

120

120 RULES OF ENGLISH GRAMMAR

FOR ALL COMPETITIVE EXAMINATIONS

USEFUL FOR

SSC

CGL • CHSL • CPO • MTS

BANKING

IBPS • SBI • RRB • RBI

UPSC

CSE • CDS • CAPF

STATE LEVEL

PCS • TET • Police • Other

Compiled from classroom notes of 120 Rules • Nimisha Bansal style notes



JOIN WHATSAPP STUDY GROUP

Free updates • Practice • Daily grammar

Yeh Book Kaise Padhein?

Har rule ke upar green box mein Seedha matlab hai — pehle wahi padho. Phir neeche English formula aur example dekho. Green = sahi, laal = galat. Beech-beech mein infographic tables hain; unhe photo ki tarah yaad karo.

SSC CGL/CHSL, Banking (IBPS/SBI), UPSC aur State exams ke error-spotting / sentence improvement ke liye. Classroom notes (Nimisha Bansal 120 Rules style) ko simple language mein rewrite kiya gaya hai.

CLICK HERE — Free WhatsApp Study Group
Daily grammar • PYQs • Updates
<https://chat.whatsapp.com/DP342spKXKF7RiLdege0t7>

Quick Index

001. Each (Individual) & Every (Group)	061. To + V1 vs To + V1-ing
002. Both	062. A / An by Sound
003. Who / Whom / Which / That	063. Where we USE 'the'
004. Condition then Result	064. Where we do NOT use 'the'
005. One of the + Noun	065. Article without a Noun
006. Number + Unit Combinations	066. Same Noun joined by Preposition stays Singular
007. Weight, Height, Amount, Speed, Distance	067. Irregular Plurals & Compound Nouns
008. Comparison of Similar Category	068. Man / Woman vs Male / Female
009. Since and For	069. Whoever / Whomever again
010. Two Past Actions	070. Question Tags — Basic
011. Possessive Adjective before Gerund	071. No such tag as Amn't I
012. Inversion after Opening Adverb	072. Negative-sense Words take Positive Tags
013. Article with Places of Primary Purpose	073. Tag matches the Tense of the Statement
014. Hardly / Scarcely / No Sooner — Examples	074. Each / Every in Tags
015. Verbs that Need an Object / Reflexive	075. Collective Noun Tags
016. Verbs that Do NOT Take Reflexive	076. Proposal Tag — Shall we
017. Verb with As well as / Along with etc.	077. At / On / In
018. Advice / Advise, Practice / Practise, Belief / Believe	078. Both ... and (reminder)
019. Compare Like with Like	079. Lest
020. Subjective vs Objective Case	080. Till / Until / Unless
021. Possessive Not Used with Certain Nouns	081. Parallelism
022. Each other / One another / Other / Another	082. Do not Drop Needed Prepositions
023. Fixed Pairs	083. Much too vs Too much
024. Very vs Much	084. Earning / Belonging / Surrounding
025. Position of Enough	085. Politics / Mathematics / Statistics
026. Verbs with / without 'as'	086. Summon
027. Although never with But	087. A brother of mine / The brother of me
028. Stative Verbs — No Continuous (usually)	088. Too / As well / Also
029. Present / Past Perfect Time Markers	089. Optative Sentences
030. Collective Nouns	090. Pseudo Subject It / There
031. Always Plural Nouns	091. Noun + to + V1 + Preposition
032. Preposition 'to' with Certain Words	092. Two Helping Verbs — Repeat the Main Verb
033. As ... as / So ... as	093. Always Plural Items
034. Never Comparative after 'times'	094. Always Singular Subject Names
035. Indirect Speech is a Statement	095. Uncountable Nouns (no plural)
036. Either...or / Neither...nor / Not only...but also	096. Conditional Table (quick view)



037. Universal Truth stays Present	097. All / Both + Possessive
038. Two Qualities of the Same Person/Thing	098. As soon as / No sooner / As / Due to
039. More than one / Many a	099. Quantity + few/little vs small/less
040. Doubt: if/whether vs that	100. Overflow / Found / Hang — verb forms
041. Sequence of Tenses	101. Lie vs Lay
042. A little / Little / The little & A few / Few / The few	102. Die of / Die from
043. Preposition takes Objective Case	103. Beside vs Besides
044. Order of Pronouns	104. Noun + ly is often still an Adjective
045. Superfluous Words (never pair these)	105. Adverb Position
046. Apostrophe 's	106. Adverb Order M-P-T
047. Past Point of Time — Simple Past	107. Very vs Much (revision)
048. Words that reject 'most'	108. Between ... and / From ... to
049. Quiet vs Quite	109. Adding 's' can change the meaning
050. Ago vs Before	110. Wrong word forms
051. Common vs Split Possession	111. Each / Every + his/her — not one's
052. It's vs Its	112. Less vs Fewer
053. A number of vs The number of	113. Elder / Older, Later / Latter, Farther / Further, Nearest / Next
054. It is high time / It is time	114. Compare Similar Things with those / that
055. Angry with vs Angry at	115. One of the / Each of the / Every one of the
056. Know + how / when / why / where / what	116. Preposition + Objective Pronoun
057. Else but / Other than / Rather than	117. It is I / he / we who ...
058. Kind / Sort / Type	118. Fixed Pairs
059. In / Into / Inside / Enter	119. Hissing sound + apostrophe & Possessive pronouns
060. Start on vs From	120. Adjectives that never take a noun after them directly

Must-Remember Infographics

Pehle yeh 8 tables yaad kar lo — paper mein yahi patterns repeat hote hain.

1) Condition — Result (If clause)

Formula: condition ka tense dekho, result uske hisaab se automatic ho jata hai.

Type	If / Condition	Result	Example
Zero (fact)	Simple Present	Simple Present	If you heat water, it turns into vapour.
1st (real future)	Simple Present	will / can / may + V1	If you work hard, you will pass.
2nd (unreal now)	Simple Past	would / could + V1	If I were rich, I would help.
3rd (past regret)	Past Perfect	would have + V3	If I had studied, I would have passed.

