's getting *to be* winter.
(BUT NOT *It's getting winter.*)

73. Don't use negative questions in polite requests or enquiries.

Could you help me, please? (NOT *Couldn't you help me, please?*)
You haven't seen John, have you? (NOT *Haven't you seen John?*)

74. One negative word is usually enough.

She looked, but she didn't see *anything*. (NOT *She looked, but she didn't see nothing.*)
I have *never* heard of him. (NOT *I haven't never heard of him.*)

75. *Much* and *many* are unusual in affirmative sentences (except in a very formal style).

He has *a lot / plenty* of money. (NOT *He has much money.*)
My father has travelled to lots of countries. (More natural than *My father has travelled to many countries.*)

76. Don't use *since* to talk about the future.

I'll be home *from* three o'clock. (NOT *I'll be home since three o'clock.*)
The shop will be closed for two weeks *from* Monday. (NOT *The shop will be closed for two weeks since Monday.*)

77. Singular fraction + plural noun: use a plural verb.

A third of the students *are* from abroad. (NOT *A third of the students is from abroad.*)
A quarter of the trees *have* been cut down.

78. You *listen to* something.

She never listens *to* me. (NOT *She never listens me.*)
Listen *to* this! (NOT *Listen this!*)

79. Don't use the past progressive for past habits.

When I was 20 I *smoked* / I *used to smoke*. (NOT *When I was 20 I was smoking.*)
I *played* / I *used to play* a lot of football at school. (NOT *I was playing a lot of football at*

school.)

80. Don't use *most of* directly before a noun.

Most of these people agree with me.

Most people agree with me.

(BUT NOT *Most of people* agree with me.)

81. In 'unreal' conditions with *if*, use *would*, not *will*.

If I knew the price, I *would* tell you. (NOT *If I knew the price, I will tell you.*)

It *would* be better if he told the truth. (NOT *It will be better if he told the truth.*)

82. Don't use *later* with an expression of time to talk about the future.

I'll see you *later*.

I'll see you *in a few days*.

(BUT NOT *I'll see you a few days later.*)

83. Don't use *in case* to mean 'if'.

Compare:

I'll take an umbrella *in case* it rains. (= '... because it might rain.')

I'll open the umbrella *if* it rains. (NOT *I'll open the umbrella in case it rains.*)

84. Use *so* before an adjective, but not before adjective + noun.

I love this country – it's *so beautiful*. (NOT *I love this so beautiful country.*)

Thanks for your help. That was *so kind* of you. (NOT *Thanks for your so kind help.*)

85. Only use *unless* to mean 'except if'.

Compare:

I'll see you tomorrow *unless* I have to work.

I'll be really upset *if* I don't pass the exam. (NOT *I'll be really upset unless I pass the exam.*)

86. Use *be* with adjectives, not *have* with nouns, to talk about physical sensations like cold, hunger, thirst etc.

I *am* thirsty. (NOT *I have thirst.*)

We *are* cold in this house. (NOT *We have cold in this house.*)

87. Don't use *to*-infinitives after *can, could, will, would, may, might, shall, should* or *must*.

I can swim. (NOT *I can to swim.*)

Must you *make* so much noise? (NOT *Must you to make so much noise?*)

88. Use *not*, not *no*, to make sentences negative.

I'm *not* asleep. (NOT *I'm no asleep.*)

We are open on Saturdays, but *not* on Sundays. (NOT ... *but no on Sundays.*)

89. We don't usually use present tenses after past reporting verbs.

She told me she *had* a headache. (NOT *She told me she has a headache.*)

I asked him what he *wanted*. (NOT *I asked him what he wants.*)

90. Use *to* after *married, engaged*.

He's married *to* a doctor. (NOT *He's married with a doctor.*)

My sister is engaged *to* a computer engineer. (NOT *My sister is engaged with a computer engineer.*)

91. Use *which*, not *what*, to refer back to a whole sentence.

She passed her exam, *which* surprised everybody. (NOT *She passed her exam, what surprised everybody.*)

My father has just climbed Mont Blanc, *which* is pretty good for a man of 75. (NOT *... what is pretty good for a man of 75.*)

92. Don't use *the* with *society* when it has a general meaning.

We all have to live in *society*. (NOT *We all have to live in the society.*)

Rousseau said that *society* makes people evil. (NOT *Rousseau said that the society makes people evil.*)

