

Important Rules

Rule (1) : In Present Indefinite Sentences, the number and person of the subject play very important role. If the subject is singular number third person, affix 's' or 'es' to the verb. If the verb ends in any of the following:

ss, o, x, z, sh, ch.

add, 'es' instead of 's' with the verb.

Like: Pass, Miss, Do, Mix, Fix, Whiz, buzz, Catch, Fetch, Clash, Rush etc.

Rule (2) : When the main verb is in future, use Present Simple in clauses with; if till as soon as, when, unless, before, until, even, if, in case and as:

Examples:

- (a) We shall wait till she arrives.
- (b) I shall not go there even if it rains.

Rule (3) : Present Simple must be used instead of the Present continuous with verbs of perception (feel, hear, smell etc.), Verbs of cognition (believe, know, think etc), verbs of emotion (hope, love, hate etc.) which cannot be used normally in continuous form.

Incorrect: We are seeing with our eyes.

Correct: We see with our eyes.

Incorrect: Are you hearing a strange noise?

Correct: Do you hear a strange noise?

Incorrect: We are smelling with our nose.

Correct: We smell with our nose.

Incorrect: I am feeling you are wrong.

Correct: I feel you are wrong.

Incorrect: The water is feeling cold.

Correct: The water feels cold.

But these verbs can be used in progressive form in the following cases:

- 1. The Session Judge is hearing our case.
- 2. We are thinking of going to USA next year.
- 3. He is minding (looking after) the children, while his wife is away.

4. I am seeing my lawyer today.

5. I am having some difficulties with this puzzle.

Rule (4) : One must not use adverbs of past time like, yesterday, last year, last month, ago, short while ago etc. with Present Perfect tense.

Example:

He has completed his book yesterday. (**Incorrect**)

He completed his book yesterday. (**Correct**)

Rule (5) : Use of Since For: Students commit mistake in using 'Since' or 'For'. Please note, 'For' is used for 'Period of Time' and 'Since' is used for 'Point of Time'. With morning, evening etc., use since and with 'some time', 'hours', 'months', etc. use 'for'.

Rule (6) : If two or more actions took place in sequence, we use simple past to denote the actions. (Otherwise past perfect is used to denote the earlier action) This is usually used with conjunction 'before'.

Examples:

- (a) He switched on the light before he opened the door.
- (b) The train started just before I reached the station.

Rule (7) : The use of simple past with, 'Wish' and 'If only' shows Unreal past and present state of things.

Examples:

- (a) I wish I were a millionaire! (I am not a millionaire)
- (b) If only I knew her! (I don't know her)

Rule (8) : In the following Structure the use of Simple Past denotes 'Unreal Past and Present Time Situation.

Examples:

- (a) It is time we went home. (It is time for us to go home)
- (b) It is time you finished. (It is time for you to finish)

Rule (9) : Use of Past Continuous with 'When' and 'While': 'When' is usually used when one action was completed and another action was going on.



spardhaguru2022



Spardhaguru Current affairs



Spardhaguru1



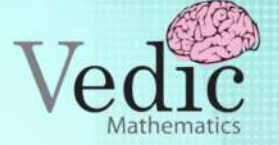
SpardhaGuru



Spardha.guru



www.spardha.guru



Example: When he arrived, his wife was washing her clothes. While 'is' is used when two actions were going on at a time.

Example: While she was cooking, I was washing the clothes.

Rule (10) : Past Perfect is used when we look back on earlier action from a certain point in the past:

Example: She had completed her work, before I reached there.

Rule (11) : The Past Perfect is also used for an action which began before the time of speaking in the past and which stopped some time before the time of speaking.

Examples: He had served in a bank for twenty years; then he retired and established his business. His children were now well settled.
Here we cannot use either since or the Past Perfect Continuous

Rule (12) : Past Perfect Continuous is used when the action began before the time of speaking in the past, and continued up to that time.

Examples: It was now eight and she was tired because she had been cleaning the house since dawn.

Rule (13) : When two actions are to be taken place on some future time, we use Future Perfect for the action completed first and Present Simple for the action to be completed afterwards.

