

Think
IAS...



Think
Drishti

छत्तीसगढ़ लोक सेवा आयोग (CGPSC)

सामान्य अंग्रेज़ी



दूरस्थ शिक्षा कार्यक्रम (Distance Learning Programme)

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छत्तीसगढ़ लोक सेवा आयोग (CGPSC)

सामान्य अंग्रेज़ी (GENERAL ENGLISH)



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Grammar & Usage

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Grammar & Usage

1. Parts of Speech

वे शब्द समूह जो एक पूर्ण अर्थ का बोध कराते हैं, sentence कहलाते हैं। किसी sentence के शब्दों को उनके उपयोग के आधार पर निम्नलिखित वर्गों में विभाजित किया जाता है, जिन्हें Parts of Speech कहते हैं। Parts of Speech आठ प्रकार के होते हैं-

- | | | |
|----------------|-----------------|----------------|
| 1. Noun | 2. Pronoun | 3. Adjective |
| 4. Verb | 5. Adverb | 6. Preposition |
| 7. Conjunction | 8. Interjection | |

Noun

A noun is a word used as the name of a person, place or thing. i.e. Ram, Delhi, City etc.

Example:

Gandhi was a great leader.

Delhi is on the banks of the river Yamuna.

Pronoun

A pronoun is a word used instead of a noun. i.e. he, she, you, they, I etc.

Example:

Anit is absent, because he is ill.

Adjective

An adjective is a word used to add something to the meaning of a noun or pronoun.

Example:

Rahul is a brave boy.

There are five girls in this room.

Verb

A verb is a word used to express an action or a state. i.e. want, win, sing etc.

Example:

Uday wrote a letter to his friend.

Allahabad is a good city.

Adverb

An adverb is a word used to add something to the meaning of a verb. i.e. really, soon, frequently, rarely, fast etc.

Example:

He wrote the article quickly.

This flower is very beautiful.

Preposition

A Preposition is a word used with a noun or a pronoun to show how the person or things denoted by the noun or pronoun stands in relation to something else. i.e. in, on, after, into, of, by etc.

Example:

There is a monkey in the room.

The girl is fond of music.

Conjunction

A conjunction is a word used to join words as sentences. i.e. but, and, or, so, yet etc.

Example:

I ran fast but missed the bus.

Gayatri and Smita are friends.

Interjection

An Interjection is a word which expresses some sudden feeling. i.e. wow!, oh!, hurrah!, ouch! etc.

Example:

Hurrah! we have won the game.

Alas! she is dead.

कुछ शब्द दो Parts of Speech की तरह उपयोग किये जा सकते हैं और बिना उनका उपयोग निश्चित किये यह कहना कठिन होगा कि दिया गया शब्द किस Parts of Speech से संबंध रखता है।

Example:

They arrived soon after. (Adverb)

They arrived after us. (Preposition)

(i) Noun

A noun is a word used as the name of a person, place or thing. i.e. Ram, Delhi, City etc.

Kinds of Noun

Nouns can be classified as follows:

1. Common Noun
2. Proper Noun
3. Collective Noun
4. Abstract Noun
5. Countable Noun
6. Uncountable Noun
7. Material Noun

(ii) Pronoun

A pronoun is a word used instead of a noun.

Example: Ram is absent because he is ill.

Pronouns are classified as follows:

1. Personal Pronoun
2. Reflexive and Emphatic Pronoun
3. Demonstrative Pronoun
4. Indefinite Pronoun
5. Distributive Pronoun
6. Relative Pronoun
7. Interrogative Pronoun

8. Reciprocal Pronoun
9. Exclamatory Pronoun
10. Impersonal Pronoun

1. Personal Pronoun

I, We, You, He, She, It, They को Personal Pronoun कहते हैं, क्योंकि ये तीन Persons को दर्शाते हैं।

1. जो स्वयं कुछ कह रहा हो। – First Person
2. जिससे कुछ कहा जा रहा हो/कहा गया हो। – Second Person
3. जिसके बारे में कुछ कहा जाए। – Third Person

Forms of Personal Pronoun

PRONOUN CHART					
	Subjective Pronouns	Objective Pronouns	Possessive Adjectives	Possessive Pronouns	Reflexive Pronouns
1 st Person	I	me	my	mine	myself
2 nd Person	you	you	your	yours	yourself
3 rd Person (Male)	he	him	his	his	himself
3 rd Person (Female)	she	her	her	hers	herself
3 rd Person	it	it	its	not used	itself
1 st Person (Plural)	we	us	our	ours	ourselves
2 nd Person (Plural)	you	you	your	yours	yourselves
3 rd Person (Plural)	they	them	their	theirs	themselves

2. Reflexive and Emphatic Pronoun

किसी subject द्वारा स्वयं के लिये किये गए कार्य को self द्वारा प्रकट करने हेतु Reflexive Pronoun का प्रयोग होता है।

Subject	Reflexive Pronoun
I	Myself
We	Ourselves
You	Yourselves
He	Himself
She	Herself
They	Themselves
It	Itself
One	Oneself

Example:

Raju stitches the clothes himself.

- Reflexive Pronoun का प्रयोग 'by' preposition लगाकर भी किया जाता है।

Raju stitches the clothes by himself.

- Subject पर जोर देने के लिये Reflexive Pronoun का प्रयोग subject के तुरंत बाद करते हैं। अतः इसे Emphatic Pronoun भी कहा जाता है।

Example: Raju himself stitches the clothes.

3. Demonstrative Pronouns

जब Pronoun वाक्य में आए Noun की ओर संकेत करे तो उसे Demonstrative Pronoun कहते हैं।

Example:

This book is mine.

What was that noise?

4. Indefinite Pronoun

किसी अनिश्चित व्यक्ति या वस्तु के लिये प्रयोग में आने वाले Pronoun को Indefinite Pronoun कहते हैं। जैसे- anybody, anyone, everybody, each, some, few, many, all, other, everyone.

Example: Nobody was there to rescue the child.

18. (c) 'Each other' के स्थान पर 'one another' आएगा, क्योंकि यहाँ पर दो से अधिक व्यक्तियों की बात की जा रही है।
19. (d) me – I
20. (b) Let me speak क्योंकि 'Let' के साथ हमेशा possessive pronoun आता है।

(iii) Adjective

- Kinds of Adjectives
- Formation of Adjectives
- Comparison of Adjectives
 - ❖ Formation of comparative & superlative
 - ❖ Irregular Comparison
 - ❖ Interchange of degree of comparison
- Adjectives used as nouns
- Nouns used as adjectives
- Position of adjectives

A word used with a noun to describe or point out, the person, animal, place or thing which the noun names, or to tell the number or quality, is called an adjective.

Kinds of Adjectives

1. Adjectives of Quality (or descriptive adjective)

The word used to show the kind or quality of a person or thing.

Example: Allahabad is a **clean** city.

2. Adjectives of Quantity

The word used to show how much of a thing is meant.

Example: Give me **some** water.

He did not eat **any** rice.

3. Adjectives of numbers

The word used to show how many person or thing are meant, or in what order a person or thing stands.

Example: **Few** cats like cold water.

All men must die.

Adjectives of numbers are of three kinds—

- (i) Definite numeral adjectives e.g., one, two etc.
- (ii) Indefinite numeral adjectives e.g., All, no, many, few.
- (iii) Distributive numeral adjectives e.g., Each, Every, Either, Neither etc.

4. Demonstrative Adjectives

The word used to point out which person or thing is meant.

Example: **This** boy is stronger than Hari.
I hate **such** things.

5. Interrogative Adjectives

What, Which & Whose, when they are used with nouns to ask questions called interrogative Adjectives.

Example: Which way shall we go.

6. Emphasizing Adjectives

The word used to give emphasis on something. Own & very are used as emphasizing adjectives.

Example: Mind your **own** business.

7. Exclamatory Adjectives

The word 'what' is sometimes used as an exclamatory adjective.

Example: What an idea!

What a shot!

Comparison of Adjectives

तुलना (Comparison) दिखाने के लिये Adjectives के form में बदलाव होता है। इन्हें Degree of comparison कहते हैं।

Positive Degree: Adjective अपने सामान्य रूप में Positive Degree में होता है। इसका प्रयोग तब किया जाता है, जब कोई comparison न हो।

Comparative Degree: The comparative degree of adjective denotes a higher degree of the quality than the positive & is used when two things are compared.

Example: This computer is **faster** than that.

Superlative Degree: The superlative degree of an adjective denotes the highest degree of the quality, and is used when more than two things are compared.

Example: This computer is the **fastest** in India.

Formation of Comparative & Superlative

1. ज्यादातर एक शब्द के Adjectives और कुछ एक से अधिक शब्दों के Adjectives को positive form में comparative बनाने हेतु 'er' और superlative बनाने हेतु 'est' जोड़ा जाता है।

Example:

Positive	Comparative	Superlative
Tall	Taller	Tallest
Fast	Faster	Fastest
Young	Younger	Youngest

5. (i) Ranbir Kapoor
(ii) is the most perfect
(iii) match for you.
(iv) No error.
6. (i) I am much glad
(ii) that you have
(iii) won the prize.
(iv) No error.
7. (i) He is the
(ii) best and sincere
(iii) player of the team.
(iv) No error.
8. (i) The food crisis
(ii) this year is worst than
(iii) that prevailed in the last year.
(iv) No error.
9. (i) Aishwarya is
(ii) working very hard
(iii) to achieve her aim.
(iv) No error.
10. (i) Between Madhuri and Janhvi,
(ii) Madhuri is
(iii) the most intelligent.
(iv) No error.

Directions (Q. No. 11–15): Find out which part of a sentence has an error.

11. (i) Geeta is not
(ii) at all junior than
(iii) her friend Alia.
(iv) No error.
(a) (i) (b) (ii)
(c) (iii) (d) (iv)
12. (i) Of all the students
(ii) in the class
(iii) she is the better.
(iv) No error.
(a) (i) (b) (ii)
(c) (iii) (d) (iv)
13. (i) Sona is
(ii) senior than most
(iii) of the teachers of this school.
(iv) No error
(a) (i) (b) (iv)
(c) (iii) (d) (ii)

14. (i) He always
(ii) prefers coffee than
(iii) tea.
(iv) No error
(a) (i) (b) (iii)
(c) (ii) (d) (iv)
15. (i) On your next birthday,
(ii) I will send you
(iii) much chocolates.
(iv) No error.
(a) (i) (b) (iii)
(c) (ii) (d) (iv)

Answer Key

11. (b) 12. (c) 13. (d) 14. (c) 15. (b)

EXPLANATIONS

- The weather is getting colder and colder.
- latter.
- low – lower
- 'as – as' needs to be removed i.e. this book is getting cheaper day by day.
- 'most' should be removed.
- much – very
- 'sincere' के पहले 'most' आएगा।
- No error.
- hard – hardly
- the most – more
- (b) 'junior' is always followed by 'to' not by 'than'.
- (c) better – best
- (d) 'senior' is always followed by 'to'.
- (c) 'prefer' is always followed by 'to'.
- (b) much – many

(iv) Verb

A verb is a word used to tell or assert something about some person or thing.

कार्य का होना या प्रगति पर होना दर्शाने वाले शब्द Verb कहलाते हैं।

Example: He writes.

A verb may tell us–

- What a person or thing does.
e.g.: Hari laughs.

17. The chief guest distributed the prize after the match.

[An action happened in the past is expressed in simple Past Tense.]

- | | |
|------------------------|----------------------|
| 18. waited | 19. were |
| 20. rests | 21. state – states |
| 22. are – is | 23. is – are |
| 24. were – was | 25. was – were |
| 26. are – is | 27. are – is |
| 28. (d) No error. | 29. (b) are – is |
| 30. (c) greet – greets | 31. (b) lives – live |
| 32. (b) want – wants | 33. (b) want – wants |
| 34. (a) are – is | 35. (b) are – is |
| 36. (b) is – are | 37. (c) work – works |
| 38. (d) No error. | 39. (b) are – is |
| 40. (c) is – are | |

(v) Adverb

Definition

A word that modifies the meaning of a verb, an adjective or another Adverb is called Adverb.