93. Use a *to*-infinitive after *want*.

I want *to go* home. (NOT *I want go home.*)

The children want *to stay* up late. (NOT *The children want stay up late.*)

94. Use *make*, not *do*, with *mistake*.

I have *made* a mistake. (NOT *I have done a mistake.*)

You can't speak a language without *making* mistakes. (NOT *... without doing mistakes.*)

95. Don't repeat a relative pronoun with another pronoun.

There's the man *that* I work for. (NOT *There's the man that I work for him.*)

She saw a doctor *who* sent her to hospital. (NOT *She saw a doctor who he sent her to hospital.*)

96. After a superlative, use *in* with a place expression.

Which is the biggest city *in* the world? (NOT *Which is the biggest city of the world?*)

This is the best restaurant *in* the city. (NOT *This is the best restaurant of the city.*)

97. You *explain* and *suggest* something *to* somebody.

Please explain *to* me what you want. (NOT *Please explain me what you want.*)

Can you suggest a good restaurant *to* us? (NOT *Can you suggest us a good restaurant?*)

98. *Work* is an uncountable noun.

I'm looking for *work*. (NOT *I'm looking for a work.*)

My brother has found *a new job*. (NOT *My brother has found a new work.*)

99. Be careful of the word order in negative infinitives.

It's important *not to work* too hard. (NOT *It's important to not work too hard.*)

I asked her *not to make* so much noise.

100. Possessives replace articles.

We stayed in *John's* house at the weekend. (NOT *We stayed in the John's house at the weekend.*)

She's been studying *Britain's* foreign policy since 1980. (NOT *She's been studying the Britain's foreign policy since 1980.*)

100 Tricks of Correction of Sentences

A. SUBJECT - VERB AGREEMENT

1) Two or more Singular Subjects connected by and usually take a Verb in the Plural.

For example,

✗ Inc:-Hari and Ram is here.

✓ Cor:-Hari and Ram are here.

2) If two Singular Nouns refer to the same person or thing, the Verb must be Singular.

✗ Inc:-The Secretary and Principal are coming.

✓ Cor:-The Secretary and Principal is coming.

(Here the same person is .Secretary as well as Principal)

3) If the Singular Subjects are preceded by each or every, the Verb is usually Singular.

For example,

✗ Inc:-Every boy and girl were ready.

✓ Cor:-Every boy and girl was ready.

4) Two or more Singular Subjects connected by or, nor, either or, neither nor take a Verb in the Singular.

For example,

✗ Inc:-Neither he nor I were there.

✓ Cor:-Neither he nor I was there.

5) When the Subjects joined by 'or/nor' are of different numbers, the Verb must be Plural, and the Plural Subject must be placed next to the Verb. For example,

✗ Inc:- Neither the Assistant Masters nor the Headmaster was present.

✓ Cor:-Neither the Headmaster nor the Assistant Masters were present. '

6) When the Subjects joined by or, nor are of different persons, the Verb agrees in person with the one nearest to it.

For example,

- ✗ Inc:-Either he or I is mistaken.
- ✓ Cor:-Either he or I, am mistaken.

7) A Collective Noun takes a Singular Verb when the collection is thought of as a whole, a Plural Verb when the individuals of which it is composed are thought of.

For example,

- ✓ Cor:-The Council has chosen the President.
- ✓ Cor:-The military were called out.

8) Some Nouns which are singular in form but plural in meaning, take a Plural Verb.

For example,

- ✗ Inc:-Mathematics are a branch of study in every school.
- ✓ Cor:-Mathematics is a branch of study in every school.

9) Words joined to a Singular Subject by with, together with, in addition to, or, as well as, etc. are parenthetical, and therefore do not affect the number of the Verb.

For example,

- ✗ Inc:-The Chief, with all his men, were massacred .•
- ✓ Cor:-The chief, with all his men, was massacred.

10) When the Subject of the Verb is a Relative Pronoun care should be taken to see that the Verb agrees in Number and Person with the Antecedent of the relative.

For example,

- ✗ Inc:-I, who is your friend, . will guard you,r interests.
- ✓ Cor:-I, who am your friend will guard your interests.

