



SHREE H. N. SHUKLA COLLEGE OF I.T. & MGMT.

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B.COM SEM -1

ENGLISH

SR NO.	UNIT NAME
UNIT-2	TENSES
UNIT-3	GRAMMAR
UNIT-4	COMPREHENSION



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Unit 2

Tenses

Present Tense

The present tense is used to describe things that are happening right now, or things that are continuous. The Present Tense has four forms.

Topic-1: Simple Present used

Simple present tense is used for:

(1) To express a habitual action; as,

He drinks tea every morning.

I wake up every day at six o'clock.

(2) To express general truths; as,

The sun rises in the east.

Honey is sweet.

Fortune favours the brave.

(3) In exclamatory sentences beginning with here and there to express what is actually taking place in the present; as,

Here comes the bus!

There she goes!

SP
Affirmative: Sub.+ Verb

Negative: Sub. + do/does + not + Verb

Interrogative: Do/ does + Sub. + verb +?



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One-word question answer for Simple Present Tense:

Sr No.	Questions	Answers
1	What actions are expressed with simple present tense?	Habitual
2	To describe universal facts or general truth which tense is used?	Simple present
3	In which type of sentence does it begin with here and there to express what is actually taking place in the present?	Exclamatory
4	In exclamatory sentences beginning with _____ to express what is actually taking place in the present.	Here/There

Topic-2: Present Continuous Tense

The Present Continuous is used for:

- (1) For an action going on at the time of speaking; as,

She is singing (now).

The boys are playing hockey.

- (2) For an action that has already been arranged to take place in the near future; as,

I am going to the cinema tonight.

My uncle is arriving tomorrow.

PC
Affirmative: Sub.+
am/is/are + ing form of
Verb

Negative: Sub. + am/is/are
+ not + ing form of Verb



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One-word question answer for Continuous Present Tense:

Sr No.	Questions	Answers
1	Present continuous is used for an action going on at the time of _____	Speaking
2	Present continuous is used for an action which is?	Ongoing
3	Present continuous is used for an action that has already been arranged to take place in the near _____	Future
4	Which tense is used for an action that has already been arranged to take place in the near future? _____	Present continuous

Topic-3: Present Perfect Tense:

The Present Perfect is used for:

(1) For an action which is completed or finished just now; as

I have finished the painting just now.

He has just written a letter.

(2) For an action which is started or began in past but has effect in the present time or which continuous in present time; as

I have done my work. So, I am free right now.

They have lived in this house for two years.

(3) For an action whose time isn't given; as

She has changed her dress.

I have completed my B.COM.

PP

Affirmative: Sub.+ has/have + past participle form of Verb

Negative: Sub. + has/have + not + past participle form of Verb

Interrogative: Has/have + Sub. + past participle form of Verb +?



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(4) For describing past experience; as

I have never tasted wine.

My friend has failed in the examination twice.

One-word question answer for Perfect Present Tense:

Sr No.	Questions	Answers
1	Present perfect is used for an action which is completed or finished just _____	Now
2	Present perfect is used for an action which is _____ just now.	Completed/finished
3	Present perfect is used when an action is started or began in past but has effect in the which time?	Present
4	Present perfect is used when an action is started or began in past but _____ in present time.	Continuous
5	Present perfect is used when an action is _____ in past but has effect in the present time or which continuous in present time	Started/begin
6	When time isn't given which tense is used?	Present perfect
7	Present perfect is used when what isn't given?	Time
8	Present perfect is used to describe which experience?	Past

Topic-4: Present Perfect Continuous Tense:

The Present Perfect Continuous is used for an action which began at some time in the past and is still continuing.



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(1) FOR is used to indicate period of time; as:

He has been sleeping for five hours (and is still sleeping).

They have been building the bridge for several months.

(2) SINCE is used to indicate certain point of time; as:

They have been playing since four o'clock.

Ram has been working since 8 o'clock.

PPC

**Affirmative: Sub.+
has/have + been + ing form
of Verb**

**Negative: Sub. + has/have
+ not + been + ing form of
Verb**

**Interrogative: Has/have +
Sub. + been + ing form of
Verb**

One-word question answer for Present Perfect Continuous Tense:

Sr No.	Questions	Answers
1	The Present Perfect Continuous is used for an action which began at some time in the _____ and is still continuing	Past
2	The Present Perfect Continuous is used for an action which began at some time in the past and is still _____.	Continuing
3	Which tense is used for an action which began at some time in the past and is still continuing?	Present Perfect Continuous
4	What is used to indicate period of time?	For
5	What is used to indicate certain point of time?	Since

Past Tense

The past is used to describe things that have already happened (e.g., earlier in the day, yesterday, last week, three years ago).