2) Who / Whom / Which / That

Word	Kab use karo	Example
Who	Kaam karne wala insaan (subject)	The girl who won is my sister.
Whom	Jis par kaam ho (object)	The man whom we met is a doctor.
Which	Cheez / non-domestic animal	The book which I bought is new.
That	All / only / superlative / anything ke baad	This is the best that I can do.

3) Since vs For

Dono se pehle Present Perfect / Perfect Continuous.

Word	Matlab	Example
Since	Point of time — kab se	since 2011 / since Monday / since childhood
For	Period — kitne din	for 2 years / for 6 months / for a week

4) At / On / In

Preposition	Use	Example
at	Point, chhota jagah, clock time	at 5 pm, at night, at Karol Bagh
on	Din, date, surface	on Monday, on 15 August, on the table
in	Month, year, shehar, bada area	in January, in 2013, in Delhi
no prep.	yesterday / today / tomorrow / last week	I met him yesterday.

5) A little / Little / A few / Few

Phrase	Countable?	Feel	Example
a little	Uncountable	Thoda hai (positive)	a little water
little	Uncountable	Almost kuch nahi	little hope
a few	Countable	Kuch hain (positive)	a few friends
few	Countable	Almost koi nahi	few chances
the little / the few	Both	Jo bhi tha, poora	the few friends he had



6) Question Tag – 10 second formula

Statement	Tag	Example
Positive	Negative tag	You are ready, aren't you?
Negative	Positive tag	He hasn't come, has he?
I am ...	aren't I?	I am late, aren't I?
Hardly / seldom / few	Positive tag	He hardly comes, does he?
Each / Every / Everyone	they	Every girl is talented, aren't they?
Let us ...	shall we?	Let us go, shall we?

7) Articles – THE kab lagao

THE lagao	THE mat lagao
Rivers, oceans, mountain ranges	Cities, peaks, single islands
the Ganga, the Pacific, the Himalayas	Delhi, Mount Everest, Sri Lanka
the USA, the UK, the UAE	India, China, France
the poor, the best, the sun	breakfast, cricket, Hindi (language)

8) Common Trap Pairs

Sahi jodi	Galat	Yaad
both ... and	both ... as well as	Both ke baad sirf and
no sooner ... than	no sooner ... when	Than yaad rakho
hardly ... when	hardly ... than	When yaad rakho
prefer A to B	prefer A than B	To, than nahi
superior to	superior than	Junior / senior / inferior bhi TO
between A and B	between A to B	From-to alag pair hai
died of cancer	died from cancer	Disease = of
look forward to meeting	look forward to meet	To + ing



The 120 Rules — Simple Notes

Green box = 5 second mein samajh jao. Neeche detail + examples hain.

001

Each (Individual) & Every (Group)

Seedha matlab: Each = alag-alag dekhna (2 ya usse zyada). Every = poori group ko ek saath dekhna (2 se zyada).

Each = two or more (individual look). Every = more than two (group look).

Ex: I have a book in each hand.

Each can be pronoun + adjective: Each of my students is working hard. / Each student is working hard.

Every is only an adjective (not a pronoun).

Every can sit with abstract nouns (laughter, poverty, reason); each cannot.

Each / Every / Either / Neither take singular verb + singular adjective: Each student is preparing for his/her exam.

Each + noun = singular (Each student). Each of the + noun = plural noun (Each of the students).

002

Both

Seedha matlab: Both ke saath sirf AND aata hai. Both + not galat hai — Neither-nor use karo.

Use both ... and. Never both ... as well as.

Correct: Both Ram and Shyam.

Do not use both with not. **Wrong:** Both Ram and Shyam are not coming.

Correct: Neither Ram nor Shyam is coming. (verb after nearest subject / singular after neither-nor of two singulars)

Possessive comes after both: **Correct:** Both my students. **Wrong:** My both students.

003

Who / Whom / Which / That

Seedha matlab: Kaam karne wala = WHO. Jis par kaam ho = WHOM. Cheez/jaanwar = WHICH. All/only/superlative ke baad = THAT.

Who = subject (he, she, they, I, we, you). Whom = object (him, her, them, me, us).

Used with human beings and domestic animals.

Ex: She met the person whom God likes. / She saw her who I think is a rockstar.

They hired the man whom we interviewed last week.

Which = animals (not domestic) / non-living things: the bomb which killed 15 people.

That has no restriction and is preferred after: all, any, the only, the same, none, much, no, the little, the few, something, anything, nothing, superlative.

He spent the little amount that he had. This is the best that I can do.

If no noun/pronoun antecedent is given, use whoever / whomever.



004

Condition then Result

Seedha matlab: If wali condition ka tense dekho, uske hisaab se result ka helping verb choose karo.

If the condition is in Simple Present (V1+s/es / do-does + V1 / is-am-are + V3), the result uses will/shall/can/may/must + V1.

If condition is Simple Past, result uses would/could/might/should + V1.

If condition is Past Perfect (had + V3), result uses would/could + have + V3.

Ex: If I had studied, I would have passed the exam.

Had you obeyed the orders, this fire accident would have been averted.

Zero conditional (universal truth) stays in simple present: If you heat water, it turns into vapour.

005

One of the + Noun

Seedha matlab: One of the ke baad plural noun. Relative clause ho to verb plural, warna singular. Only one of the = singular.

One of the + plural noun + who/which/that + plural verb.

She is one of the girls who think that everything is possible.

One of the + plural noun + (no relative) + singular verb: One of her desires is to become a doctor.

Exception — the only one of the takes singular verb even with who/which/that:

Rina is the only one of the girls who has ever been to India.

Superlative order: -est first, then most (oldest, most beautiful).

006

Number + Unit Combinations

Seedha matlab: Number+unit jab adjective bane to singular: ten-year-old. 'Of' ke baad units plural.

Number + unit used as adjective/noun stays singular: a ten-inch snake, a ten-year-old boy.