B. USES OF PARTICIPLES AND INFINITIVES

11) Ask, advise, allow, command, force, forbid, invite, encourage, compel, beg, order•, imagine, instruct, permit, persuade, tell, require, remind, teach, etc. are followed by Object + To + V2

For example,

- ✗ Inc:-He advised to do it by me.
- ✓ Cor:-He advised me to do it. But if these are used in Passive Voice, then they are followed by To + V,.

For example,

- ✓ Cor:-She was permitted to go with him.

12) Know is followed by how/ where/when/why and Infinitive.

For example,

- ✗ Inc:-I know to write a letter.
- ✓ Cor:-I know how to write a letter.

13) After let, bid, behold, watch, see, feel, make etc. we use Bare-Infinitive and not To infinitive.

For example,

- ✗ Inc:-I heard him to speak on several subjects.
- ✓ Cor:-I heard him speak on several subjects.

14) Bare Infinitive is used after Modal Auxiliaries (can, could, may, might, shall, should, will, would, must, dare not, need not).

For example,

- ✗ Inc:-You need not to work hard.
- ✓ Cor:-You need not work hard.

15) Had better, had rather, had as soon ... as ... , had sooner etc. are followed by Bare Infinitive.

For example,

- ✗ Inc:-He had better to go now.
- ✓ Cor:-He had better go now.

16) Conjunction than is also followed by Bare Infinitive.

For example,

- ✗ Inc:-He had better read than to write.
- ✓ Cor:-He had better read than write.

17) When but is used as a Preposition and preceded by any form of the Verb do, then but is followed with Bare Infinitive.

- ✗ Inc:-He did nothing but to wander.
- ✓ Cor:-He did nothing but wander.

18) Every Participial must have a Subject of Reference.

For example,

- ✗ Inc:-Being a rainy day Vijay decided to stay at home.
- ✓ Cor:-It being a rainy day Vijay decided to stay at home.

19) For completed action Having + Va is used in Active Voice, whereas Having + been + Va or Being + Va is used in Passive Voice. After should not be used in such a sentence.

For example,

- ✗ Inc:-After the leader having been killed, the followers ran away.
- ✓ Cor:-The leader having been killed, the followers ran away.

20) Participles like considering, judging, referring, concerning, regarding, viewing, broadly speaking etc. do not take any Subject of Reference.

For example,

Correct - Considering the case, I took the decision.

Here I is not a Subject of Reference of considering. So, there is no Subject of Reference for 'considering, still the sentence is correct.

C. USES OF VERBS

21) When there are two Subjects in a sentence and they are not in the same Number, then we must have to use separate Auxiliaries (is, are, am, was, were, have, has) for both of them.

For example,

- ✗ Inc:-Three- killed and one were injured.
- ✓ Cor:-Three were killed and one was injured.

22) A single Verb should be made to serve two Subjects, only when the form of Verb is same for both the subjects.

- ✗ Inc:-I am seventeen years old and my sister fourteen.
- ✓ Cor:-I am seventeen years old and my sister is fourteen.

23) Two auxiliaries can be used with one principal Verb, only when the form of the principal Verb is appropriate to both the auxiliaries. '

- ✗ Inc:-He never has, and never will take such strong measures.
- ✓ Cor:-He never has taken, and never will take such strong measures.

24) When there is only one auxiliary to two principal Verbs it should be correctly associated with the both.

- ✗ Inc:-Ten candidates have passed one failed.
- ✓ Cor:-Ten candidates have passed, one has failed.

25) A Past Tense in the main clause should be followed by a Past Tense in the subordinate clause.

- ✗ Inc:-He succeeded because he works hard.
- ✓ Cor:-He succeeded because he worked hard.

26) A Past Tense in main clause may be followed by a Present Tense in the subordinate clause when the subordinate clause expresses a universal truth.

- ✗ Inc:-Our teacher said that the earth moved round the sun.
- ✓ Cor:-Our teacher said that the earth moves round the sun.

27) When the subordinate clause comes after 'lest', the auxiliary Verb 'should' must be used, whatever be the Tense of the Verb in the main clause.

- ✗ Inc:-We start early lest we shall miss the train.
- ✓ Cor:-We start early lest we should miss the train.

28) An Adverb or Adverbial phrase should not be placed between 'to' and verbal part of the infinitive. (This is called the split infinitive).

- ✗ Inc:-I hoped to immediately reply to your letter:
- ✓ Cor:-I hoped to reply immediately to your letter.