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Topic-5: Simple Past Tense:

Simple Past Tense is used for:

(1) The Simple Past is used to indicate an action completed in the past. It often occurs with adverbs or adverb phrases of past time.

The steamer sailed yesterday.

I received his letter a week ago.

(2) Sometimes this tense is used without an adverb of time. In such cases the time may be either implied or indicated by the context.

I learnt Hindi in Nagpur.

Babar defeated Rana Sanga at Kanwaha.

(3) The Simple Past is also used for past habits; as,

He studied many hours every day.

She always carried an umbrella.

SP
Affirmative: Sub.+ past tense
of Verb

Negative: Sub. + did + not +
Verb

Interrogative: Did + Sub. +
verb +?

One-word question answer for Simple Past Tense:

Sr No.	Questions	Answers
1	The Simple Past is used to indicate completion of what in the past?	Action



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2	The Simple Past is often used with what of past time?	Adverb
3	Sometimes simple past tense is used without which adverb? In such cases the time maybe either implied or indicated by the context	Time
4	When simple past tense is used without an adverb of time. In such cases the time maybe _____ by the context	Implied/indicated
5	When simple past tense is used without an adverb of time. In such cases the time maybe either implied or indicated by what?	Context
6	The Simple Past is also used for which habits?	Past

Topic-6: Past Continuous Tense:

The Past Continuous is used to denote an action going on at some time in the past. The time of the action may or may not be indicated.

We were watching TV all evening.

When I saw him, he was playing chess.

Note: This tense is also used with always, continually, etc. for persistent habits in the past.

He was always grumbling.

PC

Affirmative: Sub.+ was/were + ing form of Verb

Negative: Sub. + was/were + not + ing form of Verb

Interrogative: Was/were + Sub. + ing form of verb +?

One-word question answer:

Sr No.	Questions	Answers
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1	Which tense is used to denote an action going on at some time in the past?	Past Continuous
2	The Past Continuous is used to denote an action going on at some time in the past. The time of the action _____ or may not be indicated	May
3	Past continuous tense is also used with what for persistent habits in the past.?	Always/continuously
4	Past continuous tense is also used with always, continuously, etc. for which type of habits in the past.?	Persistent

Topic-7: Past Perfect Tense:

The Past Perfect describes an action Completed before a certain moment in the past. If two actions happened in the past, it may be necessary to show which action happened earlier than the other. The Simple Past is used in one clause and the Past Perfect in the other; as:

When I reached the station, the train had left.

I had written the letter before he arrived.

PP

**Affirmative: Sub.+ had + past
participle form of Verb**

**Negative: Sub. + had + not +
past participle form of Verb**

**Interrogative: had + Sub. +
past participle form of verb +?**

One-word question answer for Past Perfect Tense:

Sr No.	Questions	Answers
1	The Past Perfect describes an action completed before a certain what in the past?	Moment



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2	If how many actions happened in the past, it may be necessary to show which action happened earlier than the other.	Two
3	If two actions happened in the past, it may be necessary to show which action happened _____ than the other.	Earlier
4	Which tense is used in one clause and the Past Perfect in the other to show two actions happened in past?	Simple present

Topic-8: Past Perfect Continuous Tense:

The Past Perfect Continuous is used for an action that began before a certain point in the past and continued up to certain time; as,

At that time, he had been writing a novel for two months.

When Mr. Mukerji came to the school in 1995, Mr. Anand had already been teaching there for five years.

PPC

Affirmative: Sub.+ had+ been + ing form of Verb

Negative: Sub. + had + not + been + ing form of Verb

Interrogative: had + Sub. + been + ing form of verb +?

One-word question answer Past Perfect Continuous Tense:

Sr No.	Questions	Answers
1	The Past Perfect Continuous is used for an action that _____ before a certain point in the past and continued up to certain time	Began
2	The Past Perfect Continuous is used for an action that began before a certain point in the past and continued up to till which amount of time?	Certain



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3	The Past Perfect Continuous is used for an action that began before a certain what in the past and continued up to certain time	Point
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Future tense

The future tense describes things that have yet to happen (e.g., later, tomorrow, next week, next year, three years from now).