If the unit is complete in itself — plural: I have ten rupees.

If the unit is not complete by itself — singular: ten dozen / ten million.

With of, units become plural: thousands of lakhs of people work very hard.

Units appear in ascending order: hundred, thousand, lakh, million.

Measure words like handful, fistful, glassful take regular plurals: two handfuls of pasta.



007

Weight, Height, Amount, Speed, Distance

Seedha matlab: Weight/distance ko ek unit maano to singular verb. Tod-phod / parts hon to plural.

Taken as one unit — singular verb: Seventy kilograms is his weight. Ten miles needs to be covered completely on foot. Six weeks is not long enough.

If the unit is divided into parts — plural verb: Ten miles need to be covered partly by car and the rest on foot.

008

Comparison of Similar Category

Seedha matlab: Same category compare karo. Same group ke andar rakhna ho to OTHER lagao.

Compare similar things, but do not include the compared item inside the group without other.

Correct: Gold is more precious than all other metals.

Correct: Diamond is more precious than all metals. (diamond is not a metal)

Correct: Gold is the most precious of all metals. (superlative, no comparison word needed)

009

Since and For

Seedha matlab: Since = kab se shuru (point). For = kitne din/saal (period). Dono se pehle Perfect tense.

Since = point of start: since 2011, since Wednesday, since childhood.

I have only known her since the beginning of last week.

For = duration / period: for 10 years, for 6 months.

Only Perfect or Perfect Continuous tense is used before since / for when they show time.

After since use simple past: I have had this watch since 1965.

010

Two Past Actions

Seedha matlab: Do past actions: pehle wali = had + V3, baad wali = simple past.

Earlier action — Past Perfect (had + V3). Later action — Simple Past.

I had fought with her before we had a breakup.

The patient had died before his family arranged oxygen cylinders.

He talked to me after he had come back from America.



011

Possessive Adjective before Gerund

Seedha matlab: V1+ing jab noun bane (gerund) to usse pehle my/his/her lagao.

When V1+ing works as a noun (gerund), put a possessive before it: my, his, her, your, their, its.
I know his reading every night has helped him pass the test.
I hope you don't mind my staying with you next week.

012

Inversion after Opening Adverb

Seedha matlab: Negative adverb se sentence start ho to helping verb subject se pehle aa jati hai.

Complete inversion (adverb + main verb + subject): Here comes the king. There goes all our money.
Partial inversion (adverb + helping verb + subject): Rarely did he go there. Never have I seen such a beautiful place.
Pairs: No sooner ... than | Hardly / Scarcely / Barely ... when.
No sooner did I enter the class than it began to rain.
Hardly had I entered the class when it began to rain.
No inversion if the adverb is followed by a comma.

Inversion Snapshot

Opening word	Pattern	Example
Here / There	Adverb + Main Verb + Subject	Here comes the king.
Never / Rarely / Seldom	Adverb + HV + Subject + MV	Never have I seen this.
No sooner	HV + Subject ... than	No sooner did I enter than it rained.

013

Article with Places of Primary Purpose

Seedha matlab: School/church/hospital apne asli kaam ke liye = the mat lagao. Visit/secondary purpose = the lagao.

No the when the place is used for its primary purpose: go to school / church / bed / hospital / market / prison / court / mosque / university.
Use the for a secondary / visit purpose: He went to the temple to meet a friend.
We go to church on Fridays. The politician was sent to jail.



014

Hardly / Scarcely / No Sooner — Examples

Seedha matlab: Hardly/Scarcely ke saath WHEN. No sooner ke saath THAN. Inversion zaroori hai.

Hardly had I begun to speak when I was interrupted.

Scarcely had we started our meal when the phone rang.

No sooner had I arrived than they all started to argue.

015

Verbs that Need an Object / Reflexive

Seedha matlab: Enjoy/avail jaise verbs ke baad object ya myself/himself zaroori hai.

Identify object with What / Who / Whom after the verb.

Never use enjoy without an object: I enjoyed the party. / I enjoyed myself at the party. **Wrong:** I enjoyed at the party.

Verbs commonly used with reflexive: enjoy, avail, absent, pride, adjust, reconcile, acquit, amuse, delight, avenge, exert, apply, adapt.

I availed myself of the opportunity.

016

Verbs that Do NOT Take Reflexive

Seedha matlab: Hide, bathe, keep, stop ke baad himself mat lagao.

Do not add myself/himself after: keep, stop, turn, qualify, bathe, move, rest, hide, shave.

Wrong: He hid himself in the room. **Correct:** He hid in the room.

017

Verb with As well as / Along with etc.

Seedha matlab: As well as / along with mein verb PEHLE subject ke hisaab se aati hai.

With connectors as well as, together with, along with, in addition to, not, unlike, with — the verb agrees with the first subject.

Ram as well as his parents is very decent.

John as well as Mary wants to drop the course.

The club members along with the owner were arrested.



018

Advice / Advise, Practice / Practise, Belief / Believe

Seedha matlab: Advice/practice/belief = noun. Advise/practise/believe = verb (kaam).

Advice (noun) — I gave him a piece of advice.

Advise (verb) — I advised him.

Practice (noun) — Practice makes a man perfect.

Practise (verb, British) — I practise daily.

Believe (verb) — I believe you. Belief (noun) — I have a belief that God helps.

019

Compare Like with Like

Seedha matlab: Person ko person se, cheez ko cheez se compare karo — mix mat karo.

Compare subjective with subjective, objective with objective.

I am as tall as he is.

I admire Ram more than he / him — both are possible but meanings differ (he admires vs I admire him).

Do not compare a person with a thing: I love chocolates more than he (does).

020

Subjective vs Objective Case

Seedha matlab: Subject = I/he/who. Object = me/him/whom. Preposition ke baad object case.

Subjective (who): I, we, you, he, she, it, they.

Objective (whom): me, us, you, him, her, it, them.

After a verb or preposition use objective case: She met him. There is a fight between you and him.

After 'let' use objective: Let him do that work. They agreed to let us live there rent-free.