Examples:

- (a) The student will have left the class before the teacher comes.
- (b) The Principal will have started before I reach there.

Rule (14) : Future Perfect is also used for such incidents/actions about which we presume that another person already had the knowledge of that incident or the action is already completed by that time.

Examples:

- (a) You will have heard about Mother Teresa.
- (b) He will have read the newspaper so far.

Sequence of Tense

The Sequence of Tenses are the principles which govern the tense of the verb in subordinate clause vis-a-vis the tense of the verb in principal clause. The rules which determine the tense of the subordinate clause if the tense of the principal clause is present or past or future, are studied under the Sequence of Tense.

Rule (1) : If the principal clause is in the past tense the subordinate clause should also be in the past.

Examples:

- (a) My father assured me that he would buy a bike for me.
- (b) He failed because he didn't work hard.

Exceptions:

(i) A Past Tense in the principal clause may be followed by a Present Tense in the subordinate clause when the subordinate clause expresses a universal truth, mathematical calculation, historical fact, moral guidelines, habitual fact or something that has not yet changed. In such cases the tense of the subordinate clause is not governed by the tense of Principal clause (The subordinate clause is usually in present tense in such cases).

Examples:

- (a) He said that the earth revolves round the sun.
- (b) We learnt at school that the truth always triumphs.

(ii) If the subordinate clause is introduced by a conjunction of comparison such as 'than', 'as well as' etc. in such case, a Past Tense in the principal clause may be followed by any Tense in the subordinate clause as per the sense of the statement. Further more any tense in principal clause can be followed by any tense in the subordinate clause.

Examples:

- (a) He loved me more than he loved you.





spardhaguru2022



Spardhaguru Current affairs



Spardhaguru1



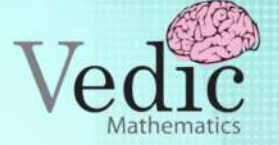
SpardhaGuru



Spardha.guru



www.spardha.guru



- (b) He loved me more than he loves you.
(c) He loved me more than he will love you.
(d) He will love you more than he loved me.
(e) He has loved you more than he loved me.
(f) He will love you more than he loves me.
(g) She helps you as well as she helped me.
(h) She will help you as well as she has helped me.

(iii) If the subordinate clause is an adjective clause, in that case, it may be in any tense even the principal clause is in past tense.

Examples:

- (a) I visited the place where accident took place.
(b) I visited the village where he lives.
(c) I visited the hotel where she will stay.

Rule (2) : A Present or Future Tense in the Principal clause may be followed by any Tense.

Examples:

- (a) He says that she passed the examination.
(b) He says that she will come tomorrow.
(c) Ram says that he likes that girl.
(d) Ram will say that Sita is a beautiful girl.
(e) Ram will say that he didn't like that girl.
(f) He will say that he will pass the examination positively.

Exception: If the subordinate clause is introduced by if, till, as soon as, when, unless, before, until, even if, as, etc. and the Principal clause is in simple future, in that case the verb in subordinate clause must be in present simple.

Examples:

- (a) We shall not go to market if it rains.
(b) He will wait till she comes.

Practice Questions

Directions (Q. Nos. 1 - 35) Read each sentence to find out whether there is any error in it. The error, if any, will be in one part of the sentence, the number of the part is the answer. If there is no error, the answer is (5).

1. A recent survey (1)/indicates (2)/that the number of drug addicts (3)/ grew day by day. (4)/No error (5)
2. Before the alarm (1)/ had stopped ringing (2)/ Reena had pulled (3)/ up the shade. (4) / No error (5)
3. If I was you (1)/I would have told (2)/the principal (3)/ to keep his mouth shut. (4)/No error (5)
4. I want you (1)/ to pick up the box (2)/of glasses gently (3)/and kept it on the table carefully. (4)/No error (5)
5. The victim tried (1)/ to tell us what has happened (2)/ but his words (3)/ were not audible. (4)/No error (5)
6. The cost of constructing (1)/houses are increased (2)/ because of the high (3)/ price of cement. (4)/No error (5)
7. We have spent (1)/ most of the profits (2)/ that we earn (3)/ last year on purchasing new computers. (4)/ No error (5)
8. The Government has (1)/ promised to revise (2) /the pension scheme for bank (3)/ staff since next year. (4)/ No error (5)
9. As per RBI guidelines (1) /a bank account in which (2) /there is no transactions for (3)/ two years is a dormant account. (4)/ No error (5)