Topic-9: Simple future:

Simple future tense is used for:

(1) The Simple Future Tense is used to talk about things which we cannot control. It expresses the future as fact; as:

It will be Diwali in a week.

We will know our exam results in May.

(2) We use this tense to talk about what we think or believe will happen in the future; as:

I think India will win the match.

I'm sure Helen will get a first class.

(As in the above sentences, we often use this tense with I think, and I'm sure. We also say I expect ---, I believe ---, Probably ---, etc.)

SF
Affirmative: Sub.+ Shall/will + Verb

Negative: Sub. + Shall/will + not + Verb

Interrogative: Shall/ will + Sub. + verb +?

(3) We can use this tense when we decide to do something at the time of speaking; as:



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*“Mr. Sinha is very busy at the moment.” –
“All right. I’ll wait.”*

It is raining. I will take an umbrella

One-word question answer:

Sr No.	Questions	Answers
1	The Simple Future Tense is used to talk about things which we cannot _____.	Control
2	The Simple Future Tense expresses the future as what?	Fact
3	We use this tense to talk about what we _____ will happen in the future	Think/believe
4	We use this tense to talk about what we think or believe will happen in which time?	Future
5	We can use this tense when we do what at the time of speaking?	Decide
6	Which tense do we use when we decide or promise something at the time of speaking?	Simple Future

Topic-10: Future Continuous Tense:

Future Continuous Tense used for:

(1) We use the Future Continuous Tense to talk about actions which will be in progress at a time in the future; as:

I suppose it will be raining when we start.

This time tomorrow I will be sitting on the beach in Singapore.

FC

Affirmative: Sub.+ shall/will + be + ing form of Verb

Negative: Sub. + shall/will + not + be + ing form of Verb

Interrogative: Shall/will + Sub. + be + ing form of Verb+?



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(2) We also use this tense to talk about actions in the future which are already planned or which are expected to happen in the normal course of things; as:

I will be staying here till Sunday.

The postman will be coming soon

One-word question answer:

Sr No.	Questions	Answers
1	We use the Future Continuous Tense to talk about actions which will be in what at a time in the future?	Progress
2	We use the Future Continuous Tense to talk about actions which will be in progress at a ___ in the future	Time
3	We use this tense to talk about actions in the future which are _____ to happen in the normal course of things.	Planned/expected
4	We use this tense to talk about actions in the future which are already planned or which are expected to what in the normal course of things?	Happen

Topic-11: Future Perfect Tense:

Future Perfect Tense used for:

The Future Perfect Tense is used to talk about actions that will be completed by a certain future time; as:

He will have left before you go to see him.

By the end of this month I will have worked here for five years.

FP

Affirmative: Sub.+ shall/will + have + past participle form of Verb

Negative: Sub. + shall/will + not + have + past participle form of Verb

Interrogative: Shall/will + Sub. + have + past participle form of Verb+?



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One-word question answer:

Sr No.	Questions	Answers
1	The Future Perfect Tense is used to talk about what, which will be completed by a certain future time?	Action
2	The Future Perfect Tense is used to talk about action which will be _____ by a certain future time.	Completed
3	Which tense is used to talk about action which will be completed by a certain future time?	Future perfect

Topic-12: How is Future Perfect Continuous Tense used?

Ans: Future Perfect Continuous Tense used for:

The Future Perfect Continuous tense is used for actions which will be in progress over a period of time that will end in the future; as:

By next March we shall have been living here for four years.

I'll have been teaching for twenty years next July.

FPC

Affirmative: Sub.+ shall/will + have + been + ing form of Verb

Negative: Sub. + shall/will + not + have + been + ing form of Verb

Interrogative: Shall/will + Sub. + have + been + ing form of Verb+?



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Note: This tense is not very common.

One-word question answer:

Sr No.	Questions	Answers
1	The Future Perfect Continuous tense is used for actions which will be in progress over a period of time that will end when?	Future
2	The Future Perfect Continuous tense is used for actions which will be in progress _____ a period of time that will end in the future.	Over
3	The Future Perfect Continuous tense is used for actions which will what over a period of time that will end in the future?	Progress



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Unit 3

I. SubjectVerbAgreement

If a subject is singular, the verb must be singular. If a subject is plural, the verb must be plural.