The words quickly, very and quite are therefore adverbs.

Example:

Rama runs quickly.

The sun shines brightly.

- Adjective से पहले Too, So, Very, Quite, Rather, Fairly इत्यादि शब्द जोड़ कर Adverb बनाते हैं।
- Adjective के साथ ly जोड़कर भी Adverb बनाते हैं। (e.g.: Honestly, Cleverly, Slowly etc.)

Kinds of Adverb

1. Adverb of Time (which shows when)
2. Adverb of Frequency (which shows how often)
3. Adverb of place (which shows where)
4. Adverb of manner (which shows how or in what matter)
5. Adverb of Degree or Quantity (which shows how much or in what degree or to what extent)
6. Adverb of affirmation or negation
7. Adverb of Reason

1. Adverb of Time

ये Adverb, Verb का समय बताते हैं। इनका प्रयोग वाक्यों के अन्त में दिया जाता है।

e.g.: Yet, now, soon, yesterday, today, tomorrow, then, far, so, daily, before, late, since & everyday.

Example: That day I arrived late

I hurt my knee yesterday.

2. Adverb of Frequency

ये Adverb, Verb की बारम्बारता को दर्शाते हैं। इनका प्रयोग वाक्यों में helping verb तथा main verb के बीच में होता है।

e.g.: Always, Sometimes, Usually, Often, Rarely, frequently, Just, Already, Seldom, Ever, Never, Occasionally.

Example: He often makes mistakes.

3. Adverb of Place

ये Adverb, Verb के होने का स्थान बताते हैं। इनका प्रयोग object के बाद या object ना होने पर verb के बाद किया जाता है।

e.g.: Here, there, up, down, away, everywhere, near, in, out etc.

Example: Stand here,

Go there,

My brother is out.

4. Adverb of manner

ये Adverb, Verb के होने का तरीका बताते हैं। इनका प्रयोग object के बाद या object के नहीं होने पर Verb के बाद किया जाता है।

e.g.: Quickly, fast, bravely, slowly, happily, badly, clearly, well, lazily.

Example: Amrit reads clearly.

The man fought bravely.

5. Adverb of Degree or Quantity

ये Adverb, Verb का स्तर बताते हैं। ये वाक्य में आए adjective तथा main Adverb की विशेषता बताते हैं। इनका प्रयोग Adjective या Adverb के पहले किया जाता है।

e.g.: Very, so, too, fully, Rather, almost, pretty, partly etc.

Example: He was too careless.

I am fully prepared.

6. Adverb of Alternation & Negation

ये Adverb किसी एक शब्द की विशेषता बताने के बजाय पूरे वाक्य के बारे में जानकारी देते हैं।

e.g.: certainly, wearily, possibly, probably, unfortunately, surely etc.

Directions (Q. No. 8–12): Select the correct word.

8. The day was _____ exhausted due to work.
(a) much (b) very
(c) most (d) None of these.
9. She always comes _____ to school.
(a) lately (b) late
(c) later (d) None of these.
10. I _____ went to meet anybody.
(a) rarely (b) always
(c) little (d) more
11. You must learn to behave _____ in the face of danger.
(a) manful (b) manfulness
(c) manfully (d) None of these.
12. A soldier is always trained never to fight in a _____ manner.
(a) coward (b) cowards
(c) cowardness (d) cowardly

Answer Key

8. (a) 9. (b) 10. (a) 11. (c) 12. (d)

EXPLANATIONS

1. quite
2. He is never in time for meals.
3. carefully
4. gently
5. too
6. as well
7. as
8. (a) much
9. (b) late
10. (a) rarely
11. (c) manfully
12. (d) cowardly

(vi) Preposition

Definition

A preposition is a word placed before a noun or a pronoun to show in what relation the person or thing denoted by it stands in regard to something else.

e.g.: There is a cow in the field.

The cat jumped off the chair.

- Preposition के साथ प्रयुक्त Noun या Pronoun को Object कहते हैं।
- Preposition के साथ दो या अधिक object हो सकते हैं।
- सामान्यतः preposition को object से पहले रखते हैं परंतु कभी-कभी object के बाद भी preposition का प्रयोग होता है।

e.g.: What are you looking at?

That is the man I was spearing of.

- For, From, in, on आदि Preposition को Nouns of Place or time के पहले से हटा दिया जाता है।

e.g.: I cannot walk a yard.

Wait a minute.

Kinds of Preposition

Prepositions को निम्नलिखित समूहों में बाँटा जा सकता है—

Simple Prepositions

At, by, far, from, in, of, off, on, out, through, till, to, up, with.

Compound Prepositions

इन्हें सामान्यतः किसी Noun, adjective या adverb के आगे Prefix जोड़कर बनाया जाता है। (सामान्यतः a = no, be = by)

e.g.: About, above, across, along, amidst, among, amongst, around, before, behind, below, beneath, beside, between, beyond, inside, outside, underneath, within, without.

Phrase Prepositions

एक Preposition के स्थान पर शब्द समूह का उपयोग होने पर Phrase Preposition कहते हैं।

e.g.: According to, in accordance with, agreeably to, in addition to, in reference to, along with, by virtue of, in favour of, with an eye to, in order to.

- Barring, concerning, considering, during, not withstanding, pending, regarding, respecting, touching और कुछ अन्य समान शब्द verb के present participles हैं। ये बिना noun या pronoun के प्रयुक्त होते हैं। सभी व्यावहारिक प्रयोगों में ये शब्द Preposition की तरह उपयोग होते हैं। इन्हें Participle Preposition भी कहते हैं।

e.g.:

Barring accident, the mail will arrive tomorrow.

Touching this matter, I have not as yet made up my mind.

Relations expressed by Preposition

Place	Went <u>about</u> the world
Time	<u>After</u> his death
Agency, Instrumentality	Sell goods at auction
Manner	Fought with courage

15. Get down the bus and walk back till you come to same traffic light.
16. At first he opposed idea, but in the end he gave his consent.
17. He is still running around after his illness and is unfit for work.
18. by ['Abide by means' to accept and act according to law.]
19. in 20. on/upon
21. to 22. by
23. from ['Prevent' is followed by 'from' for an action]
24. with ['teem with' means 'full of something']
25. over ['cry over spilt milk' means 'to waste time worrying about something you can do nothing about.']
26. By.
27. between
28. of 29. on 30. in
31. agree to a proposal 32. devoted to
33. for 34. born of
35. since 36. no trace of
37. cast off नकारना 38. (c) make over पुनर्निर्माण
39. (d) prevail on 40. (a) part from – बिछड़ना
41. (d) among 42. (d) off the shore
43. (a) grieved at 44. (c) go through the mind
45. (b) with 46. (a) at
47. (d) superior to
48. (c) pip बहुत कम अंतर से हराना
49. (c) called on 50. (b) before

(vii) Conjunction

Definition

A conjunction is a word which merely joins together sentences and sometimes words.

Example: Our hoard is little, but our hearts are great.

Conjunctions द्वारा—

- शब्दों को जोड़ा जाता है।
- किसी वाक्य के अलग-अलग भागों को जोड़ा जाता है।
- ❖ कुछ conjunctions जोड़े में प्रयुक्त होते हैं, इन्हें correlative conjunctions कहते हैं।
e.g., Either – or, Either take it or leave it.
Neither – nor, It is neither useful nor ornamental.

- Both – and, We both love and honour him.
- Though – yet, Though he is suffering much pain, yet he does not complain.
- Whether – or, I do not care whether you go or stay.
- Not only-but also. He is not only foolish, but also obstinate.

- कुछ वाक्यांश भी conjunctions की तरह प्रयुक्त होते हैं, इन्हें compound conjunctions कहते हैं।

e.g.:

- In order that – The notice was published in order that all might know the poet.
- Even if – Such an act would not be kind even if it were just.
- So that – He saved some bread so that he should not go hungry-tomorrow.
- Provided that – You can borrow the book provided that you return it soon.
- As well as – Raju as well as Vinay was present there.
- As soon as – He took of his coat as soon as he entered the house.
- As if – He looks as if he were weary.

Classes of Conjunctions

Conjunction को दो वर्गों में बाँटा जा सकता है—

1. Coordinating
2. Subordinating

1. Co-ordinating Conjunctions

A co-ordinating conjunction joins together causes of equal rank.

मुख्य co-ordinating conjunctions हैं—

And, but, for, or, nor, also, either-or, neither-nor.

Co-ordinating conjunctions 4 प्रकार के होते हैं—

- (i) Cumulative या Copulative: सामान्यतः एक वाक्य को दूसरे से जोड़ते हैं।

Example: We carved not a line and we raised not a stone.

- (ii) Adversative: ऐसे conjunctions जो दो विपरीत वाक्यों को जोड़ते हैं।

Example: He is slow, but he is sure.

Rules of Conjunctions

Rule-1:

If two subjects are joined by the following conjunctions, then the verb agrees with the first subject.

1. As well as 2. Along with
3. Accompanied by 4. Except
5. In addition to

Rule-2:

‘None of’ is used for more than two but ‘Neither of’ is used for two persons or things.

Rule-3:

- ‘No sooner’ is always followed by ‘than’
- ‘Scarcely’ and ‘Hardly’ are always followed by ‘when’.

Rule-4:

- As – as is used in both positive as well as negative sentences.
- So – as is used only in negative sentences.

Rule-5:

- Until/unless is not followed by ‘not’.
- Future tense doesn't come after until/unless.

EXERCISE

Directions: Supply the suitable conjunction.

CGPCS (Mains), 2016

1. He works slowly _____ accurately.

Directions: Fill in the blank with the correct conjunction.

CGPCS (Mains), 2012

2. I am right _____ you are wrong.

Directions (Q. No. 3–10): Write the correct conjunctions and complete the sentences.

3. Morning walk _____ helps to stay fit _____ makes our mood fresh.
4. Mathematics is _____ easy _____ difficult.
5. I am planning to take my vacation _____ in August _____ in September.
6. You have to be on time, _____ you will miss the lecture.
7. We had hoped to go to play badminton, _____, we ended up with Tennis.
8. I visit the Akshardham Temple _____ I go to New Delhi.
9. You won't pass the examination _____ you study.
10. This is the place _____ I used to stay.

Directions (Q. No. 11–15): Choose the correct conjunction from the options and complete the sentences.

11. Do you like coffee _____ tea?
(a) or (b) and
(c) so (d) but
12. I'm afraid of water, _____ I love to learn swimming.
(a) and (b) yet
(c) but also (d) if
13. Riya likes to write _____ her brother likes to read.
(a) therefore (b) otherwise
(c) nevertheless (d) in contrast
14. _____ did the teacher enter the classroom _____ the students stood up.
(a) No sooner – than (b) No sooner–when
(c) and – but (d) Hardly–when
15. _____ had I thought of having pizza, _____ my father brought one for me.
(a) Hardly – when (b) scarcely – when
(c) but – and (d) Both (a) and (b)

Answer Key

11. (a) 12. (b) 13. (d) 14. (a) 15. (d)

EXPLANATIONS

1. but 2. That
3. not only – but also 4. not – but
5. either – or 6. otherwise
7. instead 8. Whenever
9. unless 10. where
11. (a) or 12. (b) yet
13. (d) in contrast 14. (a) No-sooner, than
15. (d) Both (a) and (b)

2. Articles

शब्द ‘a’ या ‘an’ और ‘The’ को Article कहते हैं। ये Noun के पहले आते हैं।

A या An को ‘Indefinite Article’ कहते हैं, क्योंकि ये सामान्यतः अनिश्चित व्यक्ति या वस्तु को इंगित करते हैं।

Example: A doctor (अर्थात् कोई भी Doctor)

‘The’ को Definite Article कहते हैं, क्योंकि यह सामान्यतः निश्चित व्यक्ति या वस्तु को इंगित करता है।

29. Ram had _____ idea for his friend's birthday.

- (a) a (b) an
(c) the (d) No article

Answer Key

17. (d) 18. (a) 19. (b) 20. (c) 21. (a)
22. (c) 23. (a) 24. (d) 25. (b) 26. (a)
27. (c) 28. (d) 29. (b)

EXPLANATIONS

1. an
2. None
3. The saint lives on the Himalayas.
4. The fishermen used a hair to tie the feather to the hook.
5. The Prime Minister recently visited the union of South Africa.
6. The faster..., The earlier...
[When two degrees in a comparison or comparative degree is shown any way proportional, both degree is preceded by article 'the'.]
7. the
8. an
9. An
10. the
11. the best
12. a
13. an, the
14. the
15. the
16. the most
17. (d) no article
18. (a) the
19. (b) the Netherlands
20. (c) an hour
21. (a) The President, the nation
22. (c) the piano, the guitar
23. (a) The British
24. (d) No article
25. (b) the camera
26. (a) a better
27. (c) the hammer
28. (d) no article
29. (b) an

3. Word Formation

In English language, word formation refers to the ways in which new words are made on the basis of other words.