After a conjunction the pronoun is subjective: Ram as well as he is going to the party.

021

Possessive Not Used with Certain Nouns

Seedha matlab: Excuse, favour, separation, mention se pehle your/my mat lagao. From you use karo.

Do not put my/your/his before: separation, excuse, mention, favour, pardon, leave, report, sight.

Wrong: Your excuse is absurd. **Correct:** The excuse given by you is absurd.

Wrong: Your separation pains me. **Correct:** Separation from you pains me a lot.

Wrong: I want your favour. **Correct:** I want a favour from you.



022

Each other / One another / Other / Another

Seedha matlab: Do log = each other. Do se zyada = one another. Extra ek = another.

Each other = two people. One another = more than two.

Peter and Mary helped each other. Citizens should protect one another.

Other = the remaining group. Another = one more extra.

I want another person to handle it. The investigation will take another couple of weeks.

023

Fixed Pairs

Seedha matlab: Seldom or never / seldom if ever — yeh ready-made jodi hai, todna mat.

seldom or never / seldom if ever

little or nothing / little if anything

Seldom or never did he come to my house.

Seldom, if ever, does he come to my house.

024

Very vs Much

Seedha matlab: Very + interesting (ing). Much + interested (V3). State ho to very exhausted chalega.

Very + present participle (V1-ing used as adjective): very interesting.

Much + past participle (V3 used as adjective): much interested.

Much can intensify comparative: much smarter / much more careful.

Phrases: the very best (really the best); much the best (no doubt).

Exception: Very + V3 when it shows a person's state: I was very exhausted after the match.

025

Position of Enough

Seedha matlab: Enough adjective ke BAAD: smart enough. Noun se PEHLE: enough water.

Enough as adverb comes after the adjective: She is smart enough to handle it.

Enough as adjective comes before the noun: There is enough water in the bottle.



026

Verbs with / without 'as'

Seedha matlab: Describe/regard ke baad AS. Call/consider/elect ke baad AS nahi.

Take as: describe, define, treat, regard, known, depict, portray, respect, view.

She described Gary as shy.

Do not take as: elect, name, think, consider, call, make, choose, appoint.

The teacher called him stupid. He thinks her a fool.

027

Although never with But

Seedha matlab: Although ke saath BUT nahi. Comma ya YET use karo.

Do not pair Although with but. Use yet, or only a comma.

Although he is smart, yet he fails every time.

Although he is smart, he fails every time. (modern English)

028

Stative Verbs — No Continuous (usually)

Seedha matlab: See, love, know, own — inka am/is/are + ing generally galat.

Not used in present/past continuous: see, own, have, love, know, think, hate, want, need, desire, wish, like, belong, consist, contain, seem, appear, hear, smell, taste, feel, notice, remember.

Wrong: I am seeing a car. **Correct:** I see a car.

They CAN take -ing in special senses: I am having lunch. He has a loving personality. Having done my work, I went to play.

029

Present / Past Perfect Time Markers

Seedha matlab: Yet, already, just, so far, never dikhe to Perfect tense socho.

If the task is complete and these words appear, use Perfect tense: ever, never, yet, already, now, just, just now, until, always, occasionally, often, lately, recently, so far, up to now, up to the present.

I haven't spoken to her yet. He has gone just now. Aman has not completed his work up to now.

The concert had already begun by the time we arrived.



030

Collective Nouns

Seedha matlab: Team ek unit = singular. Members alag-alag kaam = plural.

If the group acts as one unit — singular: The army is marching towards the Himalayas. The jury has taken the decision. The jury is unanimous.

If members act separately — plural: The army are shouting different slogans. The jury are divided.

Collective Noun Switch

Sense	Verb	Example
Group ek unit	Singular	The jury has given its decision.
Members alag-alag	Plural	The jury are divided.

031

Always Plural Nouns

Seedha matlab: Police, cattle, people, poultry — inke saath plural verb.

Police, vermin, cattle, clergy, gentry, poultry, folk, peasantry, people, infantry, cavalry take plural verbs. People want to attain all worldly pleasures.

When people = a nation, verb may be singular; peoples = several nations.

032

Preposition 'to' with Certain Words

Seedha matlab: Prefer/superior/junior/married/injurious ke baad TO (than nahi).

Prefer, known, married, injurious, addicted, senior, junior, superior, inferior, posterior, anterior, prior + to. I prefer tea to coffee. Smoking is injurious to health.

033

As ... as / So ... as

Seedha matlab: As...as dono (+/-) mein. So...as sirf negative sentence mein.

as + adj + as works in +ve and -ve sentences: Sita is as sweet as sugar. Ram is not as good as Gita. so + adj + as is used only in negative: Ram is not so good as Jane.



034

Never Comparative after 'times'

Seedha matlab: Three times ke baad comparative (-er) mat lagao. As large as use karo.

After twice / three times etc. do not use comparative. Use positive degree with as ... as, or a different structure.

Correct: This book is three times as large as that book.

Wrong: This book is three times larger than that book. (avoid in exam English)

035

Indirect Speech is a Statement

Seedha matlab: Indirect question bhi statement order mein: what my name was (not what was my name).

Reported clause uses statement order: subject + helping verb.

He asked me what my name was. He asked me where I was going.

She says that she is a little bit nervous.

036

Either...or / Neither...nor / Not only...but also

Seedha matlab: Either-or / neither-nor / not only-but also — verb NAZDEEKI subject se.

Verb agrees with the nearest subject.

Either the bears or the lion has escaped from the zoo.

Neither the lion nor the bears have escaped.

Not only the teachers but also the principal is happy.

Not only cannot be followed directly by a pronoun without inversion: Not only did they win...

037

Universal Truth stays Present

Seedha matlab: Honey is sweet jaise fact hamesha present rehte hain, reporting past ho to bhi.

Facts and proverbs remain simple present even after a past reporting verb.

He told me that honey is sweet.

Habitual fact: He said that he snoozes his alarm every day.