29) An infinitive should be in the present tense unless it represents' an action prior to that of the governing Verb.

✗ Inc:-I should have liked to have gone-there.

✓ Cor:-I should have liked to go there.

30) Gerund if preceded by a Pr-o-noun that Pronoun must be in Possessive case.
Incorrect - He emphasised me going there.

✓ Cor:-He emphasised my go-ing there.

31) The Present Perfect Continuous Tense is used for an action that began in the past time and still. going at the time of speaking~ It is used with, Adverbials of time introduced by 'since', 'for' and 'how long~.

✗ Inc:-How long are you working i~ this office?

✓ Cor:-How long have you been working in this office?

32) A Verb when preceded by a Preposition must be the Gerund.

✗ Inc:-They were punished for come late.

✓ Cor:-They were punished for, coming late.

33) The Future Indefinite Tense is not used in the clauses of time, place and condition. Here the Present Indefinite Tense is used.

✗ Inc:-I shall wait for you till you will finish your work.

✓ Cor:-I shall wait for you, till you finish your work.

34) The Present Perfect Tense is not used with the Adverbs of past time like yesterday, in 1990 etc. Here Past Indefinite Tense is used.

Incorrect~ I have bought a cycle yesterday.

✓ Cor:-I bought a cycle yesterday.

The Past Perfect Tense is used to represent the earlier of the two past actions.

✗ Inc:-When I reached the station, the train already left.

✓ Cor:-When I reached the station, the train had already left.

35) Modal Auxiliaries are not used together. But two Auxiliaries can be connected by a Conjunction.

For example,

✗ Inc:-He should must do it.

✓ Cor:-He should and must do it.

36) When need or dare is fol-lowed by not, it turns into modal auxiliary. In that situation it takes Bare Infinitive 'and we cannot use needs not or dares not.

For example,

✗ Inc:-He needs not do it.

✓ Cor:-He need not do it.

D. USES OF ADJECTIVES

37) Adjectives of quantity show how much of a thing is meant. Adjectives of quantity (some; much, little, enough, all, no, any, great, half, sufficient, whole) are used for Uncountable Nouns only.

For example,

- ✗ Inc:-I ate a few rice.
- ✓ Cor:-I ate some rice.

38) Numeral Adjectives are used for Countable Noun only and they show how many persons or things are meant or in what order a person or thing stands,

For example,

- ✗ Inc:-I have taught you little things.
- ✓ Cor:-I have taught you a few things.

39) When cardinal and ordinal are used together ordinal precedes the cardinal.

For example,

- ✗ Inc:-The four first boys will be given the chance.
- ✓ Cor:-The first four boys will be given the chance.

40) Later, latest refer to time, latter and last refer to position.

For example,

- ✗ Inc:-I reached at 10 am.

But he was latter than I expected.

- ✓ Cor:-I reached at 10 am. But he was later than I expected,

41) Farther means more distant or advanced; further means additional.

For example,

- ✗ Inc:-He insisted on farther improvement.
- ✓ Cor:-He insisted on further improvement.

42) Each is used in speaking of two or more things, every is used only in speaking of more than two.

For example,

- ✗ Inc:-Every of the two boys will get a prize.
- ✓ Cor:-Each of the two boys will get a prize.

43) To express quantity or degree some is used in affirmative sentences, any in negative or interrogative sentences.

For example,.

- ✗ Inc:-Have you bought some mangoes?
- ✓ Cor:-Have you bought any mangoes?

44) In comparing two things, the Comparative should be used, The Superlative should not be used.

- ✗ Inc:-Which is the best of the two?
- ✓ Cor:-Which is the better of the two?

45) When two qualities of the same person or thing are compared, the Comparative in-er is not used. 'More' is used for this purpose.

- ✗ Inc:-He is wiser than brave.
- ✓ Cor:-He is more wise than brave.

46) When comparison is made by means of a comparative, the thing compared should be excluded from the class of things with which it is compared by using 'other' or some such word.

- ✗ Inc:-He is cleverer than any boy in the class.
- ✓ Cor:-He is cleverer than any other boy in the class.

47) When comparison is made by means of a superlative, the thing compared should include the class of things with which it is compared.

- ✗ Inc:-He is the strongest of all other men.
- ✓ Cor:-He is the strongest of all men ..

48) When two persons or things are compared, it is important that the same parts of things should be compared.