When subjects and verbs don't agree, it can confuse the listener or reader. This will distract them from whatever information you're trying to impart upon them.

Detailing:

Understanding Subject Verb Agreement

The gist is this: a singular subject takes a singular verb and a plural subject takes a plural verb.

Here are some examples of proper subject verb agreement:

Subject verb agreement			
Verb: Person and Number			
Person/ Number	1 st person	2 nd person	3 rd person
Singular	I sing	You sing	He/she/it sings .
			Lucy sings .
			A parrot sings .
Plural	We sing	You sing	They sing .
			Parrots sing .



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a) Compound Subjects

Compound subjects (two subjects in the same sentence) usually take a plural verb, unless the combination is treated as singular in popular usage or the two subjects refer to the same thing or person.

Here are some examples of subject verb agreement with compound subjects:

- *Sugar and flour are needed for the recipe.*
- *The creator and producer is arriving soon. (both refer to same person)*

b) Using "or" or "nor"

When using "or" or "nor" in a compound subject containing a singular and plural subject, the verb agrees with the closest subject.

Examples of compound subjects using or, neither-nor, or either-or include:

- *My mom or dad is coming to the play. (singular)*
- *Neither gray nor white is my favorite color. (singular)*

c) Collective Nouns

Collective nouns can be singular or plural depending on meaning.

Here are some examples of subject verb agreement with collective nouns:

- *Both are qualified for the job.*
- *Some sugar is required for taste. (Sugar is uncountable so singular verb used)*
- *Most of the cookies were eaten. (Cookies are countable so plural verb used)*

One-word question answer for Subject Verb Agreement:



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Sr No.	Questions	Answers
1	If a subject is singular, the verb must be what?	Singular
2	If a subject is plural, what must be plural	Verb
3	When subjects and verbs don't agree, it can _____ the listener or reader	Confuse
4	If subject and verb don't agree it will distract whom from whatever information you're trying to impart upon them?	Listener
5	When two subjects are used in the same sentence it's called _____ subjects.	Compound
6	Compound subject usually take a plural verb, when the two subjects refer to what?	Same thing/person
7	When using what in a compound subject containing a singular and plural subject, the verb agrees with the closest subject?	or/nor
8	When using "or" or "nor" in a compound subject containing a singular and plural subject, the verb does what with the closest subject?	Agrees
9	Collective nouns can be singular or plural depending on what?	Meaning
10	Which nouns can be singular or plural depending on meaning?	Collective

Topic-2:Synonym

Synonyms are words that are similar, or have a related meaning, to another word. Also, sometimes the word you have in mind might not be the most appropriate word, which is why finding the right synonym can come in handy as each word has specific meaning.

Detailing:

It is important to consider the connotation of the word because some synonyms can inject a different meaning than what was intended.

For example, one synonym for sad is "gloomy." However, this word carries quite a negative connotation. Depending on the circumstance you can use it but, in this instance, if you just want to say that someone is "down," then another synonym such as "blue" or "unhappy" would be a little less heavy.



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One-word question answer for Synonyms:

Sr No.	Questions	Answers
1	Synonyms are what that are similar, or have a related meaning, to another word?	Words
2	Synonyms are words that are _____, or have a related meaning, to another word.	Similar
3	Synonyms are words that are similar, or have a related what to another word?	Meaning
4	To find most appropriate word, what is used as each word has specific meaning?	Synonyms
5	Sometimes the word you have in mind might not be the most _____ word, which is why finding the right synonym can come in handy as each word has specific meaning.	Appropriate
6	Sometimes the word you have in mind might not be the most appropriate word, which is why finding the right synonym can come in handy as each word has _____ meaning.	Specific
7	It is important to consider what of the word because some synonyms can inject a different meaning than what was intended	Connotation
8	It is important to consider the connotation of the word because some synonyms can inject a different meaning than what was _____.	Intended
9	It is important to consider the connotation of the word because some synonyms can inject a which type meaning than what was intended	Different
10	It is important to consider the connotation of the word because some synonyms can _____ a different meaning than what was intended	Inject