Word formation can denote either a state or a process. Common examples of expressive compound words include sun-stroke, pick – pocket, elbow – room, land –lord, humming – bird etc.

The two parts of a compound word are usually separated by a hyphen. However, in the case of many common compound words, the component parts have

become so closely connected that they are now written as one word without any hyphen between them.

For example, pass time is now written as pastime.

The formation of words has few rules which determine the nature of the words formed thus.

Words can be classified into four types as follows:

1. Primary words
2. Compound words
3. Primary Derivatives
4. Secondary Derivatives

1. Primary words

Words which are not derived or compounded or developed from other words are called Primary words. They belong to the original stocks of the words.

Example: Walk, net, dash, dot, book, pen, month, school, boy, girl, she, it, etc.....

Note: Most of the words in English language are only Primary words. A Primary word may be of the type of noun, verb, adjective, pronoun, adverb etc.

The Formation of words has few rules which determine the nature of the words found thus.

2. Compound words

The compound words are formed by joining two or more Primary words. A compound word may be of the type of noun, verb, adjective, pronoun, adverb, conjunction, preposition etc.

Example:

Moonlight, Undertake, nevertheless, man-of-war, misunderstanding etc.

An addition to the beginning of a word is a prefix.

An addition to the end of a word is a suffix.

Formation of compound words of Nouns, Adjectives and verbs:

Compound words – Nouns

1. Noun + Noun

Example:

- ❖ Postman, Railway, Teaspoon, Horse – Power, table – cloth, maid – servant, Tax – payer, Chess –board, bread – winner

2. Adjective + Noun

Example: Sweetheart, Nobleman, Blackboard, Quicksilver, Stronghold

4. Tense & Sequence of Tenses

The word Tense is derived from Latin word “Tempus” which means time. A verb indicates the time of an action, event or condition by changing its forms.

Present Tense (वर्तमान काल)

Present tense expresses an unchanging, repeated or reoccurring action or situation that exists only now.

A verb that refers to present time.

(क्रिया (verb) का वह रूप जो वर्तमान समय को सूचित करे।)

Simple Present

Simple present tense is used to describe an action, an event or condition that is occurring in the present i.e. at the moment of speaking or writing.

Simple Present Tense is Used–

- आदतन किये जाने वाले कार्यों (Habitual Action) को व्यक्त करने हेतु-
 - ❖ I get up everyday at 4 o'clock.
 - ❖ Shweta drinks green tea every morning.
 - ❖ He takes exercise every morning.
- सार्वभौमिक सत्य या वैज्ञानिक तथ्य (Universal truth or scientific fact) को व्यक्त करने हेतु-
 - ❖ Sugar is sweet.
 - ❖ Water boils at 100°C.
- वर्तमान (तुरंत) में होने वाले कार्यों को व्यक्त करने हेतु विस्मयादिबोधक (Exclamatory) वाक्य, जो ‘यहाँ’ (here) एवं ‘वहाँ’ (There) के साथ शुरू होते हैं-
 - ❖ Here comes the bus!
- भविष्य के निश्चित कार्यों (Future fixed action) को व्यक्त करने हेतु-
 - ❖ The train starts at 5:30 p.m.
 - ❖ We go to the bank next week.
- उसी क्षण तेजी से होने वाले कार्यों (Quick Action) हेतु (Simple Past के विकल्प के रूप में)-
 - ❖ Rustom rushes forward and kicks the ball.
- समय संयोजक (conjunction of time) शब्दों, जैसे- when, while, until, till, after, as soon as, no sooner, then इत्यादि के प्रयोग पर-
 - ❖ I shall wait **till** you come.
 - ❖ **When** you reach home I shall meet you.

❖ Please ring me up **as soon as** possible.

इन cases में *simple future tense* का प्रयोग नहीं होगा।

- सशर्त (Conditional) clauses में-
 - ❖ **If it rains** we shall get wet.
 - ❖ **Unless he studies**, he will not pass.
 - ❖ We will wait, **until she comes back**.
- उद्धरण (Quotation) को व्यक्त करने में-
 - ❖ Shakespeare says “Frailty, thy name is women.”
- Present continuous के बदले Simple Present का प्रयोग नीचे दिये गए क्रिया प्रकारों (Non-action/voluntary actions) के साथ किया जाता है-
 - ❖ Verbs of emotion (feel, love, desire, hate, hope)
 - ❖ Verbs of thinking (think, believe, agree, trust, forget, know, imagine)
 - ❖ I am thinking you are wrong. (गलत)
 - ❖ I think you are wrong. (सही)
- Verbs of appearing (seem, look, appear)
 - ❖ She is seeming angry. (गलत)
 - ❖ She seems angry. (सही)
- Verbs of perception (smell, taste, recognize, hear)
 - ❖ These apples are tasting sour. (गलत)
 - ❖ These apples taste sour. (सही)
- Have (passess), own, belong to, contain, consist of (except when used in the passive)
 - ❖ She is having a smartwatch. (गलत)
 - ❖ She has a smartwatch. (सही)

Present Continuous Tense

Present continuous tense is used for an action which is in process at the time of speaking. It emphasizes the continuing nature of an act, event or condition.

Verb के इस रूप से बोध होता है कि वर्तमान में जिस समय यह बात कही गई उस समय काम पूर्ण नहीं हुआ है, अभी चल रहा है।

रहा, रही, रहे के बाद हैं, हों, हूँ

(मैं चल रहा हूँ)

Present Continuous is Used–

- कथन कहने के समय हो रहे कार्य (action) हेतु।
 - ❖ The girls are playing cricket.
- किसी अस्थायी कार्य हेतु, जो कथन कहने के समय शायद नहीं हो रहा हो-

EXPLANATIONS

- | | |
|----------------------------|------------------------|
| 1. have made | 2. happened |
| 3. is working | 4. rises |
| 5. talked | 6. went |
| 7. that was on display | 8. have not seen |
| 9. starving children | 10. No improvement |
| 11. nor does he smile | 12. didn't we? |
| 13. get | 14. was annoyed |
| 15. (a) hanged | 16. (b) realized |
| 17. (b) taken | 18. (c) has not solved |
| 21. (d) No improvement | 20. (b) have been |
| 22. (b) have much sympathy | |
| 23. (a) has become | |
| 24. (c) had tried | |
| 25. (a) was | |

5. Sentence

A sentence is a set of words, which makes complete sense. प्रत्येक Sentence (वाक्य) के दो भाग होते हैं- 1. Subject, 2. Predicate.

- 1. Subject (कर्त्ता):** The Part which names the person or thing is called the subject of the sentence.

(वाक्य का वह भाग जिसमें किसी व्यक्ति या वस्तु की जानकारी हो, कर्त्ता कहलाता है।)

- 2. Predicate (विधेय):** The Part which tells something about the subject is called the predicate of the sentence.

(वाक्य का वह भाग जो कर्त्ता के बारे में कुछ कहे, विधेय कहलाता है।)

Example:

Tejas (Subject) + is playing football (Predicate)

सामान्यतया वाक्य के पाँच प्रकार होते हैं-

1. Assertive sentence;
2. Interrogative sentence;
3. Imperative sentence;
4. Optative sentence;
5. Exclamatory sentence

1. Assertive Sentence (निश्चयात्मक वाक्य)

A sentence that makes a statement or declaration is called Assertive sentence.

(वे वाक्य जिसमें साधारण रूप से कोई बात या कथन कहा जाए, उन्हें साधारण या निश्चयात्मक वाक्य कहते हैं।)

Assertive Sentence दो प्रकार के होते हैं-

- **Affirmative Sentence (सकारात्मक वाक्य):** A sentence which states something which shows affirmation is called affirmative sentence.

(वे वाक्य जिनमें स्वीकार योग्य कथन कहा गया हो, सकारात्मक वाक्य कहलाते हैं।)

Example: Tejas is an intelligent student.

- **Negative Sentence (नकारात्मक वाक्य):** A sentence which states something which shows denial is called negative sentence.

(वे वाक्य जिनमें नकारात्मक शब्दों का प्रयोग होता हो, नकारात्मक वाक्य कहलाते हैं।)

Example: Aradhya is not an intelligent girl.

2. Interrogative Sentence (प्रश्नवाचक वाक्य):

A sentence that asks a question or enquires about something is called interrogative sentence.

(वे वाक्य जो प्रश्न पूछे या किसी के बारे में खोज करे, प्रश्नवाचक वाक्य कहलाते हैं।)

Interrogative Sentences दो प्रकार के होते हैं-

- **Sentences Starting with "Helping Verb"-**
सहायक क्रिया से प्रारंभ होने वाले वाक्यों का उत्तर हाँ या ना में आता है।

Example: Shall they be reading?

Is Rohan an honest boy?

- **Sentences Starting with "Question Word"-**
प्रश्नवाचक शब्दों से प्रारंभ होने वाले वाक्यों में किसी तथ्य की पूर्ण खोज की जाती है।

Example: Where do you live?

Who is your Chief Minister?

3. Imperative Sentence (आज्ञासूचक वाक्य)

A sentence which shows order, advice, suggestion, prohibition and request is called imperative sentence.

(वे वाक्य जिसमें आज्ञा, सलाह, सुझाव, प्रार्थना आदि हो, आज्ञासूचक वाक्य कहलाते हैं।)

Example: Please, come fast (order)

Go there. (request)

Don't smoke. (Prohibition)

4. Optative Sentence (कामनासूचक वाक्य)

A sentence which shows a wish, a blessing or a prayer is known as optative sentence.

(ऐसे वाक्य जो इच्छा, प्रार्थना या शुभकामना आदि दर्शाते हों, कामनासूचक वाक्य कहलाते हैं। ऐसे वाक्य Wish/May से शुरू होते हैं।)

Example: Wish you a happy journey.

May God help you!

5. Exclamatory Sentence (विस्मयादिबोधक वाक्य)

A sentence that expresses strong feeling is called an exclamatory sentence.

(वाक्य जो अचानक आए हुए विचारों या मानसिक भावनाओं को प्रकट करें, विस्मयादिबोधक वाक्य कहलाते हैं।)

Example: Oh! Vipul is here.

Hurrah! Our team has won the match.

Note: विस्मयादिबोधक वाक्यों के अंत में विस्मयादिबोधक चिह्न लगाते हैं।

6. Voice

Voice is the term used to describe whether a verb is active or passive. The voice of a verb tells us whether the **subject of the verb is acting or acted upon**.

Voice दो प्रकार के होते हैं-

1. Active Voice;
2. Passive Voice

1. **Active Voice:** In Active voice the subject is active or the subject actively performs the actions. In this the object receives the action of the verb and the focus is on Subject.

Subject + Verb + Object

Example: The cow is eating grass.

Subject Verb Object

Active voice में Subject (कर्त्ता) सक्रिय होता है अर्थात् कर्त्ता स्वयं कार्य करता है एवं ध्यान का मुख्य केंद्र subject ही होता है।

2. **Passive Voice:** In passive voice, the subject is no longer active or the subject is acted upon by the verb.

Object + Helping verb + 3rd form of Verb + by + Subject

Example: Grass is being eaten by the cow.