- ✗ Inc:-The population of Bombay is greater than Delhi.
- ✓ Cor:-The population of Bombay is greater than that of Delhi.

49) Double comparatives and superlatives should not be used.

- ✗ Inc:-He is the most cleverest boy in the class.
- ✓ Cor:-He is the cleverest boy in the class.
- ✗ Inc:-He is more wiser than his brother.
- ✓ Cor:-He 'is wiser than his brother.

50) The comparative Adjectives superior inferior, senior, junior, prior, anterior, posterior prefer, etc., should be followed by 'to' instead of 'than'.

- ✗ Inc:-He is senior than me.
- ✓ Cor:-He is senior to me.

51) Adjectives like 'unique', ideal, perfect, complete, universal, entire, extreme, chief, full square and round, which do not admit different degrees of comparison should not be compared.

- ✗ Inc:-It is the most unique thing.
- ✓ Cor:-It is a unique thing.

52) All the Adjectives which refer to the same Noun should be in the same degree of comparison.

- ✗ Inc:-He is the wisest and honest worker in the office.
- ✓ Cor:-He is the wisest and most honest worker in the office.

53) 'Elder' and 'eldest' should be used for persons only, strictly speaking, they are used for the members of the same family only. 'Older' and 'oldest' are used for both persons and things.

✗ Inc:-He is my older brother.

✓ Cor:-He is my elder brother.

E. USES OF ADVERBS

54) To modify a Verb, an Adjective or another Adverb, we use an Adverb.

✗ Inc:-She writes very careful.

✓ Cor:-She writes very carefully.

Carefully is an Adjective which cannot modify the Adverb very, therefore carefully (Adverb) must be used in place of Adjective careful.

55) Too means more than required and it is used with Unpleasant Adjective. So, we cannot use too glad, too happy, too pleasant, too healthy.

For example,

✗ Inc:-I am too glad to meet you.

✓ Cor:-I am very glad to meet you.

56) A sentence which is based on "Too.... To" format, we cannot replace to with so that. If we replace to with so that, too also must be replaced with cannot.

For example,

✗ Inc:-He is too weak so that he cannot walk.

✓ Cor:-He is too weak to walk.

✓ Cor:-He is so weak that he cannot walk.

57) Much too is followed by Unpleasant Adjective, whereas too much is followed by Noun.

Much too + Unpleasant Adjective.

Too much + Noun.

For example,

✗ Inc:-His failure is too much painful for me.

✓ Cor:-His failure is much too painful for me.

✗ Inc:-His wife's rude behavior gives him much too pain.

✓ Cor:-His wife's rude behavior gives him too much pain.

58) Quite and all are not used together.

For example,

✗ Inc:-He is quite all right.

✓ Cor:-He is quite right. or He is all right-

59) A/An + Fairly + Adjective + Noun or Rather + A + Adjective

For example,

a fairly good book

rather a difficult problem.

But we cannot use Pleasant Adjective with rather and Unpleasant Adjective with fairly.

For example,

✗ Inc:-It was a rather good book.

✓ Cor:-It was a fairly good book.

60) Enough, when used as an Adverb, is preceded by a positive degree Adjective or Adverb.

For example,

✗ Inc:-He is greater enough to pardon you.

✓ Cor:-He is great enough to pardon you. '

61) Two negatives cancel each other. Hence two negatives should not be used in the same sentence unless we make an affirmation.

In

✓ Cor:-I have not got none.

✓ Cor:-I have not got any.

62) 'At present' means 'at the present time', 'presently' means 'shortly'. These should not be confused.

✗ Inc:-Nothing more can be done presently.

✓ Cor:-Nothing more can be done at present.

✗ Inc:-He will come back at present.

✓ Cor:-He will come back presently.

63) 'Hard' means 'diligently', 'strenuously', 'Hardly' means 'scarcely at all'. These two Adverbial forms of 'hard' must not be confused.

✗ Inc:-He tried hardly to win the race.

✓ Cor:-He tried hard to win the race.

✗ Inc:-She has eaten hard anything today.

✓ Cor:-She has eaten hardly anything today.

64) 'Much' is used before past participles and Adjectives or Adverbs of comparative degree. 'Very' is used before the present participles and Adjectives and Adverbs of positive degree.

✗ Inc:-The news is much surprising.