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Synonym Examples

- **Baffle:** confuse, deceive
- **Beautiful:** attractive, pretty, lovely, stunning
- **Bossy:** controlling, tyrannical
- **Fair:** just, objective, impartial, unbiased
- **Funny:** humorous, comical, hilarious, hysterical
- **Happy:** content, joyful, mirthful, upbeat
- **Hardworking:** diligent, determined, industrious, enterprising
- **Honest:** honorable, fair, sincere, trustworthy
- **Hypocrisy:** duplicity, falseness
- **Important:** required, vital, essential, primary, significant, critical
- **Intelligent:** smart, bright, brilliant, sharp
- **introverted:** shy, bashful, quiet, withdrawn
- **Kind:** thoughtful, considerate, amiable, gracious
- **Lazy:** idle, lackadaisical, lethargic, indolent
- **Lucky:** auspicious, fortunate
- **Old:** antiquated, ancient, obsolete, extinct
- **Pacify:** appease, placate
- **Positive:** optimistic, cheerful, starry-eyed, sanguine
- **Rich:** affluent, wealthy, well-off, well-to-do
- **Strong:** stable, secure, solid, tough
- **True:** genuine, factual, accurate, correct, real
- **Turbulent:** disordered, violent
- **Unhappy:** sad, depressed, melancholy, miserable
- **Valid:** authorized, legitimate
- **Weak:** frail, infirm, puny, fragile

Topic-3:Antonym

Antonyms are words that have contrasting or opposite meanings. The word "antonym" is rooted in the Greek language. The Greek word *anti* means opposite, while *onym* means name.

boy – girl	off – on	night – day	entrance – exit	exterior – interior
true – false	dead – alive	push – pull	pass – fail	front–back



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Detailing:

Types of Antonyms

a) Relational Antonyms: These are the sets of word pairs which are responsible for showing the relationship between two opposites such as there can't be a child without a parent. Relational Antonyms wouldn't exist without the other.

Let's understand this with the help of following examples,

Front-Back

Uncle-Aunt

Hello- Goodbye

b) Graded Antonyms: These are the sets of word pairs which are responsible for showing variation between the two opposites such as little and big are antonyms but you will observe a lot of changes before you get to the opposite meaning.

Let's understand this with the help of following examples, Huge, Big, little, bulky, full-size, slight, petite etc., Some other examples are as follows,

Sad- Happy

Healthy- Sick

Smart- Stupid

c) Complimentary Antonyms: These are the sets of word pairs that have no degree of meaning. There is only availability of two opposite in a possible manner.

For example,

Dead- Alive

Male- female

On- Off

d) Add a Prefix to Create an Antonym

Sometimes, you don't need to search for another word entirely. It's possible to create an antonym simply by adding a prefix to the word

Antonyms created by adding the prefix 'dis'- are:

- Agree → disagree
- Appear → disappear
- Belief → disbelief
- Honest → dishonest

Antonyms created by adding the prefix 'in'- are:

- Tolerant → intolerant
- Decent → indecent
- Discreet → indiscreet
- Excusable → inexcusable



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Antonyms created by adding the prefix 'mis'- are:

- Behave → misbehave
- Interpret → misinterpret
- Lead → mislead
- Trust → mistrust

Antonyms created by adding the prefix 'un'- are:

- Likely → unlikely
- Able → unable
- Fortunate → unfortunate
- Forgiving → unforgiving

Antonyms created by adding the prefix 'non'- are:

- Entity → nonentity
- Conformist → nonconformist
- Payment → nonpayment
- Sense → nonsense

One-word question answer for Antonyms:

Sr No.	Questions	Answers
1	Antonyms are words that have _____ or opposite meanings.	Contrasting
2	The word "antonym" is rooted in which language?	Greek
3	The Greek word <i>anti</i> in antonym means what?	Opposite
4	The Greek word <i>onym</i> in antonym means what?	Name
5	Which Antonyms wouldn't exist without the other?	Relational
6	Relational Antonyms are the sets of word pairs which are responsible for showing what between two opposites?	Relationship
7	Graded Antonyms are the sets of word pairs which are responsible for showing what between the two opposites?	Variation
8	Complimentary Antonyms are the sets of word pairs that have no degree of meaning. There is only availability of how many opposites in a possible manner?	Degree
9	Complimentary Antonyms are the sets of word pairs that have no degree of meaning. There is only availability of how many	Two



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	opposites in a possible manner?	
10	It's possible to create an antonym simply by adding what to the word?	Prefix

Unit 4

Topic-1: Comprehension

A comprehension exercise consists of a passage, upon which questions are set to test the student's ability to understand the content of the given text and to infer information and meanings from it.