Subject Verb Object

Passive Voice में Subject निष्क्रिय होता है अर्थात् जब verb से ऐसा प्रकट हो कि कर्त्ता स्वयं कार्य नहीं कर रहा है बल्कि कोई उसके लिये कार्य कर रहा है तो यह passive voice कहलाता है।

जब वाक्य में कर्त्ता क्रिया का संपादन नहीं करता है बल्कि क्रिया उसी पर संपादित होती है तो प्रयुक्त Verb को Passive Voice में होना समझा जाता है।

Note: यहाँ यह महत्वपूर्ण नहीं है कि कार्य किसने किया। इसमें कर्त्ता कर्म (Object) पर अधिक जोर दिया जाता है। अर्थात् object ही क्रिया का कर्त्ता बन जाता है।

Fundamental Rules

1. Subject एवं object के स्थान आपस में बदल लिये जाते हैं।
2. Passive voice में हमेशा Subject का होना ज़रूरी नहीं होता। Passive voice वाक्य को बिना किसी subject के लिखा जा सकता है अगर इसके बिना पर्याप्त अर्थ निकल पा रहा हो।
3. सभी Tenses के लिये, Passive voice के sentences में, केवल verb के 3rd form (Past Participle) का प्रयोग मुख्य क्रिया के रूप में करते हैं।
Verb के base form या present participle का passive voice में कभी प्रयोग नहीं होता।
4. अधिकांश cases में passive voice में “by” शब्द का प्रयोग हमेशा subject के पहले करते हैं। हालाँकि “by” शब्द का प्रयोग हमेशा नहीं होता। कभी-कभी “with, to, etc” शब्दों का प्रयोग भी passive voice में subject के आगे करते हैं जो sentence के subject के ऊपर निर्भर करता है। परंतु ये words कुछ ही cases में प्रयोग किये जाते हैं।
5. Active voice में sentence के tense के अनुसार passive voice में Auxiliary verb परिवर्तित हो जाते हैं।

उपर्युक्त नियमों में, सिर्फ Rule 5 को छोड़कर बाकी सभी नियम Active voices को passive voices में बदलने हेतु basic rules माने जाते हैं।

Rule 5, जो कि auxiliary verbs के प्रयोग के बारे में है, वह sentence के प्रत्येक tense के अनुसार अलग-अलग होता है।

7. Narration

English Language में किसी व्यक्ति के कथन-शब्दों को बयान करने के दो तरीके हैं-

1. Direct Speech
2. Indirect Speech

Direct Speech

In this kind of speech the actual words of the speaker is reported exactly without any changes by some other person.

(जब किसी कथन को बिना बदले, वक्ता के शब्दों में अक्षरशः कहा जाए तो इसे Direct Speech कहते हैं।)

- वक्ता के वास्तविक शब्दों (Actual Words) को **Inverted Commas** या **Quotation Marks** से घेरकर बंद करते हैं। यहाँ पर “said” के बाद हमेशा एक **Comma** लगाते हैं जो वक्ता के कथन-शब्दों को दर्शाता है।

Example: Vaibhav said, “I am watching a movie.”

Indirect Speech

In this kind of speech, the actual words of the speaker are changed by the narrator without changing its meaning.

(इस प्रकार के Speech में वक्ता के वास्तविक शब्दों को बिना उसके अर्थ में परिवर्तन लाए, Narrator द्वारा परिवर्तित कर दिया जाता है।)

- वक्ता के शब्दों को Inverted Commas या Quotation Marks से नहीं घेरते। वक्ता के Spoken words के आगे “that” लगाते हैं।

Example: He said that he was watching a movie.

Direct Speech को Indirect Speech में बदलने के नियम-

Rule-1: ‘Comma’ एवं ‘Inverted Comma’ को हटाकर Conjunction शब्द “that” को जोड़ा जाता है।

Example: He said, “I write a letter.”

He said that he wrote a letter.

Rule-2: Pronoun में परिवर्तन (Changes in Pronoun)- वाक्य के pronoun में भी परिस्थिति के अनुसार परिवर्तन किया जाता है।

- Reported Speech का pronoun (or subject) कभी-कभी reported verb के pronoun (or subject) या object के अनुसार परिवर्तित किया जाता है।

- Passive Pronouns (जैसे- his, her, my, their, your etc.) को भी first sentence के object या subject के according परिवर्तित कर सकते हैं।

Direct Speech के दो Components होते हैं-

- 1. Reporting Verb:** वक्ता के वास्तविक शब्दों (actual words) के पहले आने वाला, प्रथम वाक्य का verb, Reporting verb कहलाता है।
- 2. Reporting Speech:** Second sentence (Speaker के actual words) जो inverted comma या quotation से घिरा रहता है, Reported Speech कहलाता है।

A. Direct Speech का **1st Person Pronouns** (I, We), Reporting verb के **Subject** के according बदलता है।

Example:

She said to me, “I like your book.”

She told me that **she** liked my book.

They said, “We will not permit this.”

They said that **they** would not permit this.

दो स्थितियों में ‘We’ को change नहीं किया जाता-

1. जब ‘We’ का प्रयोग सामान्य अर्थों में हो।

2. जब Object ‘me’ subject के रूप में हो।

We said, “We need to buy some clothes.”

We said that **we** needed to buy some clothes.

B. Direct Speech का **2nd Person Pronoun** (You), Indirect speech में Reporting verb के **object** के अनुसार बदलता है।

He said to **me**, “You have to come with me.”

He told me that **I** had to go with him.

She said to **him**, “You can go.”

She told him that **he** could go.

अगर reporting verb एक object द्वारा followed नहीं होता है तो ‘You’ को 3rd Person (He, She, They) या 1st Person (I, We) के अनुसार बदल देते हैं-

- अगर Reporting verb का **subject** 1st person हो तो ‘You’ को 3rd person से change किया जा सकता है-
I said, “You can't cook the food.”

I said that **he/she** couldn't cook the food.

- अगर Reporting verb का **subject** 3rd person हो तो you को 1st person से change किया जा सकता है-
He said, “You must concentrate in your studies.”

He said that **I** had to concentrate in my studies.

- (c) Mr. Pradhan said that he should have gone to Delhi the next day.
- (d) Mr. Pradhan said that he must go to Delhi the next day.
18. He said, "As your mother is ill, you must leave at once."
- (a) He told him that as his mother is ill, he may leave at once.
- (b) He told him that as his mother is ill, he should leave at once.
- (c) He told him that as his mother was ill, he should leave at once.
- (d) He told him that as his mother will be ill he had to leave at once.

Answer Key

1. Indirect: He asked had the train been delayed.
2. Indirect: The teacher said that the earth moves round the sun.
3. Direct: The officer said to the cadets, "Do not stop."
4. The teacher advised the student to be patient and wait for the letter.
5. Jane asked me if I wanted to dance.
6. The lady asked the way to the post office.
7. She asked if she could have a cup of coffee.
8. Mike advised me not to fly via Paris.
9. I asked him whether he was the manager.
10. The teacher told the students to look at their books.
11. (d) 12. (c) 13. (a) 14. (b) 15. (d)
16. (a) 17. (b) 18. (c)

8. Vocabulary

Word	Meaning
Abandon	छोड़ देना, त्यागना
Ascend	चढ़ना, ऊपर को जाना
Amateur	शौकिया
Affluent	धनवान
Animosity	बैर, कटुता
Autonomy	स्वायत्तता
Admonish	धिक्कारना, डाँटना
Arrogant	अभिमानी
Audacious	दुःसाहसी, निडर
Apparent	स्पष्ट, प्रकट
Anxious	व्याकुल, चिंताजनक

Word	Meaning
Agony	यातना, कष्ट
Affluence	समृद्धि
Affirmation	समर्थन
Atheist	नास्तिक
Applaud	सराहना
Antipathy	घृणा
Apocryphal	शंकायुक्त
Affable	मिलनसार, प्रियभाषी
Acquitted	अपराधमुक्त
Adamant	अटल
Altruistic	परोपकारी
Agitate	उत्तेजित करना, उकसाना
Adversity	मुसीबत
Appropriate	उपयुक्त
Accusation	दोषारोपण
Abrupt	अचानक
Accomplish	निष्पादित करना, कठिन काम को संपूर्ण करना
Adulteration	अपमिश्रण, मिलावट
Amorphous	आकारहीन
Accord	सहमति
Alleviate	कम करना, धीमा करना
Accolade	पुरस्कार, सराहना
Acquit	बरी करना
Aversion	घृणा
Amnesty	क्षमा, माफी या दोष मुक्ति
Authentic	असली
Alight	दमकता हुआ, प्रकाशमय
Abduct	अपहरण करना
Ablaze	तेज़ी से जलता हुआ
Abscond	किसी स्थान से फरार होना
Absentee	अनुपस्थित या गैर-हाज़िर व्यक्ति
Absent-minded	भुलक्कड़
Abstain	अपने को संयम में रखना, परहेज़ करना
Abysmal	बहुत बुरा, बहुत घटिया प्रकार का
Accession	किसी उच्च पद पर पहुँचने की क्रिया
Accountable	उत्तरदायी
Accreditation	प्रत्यायन, निर्धारित मानदंड को प्राप्त करने पर संस्था विशेष द्वारा दी गई अधिकृत मान्यता

9. Synonym

A word or phrase that means exactly or nearly the same as another word or phrase in the same language. For example 'smart' is the synonym of 'clever'; 'irrelevant' is the synonym of 'useless'. In both cases, meaning of words and their synonym are similar. In other words we can define synonym that different words which have the same meaning (or similar meaning) are called synonyms.

Words and their Synonyms

Word	Hindi Meaning	Synonyms
Indignant	क्रोधित	Aggrieved / Resentful
Devastation	विनाश	Destruction, Ravages, Ruin, Depredation
Eternal	हमेशा के लिये	Forever, Perpetual, Persistent, Unremitting, Indestructible, Imperishable, Incessant
Acquire	अर्जित करना	Procure, Hustle, Wangle
Panacea	रामबाण दवा	Cure all, Nostrum
Stroll	घूमना	Walk, Excursion, Ramble, Saunter
Annoy	परेशान करना	Offend, Agitate, Exasperate, Perturb, Peeve, Gall
Mistake	गलती	Error, Omission, Aberration, Snafu, Gaffe
Brutal	बर्बरतापूर्ण	Savage, Barbarous, Callous, Ferocious, Ruthless
Filthy	गंदा	Dirty, Mucky, Muddy, Unclean
Bane	शाप	Curse, Malediction, Voodoo, The evil eye
Drizzle	बूँदा-बांदी/ फुहार	Sprinkle, Mizzle, Fine rain, Shower
Vocation	पेशा/ आजीविका	Occupation, Profession, Calling, Life's work

Word	Hindi Meaning	Synonyms
Crusade	धर्म युद्ध/ आंदोलन	Campaign, Holy war, Movement, Drive
Lousy	खराब, भद्दा	Awful, Terrible, Abysmal, Frightful
Result	परिणाम	Outcome, Consequence, Upshot, Conclusion
Offensive	असभ्य/ आक्रामक	Insolent, Impolite, Rude
Enigma	पहेली	Riddle, Mystery, Puzzle, Paradox
Genuine	असली, सच्चा	Authentic, Real, Actual, Original
Quest	तलाश, खोज	Search, Hunt, Pursuit, Inquiry
Adversity	कठिनाई, विपत्ति	Misery, Misfortune, Difficulty, Sorrow
Jealous	ईर्ष्यालु	Envious, Covetous, Desirous, Green-eyed
Inevitable	जो टाला न जा सके, अनिवार्य	Unavoidable, Inescapable, Inexorable
Damp	नमी, आर्द्रता	Wet, Moisture, Humidity, Vapour
Merge	विलय, मिलाना	Blend, Combine, Integrate, Unite
Diminish	कमी करना, घटाना	Reduce, Decrease, Decline, Lessen
Frugal	मितव्ययी	Economical, Thrifty, Sparing, Saving
Honour	आदर, सम्मान	Respect, Regard, Admiration, Esteem
Rectify	सुधारना	Correct, Amend, Reform, Improve
Accuracy	शुद्धता, सटीकता	Precision, Perfection, Correctness, Rightness
Weak	दुर्बल	Feeble, Frail, Fragile
Invincible	अपराजेय	Unassailable, Unbeatable, Indestructible
Constrain	बाधित करना	Restrict, Limit, Curb, Restrain

10. Antonym

An Antonym is a word that means the opposite of another word. For example the antonym of 'Wet' is 'dry'. The root words for the word 'antonym' are the words 'anti' meaning 'against' or 'opposite' and onym meaning 'name'.

