

Contents

Learning Curve I			
REVIEWING FUNDAMENTALS			
<p>□ ESSENTIAL GRAMMAR REVIEW 3</p> <p>IMPORTANCE OF GRAMMAR 3</p> <p>RECALLING CONCEPTS AND APPLYING RULES 4</p> <p>The Sentence: Basics 4</p> <p>Word Classes 5</p> <p>Noun 5</p> <p style="padding-left: 20px;">Kinds of Nouns 5</p> <p style="padding-left: 20px;">Characteristics of Noun 6</p> <p style="padding-left: 20px;">1. Gender 6</p> <p style="padding-left: 20px;">2. Number 7</p> <p style="padding-left: 20px;">3. Case 10</p> <p>Pronoun 11</p> <p style="padding-left: 20px;">Personal and Impersonal Pronouns 12</p> <p style="padding-left: 20px;">Compound Personal Pronouns 13</p> <p style="padding-left: 20px;">Demonstrative Pronouns 14</p> <p style="padding-left: 20px;">Interrogative Pronouns 15</p> <p style="padding-left: 20px;">Relative Pronouns 16</p> <p style="padding-left: 20px;">Indefinite Pronouns 17</p> <p>Adjective 20</p> <p style="padding-left: 20px;">Descriptive Adjectives 21</p> <p style="padding-left: 20px;">Demonstrative Adjectives 24</p> <p style="padding-left: 20px;">Interrogative Adjectives 25</p> <p style="padding-left: 20px;">Relative Adjectives 25</p> <p style="padding-left: 20px;">Comparative Forms of Adjectives 25</p> <p style="padding-left: 20px;">Confusing Degree Forms 26</p> <p style="padding-left: 20px;">Compound Adjectives 28</p> <p style="padding-left: 20px;">Position of Adjectives in a clause/sentence 28</p>	<p>Article 29</p> <p style="padding-left: 20px;">Indefinite Articles 29</p> <p style="padding-left: 20px;">Definite Article 30</p> <p style="padding-left: 20px;">Omission of Articles 33</p> <p>Verb 34</p> <p style="padding-left: 20px;">Transitive and Intransitive Verbs 35</p> <p style="padding-left: 20px;">Verbs of Incomplete Predication 35</p> <p style="padding-left: 20px;">Characteristics of Verbs 36</p> <p style="padding-left: 40px;">1. Number 36</p> <p style="padding-left: 40px;">2. Person 36</p> <p style="padding-left: 40px;">3. Tense 36</p> <p style="padding-left: 40px;">4. Voice 40</p> <p style="padding-left: 40px;">5. Mood 41</p> <p style="padding-left: 20px;">Verb Forms 43</p> <p style="padding-left: 20px;">Verbals (or Non-Finite Verbs) 45</p> <p style="padding-left: 40px;">1. Infinitive 45</p> <p style="padding-left: 40px;">2. Participle 47</p> <p style="padding-left: 40px;">3. Gerund 48</p> <p style="padding-left: 20px;">Auxiliary Verbs: Characteristics and Usage 50</p> <p style="padding-left: 20px;">Consistency of Verbs 56</p> <p style="padding-left: 20px;">Parallel Structure of Verb Forms 56</p> <p>Adverb 56</p> <p style="padding-left: 20px;">Position of Adverbs 56</p> <p style="padding-left: 20px;">Classification of Adverbs 56</p> <p style="padding-left: 20px;">Sequence of Adverbs/Adverb Phrases 59</p> <p style="padding-left: 40px;">in a Sentence</p> <p style="padding-left: 20px;">Comparative Forms of Adverbs 59</p> <p style="padding-left: 20px;">Adverbial Phrases 60</p> <p>Preposition 62</p> <p style="padding-left: 20px;">Classification of Prepositions 62</p> <p style="padding-left: 20px;">General Rules of Usage 63</p> <p style="padding-left: 20px;">Usage of Some Prepositions 64</p> <p style="padding-left: 20px;">Prepositions After Certain Words 68</p> <p style="padding-left: 20px;">Similar Words with Different Prepositions 70</p> <p style="padding-left: 20px;">Prepositions Before Certain Words 72</p>		