✓ Cor:-The news is very surprising.

✓ Inc:-I was very surprised at hearing the news.

✓ Cor:-I was much surprised at hearing the news.

65) Hardly is an Adverb which means rarely. Whereas hard is an Adjective which means tough, rigid.

For example,

✗ Inc:-It is a hardly job.

✓ Cor:-It is a hard job.

66) Ago is always used with Past Indefinite Tense. So, if ago is used in a sentence, that sentence must be in the Past Indefinite Tense.

For example,

✗ Inc:-He has come a month ago.

✓ Cor:-He came a month ago.

67) At present means at this moment and it is used with •Present Tense, whereas presently and shortly are used for future' action and generally' used with Future Indefinite Tense.

For example,

✗ Inc:-Presently he is in the room.

✓ Cor:-At present he is in the room.

68) Early means "just after the beginning of anything" and soon means just after a point of time.

For example,

Roses blossomed early this spring.

69) The sentence which starts with seldom, never, hardly, rarely or scarcely takes an inverse structure, Le., Verb + Subject - Structure. For example,

✗ Inc:-Seldom I had seen such a beautiful sight.

✓ Cor:-Seldom had I seen such a beautiful sight.

70) Inversion is also used in a sentence which starts with here/there/away/out/up/indoor or outdoor and Main Verb, or Aux + Main Verb is used before the Subject.

For example,

✗ Inc:-Away Sita went

✓ Cor:-Away went Sita.

F. USES OF CONJUNCTIONS

71) Two Conjunctions should not be used in the same sentence.

✗ Inc:-Although she was tired, but she still went on working.

✓ Cor:-Although she was tired, she still went on working.

72) 'Both' should be followed by 'and'. It should be used in the positive sense. In the negative sense, 'neither' 'nor' should be used in place of 'both'.

✗ Inc:-Both Ravi as well as Raja were present there.

✓ Cor:-Both Ravi and Raja were present there.

73) 'Either ... or', 'neither nor', 'both and', 'not only but also' should be followed by the same parts of speech.

✗ Inc:-He not only lost his ticket, but also his luggage.

✓ Cor:-He lost not only his ticket but also his luggage.

74) 'Neither' should be followed , by 'nor', 'either' should be followed by 'or'. Both these should not be confused.

✗ Inc:-He washed neither his hands or his face.

✓ Cor:-He washed neither his hands nor his face.

75) 'No sooner' should be followed by 'than', not by 'but' or 'then'.

✗ Inc:-No sooner do I finish this book then I shall begin another.

✓ Cor:-No sooner do I finish the book, than I shall begin another.

76) 'Hardly' and 'scarcely' should be followed by 'when' or 'before', but not by 'than' or 'that'.

✗ Inc:-Hardly did I reach the station, than the train left it.

✓ Cor:-Hardly did I reach the station when the train left it.

77) 'That' should not be used before a sentence in Direct Speech and before Interrogative Adverbs and Pronouns in the Indirect Speech.

✗ Inc:-He said that, "I shall go there."

✓ Cor:-He said, "I shall go there".

✗ Inc:-He asked me that who I was.

✓ Cor:-He asked me who was.

G. USES OF PREPOSITION

78) Objective case (of Noun or• Pronoun) is used after Preposition.

For example,

✗ Inc:-I do not depend on he.

✓ Cor:-I do not depend on him.

79) The Prepositions used after two words must be made clear if these two words are connected by and or or.

For example,

✗ Inc:-She is conscious and engaged in her work.

✓ Cor:-She is conscious of and engaged in her work.

80) If a Principal Verb is used after about, after, at, before, for, from, in, on, to, that Verb must be in ing (V4) form.

For example,

✗ Inc:-You prevented me from do it.

✓ Cor:-You prevented me from doing it. .

81) On, in, at, are not used before today, tomorrow, yesterday, the following day, the next day etc.

For example,

✗ Inc:-He will go there on to-morrow.

✓ Cor:-He will go there tomorrow.

82) No Preposition is used before the word home. At home is a phrase which bears a different meaning.

For example,

✗ Inc:-Bring a T.V. set at home.

✓ Cor:-Bring a T.V. set home.

83) After Transitive Verbs, like discuss, describe, reach, order, tell, demand, attack, resemble, ridicule, etc. we directly use the object and no Preposition is used after the Verb.