Below is the list of words and their Antonyms

Word	Hindi Meaning	Antonym	Hindi Meaning
Transparent	पारदर्शी	opaque	अपारदर्शी
Fragmented	बिखरा हुआ	Combine / Unite	जुड़ा हुआ
Introvert	अंतर्मुखी	Extrovert	बहिर्मुखी
Ascend	चढ़ना	Descend	उतरना
Save	बचाना, सुरक्षित रखना	Lose	त्यागना
Mortal	नश्वर	Immortal	अनश्वर
Awkward	फूहड़, बेढंगा	Graceful	शोभायमान
Diligently	कर्मठतापूर्वक	Negligently	बेपरवाही से
Persist	डटे रहना, कायम रहना	Discontinue	रुकना, छोड़ देना
Traitor	कपटी, देशद्रोही	Ally	मित्रपक्ष, मैत्री करना
Enrich	समृद्ध बनाना, सम्पन्न	Deprive	वंचित करना
Amateur	शौकिया	Professional	पेशेवर
Heavenly	अलौकिक	Earthly	लौकिक
Perfect	सम्पूर्ण	Imperfect	अपूर्ण
Variable	अस्थिर, परिवर्तनीय	Invariable	स्थिर, अपरिवर्तनीय
Vertical	लम्बवत्	Horizontal	क्षैतिज
Ability	योग्यता	Inability	अयोग्यता
Precise	सटीक, ठीक	Imprecise	गलत
Constructive	सृजन, निर्मित वस्तु	Destructive	विध्वंसकारक
Extravagant	खर्चीला, अतिव्ययी	Thrifty	किफायती
Pretentious	आडंबरपूर्ण	Unpretentious	आडंबरहित
Odd	असमान, अंतर	Even	समान
Mitigate	कम करना	Increase	बढ़ना
Accumulated	संचित	Squandered	लुटाया या उड़ाया गया
Fickle	अस्थिर	Firm	स्थिर
Visionary	काल्पनिक	Realistic	वास्तविक
Theoretical	सैद्धान्तिक	Practical	व्यावहारिक
Barren	बंजर	Fertile	उपजाऊ
Transience	क्षणिक होना	Eternity	अनंत काल
Minuscule	बहुत छोटा, छोटा अक्षर	Majuscule	बड़ा, बड़ा अक्षर
Detest	घृणा करना	Adore	बहुत चाहना
Invincible	अजेय, अपराजेय	Conquerable	विजेय
Vanquish	जीतना	Surrender	समर्पण, हार
Efficacious	प्रभावशाली	Inefficacious	अप्रभावी
Outrageous	उपद्रवी	Jolly	मिलनसार

11. Idioms and Phrases

Idioms and Phrases	Meaning (अर्थ)	Sentences
A		
An apple of discord cause of quarrel	झगड़े की वजह बनना	The right to host the next Olympic games has become an apple of discord between the two countries.
An iron will strong will	दृढ़ इच्छा शक्ति	She is a lady of iron will .
An olive branch any offering of peace or conciliation	झगड़ा शांत करने हेतु शांति प्रस्ताव	Offer an olive branch and apply damage control.
Apple of one's eye something or someone very precious or dear	कोई जो बहुत प्यारा या कीमती हो	His new baby girl was the apple of his eye .
Add fuel to the flames To make a problem worse	किसी समस्या को और खराब करना	Shouting at a crying child just adds fuel to the flames .
Achilles' heel A weak point or fault in someone	किसी व्यक्ति की कोई कमजोरी	He was very brave, but fear of spiders was his Achilles' heel .
At Arm's length At or occupying a distance	पहुँच के अंदर	John always keeps his friends at arm's length , so that no one gets close enough to hurt his feelings.
A lick and a promise To do something especially cleaning quickly and carelessly	तेजी एवं लापरवाही से कोई काम करना या सफाई करना	I haven't time to do a good job of vacuuming, just enough for a lick and a promise .
B		
By hook or by crook by one means or another	एक या अन्य साधनों के द्वारा	He would have to see her again by hook or by crook .
Black and Blue to beat mercilessly	बेरहमी से पीटना	I was beaten black and blue by the boxing team players.
Bad Blood bitter relations	रिश्तों में कड़वाहट	There has always been bad blood between the two families.
Bell the Cat to take first step at personal risk	खतरा उठाने की पहल करना	This task is really dangerous. But someone has to bell the cat .
Break the ice to speak first after prolonged silence	लंबी चुप्पी के बाद बोलना	Someone suggested that we play a party game to break the ice .
Build castle in the air to make visionary schemes	काल्पनिक योजनाएँ बनाना	What he is talking about is just a castle in the air .
Bird's eye view an overview or a view from a high angle	विहंगावलोकन या ऊँचे कोण से किसी चीज़ को देखना	This website gives you a bird's eye view of the idioms used in Indian exam system since British times. You get a good bird's eye view of the town from the top of the church tower.
Bated breath Eagerly or anxiously	उत्सुकतावश या चिंतावश	They listened with bated breath for the announcement about the winner.
Bite the dust to be defeated	हार मानना	I am not going to bite the dust so easily because throughout my life I have been a fighter.

12. Sentence Rearrangement

Directions (Q. No. 1–2): Rearrange the jumbled words to form meaningful sentence.

CGPCS (Mains), 2017

1. Passion / or / govern / they / your / govern / you / will
2. give / to / armies / wars / our / cover / during / forest

Directions (Q. No. 3–4): Rearrange the following words to make meaningful sentences.

3. as your yourself love neighbour.
4. that gold is glitters all not.

Directions (Q. No. 5–6): Rearrange the letters to make meaningful words. **CGPCS (Mains), 2016**

5. hertom
6. eolv

Directions (Q. No. 7–8): Rearrange the following words to make meaningful sentences.

CGPCS (Mains), 2015

7. Ganga / the / many / myths / about / are / told / of / the / descent.
8. Prove / river / a / rainy / dangerous / to crossing / turbulent / days / in / may / be

Directions (Q. No. 9–10): Rearrange the jumbled words to form meaningful sentences.

CGPCS (Mains), 2014

9. Students / the/ what / they / to / wanted / choose / study / could / ?
10. Missed / thought / the/ he/ plane / he / that / have / might.

Directions (Q. No. 11–12): Rearrange the following words in the following sentences to make them meaningful sentences. **CGPCS (Mains), 2013**

11. Birbal/amusing/about/many/tell/people/stories.
12. Languages/knows/one/polyglot/is/who/many/a.

Directions (Q. No. 13–14): In the following questions, the first and the last parts of the sentence/sentences of the passage are numbered as 1 and 6. The rest of sentence/passage is split into four parts and are named as P, Q, R and S. These four parts are not given in their proper order. Read the jumbled parts of the sentence/sentences and find out which of the four combinations is correct. Then find the correct answer.

13. 1: India has been a land

P: but in the sense that learning has always been very highly valued

Q: not indeed in the sense that education has been universal

R: and the learned man has been held in higher esteem

S: of learning throughout the ages

6: than the warrior or the administrator.

Code:

- | | |
|----------|----------|
| (a) PQSR | (b) RQPS |
| (c) RSQP | (d) SQPR |

14. 1: Religion has been used

P: both as a weapon of isolation

Q: to dull awareness

R: about real problems

S: and as morphia

6: like education, health and employment.

Code:

- | | |
|----------|----------|
| (a) PQRS | (b) PSQR |
| (c) QPSR | (d) SQPR |

15. 1: Science does not merely add new truths

P: destroy some old truths and

Q: discovers new truths that

R: thereby upsets the way of

S: to old one's, it also

6: men's thinking and their lives.

Code:

- | | |
|----------|----------|
| (a) QSRP | (b) RPSQ |
| (c) PSRQ | (d) SQPR |

16. 1: Hobbies can fill our spare

P: Physical fatigue and

Q: moments with enjoyment

R: and pleasure, they also relieve

S: mental tiredness and

6: do not hinder our regular work.

Code:

- | | |
|----------|----------|
| (a) RQPS | (b) QRSP |
| (c) SQPR | (d) PQSR |

17. 1: India has a vibrant space science programme

P: the Indian space science programme has been working

Q: formulating an industrial participation policy to

R: covering astronomy, astrophysics and space science.

S: with cooperative Indian industries and has been

6: aid the growth of space industry in India.

26. Travel to where you don't know the local language (P) and see how your (Q) a foreign country, even a region of India (R) hands and expressions do the talking (S)

Which one of the following sequences is correct?

- (a) SQPR (b) RPQS
(c) SPQR (d) RQPS

27. If fair play fair trade and the protection of the planet, (P) is going to encompass (Q) in sport's many codes of conduct (R) these should be enshrined (S)

Which one of the following sequences is correct?

- (a) QSPR (b) RPSQ
(c) QPSR (d) RSPQ

28. While the recent century show the June rainfall is (P) of a drought, India's rainfall data for over a (Q) rain may have soothed concerns (R) no predictor of the monsoon's outcome (S)

Which one of the following sequences is correct?

- (a) PSRQ (b) RQPS
(c) PQRS (d) RSPQ

29. There are from different walks of life as human rights (P) so much is written by so many person (Q) very few subjects in (R) contemporary times on which (S)

Which one of the following sequences is correct?

- (a) QSRP (b) RPQS
(c) QPRS (d) RSQP

30. The difference and development on the other affects (P) in the relationship between death and birth-rates on the one hand (Q) but the age structure of the population (R) not just the rate of population growth (S)

Which one of the following sequences is correct?

- (a) SRQP (b) QPSR
(c) SPQR (d) QRSP

31. It is a wonder that migratory birds (P) without every getting lost (Q) always manage to find their home (R) flying thousands of kilometers (S)

Which one of the following sequences is correct?

- (a) PQRS (b) SPQR
(c) SQRP (d) PSQR

32. The natives of Caribbean regarded the papaya (P) because of its ability (Q) as a magic tree (R) to keep them healthy (S)

Which one of the following sequences is correct?

- (a) PRSQ (b) PRQS
(c) RPQS (d) RPSQ

Answer Key

13. (d)	14. (b)	15. (d)	16. (b)	17. (d)
18. (b)	19. (c)	20. (a)	21. (a)	22. (d)
23. (c)	24. (c)	25. (b)	26. (b)	27. (c)
28. (b)	29. (d)	30. (b)	31. (d)	32. (b)

EXPLANATIONS

1. Govern your passions, or they will govern you.
2. During wars forests give cover to our armies.
3. Love your neighbour as yourself.
4. All that glitters is not gold.
5. Mother
6. Love
7. Many myths are told about the descent of the Ganga.
8. In rainy days, crossing a turbulent river may prove to be dangerous.
9. Could the students choose what they wanted to study?
10. He thought that he might have missed the plane.
11. Birbal tell people about many amusing stories.
12. A polyglot is one who knows many languages.

13. Sentence Completion

Directions (Q. No. 1–5): Sentence completions test the ability to use the information found in complex, but incomplete, sentences in order to correctly complete the sentences. Sentence completions test two separate aspects of verbal skills; vocabulary and ability to follow the internal logic of sentences. In sentence completion question, each question contains one or two blanks and have to find the best answer choice.

Complete the sentence by filling up the blank:

1. 'My father did not approve of some of my friends and he said that I was _____ in choosing them.'
2. 'With his _____ eyesight, Raghav spotted the military jet streaking in the sky.'
3. 'Moyna is _____ writing stories because she was well honed by her jobs as a reporter in a leading newspaper.'
4. 'Anamika is very _____ when attending meetings because she feels not showing up on time is slighting other participants.'
5. James Hadley Chase was a _____ writer who intrigued readers with his plots that took unexpected twists.