038

Two Qualities of the Same Person/Thing

Seedha matlab: Ek hi insaan ki do qualities compare: more + positive degree (more tall than smart).

Use more + positive degree (not comparative -er) when comparing two qualities of one person.
Ram is more tall than smart. This umbrella is more beautiful than strong.

039

More than one / Many a

Seedha matlab: More than one / Many a = singular noun + singular verb.

More than one / Many a + singular noun + singular verb.
More than one student is talented. Many a student is talented.
A great many / a good many — plural noun + plural verb. Many students are absent today.

040

Doubt: if/whether vs that

Seedha matlab: Doubt ho to if/whether. No doubt ho to that.

If there is any doubt — if / whether.
If there is no doubt — that.
I have no doubt that he is honest. There is a doubt whether he goes there or not.

041

Sequence of Tenses

Seedha matlab: Main clause past ho to andar wali clause bhi past (fact chhodkar).

If the main clause is past, the subordinate clause is also past — except universal truths.
I said that I had done it. She told me that she would meet him.



042

A little / Little / The little & A few / Few / The few

Seedha matlab: A little/a few = thoda hai (positive). Little/few = almost kuch nahi (negative).

Uncountable: a little (+ve, some), little (-ve, almost none), the little (all that exists).

Countable: a few (+ve), few (-ve), the few (all the remaining ones).

A little knowledge is dangerous. Don't expect tea; there is little milk available.

He lost the few friends he had.

Some in +ve and in questions expecting yes. Any in -ve and genuine questions.

043

Preposition takes Objective Case

Seedha matlab: Preposition ke baad me/him/her/them – I/he nahi.

After a preposition use me, us, him, her, them, whom.

There is a friendship between you and me.

None but him is going to the party. (but = preposition = except)

044

Order of Pronouns

Seedha matlab: Galti admit: I, you and he. Normal tarif: You, he and I.

Normal polite order: 2nd person, 3rd person, 1st person – You, he and I are good friends.

If the sentence admits a mistake/fault: 1st, 2nd, 3rd – I, you and he are robbers.

045

Superfluous Words (never pair these)

Seedha matlab: Return back, reason because, enter into (ghar) – extra word hatao.

Avoid: wet water, sweet honey, previous records, suppose if, retreated back, reborn again, equally as good as, mutual friend (say common friend), final conclusion, reason because, return back, past history, future plans (often marked), enter into (except treaty/agreement).



046

Apostrophe 's

Seedha matlab: Living / time / place par 's. Hissing sound par sirf apostrophe: students' rights.

's shows belonging. After hissing sound use only apostrophe: students' rights, Manas' car.

Exception: someone else's car.

Normally with living things. Also allowed with time, weight, distance, place, idiom, unit, heavenly bodies, personification: today's newspaper, a stone's throw, sun's rays.

047

Past Point of Time — Simple Past

Seedha matlab: Yesterday / last week ho to simple past, present perfect nahi.

If a finished past time is given (yesterday, last week, in 1999) use simple past, not present perfect.

I went there yesterday. The company's shares dived last week.

048

Words that reject 'most'

Seedha matlab: Unique, perfect, ideal, complete ke saath most nahi.

Do not use most with: unique, excellent, perfect, ideal, entire, complete, chief, round, total, whole, extreme, empty, eternal.

049

Quiet vs Quite

Seedha matlab: Quiet = chup. Quite = bilkul. Quite all ek saath nahi.

Quiet = silent (keep quiet). Quite = completely (this is quite expensive).

Quite and all are never used together.



050

Ago vs Before

Seedha matlab: Ago = ab se pehle ek event. Before = do events (pehle wala had + V3).

Ago = one event, counted from now — simple past: I met him five years ago.

Before = two events: earlier event past perfect, later event simple past.

The patient had died before the doctor came.

051

Common vs Split Possession

Seedha matlab: Ek hi cheez dono ki = last name par 's. Alag-alag cheezein = dono par 's + plural.

Common possession: 's only on the last name — Ram and Shyam's car.

Split possession: 's on each name + plural noun — Ram's and Shyam's cars.

052

It's vs Its

Seedha matlab: It's = it is. Its = uska (possessive). Apostrophe sirf it's mein.

It's = it is / it has. Its = possessive adjective.

The child is carrying its book. It's called a miracle.

053

A number of vs The number of

Seedha matlab: A number of = bahut saare (plural). The number of = ginti (singular).

A number of + plural noun + plural verb: A number of tickets were sold.

The number of + plural noun + singular verb: The number of students is fifty.

054

It is high time / It is time

Seedha matlab: It is high time + V2. Agar to ho to V1: high time to start.

It is high time / it is time + subject + V2: It is high time she realised her mistakes.

If to is used: It is high time to realise our mistakes. (V1)



055

Angry with vs Angry at

Seedha matlab: Insaan par angry WITH. Baat/behaviour par angry AT.

Person / living thing — angry with / annoyed with.
 Thing / behaviour / situation — angry at / annoyed at.
 I am angry with Shyam. I am angry at his behaviour.

056

Know + how / when / why / where / what

Seedha matlab: Know ke baad how/when/where/why/what naturally aata hai.

I know how to swim. I know when to answer. Do you know where the post office is?

057

Else but / Other than / Rather than

Seedha matlab: Else + but. Other/rather + than.

else + but (not than). other / rather + than.
 Everybody else has agreed but you.
 He met no other person than Ram.
 I would rather stay at home than go out.

058

Kind / Sort / Type

Seedha matlab: This kind/sort/type = singular verb.

kind / sort / type — singular verb. kinds / sorts / types — plural verb.
 This kind of camera is very expensive.



059

In / Into / Inside / Enter

Seedha matlab: Pehle se andar = in. Bahar se andar jaana = into. Enter ke baad in/into nahi.

In = already inside. Into / inside = movement from outside to inside. Into also = change of state: water turns into ice.

Enter takes no preposition: He entered the house. (not entered into the house)

Enter into = sign a treaty / agreement.

Inside out = reversed / completely. Upside down = inverted.