spardhaguru2022



Spardhaguru Current affairs



Spardhaguru1



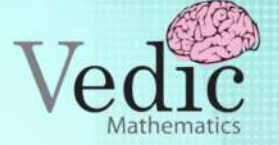
SpardhaGuru



Spardha.guru



www.spardha.guru



10. To run a company effectively (1)/ it is very important (2)/ in knowing the strengths and weaknesses (3)/ of the employees. (4) /No error (5)

11. If I was Ajay (1)/ I would not (2)/ attend the wedding (3)/ come what may. (4)/ No error (5)

12. The land records (1)/ of this district (2)/ will computerise (3)/ by next year. (4)/ No error (5)

13. She came to (1)/ the party much (2)/ later than (3)/ 1 expect. (4)/No error (5)

14. I lived here (1)/for five years, (2)/ so I know about the (3)/problems of this colony. (4)/No error (5)

15. The chairman had not taken (1)/ any decision until (2)/he had studied (3)/the case thoroughly. (4)/No error (5)

16. The students sitting on the dais, (1)/ studied here (2)/ for three years, but (3)/ they have never created any problem. (4)/No error (5)

17. A philogynist is a person (1)/ who loves woman (2)/ but a misogynist is a person (3)/ who is hating woman. (4)/ No error (5)

18. It is appearing to me (1)/ that you are (2)/ trying to destabilise (3)/the present committee. (4)/No error (5)

19. I have been knowing her (1)/ for many years (2) /but I don't know (3)/ where she works. (4)/No error (5)

20. If he would have done this, (1)/ he would have done wrong (2)/ and would have deceived (3)/ many of his relatives. (4)/No error (5)

21. They got everything (1) /ready for the visitors (2) /long before (3)/ they reached there. (4)/No error (5)

22. He switched on (1)/ the light before (2)/ he entered (3)/ the room. (4)/No error (5)

23. I have been admiring (1) /her for the (2) /voice with which (3)/she is gifted. (4)/ No error (5)

24. He was with me (1)/ until now, (2) /so don't (3) /punish him for the delay. (4) / No error (5)

25. Several survey reports (1) /indicate that (2)/the number of (3)/beggars is grown gradually. (4)/No error (5)

26. "Here is coming up Bachchan!", (1) /said he (2)/when he was (3)/ waiting for him. (4)/No error (5)

27. I could not recall (1)/when she has told me (2)/about her (3)/affair with Gopal. (4)/ No error (5)

28. Four and four (1) /always made eight (2) /cannot (3)/ be questioned by anyone. (4)/No error (5)

29. She hopes to (1)/ become an engineer (2) /after she will complete (3) /her education. (4) / No error (5)

30. I have been working (1)/ in this firm (2)/for the last (3)/ twenty years. (4)/No error (5)

31. When you will find (1)/ a solution to this problem (2)/you will be able (3)/ to get this project. (4)/No error (5)

32. The teacher told us (1)/that we should remain (2)/ in the hostel (3)/ if it rains. (4) / No error (5)

33. I could not recall (1)/what she has (2)/ advised me (3)/in this matter. (4)/No error (5)

34. By this time tomorrow (1) /she has had (2)/ reached (3)/ there positively. (4)/No error (5)





spardhaguru2022



Spardhaguru Current affairs



Spardhaguru1



SpardhaGuru



Spardha.guru



www.spardha.guru



35. I will inform (1)/ you as soon as (2)/I will get any news (3)/about his health. (4)/ No error (5)

ಸ್ಪರ್ಧಾಗುರು
Spardhaguru India Private Limited