Directions (Q. No. 6–16): Sentence completions test the ability to use the information found in complex, but incomplete, sentences in order to correctly complete the sentences. Sentence completions test two separate aspects of verbal skills; vocabulary and ability to follow the internal logic of sentences. In sentence completion question, each question contains one or two blanks and have to find the best answer choice.

6. _____ by nature, Jones spoke very little even to his own family members.
(a) garrulous (b) equivocal
(c) taciturn (d) arrogant
7. The peasant were the least _____ of all people, bound by tradition and _____ by superstitions
(a) free-fettered (b) enfranchised-rejected
(c) enthralled-tied (d) pinioned-limited
8. The artists differed markedly in their temperaments; Palmer was reserved and courteous, Frazer _____ and boastful.
(a) phlegmatic (b) choleric
(c) constrained (d) tractable
9. The intellectual flexibility inherent in a multi-cultural nation has been _____ in classrooms where emphasis on British-American Literature has not reflected the cultural _____ of our country.
(a) eradicated-unanimity
(b) encouraged-aspirations
(c) stifled-diversity
(d) thwarted-uniformity
10. The conclusion of his argument, while _____, is far from _____.
(a) stimulating-interesting
(b) worthwhile-valueless
(c) abstruse-incomprehensible
(d) germane-relevant
11. Since the Romans failed to _____ the tribes in Northern Britain, they built a wall to _____ the tribes.
(a) Conquer-alienate (b) subjugate-exclude
(c) impress-intimidate (d) neutralize-barricade
12. Football evokes a _____ response in India compared to cricket, that almost _____ the nation.
(a) tepid-boils
(b) lukewarm-electrifies
(c) turbid-fascinates
(d) apocryphal-genuinely fascinates

13. When children become more experienced with words as visual symbols, they find that they can gain meaning without making _____ sounds.
(a) aural (b) vocal
(c) audible (d) intelligible
14. She hadn't eaten all day and by the time she got home she was _____.
(a) blighted (b) confutative
(c) ravenous (d) blissful
15. The movie offended many of the parents of its younger viewers by including unnecessary _____ in the dialogue.
(a) vulgarity (b) verbosity
(c) vocalizations (d) tonality
16. His neighbours found his _____ manner bossy and irritating, and they stopped inviting him to backyard barbeques.
(a) insentient (b) magisterial
(c) reparatory (d) modest

Answer Key

- | | | |
|-------------------|-------------|------------------|
| 1. indiscriminate | 2. keen | 3. proficient in |
| 1. indiscriminate | 2. keen | 3. proficient in |
| 4. punctual | 5. prolific | |
| 6. (c) | 7. (a) | 8. (b) |
| 9. (c) | 10. (c) | |
| 11. (d) | 12. (b) | 13. (c) |
| 14. (c) | 15. (a) | |
| 16. (b) | | |

14. Fill in the Blanks

Directions (Q. No. 1–5): Fill in the blanks with suitable verb forms. **CGPCS (Mains), 2017**

1. The managers was _____ to the post of clerk. (demote)
2. Mr. Verma _____ us English when we were in Delhi. (teach)
3. Gandhiji _____ the ideal of non-violence in thought, word and deed. (practice)
4. Unless you turn the radio off I _____ mad. (go)
5. If he were in he _____ the phone. (answer)

Directions (Q. No. 6–9): Do as directed.

CGPCS (Mains), 2016

6. He is _____ and she is _____ (Supply adjectives)
7. He went out _____ it was raining. (Supply Conjunction)

15. Error Correction

PART-A

Directions (Q. No. 1–2): Correct the following sentences. **CGPCS (Mains), 2017**

1. Yesterday I go there.
2. Did your work properly.

Directions (Q. No. 3–4): Rewrite the following sentences after making necessary corrections without changing their meanings. **CGPCS (Mains), 2015**

3. You may miss the examination until you hurry.
4. He ran too fast for police to catch him. (Remove 'too')

Directions (Q. No. 5–6): Rewrite the following sentence after making necessary corrections without changing their meanings. **CGPCS (Mains), 2014**

5. The accident held down the traffic for hours.
6. The house is under repairs.

Directions (Q. No. 7–8): Rewrite the following sentence after correcting the mis-spelt words. **CGPCS (Mains), 2014**

7. The calendar has gone out of order.
8. The position that he occupies is envious.

Directions (Q. No. 9–10): Rewrite the following sentences after making necessary corrections without changing their meanings. **CGPCS (Mains), 2013**

9. Unless you Can't ask properly, nobody will come to your help.
10. One of my friend is Mohan.

Directions (Q. No. 11–12): Rewrite the following sentences after correcting the mis-spelt words and underline the corrected words. **CGPCS (Mains), 2013**

11. Everyone accept Ram was present in the meeting.
12. The Chief Minister lied the foundation stone of the museum.

Directions (Q. No. 13–14): Rewrite the words in the following sentences to turn them into meaningful sentences: **CGPCS (Mains), 2012**

13. effort gained without really be nothing can.
14. others to is find with easy fault always it.

Directions (Q. No. 15–16): Rewrite the following sentences after making necessary corrections. **CGPCS (Mains), 2012**

15. Work hard lest you will fail.
16. He has been working here since a long time.

Directions (Q. No. 17–26): Identify the error/ errors if any and rewrite the following sentences.

17. A virtuous are respected by all.
18. Can I have any more sugar please?
19. We were not invited for lunch.
20. Write your name in the top of the page.
21. She is learning English for five years.
22. She was playing the Sitar when the bell was ringing.
23. Walk fast lest you would miss the train.
24. Should you like tea or coffee?
25. With what will you satisfied?
26. She said me "she did not like tea."

PART-B

1. Walking / across the street / a truck / knocked him down.
2. copernicus proved / that Earth / moves around the Sun.
3. Neither the severe earthquake / or the subsequent famine / could demoralize / the people of the country.
4. I am quite certain / that the lady / is not only greedy / but miserly.
5. No sooner we entered / than he got up / and left the room.
6. We know / where is begins / but we don't know that where it ends.
7. All the furniture / have been replaced / by the owner of the house / before shifting.
8. When I went / to his house / I found that / he had been died.
9. This pond is flooded / with water because / it is raining continously for the / last three days.
10. It has been our custom / from time immemorial to be / hospital to those / who come to our doors.

Directions (Q. No. 11–30): Each of the sentences given below has been divided into four parts viz. (a), (b), (c) and (d). One of the parts contains error. Choose the part which has the error.

11. You must go / to my village / and see my property / before you returned.
(a) (b) (c) (d)



16. Theme Detection

Directions (Q. No. 1–5): Each of the following questions contains a small paragraph. Read each paragraph carefully write down the theme of given paragraph.

1. It is up to our government and planners to devise ways and means for the mobilisation of about ten crore workers whose families total up about forty crore men, women and children. Our agriculture is over-manned. A lesser number of agriculturists would mean more purchasing or spending power to every agriculturist. This will result in the shortage of man-power for many commodities to be produced for which there will be a new demand from a prosperous agrarian class. This shortage will be removed by surplus manpower from agriculture as suggested above.
2. The context in the developing and third world countries is worse. Women here are still subject to 'honor killings', they are still denied their basic rights to education and freedom, and face violence and abuse. It was observed in a CARE project working with adolescent girls in India, that these girls were considered as temporary people who would cease to exist, at least for their fathers, once they are married.
3. The press should not be afraid of upholding and supporting a just and righteous cause. It should not be afraid of criticizing the government in a healthy manner. The press has to be eternally vigilant to protect the rights of the coworkers, backward and suppressed sections of the society. It should also give a balanced view of the things so that people can be helped in the formation of a healthy public option.
4. Most social network services are web - based and provide means for users to interact over the Internet, such as e-mail and instant messaging. Online community services are sometimes considered as a social network service, through in a broader sense, social network service usually means an individual centered service whereas online community services are group centered. Social networking sites allow users to share ideas, pictures, posts, activities, events and interests with people in their network.
5. The school has always been the most important means of transferring the wealth of tradition from one generation to the next. This applies today in

an even higher degree than in former times for, through the modern development of economy, the family as bearer of tradition and education has become weakened.

The passage best supports the statement that for transferring the wealth of tradition from one generation to the next—

Directions (Q. No. 6–11): Each of the following questions contains a small paragraph. Read each paragraph carefully write down the theme of given paragraph.

6. Though the waste of time or the expenditure on fashions is very large, yet fashions have come to stay. They will not go, come what may. However, what is now required is that strong efforts should be made to displace the excessive craze for fashion from the minds of these youngsters.
 - (a) Fashion is the need of the day.
 - (b) Work and other activities should be valued more than the outward appearance.
 - (c) The hoard for fashion should be done away with so as not to let down the constructive development.
 - (d) The excessive craze for fashion is detrimental to one's personality.
7. One of the important humanitarian by products of technology is the greater dignity and value that it imparts to human labour. In a highly industrialized society, there is no essential difference between Brahmin and Dalit, Muslim and Hindu, they are equally useful and hence equally valuable for in the industrial society individual productivity fixes the size of the pay cheque and this fixes social status.
 - (a) All individuals, irrespective of caste and creed, are born equal.
 - (b) Human labour has dignity and value.
 - (c) Castes and religious are man-made.
 - (d) Technology decides individual's social status.
8. Due to enormous profits involved in smuggling, hundreds of persons have been attracted towards this anti-national activity. Some of them become millionaires overnight. India has a vast coastline both on the Eastern and Western coast. It has been a heaven for smugglers who have been carrying their activities with great impunity. There is no doubt, that from time to time certain seizures were made by the enforcement authorities, during raids

and ambush but even allowing these losses the smugglers made huge profits.

- (a) Smuggling is fast increasing in our country owing to the quick profit it entails.
 - (b) Authorities are taking strict measures to curb smuggling.
 - (c) Smuggling hampers the economic development of a nation.
 - (d) Smuggling ought to be curbed.
9. To forgive an injury is often considered to be a sign of weakness it is really a sign of strength. It is easy to allow oneself to be carried away by resentment and hate in to an act of vengeance but it takes a strong character to restrain those natural passions. The man who forgives an injury proves himself to be the superior of the man who wronged himself and puts the wrong - doer to shame.
- (a) The sufferer alone knows the intensity of his sufferings.
 - (b) People tend to forgive the things happened in the past.
 - (c) Natural passions are difficult to suppress.
 - (d) Mercy is the noblest form of revenge.
10. The Indian farmer celebrates the social function in the simplest manner possible. He celebrates a lot of festivals round the year. He celebrates the wedding of his sons and daughters. He entertains his kith and kin and friends and neighbours.
- (a) The condition of the Indian farmers should be improved.
 - (b) Social life of Indian farmers in India.
 - (c) The Indian farmer is harassed by the village touts, money lenders and the tax collectors.
 - (d) Farmers are the backbone of the nation.
11. Many argue that art cannot be defined. Art is often considered the process or product of deliberately arranging elements in a way that appeals to the sense or emotions. It encompasses a diverse range of human activities, creations and ways to expression, including music, literature, film, sculpture and paintings.
- (a) Art is governed by external rules and conditions.
 - (b) Art requires that nothing shall attain the work except through art itself.
 - (c) Art is defined as a form of human expression of a creative nature.
 - (d) Artist realises his dreams through his artistic creation.

Answer Key

1. Indian economy is in a poor shape basically due to improper mobilisation of manpower.
2. In many places in India, domestic violence is acceptable to women and cultural and ethical implications are imposed on their freedom.
3. The freedom of press is essential for the proper functioning of democracy.
4. A social networking service is a platform to build social networks or social relations among people who, for example, share interests, activities, backgrounds or real life connections.
5. Economic development plays a crucial role.
6. (c) 7. (b) 8. (a) 9. (d) 10. (b)
11. (c)

17. Modals

Verb

Verb दो तरह की होती हैं: 1. Auxiliary verb, 2. Main verb

Auxiliary Verbs

Auxiliary verbs help to clarify whether or not an action occurs, when the action of the main verb takes place, who or what is responsible for that action. So, auxiliary verbs are the helping verbs.