060

Start on vs From

Seedha matlab: Exam start ON Monday. Prepare FROM Monday (tab se chalu).

Start / begin / commence a scheduled thing — on: The exams start on Monday.

From = continuation already planned: He will prepare for the exams from Monday.

061

To + V1 vs To + V1-ing

Seedha matlab: Look forward to / used to / addicted to ke baad V1-ing (gerund).

to + V1 = infinitive (action). to + V-ing = gerund after certain phrases.

Phrases that take gerund: accustomed to, addicted to, with a view to, look forward to, given to, prone to, devoted to, dedicated to, in addition to, confess to, used to, disposed to.

I look forward to meeting you. He is prone to making tactless remarks.

062

A / An by Sound

Seedha matlab: A/An letter se nahi, AWAAZ se: a university, an hour.

Use a / an by the opening sound, not the letter.

a university, a European, a B.Tech candidate, a one-rupee note.

an umbrella, an M.Tech candidate, an NCC cadet, an hour, an honest man.



063

Where we USE 'the'

Seedha matlab: Nadi, samudra, mountain range, holy book, USA/UK se pehle THE.

Series of mountains, bays, gulfs, group of islands, canals, famous ships/planes, holy books, government wings, armed forces, deserts, political parties, musical instruments, rivers, oceans, seas, unique things.

the Sahara, the Pacific, the Ganga, the Himalayas, the Quran, the Indian Express.

Abbreviated countries: the USA, the UK, the UAE, the EU, the Netherlands, the Maldives, the Philippines.

Superlatives: the best book. Double comparative: The faster you walk, the sooner you reach.

One of two: He is the better candidate of the two.

Metaphor: Delhi is the Paris of India. Celestial bodies: the moon, the earth, the sun.

064

Where we do NOT use 'the'

Seedha matlab: City, language, sport, meal, peak par generally THE nahi.

Cities, continents, streets, singular lakes, mountain peaks, single islands, languages (Spanish = language; the Spanish = people), sports, seasons, meals, drinks in general.

Breakfast should be light, but the breakfast I had this morning was heavy.

065

Article without a Noun

Seedha matlab: The poor / the rich = poori community, plural verb.

An article cannot stand without a noun (a bag, a good bag).

the + adjective = the whole class: the poor, the brave, the honest are respected. Verb is plural.

066

Same Noun joined by Preposition stays Singular

Seedha matlab: Door to door, book after book — dono nouns singular rehte hain.

door to door, book after book, village after village, city after city was set on fire.



067

Irregular Plurals & Compound Nouns

Seedha matlab: Daughter-in-law ka plural = daughters-in-law. 's last word par.

dormouse–dormice, foot–feet, goose–geese, louse–lice, datum–data, man–men, mouse–mice, tooth–teeth, woman–women.

hanger-on — hangers-on, passer-by — passers-by, daughter-in-law — daughters-in-law, commander-in-chief — commanders-in-chief.

's only on the last element: sister-in-law's car.

068

Man / Woman vs Male / Female

Seedha matlab: Woman doctor = female person. Male shoes = mardon ke shoes.

Man/woman before a profession tells gender of the person: woman doctor, man soldier.

Male/female before a noun often tells the user of the object: male belt, female purse, male shoes.

Female doctor in exam English can also mean gynaecologist — prefer woman doctor for gender.

069

Whoever / Whomever again

Seedha matlab: Pehle noun na ho to whoever/whomever use karo.

If no noun/pronoun stands before who/whom, replace with whoever/whomever.

Ram met whoever they have helped. He saw whomever everyone admires.

070

Question Tags — Basic

Seedha matlab: Positive sentence ka tag negative, negative ka tag positive.

A short question added to confirm a statement. Opposite polarity.

You are working hard, aren't you?

I was doing it, wasn't I? He has not worked hard, has he?



Tag Polarity

Dekho	Karo
Sentence +ve	Tag -ve
Sentence -ve / hardly / seldom	Tag +ve
Let's / Let us	shall we

071

No such tag as Amn't I

Seedha matlab: I am... aren't I? (amn't I nahi hota).

I am working hard, aren't I? (not amn't I).

072

Negative-sense Words take Positive Tags

Seedha matlab: Hardly/seldom/few already negative hain, isliye tag positive hota hai.

seldom, never, barely, hardly, rarely, few, little, scarcely are already negative, so the tag is positive.

I seldom go to his house, do I?

They have barely enough to pay the rent, have they?

073

Tag matches the Tense of the Statement

Seedha matlab: Tag ka tense statement jaisa hi hota hai.

I forbade him to go there, didn't I?

She had done it, hadn't she?

I am doing the work which you gave me, aren't I?

074

Each / Every in Tags

Seedha matlab: Each/every statement mein singular, tag mein they.

Statement: each/every + singular noun + singular verb.

Tag: they / haven't they / aren't they.

Every girl is very talented, aren't they?

Each one has to work hard to make both ends meet, haven't they?



075

Collective Noun Tags

Seedha matlab: Collective noun unit = isn't it? Members alag = aren't they?

Unit sense — singular tag: The army is marching, isn't it?

Members sense — plural tag: The army are changing dresses, aren't they?

076

Proposal Tag — Shall we

Seedha matlab: Let us... shall we?

Let us go for a walk, shall we?

077

At / On / In

Seedha matlab: At = point/time. On = din/date/surface. In = month/city/year.

at = point (small place / clock time): at Karol Bagh, at 5 pm, at night.

on = surface / day / date: on Monday, on 15th August.

in = area / month / year / longer period: in Delhi, in January, in 2013, in the morning.

No preposition before yesterday, today, tomorrow, last Sunday, next week.

078

Both ... and (reminder)

Seedha matlab: Both ke saath sirf and. As well as / not dono galat.

Both ... and **Correct:** Both ... as well as **Wrong:** Both ... not/or **Wrong:**

I felt both happy and sad at the same time. Both Ram and Shyam are good at English.

079

Lest

Seedha matlab: Lest ke baad should ya seedha V1. Will nahi.