Contents

Words Used Without Prepositions	73	Literary Terms	147
Words Used as Both Prepositions and Adverbs: Differences in Usage	74	Branches of Science	148
Conjunction	75	Medicine and Disease	149
Coordinating Conjunctions	75	Habitations/Places	149
Subordinating Conjunctions	75	Special Terms	150
Correlative Conjunctions	77	Phobias	150
General Rules for Using Conjunctions	78	Animal Sounds	151
Interchanging Conjunctions could Lead to Error	78	Group-Terms	151
Interjection	81	Confusing Words	152
Sentence Structure and Problems		Idiomatic Expressions	184
More about Clauses and Phrases	81	List I	185
Problem of Word Order in Sentences	82	List II	197
Problem of Misplaced and Dangling Modifiers	85	Foreign Words	216
Problem of Subject-Verb Agreement	86	Redundancy in Expression	217
Problems of Agreement of Pronouns with Antecedents	89	Spelling 217	
Problems of Agreement of Pronoun Case	90	British Spelling and American Spelling	218
Problems of Parallel Structure and Comparison	91	Some General Spelling Rules for Standard English	218
Problems with Tense in Conditional Clauses	95	List of Some Commonly Misspelt Words	221
Problems with Structure and Voice	97		
Problems with Direct and Reported Speech	100		
❑ ESSENTIAL VOCABULARY REVIEW	103		
VOCABULARY-BUILDING STRATEGIES	103		
STUDY LISTS OF WORDS	105		
Synonyms and Antonyms	105		
One Word for Many	143		
(One-Word Substitution)	143		
Human-centred	143		
Personalities/Beliefs	143		
Professions/Occupations	145		
Medical Profession	146		
Government	146		
Military and Warfare	147		
Marriage Terms	147		
Killing Terms	147		
		❑ CORRECTNESS OF SENTENCES	229
		Error Spotting Strategies	229
		Rapid Recap Checkpoints	229
		1. Spotting Errors	232
		Orientation	232
		Question Formats	232
		Practice Exercises (21 Sets)	234
		Answers and Explanatory Notes	251
		Selected Questions from Examinations	265
		2. Sentence Improvement	274
		Orientation	274
		Question Formats	274
		Practice Exercises (18 Sets)	275
		Answers and Explanatory Notes	304
		Selected Questions from Examinations	319