तीन मुख्य Auxiliary Verbs हैं: Be, Do, Have (हर form में)

Be/is/are/am/was/were

Do/Does/Did

has/have/had

Auxiliary verbs दो प्रकार की होती हैं।

(i) Primary auxiliary

(ii) Modal auxiliary

Primary Auxiliary

Primary Auxiliary को Helping verb भी कहा जाता है क्योंकि इनका काम Sentence को Meaningful बनाने में Help करना है।

Example:

● I am dancing

● I am singing

18. One Word Substitution

● A word or statement which can be interpreted in more than one way.	<i>Ambiguous</i>	● To run away with a lover.	<i>Elope</i>
● Someone incapable of being corrected.	<i>Incorrigible</i>	● With much liveliness and a sense of purpose.	<i>Jauntily</i>
● Impossible or very difficult to believe.	<i>Incredulous</i>	● Seeing something which is not actually present.	<i>Hallucination</i>
● That which cannot be corrected.	<i>Incorrigible</i>	● The practice of having more than one husband.	<i>Polyandry</i>
● A thing fit to eat.	<i>Edible</i>	● Calmness and indifference to suffering.	<i>Stoicism</i>
● Properties inherited from one's father	<i>Patrimony</i>	● Words of similar.	<i>Synonyms</i>
● One not concerned with right or wrong.	<i>Amoral</i>	● To be known for bad acts.	<i>Notorious</i>
● Something no longer in use.	<i>Obsolete</i>	● Belonging to all parts of the world.	<i>Universal</i>
● Something capable of being done.	<i>Feasible</i>	● Not to be moved by entreaty.	<i>Despotic</i>
● A person coming to a foreign land to settle there.	<i>Immigrant</i>	● To renounce a high position of authority or control.	<i>Abdicate</i>
● A person who is unable to pay debts.	<i>Insolvent</i>	● Code of diplomatic etiquette and precedence.	<i>Protocol</i>
● Succession of rulers belonging to one family.	<i>Dynasty</i>	● To struggle helplessly.	<i>Flounder</i>
● Lasting only for a moment.	<i>Momentary</i>	● The place where public, government or historical records are kept.	<i>Archives</i>
● One who is indifferent to pleasure or pain	<i>Stoic</i>	● Speed of an object in one direction.	<i>Velocity</i>
● Killing of a child.	<i>Infanticide</i>	● In a threatening manner.	<i>Ghastly</i>
● Give and receive mutually.	<i>Reciprocate</i>	● A person who pretends to be what he is not.	<i>Imposter</i>
● A building where an audience sits.	<i>Auditorium</i>	● One who finds nothing good in anything.	<i>Critic</i>
● The first model of a new device.	<i>Prototype</i>	● That which cannot be easily read.	<i>Illegible</i>
● Tough tissues in joints.	<i>Ligaments</i>	● The process of deciding the nature of disease by examination.	<i>Diagnosis</i>
● The study of maps.	<i>Cartography</i>	● The quality of being politely firm and demanding.	<i>Assertive</i>
● The study of the origin and history of words.	<i>Etymology</i>	● One who eats human flesh.	<i>Cannibal</i>
● That which lasts for a short time	<i>Transitory</i>	● A person who is fluent in two languages.	<i>Bilingual</i>
● A person without training or experience in a skill or subject.	<i>Novice</i>	● State of anxiety or dismay causing mental confusion.	<i>Consternation</i>
● Dissection of a dead body to find the cause of the death.	<i>Autopsy</i>	● A person who loves wealth but spends as little money as possible.	<i>Miser</i>
● The study of religion and religious ideas and beliefs.	<i>Theology</i>	● Fear of water.	<i>Hydrophobia</i>
● Causing or ending in death.	<i>Fatal</i>	● Easily duped or fooled.	<i>Gullible</i>
● A group of girls.	<i>Bevy</i>	● Animal that can live on land and in water.	<i>Amphibians</i>
● Belief that war and violence are unjustified.	<i>Pacifism</i>	● Handwriting that cannot be read.	<i>Illegible</i>
● Occurring at night.	<i>Nocturnal</i>	● To feel or express disapproval of something or someone.	<i>Deprecate</i>
● Arrangement in order of occurrence.	<i>Chronological</i>	● To keep a great person or event in people's memory.	<i>Commemorate</i>

- A person who is fond of fighting. **Bellicose**
- Story told to illustrate a moral or spiritual truth. **Parable**
- The policy of extending a country's empire and influence. **Imperialism**
- A pioneer of reform movement. **Apostle**
- Person who gives written testimony for use in a law court. **Deponent**
- One who believes that everything is predestined. **Fatalist**
- A verse letter. **Epistle**
- That which cannot be corrected. **Incorrigible**
- A person who is blamed for wrong doings of others. **Scapegoat**
- The act of speaking irreverently about sacred things. **Blasphemy**
- A person who talks too much of himself. **Egotist**
- Take away or alter the natural qualities of something. **Denature**
- Decay of organic matter producing a fetid smell. **Putrefy**
- Diminish in value over a period of time. **Depreciate**

19. Words Often Confused & Misused

Word	हिन्दी में अर्थ	Meaning in English
Accept	स्वीकार करना	To receive a thing
Except	के अलावा	Leaving apart or excluding
Ability	योग्यता	Talent or skill
Capacity	क्षमता	The maximum amount that something can contain
Expect	उम्मीद करना	To hope
Suspect	आशंका करना	To apprehend
Adopt	अपनाना/गोद लेना	To accept/to take another person's child legally
Adept	निपुण	Proficient
Adapt	ढालना	To change accordingly
Allude	उल्लेख करना	Refer to
Elude	बचना	To escape

Word	हिन्दी में अर्थ	Meaning in English
Annual	वार्षिक	occurring once every year
Annul	अंत करना	Declare invalid
Access	पहुँच	Approach
Excess	प्रचुरता में	More than due
Born	जन्म	Come to life
Borne	जनित	Carried
Cell	कक्ष (कोशिका)	Small room
Sell	बेचना	give or hand over (something) in exchange for money
Advice (N)	सलाह	An opinion
Advise (V)	सलाह देना	To offer an opinion
Cite	उद्धरण करना	To refer or mention
Site	स्थान	Place / Location
Affect (V)	असर करना	To influence
Effect (N)	परिणाम	Result
Amend	संशोधन करना	To improve
Emend	अशुद्धियाँ निकाल देना	To remove the mistakes
Seize	पकड़ना	To capture or to hold
Cease	रोकना	To end or to terminate
Amoral	नैतिकतारहित	Having no moral sense
Immoral	अनैतिक	Not conforming to moral standards
Counsel	अधिवक्ता	Advocate
Council	समिति	Committee
Diary	दैनिकी	Day-book/Journal
Dairy	दुग्धालय/गौशाला	Cow shed / Byre
Sympathy	सहानुभूति	feelings of pity and sorrow for someone else's misfortune
Empathy	हमदर्दी	Ability to understand and share the feelings of another
Beside	के बगल में	By the side of
Besides	के अलावा	Apart from
Boar	सुअर	A pig
Bore	बर्दाश्त करना / पैदा करना	To tolerate or to produce (V ₂ of bear)

20. Comprehension

Comprehension is the understanding and interpretation of what is read.

A comprehension exercise consists of a passage, upon which questions are set to test the student's ability. One big part of comprehension is having sufficient vocabulary.

लिखे हुए विषय को सही तरीके से समझने हेतु, उस क्षमता की आवश्यकता होती है, जिसके द्वारा-

- पढ़े गए matter को decode किया जा सके।
- पढ़े गए विषय-वस्तु एवं स्वयं के ज्ञान के बीच संबंध स्थापित किया जा सके।
- पढ़े गए matter को गहराई से सोचा जा सके।

एक Comprehension Passage में कुछ paragraphs होते हैं एवं प्रत्येक paragraph का अपना एक केंद्रीय विचार होता है जो विचार, दृष्टांत एवं अन्य संदर्भों के साथ व्याख्यातित होते हैं। मुख्य वाक्य (Key sentence) जो पैराग्राफ का मुख्य विचार प्रकट करता है, वह पैराग्राफ के शुरुआत, मध्य या अंत में हो सकता है। केंद्रीय विचार को प्रस्तुत करने वाले इस वाक्य को 'topic sentence' भी कहा जाता है। समस्या का महत्वपूर्ण बिंदु लेखक के दृष्टिकोण को समझना होता है। Passage की कठिनता के अनुसार ही reading speed भी तेज होनी चाहिये। प्रश्नों का हल निकालने हेतु चरणबद्ध तरीके (step by step method) को अपनाना उपयोगी होता है।

- प्रथम चरण में प्रश्न को तेजी से पढ़ना चाहिये। इससे हमें इस बात का संकेत मिलता है कि passage को पढ़ते समय किन बातों पर ध्यान देना है।
- द्वितीय चरण में passage को अत्यधिक तेज गति से पढ़ना चाहिये। प्रश्नों को पढ़ने के उपरांत जो प्रश्न हमारे अवचेतन (subconscious) मन में रह जाते हैं, वे इस reading के दौरान हमें मिल जाते हैं। उस महत्वपूर्ण एवं प्रासंगिक matter से गुजरते ही हमारा मस्तिष्क सचेत हो जाता है।
- पुनः, एक प्रश्न को एक बार में, दोबारा पढ़ा जाए। इससे passage में हमें उस विषय-वस्तु की अवस्थिति का पता चलता है जिससे हमारे प्रश्नों का उत्तर प्राप्त होना है। अगर हमें यह पता नहीं चल पा रहा है कि जिस प्रश्न का उत्तर हमें चाहिये, वह matter passage में कहाँ है तो, हमें अगले प्रश्न पर चले जाना चाहिये। इस step के द्वारा लगभग सभी प्रश्न हल किये जा सकते हैं। इस step के बाद सिर्फ एक या दो प्रश्न के छूटने की ही संभावना बचती है।

PART-A

Directions (Q. No. 1–5): Read the following passage carefully and answer the questions that follow.

CGPCS (Mains), 2017

When I go to a stranger's library. I wander around the bookshelves to learn what sort of person the stranger is, and when he comes in I feel that I know the key to his mind and the range of his interest. A house without books is a characterless house, no matter how rich the Persian rugs. These only tell you whether he has a lot of money, but the books tell you whether he has got a mind as well. It is not a question of money that we do not buy books. I repeat that the books are the cheapest as well as the best part of the equipment of a few dollars. Nearly all the best literature in the world is at your command at two dollars a volume. For hundred dollars you can get a library of fifty books. Even if you do not read them yourself, they are a priceless investment for your children. What delight is there like the revelation of books – the sudden impact of a master – spirit, the sense of a window flung wide open to the universe? It is the adventures of the mind, the joy of which does not pass away, that give the adventure of life itself beauty and fragrance.

1. Why does the adventure of mind not pass away?
2. Why does the writer wander around the bookshelves when he goes to a stranger's house?
3. What delight does a good book provide?
4. Find the synonym of 'divulgence' from the passage.
5. Find the antonym of 'stench' from the passage.

Direction (Q. No. 6–10): Read the following passage and answer the question that follow.

CGPCS (Mains), 2016

One of our difficult problems is that of discipline. Society feels that it must control the citizen and shape his mind according to human values. But for young ones discipline is not necessary. For them, freedom is the permission to do what they want. But to do what is right and according to human values is discipline.

6. What is our difficult problem?
7. What do the young ones feel?
8. What is freedom?
9. What is discipline?
10. Give a suitable title to this passage.

21. Passage Completion

Passage or Para completion is nothing except for matching one appropriate line from the options given with the thoughts and sentiments of the author. The question set asks to complete the paragraph by choosing the appropriate line from the options given so as to fit accurately, logically, sequentially and symmetrically in place of the missing line of the given paragraph. The missing sentence can be the opening sentence or concluding sentence or from the middle. It tests the comprehension skills. e.g.