Lest is followed by should, or by a bare verb. Do not use will/would.

Work hard lest you fail. / Work hard lest you should fail.



080

Till / Until / Unless

Seedha matlab: Till/until = time. Unless = condition (agar nahi).

Till / until = time. Until may start a sentence; till usually does not.

He waited for you till sunset. I was up until 3 o'clock.

Unless = condition / action: Unless the government reduces the tax, the taxpayer base will not increase.

081

Parallelism

Seedha matlab: And/or ke dono taraf same form: to speak, hear and write.

Same grammatical form after and / or / either-or / neither-nor / not only-but also / rather-than.

I want to speak, hear and write English.

I like singing, dancing and walking.

The teacher wants his students not only to keep quiet but also to do the task.

082

Do not Drop Needed Prepositions

Seedha matlab: Superior TO, different FROM, reason FOR — preposition skip mat karo.

superior to, older than, different from, better than, responsibility for, reason for, response to, age at, attempt at.

083

Much too vs Too much

Seedha matlab: Much too + adjective. Too much + noun.

much too + adjective: She is much too intelligent.

too much + noun: There is too much noise in this room.



084

Earning / Belonging / Surrounding

Seedha matlab: Earnings / belongings / surroundings = plural nouns.

Verb forms: earning, belonging, surrounding.

Noun plurals: earnings, belongings, surroundings.

His belongings were lost. His earnings are not enough.

085

Politics / Mathematics / Statistics

Seedha matlab: Subject name ho to singular. Views/data/calculations hon to plural.

As a subject/field — singular: Politics is a dirty game. Mathematics is my favourite subject.

As views / calculations / data — plural: His politics are different from mine. Statistics tell us that it will rain today.

086

Summon

Seedha matlab: Verb = summon. Noun = a summons / two summonses.

Verb: summon. Noun singular: summons. Plural: summonses. Two summonses were issued.

087

A brother of mine / The brother of me

Seedha matlab: A brother of mine = mere bhaiyon mein se ek.

a + noun + of + possessive pronoun (one of many): A brother of mine is a doctor.

the + noun + of + object pronoun (the particular one): The brother of me — prefer my brother in modern English.

088

Too / As well / Also

Seedha matlab: Too/as well end mein. Also verb se pehle. Also ko last mat rakho.

too and as well come at the end. also usually comes before the main verb, not at the very end in exam keys.

I have brought a bag too / as well. I have also brought a bag.



089

Optative Sentences

Seedha matlab: Dua/wish: May God bless you (blesses nahi).

Wishes and blessings use May + V1 (no s/es).
May God bless you! Long live the king!

090

Pseudo Subject It / There

Seedha matlab: Asli subject late ho to It/There se start: It being Sunday...

When the real subject is delayed: It being vacant, he entered it. It being a rainy day, I didn't go to school.

091

Noun + to + V1 + Preposition

Seedha matlab: Bed to sleep IN, pen to write WITH – last preposition mat bhoolna.

The child has no bed to sleep in. I have a pen to write with. The child wanted a toy to play with.

092

Two Helping Verbs — Repeat the Main Verb

Seedha matlab: Do helping verbs hon to main verb dono ke saath likho.

I have never watched and will never watch this movie.
I can and will do it.

093

Always Plural Items

Seedha matlab: Scissors, trousers, spectacles hamesha plural.

shoes, pants, shorts, trousers, earrings, bangles, gloves, binoculars, scissors, spectacles, savings, premises, clothes, thanks, contents, outskirts, regards, congratulations, proceeds, riches.
These scissors are for cutting paper. His regards were conveyed to his parents.



094

Always Singular Subject Names

Seedha matlab: News, mathematics, physics hamesha singular.

Mathematics, Physics, News, Economics, Politics, Innings, Athletics, Gymnastics, Gallows, Mechanics, Summons, Classics — singular verb.

This news was broadcast from AIR yesterday.

095

Uncountable Nouns (no plural)

Seedha matlab: Furniture, information, advice, luggage ka plural nahi banta.

equipment, furniture, jewellery, luggage, machinery, poetry, scenery, information, advice, baggage, hair, stationery.

Furniture sets off the beauty of a house.

096

Conditional Table (quick view)

Seedha matlab: Present if $\square$ will. Past if $\square$ would. Had + V3 $\square$ would have + V3.

- 1) When he comes, I will ask him. — Simple present — will + V1
- 2) If he studied, he would pass. — Simple past — would + V1
- 3) Had he come earlier, I would have asked him. — Past perfect — would have + V3

097

All / Both + Possessive

Seedha matlab: All/Both ke turant baad my/his: all my students (my all nahi).

Possessive comes immediately after all / both.

All my students are very talented. Both my friends are very happy.



098

As soon as / No sooner / As / Due to

Seedha matlab: As soon as ke saath than nahi. No sooner ke saath than zaroori.

As soon as ... (no than). No sooner ... than.

As soon as I complete the work I will go to his house.

No sooner had I started mowing the lawn than it started raining.

Due to is not followed by 'the reason' (superfluous).

099

Quantity + Few/little vs small/less

Seedha matlab: Quantity ke saath small/less, few/little nahi.

Do not write 'a small quantity of few'. Use: A small quantity of food was wasted. Quantity takes small / less, not few / little.

100

Overflow / Found / Hang — verb forms

Seedha matlab: Founded = sthapna. Found = mila. Hanged = insaan. Hung = cheez.

Water overflowed the banks. (not overflow)

find–found–found (discover); found–founded–founded (establish).

The secretary has founded this organisation.

hang–hanged–hanged (a person); hang–hung–hung (a thing). The clock was hung on the wall.