Detailing:

Here are a few hints: -

1. Read the passage fairly quickly to get the general idea.
2. Read again, a little slowly, so as to know the details.
3. Study the questions thoroughly. Turn to the relevant portions of the passage, read them again, and then rewrite them in your own words, neatly and precisely
4. Use complete sentences.
5. If you are asked to give the meaning of any words or phrases, you should express the idea as clearly as possible in your own words. Certain words require the kind of definition that is given in a dictionary. Take care to frame the definition in conform it with the part of speech.

Sample

Read the passage below and then answer the questions which follow it.

It has been part of Nelson's prayer that the British fleet might be distinguished by humanity in the victory which he expected. Setting an example himself, he twice gave orders to cease firing upon the Redoubtable, supposing that she had struck because her great guns were silent; for as she carried no flag, there was no means of scantily ascertaining the fact. From this ship, which he had thus twice spared, he received his death. A ball fired from her mizzen-top which, in the then situation of the two vessels was not more than fifteen yards from that part of the deck where he was standing, struck the epaulette on his left shoulder about a quarter after one, just in the heat of action. He fell upon his face on the spot which was covered with his poor secretary's blood. Hardy who was a few steps from him turning around, saw three men raising him up. "They have done for me at last Hardy!" said he. "I hope not!" cried Hardy. "Yes," he replied; "my backbone is shot through!" Yet even now not for a moment losing his presence of mind, he observed as they were carrying him down the ladder, that the tiller-ropes which had been shot away, were not yet replaced and ordered that new ones should be roped immediately. Then that he might not be seen by the crew, he took out his handkerchief and covered his face and his stars. Had he but concealed these badges of honor from the enemy, England perhaps would not have had cause to receive with sorrow the news of the battle of Trafalgar. The cockpit was crowded with wounded and dying men; over whose bodies he was with some difficulty conveyed, and laid upon a pallet in the midshipmen's berth. It was soon perceived, upon examination, that the wound was mortal. This, however, was concealed from all, except Captain Hardy, the chaplain, and the medical attendants. He himself being certain, from the sensation in his back and the gush of blood he felt momentarily within his breast, that no human care could avail him insisted that the surgeon should leave him and attend to those to whom he might be useful.



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Questions

1. What is meant by 'supposing that she had struck'?
2. How can Nelson be said to have been partly responsible for his own death?
3. What do you understand by the 'mizzen-top'?
4. Why did Nelson insist that the surgeon should leave him and attend to others?
5. What qualities in Nelson's character are revealed by this passage?

Answers

1. 'Supposing that she had struck means 'thinking that the men in the ship had surrendered'.
2. Nelson ordered his men two times to cease firing on the Redoubtable. From the same ship a ball was fired at him and brought about his death. He was thus partly responsible for his death.
3. The 'mizzen-top' is the platform round the lower part of the mast nearest the stern.
4. Nelson was certain that it would be impossible to save his life. He, therefore, insisted that the surgeon should leave him and attend to others.
5. His patriotism, his humanity and his powers of endurance are revealed by this passage

One-word question answer for Comprehension:

Sr No.	Questions	Answers
1	A comprehension exercise consists of what?	Passage
2	From the passage questions are set to test the student's ability to understand the content of the given text and to infer meanings and what from it?	Information
3	From the passage questions are set to test the student's ability to _____ the content of the given text and to infer information and meanings from it.	Understand
4	How to read the passage to get the general idea?	Quickly
5	Passage is to be read again, a little slowly, so as the reader knows what?	Details
6	What is to be studied thoroughly?	Question
7	Reader must turn to the which portions of the passage and then read them again, and then rewrite them in his own words neatly and precisely?	Relevant



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8	Which type of sentences are to be used?	Complete
9	Reader must turn to the relevant portions of the passage and then read them again, and then rewrite them in his own words neatly and _____.	Precisely
10	If the reader is asked to give the meaning of any words or phrases, he should express the idea as _____ as possible in your own words.	Clearly
11	Take care to frame the definition in conform it with what?	Part of speech