Contents

<p>3. Choosing the Correct Sentence 330</p> <p style="padding-left: 20px;">Orientation 330</p> <p style="padding-left: 20px;">Question Format 330</p> <p style="padding-left: 20px;">Practice Exercise 331</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 333</p> <p>□ VOCABULARY 335</p> <p style="padding-left: 20px;">Orientation 335</p> <p style="padding-left: 20px;">Question Formats for Synonyms and Antonyms 335</p> <p style="padding-left: 20px;">Question Formats for One-Word Substitution 338</p> <p style="padding-left: 20px;">Question Formats for Confusing Words 339</p> <p style="padding-left: 20px;">Question Formats for Idiomatic Expressions (Idioms and Verbal Phrases) 339</p> <p style="padding-left: 20px;">Question Formats for Spelling 341</p> <p>1. Synonyms 343</p> <p style="padding-left: 20px;">Practice Exercises (15 Sets) 343</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 367</p> <p>2. Antonyms 375</p> <p style="padding-left: 20px;">Practice Exercises (12 Sets) 375</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 394</p> <p>3. Synonyms or Antonyms 401</p> <p style="padding-left: 20px;">Practice Exercises (2 Sets) 401</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 403</p> <p>4. Analogy: Synonyms and Antonyms 405</p> <p style="padding-left: 20px;">Practice Exercises (2 Sets) 405</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 406</p> <p>5. Odd One Out 408</p> <p style="padding-left: 20px;">Practice Exercises (2 Sets) 408</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 408</p> <p>6. Matching Synonyms and/or Antonyms 410</p> <p style="padding-left: 20px;">Practice Exercises (3 Sets) 410</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 412</p> <p>7. One-Word Substitution 413</p> <p style="padding-left: 20px;">Practice Exercises (7 Sets) 413</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 423</p> <p>8. Confusing Words 429</p> <p style="padding-left: 20px;">Practice Exercises (6 Sets) 429</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 433</p> <p>9. Idiomatic Expressions 438</p> <p style="padding-left: 20px;">Practice Exercises (22 Sets) 438</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 467</p>		<p>10. Spelling 470</p> <p style="padding-left: 20px;">Practice Exercises (4 Sets) 470</p> <p style="padding-left: 20px;">Answers 475</p> <p>Selected Questions from Examinations 476</p> <p style="padding-left: 20px;">Synonyms and Antonyms 476</p> <p style="padding-left: 20px;">One-Word Substitution 484</p> <p style="padding-left: 20px;">Idiomatic Expressions 486</p> <p style="padding-left: 20px;">Spelling 488</p> <p>□ SENTENCE COMPLETION 493</p> <p>1. Fill in the Blanks 493</p> <p style="padding-left: 20px;">Orientation 493</p> <p style="padding-left: 20px;">Practice Exercises (35 Sets) 496</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 535</p> <p style="padding-left: 20px;">Selected Questions from Examinations 561</p> <p>2. Cloze Test 570</p> <p style="padding-left: 20px;">Orientation 570</p> <p style="padding-left: 20px;">Practice Exercises (2 Sets) 571</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 577</p> <p style="padding-left: 20px;">Selected Questions from Examinations 580</p> <p>□ WORD AND SENTENCE ORDER 589</p> <p>1. Transformation 589</p> <p style="padding-left: 20px;">Orientation 589</p> <p style="padding-left: 20px;">Change in Voice 589</p> <p style="padding-left: 20px;">Question Format 589</p> <p style="padding-left: 20px;">Change in Form of Speech 590</p> <p style="padding-left: 20px;">Question Format 590</p> <p style="padding-left: 20px;">Using a new starter and re-writing the sentence 591</p> <p style="padding-left: 20px;">Practice Exercises (4 Sets) 591</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 599</p> <p style="padding-left: 20px;">Selected Questions from Examinations 601</p> <p>2. Rearrangement of Fragments/ Phrases to Form Sentences 604</p> <p style="padding-left: 20px;">Orientation 604</p> <p style="padding-left: 20px;">Question Formats 604</p> <p style="padding-left: 20px;">Practice Exercises (9 Sets) 608</p> <p style="padding-left: 20px;">Answers and Explanatory Notes 626</p> <p style="padding-left: 20px;">Selected Questions from Examinations 635</p> <p>3. Rearrangement of Sentences to Form a Paragraph 639</p> <p style="padding-left: 20px;">Orientation 639</p> <p style="padding-left: 20px;">Question Formats 639</p>
---	--	---

Contents

Practice Exercises (12 Sets)	643	State Bank of India (SBI)	826
Answers and Explanatory Notes	681	Probationary Officer (PO)	
Selected Questions from Examinations	688	Preliminary Examination, 2018	
4. Logical Order of Sentences	700	National Defence Academy (NDA)	830
Orientation	700	and Naval Academy (NA)	
Question Format	700	Examination (I), 2018	
Practice Exercise	701	Combined Defence Services (CDS)	835
Answers and Explanatory Notes	704	Examination (I), 2019	
□ COMPREHENSION	707	LIC Assistant Administrative	846
Orientation	707	Officer (AAO) Preliminary	
Reading the Passage	707	Examination, 2019	
Make a Consistent Effort	707	SBI PO Main Examination, 2020	851
Test Basics	707	Staff Selection Commission (SSC)	857
Test Strategies	708	Combined Graduate Level (CGL),	
How to Read...	708	Tier I Examination, 2020	
Answering Questions	709	NABARD Grade A	859
General Guidelines	709	Examination, 2021	
Tackling Comprehension Questions	709	LIC AAO Preliminary (Shift 1)	864
Pitfalls to avoid...	710	Examination, 2021	
To sum up...	711	RBI Grade B, Phase I	868
Worked Examples	711	Examination, 2022	
Sample Passages	719	RBI Assistant Preliminary	873
Practice Exercises (40 Passages)	728	Examination, 2022	
Answers and Explanatory Notes	777	SBI PO Preliminary	877
Selected Questions from Examinations	784	Examination, 2022	
Learning Curve III		IBPS PO (PT)	880
		Examination, 2022	
SOLVED TEST PAPERS		IBPS Clerk (PT) Examination, 2022	884
Institute of Banking Personnel Selection	819	SSC CGL, Tier 1 Examination, 2022	888
(IBPS) Probationary Officer (PO)		NDA & NA Examination (II), 2023	890
Preliminary Examination,		CDS Examination (I), 2023	894
October 14, 2018		CDS Examination (II), 2023	904
IBPS PO (PT) Examination,	823	Books for Reference	916
October 21, 2018			