Confusing Verbs

Verb	V2	V3	Matlab
lie (jhoot)	lied	lied	bolna
lie (letna)	lay	lain	rest
lay (rakhna)	laid	laid	put
hang (insaan)	hanged	hanged	saza
hang (cheez)	hung	hung	wall clock



101

Lie vs Lay

Seedha matlab: Lie-lied-lied = jhoot. Lie-lay-lain = letna. Lay-laid-laid = rakhna.

lie-lied-lied = speak untruth. lie-lay-lain = rest / recline. lay-laid-laid = put something down.
He lays the bag on the table. He lay on the bed. A pen lay on the desk.
I suspect he lies about his age. Women have lain down their lives throughout history.

102

Die of / Die from

Seedha matlab: Bimari = died OF. Bahar ki wajah = died FROM.

die of + disease: He died of cancer.
die from + reason / external cause: He died from hunger. Trees are dying from acid rain.

103

Beside vs Besides

Seedha matlab: Beside = bagal mein. Besides = uske alawa.

beside = at the side of. Ram is sitting beside Sita.
besides = in addition to. He has a car besides a motorbike. Besides being a doctor, he is also an actor.

104

Noun + ly is often still an Adjective

Seedha matlab: Friendly, cowardly, weekly adjective hain, adverb nahi.

friendly, miserly, weekly, manly, orderly, monthly, cowardly, yearly, daily, niggardly — adjectives, not adverbs.
He behaved in a cowardly manner. (not 'behaved cowardly' in exam English)



105

Adverb Position

Seedha matlab: Always/often verb se pehle. Verb aur object ke beech adverb nahi.

Adverbs of frequency (always, often, seldom) sit before the main verb or after the helping verb — never between verb and object.

He often comes to my house. He always tells the truth.

too, even, only, also can move for emphasis. Also is not preferred at the extreme end in many keys.

106

Adverb Order M-P-T

Seedha matlab: Order yaad rakho: Manner — Place — Time (slowly home yesterday).

Manner — Place — Time.

I walked slowly yesterday. I have to run quickly down the street each morning after breakfast.

107

Very vs Much (revision)

Seedha matlab: Very + normal/ing. Much + comparative/V3.

Very + positive degree / V1-ing: very beautiful, very interesting.

Much + comparative / V3: much more beautiful, much interested, much better.

108

Between ... and / From ... to

Seedha matlab: Between A and B. From A to B. Mix mat karo.

between 4 am and 5 pm. from 4 pm to 5 pm.

109

Adding 's' can change the meaning

Seedha matlab: Good/goods, wood/woods, iron/irons — s lagate hi matlab badal jaata hai.

good (adj) / goods (articles). wood (material) / woods (forest).

air / airs (proud manners). iron (metal) / irons (fetters).

advice (counsel) / advices (official information, rare).



110

Wrong word forms

Seedha matlab: Cheat, pickpocket, cousin — extra er/brother mat lagao.

When is your date of birth? (not what, in many keys)

Rahul is a cheat (not cheater). pickpocket (not pick-pocketer). cousin (not cousin brother).

111

Each / Every + his/her — not one's

Seedha matlab: Each student... his. One... one's.

Each student has to complete his assignment.

But subject one takes one's: One should obey one's parents.

112

Less vs Fewer

Seedha matlab: Less = uncountable (paani). Fewer = countable (students).

Less = uncountable quantity. There is no less than 5 litres of water in the vessel.

Fewer = countable. No fewer than twenty students are waiting.

113

Elder / Older, Later / Latter, Farther / Further, Nearest / Next

Seedha matlab: Elder = ghar ke bade. Older than = general. Latter = do mein dusra.

Elder = family / blood relation (no than in many keys). Older = general + than.

Later = afterwards. Latter = the second of two.

Farther = physical distance. Further = extra time / degree / next stage.

Nearest = closest in distance. Next = the following one in order.

114

Compare Similar Things with those / that

Seedha matlab: Delhi ke aam Bangalore ke aam se — those/that of use karo.

The mangoes of Delhi are sweeter than those of Bangalore.

The weather of Delhi is far better than that of Mumbai.



115

One of the / Each of the / Every one of the

Seedha matlab: One of the / each of the ke baad hamesha plural noun.

These take a plural noun. One of the students was selected to visit NASA.

116

Preposition + Objective Pronoun

Seedha matlab: Between you and me/him. All but him.

There is a fight between you and him.

All but him are going to the party. All except him are going to the party.

117

It is I / he / we who ...

Seedha matlab: It is I who am... It is he who is... (subject case + matching verb).

After It is, use subjective case + who + verb agreeing with that pronoun.

It is he who should be blamed. It is I who am guilty. It is we who have defeated the champion.

118

Fixed Pairs

Seedha matlab: Such as, else but, rather than — yeh ready pairs hain.

such as, so that, too to, else but, rather than, other than.

He is such a person as you mentioned.

It was nothing else but sheer madness.

I would rather meet him than call him.

119

Hissing sound + apostrophe & Possessive pronouns

Seedha matlab: Yours/theirs mein apostrophe nahi. Hissing name: Manas' car.

Manas' car, girls' school, boys' school, Justice Paras' car.

Exception: somebody else's school.

Yours, theirs, hers, ours — no apostrophe. **Correct:** Yours faithfully. **Wrong:** Your's faithfully. The bag is theirs.



120

Adjectives that never take a noun after them directly

Seedha matlab: Afraid, asleep, glad, ready ke baad seedha noun nahi — predicative use.

afraid, asleep, due, ready, unable, alike, aware, glad, sorry, well, alone, ill, sure, worth — used predicatively.

We were unable to contact him at that time.

The army is said to be ready for action.

I am glad to know the parcel arrived safely.

Last 1-Minute Revision

Paper se pehle yeh 8 cheezein dimaag mein ghumao: 1) S-V agreement 2) Who/Whom 3) Since-For 4) Article THE 5) Prefer/Superior TO 6) Question tag 7) One of the + plural 8) Parallelism.

CLICK HERE — Free WhatsApp Study Group

Daily grammar • PYQs • Updates

<https://chat.whatsapp.com/DP342spKXKF7RiLdege0t7>

© RAJBHASHAHINDI.COM • SSC, Banking, UPSC & State-level students ke liye.

WhatsApp group join karke daily 10 questions practise karo.