For example:

- ✗ Inc:-The poet describes about the beauty of nature in this poem.
- ✓ Cor:-The poet describes the beauty of nature in this poem.

84) Say/suggest/propose/speak/reply/explain/talk/listen/write is followed by to-Preposition if there is a person in the form of object.

For example,

- ✗ Inc:-He did not reply me.
- ✓ Cor:-He did not reply to me.
- ✗ Inc:-He did not write to a letter.
- ✓ Cor:-He did not write a letter.

H. USES OF PRONOUNS

85) When a Pronoun is used as the complement of the Verb 'to be', it should be in the nominative case.

- ✗ Inc:-If I were him, I would not do it.
- ✓ Cor:-If I were he, I would not do it.

86) When the Pronoun is used as the object of a Verb or of a Preposition, it should be in the objective case.

- ✗ Inc:-Let you and I do it.
- ✓ Cor:-Let you and me do it.
- ✗ Inc:-These presents are for you and I.
- ✓ Cor:-These presents are for you and me.

87) Emphatic Pronouns can not stand alone as Subjects~

- ✗ Inc:-Himself did it.
- ✓ Cor:-He himself did it.

88) The Indefinite Pronoun 'one' should be used throughout if used at all.

- ✗ Inc:-One must not boast of his own success.
- ✓ Cor:-One must not boast of one's own success.

89) 'Either' or 'neither' is used only in speaking of two persons or things; 'any', 'no one' and 'none' is used in speaking of more than two.

- ✗ Inc:-Anyone of these two roads leads to the railway station.
- ✓ Cor:-Either of these two roads leads to the railway station.
- ✗ Inc:-Neither of these three boys did his homework.
- ✓ Cor:-No one of these three boys did his homework.

90) 'Each other' is used in speaking of two persons or things; 'one another' is used in speaking of more than two.

- ✗ Inc:-The two brothers loved one another.

✓ Cor:-The two brothers loved each other.

91) A Noun or Pronoun governing a Gerund should be put in the possessive case.

✗ Inc:-Please excuse me being late.

✓ Cor:-Please excuse my being late.

92) A Pronoun must agree with its antecedent in person, number and gender.

✗ Inc:-Each of these boys has done their homework.

✓ Cor:-Each of these boys has done his homework.

93) When two or more Singular Nouns are joined by 'and', the Pronoun used for them must be in Plural.

✗ Inc:-Both Raju and Ravi have done his homework.

✓ Cor:-Both Raju and Ravi have done their homework.

94) When two or more Singular Nouns joined by 'and' refer to the same person or thing, a Pronoun used for them must be in the singular.

✗ Inc:-The collector and District Magistrate is not negligent in their duty.

✓ Cor:-The collector and District Magistrate is not negligent in his duty.

95) When two or more singular nouns joined by 'or' or 'nor', 'either ... or', 'neither .. nor', the Pronoun used for them should be in the singular.

✗ Inc:-Neither Ravi nor Raju has done their homework.

✓ Cor:-Neither Ravi nor Raju has done his homework.

96) When two or more singular Pronouns of different persons come together, the Pronoun of second person singular (you) comes first, the pronoun of the first person singular (I) comes last and the pronoun of the third person singular (he) comes in between.

✗ Inc:-I, You and he must work together..

✓ Cor:-You, he and I must work together.

97) When two or more plural Pro-nouns of different persons come together first person plural (we) comes first, then second person plural (you) and last of all third person plural (they).

✗ Inc:-You, they and we must work together..

✓ Cor:-We, you and they must work together.

98) The Relative Pronoun who is in subjective case, whereas whom is in objective case.

Therefore, for who there must be a Finite Verb in the sentence. Or otherwise, when whom (Object) is used in the sentence and there is more Finite Verb's than the number of Subjects in the sentence, then whom should be changed into who (Subject).

For example,

✗ Inc:-The doctor whom came here was Ram's brother.

✓ Cor:-The doctor who came here was Ram's brother.

99) With Superlative Degree Adjective, only, none, all etc., as Relative Pronoun we use that and not which or who.

For example,

✗ Inc:-All which glitters is not gold.

✓ Cor:-All that glitters is not gold.

100) After let, if a Pronoun is used, that Pronoun must be in the Objective Case.

For example,

✗ Inc:-Let he go there.

✓ Cor:-Let him go there.

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