EXERCISE

Directions (Q. No. 1–5): In the following passage some of the words have been left out. Read the passage carefully and select the correct answer for the given blank out of the four alternatives.

PASSAGE-1

Youth is the _____ gift of the god, says an old “upanishad”. Let us _____ in it. It is the great formative _____ of our life, brief but powerful. We are then able to _____ the world with feelings pure and with _____ unworldly.

- Youth is the _____ gift of the god, says an old “upanishad”.
(a) inexpensive (b) best
(c) useless (d) small
- Let us _____ in it. It is the great formative
(a) rejoice (b) live
(c) dance (d) sleep
- _____ of our life, brief but powerful.
(a) lesson (b) resource
(c) period (d) idea
- We are then able to _____ the world with feelings pure
(a) challenge (b) roam
(c) target (d) face
- and with _____ unworldly.
(a) ambitions (b) passively
(c) religiously (d) resources

PASSAGE-2

Directions (Q. No. 6–10): In the following passage some of the words have been left out. Read the passage carefully and select the correct answer for the given blank out of the four alternatives.

One’s mental attitude plays a very _____ role in one’s life and _____. One’s attitude must be healthy, active and reasonably _____.

One must begin the day with a happy, energetic and _____ resolution with a firm _____ in God’s moral order and divine justice. This attitude will change the entire complexion of life and make one more active, assertive and successful.

- One’s mental attitude plays a very _____ role
(a) negligible (b) disgusting
(c) important (d) mere
- in one’s life and _____.
(a) others (b) dreams
(c) attitude (d) career
- One’s attitude must be healthy, active and reasonably _____.
(a) optimistic (b) pessimistic
(c) balanced (d) challenging
- day with a happy, energetic and _____ resolution.
(a) mere (b) large
(c) hopeful (d) significant
- with a firm _____ in God’s moral order and divine justice.
(a) resolution (b) decision
(c) faith (d) idea

PASSAGE-3

Directions (Q. No. 11–15): In the following passage some of the words have been left out. Read the passage carefully and select the correct answer for the given blank out of the four alternatives.

Blessed is the man or woman into whose life has come the beauty and power of such a _____. Prize it well. Do all in your _____ to keep such a friendship unbroken. Avoid the _____, for when it comes it cannot be _____ and the jarring note mars the harmony. It is not alone a question of _____ that may be full and complete. It is the hurt in the heart that will not readily heal and the confidence that will not fully come back.

- Blessed is the man or woman into whose life has come the beauty and power of such a _____.
(a) knowledge
(b) friendship
(c) brotherhood
(d) relationship
- Do all in your _____ to keep such a friendship unbroken.
(a) power (b) deeds
(c) success (d) resources



22. Translation

EXERCISE

PART – A

Direction (Q. No. 1–5): Translate the following sentences into Hindi. **CGPCS (Mains), 2017**

1. After the storm had subsided, the tourists resumed their journey.
2. One of the athletes sprained his ankle while he was running.
3. The crowd began to disperse just as the police arrived at the site of accident.
4. Doklam is the latest bone of contention between India and China.
5. My car has all of a sudden a flat tyre.

Direction (Q. No. 6–10): Translate the following sentences into Hindi. **CGPCS (Mains), 2016**

6. “Who comes here?”, said the soldier.
7. He realised his mistake.
8. The Bhagwat Gita is a holy book.
9. All girls have gone home.
10. Raipur is a beautiful city.

Direction (Q. No. 11–15): Translate the following sentences into Hindi. **CGPCS (Mains), 2015**

11. Men and machines have a great deal in common.
12. Of all the books, I like Shakespeare’s plays the most.
13. The train had left before John reached the station.
14. You believe it or not, he is a despot.
15. They will come either today or tomorrow.

Direction (Q. No. 16–20): Translate the following sentences into Hindi. **CGPCS (Mains), 2014**

16. I set my watch with the church bell.
17. The thieves had run away before the police arrived.
18. If he comes, I will help him.
19. Nobody knows what is written in one’s destiny.
20. It has been raining cats and dogs for the past three days.

Direction (Q. No. 21–25): Translate the following sentences into Hindi. **CGPCS (Mains), 2013**

21. The Indian farmer is a simple and contented man.
22. Of all the games, I like tennis the most.
23. Why he is always late is a mystery.
24. A visit to Agra cannot be complete unless one sees the Taj-the crown of the world.

25. It is well said that an idle mind is the devil’s workshop.

Direction (Q. No. 26–30): Translate the following sentences into Hindi. **CGPCS (Mains), 2012**

26. Honesty is the best policy.
27. The public will learn with shock that war is unavoidable.
28. They laughed at his foolish activities.
29. Dadabhai Naoroji was the first Indian to enter the British Parliament.
30. He saved the child at the risk of his life.

PART – B

Directions (Q. No. 1–5): Translate the following sentences into Hindi:

1. The work schedule of the meeting of executive committee is not distributed among the members.
2. Playing of the children in the middle of road is not safe.
3. Volcano is emitting fire.
4. Do you all agree with me?
5. Why is he looking so sad?
6. Have you been read this story?
7. It is very mist, you will have to walk carefully.
8. The Rain is about to come, do not forget your umbrella.
9. May be she might have gone to meet her parents.
10. Meeting of the student union is going on.
11. Tomorrow you will be with me in Kanpur.
12. One day your youngest son Mukesh will definitely be an engineer.
13. Mahendra will not be at the shop at this time.
14. Will his son be an engineer?
15. Please sit comfortably.
16. Don’t insult the elders.
17. Don’t stand in the middle of the road.
18. Don’t walk to the right side of the road.
19. Help the poor.
20. I have a scooter.
21. I had fifty rupees yesterday.
22. Don’t you have a car?
23. Will you not have any gun?
24. Why will this boy not have exercise book tomorrow?

23. Precise Writing

Precise Writing is about 5% of essay word count. Although conclusion generally do not cause students as much trouble as introductions, they are nearly as difficult to get right. Contrary to popular belief, conclusions do not merely restate the thesis, and they should never begin with “In conclusion...” Its a good idea to start the conclusion with transitional words (e.g. In summary, ‘To conclude’, ‘In conclusion,’ Finally). They represent the last chance to say something important to readers, and can be used for some, or all, of the following tasks:

- Emphasizing the **purpose** and **importance** of essay.
- Explaining the **significance** or **consequences** of findings.
- Indicating the wider applications of the **method** developed in essay.
- Establishing essay as the **basis** for further investigation.
- To show **other directions of inquiry** into the subject.

Generally conclusions fulfill a rhetorical purpose—they persuade readers to do something: take action on an issue, change a policy, make an observation, or understand a topic differently.

Structure

Conclusions vary widely in structure, and no prescription can guarantee that essay has ended well. If the introduction and body of essay have a clear trajectory, readers should already expect to conclude when the final paragraph arrives, so do not overload it with words or phrases that indicate its status.

- (a) Transition from last body paragraph
- (b) Sentences explaining how paper has fit together and leads to a stronger, more emphatic and more detailed version of thesis
- (c) Discussion of implications for further research
- (d) Final words
 - ❖ Why the essay was important or interesting.
 - ❖ Any other areas in which essay has significance: ethics, practical application, politics.

The conclusion is an opportunity to wrap up essay in a tidy package. Here is a brief list of things that might accomplish in concluding paragraph.

- include a brief summary of the paper’s main points
- ask a provocative question
- use a quotation
- evoke a vivid image
- call for some sort of action
- end with a warning
- universalize (compare to other situations)

The conclusion paragraph typically

- Revisits the value of the Essay
- Restates the Thesis
- Reviews Main points
- Considers unexplored areas
- Leaves the reader thinking

In the conclusion Paragraph never ever

- Oversimplify the message
- Apologize for the written material
- Introduce new arguments, evidence
- Soften the argument
- Blatant repetition of the thesis

EXERCISE

Directions: Write a precis of the following passage in about one-third of the original length in your own words.

CGPCS (Mains), 2017

1. Despite their rich and glorious past, the tribals are still looked down upon in India. They are still considered as uncivilized, illiterate and even criminal. The exploitation, oppression and object poverty of tribal communities make the core themes of the writings of Mahasweta Devi. Despite the political propagandas of the development of all sections of the society in independent India, truth is harsher than our presumptions. For Mahasweta Devi, tribal people are like an undiscovered continent which is on the verge of extinction because of our ignorance.

Directions: Make a precis of the following passage in about one-third of the length of the given passage.

CGPCS (Mains), 2016

2. If there is any land on the earth that can claim to be blessed by the holy powers, that has ‘Karma’ as the principle of the people, that has humanity at its highest level – it is India. This is the land of the hermits where love and worship came before they went anywhere else. The Indians were the

24. Letter Writing

A Letter is a written message, request for assistance or employment or admission to a school. Letters have played and are still playing an important role in communication throughout the world. Paper letters were once the most and at times the only reliable means of communication between two people in different locations. Its format and importance has changed with present time scenario.

Types of Letters

There are various kinds of letters like Address Change Letter, Business Letter, Cover Letter, Farewell Letter, Get Well Letter and so on. These different types of letters are different in their subject, occasion and purpose. They have various criteria like format, length, vocabulary, language and other essentials which need to be followed.

Formal Letters

Formal letters are those letters which follow certain styles of writing a letter. They are known as formal letters because they are written in accordance with certain established practices. Such letters are mostly used in working environments like various offices and businesses and have very meagre emotional languages. Formal letters are mostly written by officials and businessmen.

Informal Letters

Informal letters are those letters which are written with minimalistic rules. Informal letters are personal correspondences and that is why they do not require as much of the rule observance as compared to the formal letters. Informal letters are mostly written by relatives, friends, peers etc. of the recipient. The purpose of writing informal letters is socialisation and information exchange.

Letters can also be categorised as per their purposes. Since most of the letters are written for academic, business, personal and reference purposes they can be categorised in a similar manner.

The most common purposes for which letters are written divide them into:

- **Business Letters:** Letters written for the purpose related to business and its relative processes are known as business letters.

- **Personal Letters:** Letters written for sharing personal information, views, opinions, etc. are known as personal letters. They are akin to informal Letters.

- **Reference Letters:** Letters written by an authoritative person for an acquaintance, to introduce the acquaintance to the concerned for employment, admission and/or other objectives. These letters are similar to formal letters.

Some Sample of Letters & Applications

Directions: Write a letter to your father seeking his advice about the possibilities of setting up your own pharmaceutical company in your town after completing Master of Pharmacy.

(Candidate must not mention his/her Name, Roll No. or any sign of identity) **CGPCS (Mains), 2017**

1000S, Grand Ave

New Delhi

16th April, 2019

Dear Father,

How are you? I hope this letter finds you in the best of health. I am fine here and doing very well. As you know this is my final year in Master of Pharmacy. I am thinking to set up my own pharmaceutical company in our town itself. The existing pharmaceuticals company is very far away and there is a need to open new company. It helps the people of town to cure them, vaccinate them. I hope you understand this allow me to do the same. Looking forward for your permission.

Yours sincerely,

XYZ

Directions: Write a letter to the Mayor of your city suggesting some ways by which your city can be made more beautiful. (Candidates should not mention their Name, Roll No., Address and City name etc. anywhere in the letter). **CGPCS (Mains), 2016**

D-101, Neptune Society

DS Marg, Lower Parel,

Mumbai-400008

16th April, 2019

डी.एल.पी. बुकलेट्स की विशेषताएँ

- आयोग के नवीनतम पैटर्न पर आधारित अध्ययन सामग्री।
- पैराग्राफ, बुलेट फॉर्म, सारणी तथा फ्लोचार्ट का उपयुक्त समावेश।
- विषयवस्तु की सरलता, प्रामाणिकता तथा परीक्षा की दृष्टि से उपयोगिता पर विशेष ध्यान।
- प्रत्येक अध्याय के अंत में विगत वर्षों में पूछे गए एवं संभावित प्रश्नों का समावेश।

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