



SSC - CGL

संयुक्त स्नातक स्तर

कर्मचारी चयन आयोग

भाग - 1

अंग्रेजी



SSC - CGL

ENGLISH

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SSC CGL - English

अंग्रेजी भाषा में प्रश्न का स्तर सामान्यतया Easy to Moderate होता है। Subject Verb Agreement, Antonyms-Synonyms, Cloze Passage आदि से अधिकतम प्रश्न पूछे जाते हैं।

यहाँ पिछले कुछ वर्षों का परीक्षा पेपर विश्लेषण निम्न है:

Topics	No of Questions
Unseen Passage	0-5
Fill in the blanks	2-3
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Sentence Improvements	2-3
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Direct-Indirect Speech	1-2
Active & Passive Voice	1-2
Spotting Error	2-3
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One Word Substitution	2-3
Idioms & Phrases	2-3
Phrasal Verb	0-2
Homonyms	0-2
Spelling Correction	2-3
Maximum Questions	25

Subject – Verb – Agreement

In English the basic structure of a sentence is as follows –

“Subject + Verb + Object”

Ex.

Appear (P.V.) – Appears (S.V.)

Now; for a sentence to be grammatically correct, the verb must agree with the subject.

In the other words the verb used must be in accordance with the person and number of subject.

- In order to attain grammatical accuracy some rules must be followed which are as follows –

Rule 1 –

- Singular subject (S.S) takes singular verb (S.V.).

Ex.

- Ravi (S.S) writes (S.V.) a letter.

- Plural subject takes plural verb.

Ex.

- Ram and Shyam are good friends.
- They (P.S.) write (P.V.) a letter.

Rule 2 –

Note – Noun में s/es लगाने पर वो plural बनता है।

Ex. Bags, Mangoes

Verb में s/es लगाने पर वो singular बनती है।

Ex.

Become (P.V.) - becomes (S.V.)

Make (P.V.) – makes (S.V.)

- Some short forms used ahead in this chapter –
 - N(P) – Plural Noun
 - N(S) – Singular Noun
 - P(V) – Plural Verb
 - Pro(P) – Plural pronoun
 - Pro(S) – Singular Pronoun

Rule 3 –

If two (or more) nouns or adjectives are joined by ‘and’ but they denote a singular person/ thing/ idea, singular verb is used.

Ex.

- Bread and butter **is** my favorite breakfast.

- Use of “The” –

The principal and teacher is coming.
(It means principal and teacher both are same person → SV→is)

- The principal and the teacher are coming.
(both are different person that’s why we use. PV→ are)

Rule 4 –

We use Singular verb with parallel subject.

Ex.

- Bread and butter is (✓)/are (✗) my favorite food.

- Rice and curry is tasty dish.
(Parallel Subject)

(Horse and carriage, hammer and sickle, crown and glory.)

लेकिन यदि कोई दो Nouns से दो विभिन्न चीजों का बोध हो तो verb plural होती है।

Ex.

- Bread and butter are sold here.

Rule 5 –

A number of = N(P) + V(P) + Pro(P)

The number of = N(P) + V(S) + Pro(S)

Ex.

- A number of **employees are** working to improve **their** skills in this company.
- The number of **employees is** working to improve **his** skills in the company.
- A number of = N(P)+V(P)+Pro(P)
A great number of (✓)
A large number of (✓)
- The number of = N(P)+V(S)+Pro(P)
The great number of
The large number of

Rule 6 –

Many A good many A great many	[N (P) +V (P) +Pro (P)]
-------------------------------------	-------------------------

Many a/an Many a + good / great	[N(S) +V(S) +Pro(S)]
---------------------------------------	----------------------

Ex.

- A great many institutions are providing lab facility to their students.
- Many an institution is providing lab facility to its students.

Rule 7 –

Everyone	Someone
Everybody	Somebody
Everything	Something
No one	Any one
No body	Any body
Nothing	Anything

↓
 V(S) + Pronoun (S)

Ex.

- Everyone knows(V.S.) about the recent earthquake in Japan.
- Nothing is(V.S.) required to boost the process.

Rule 8 –

Each, Every, Either, Neither

↓
 [N(s)+V(s)+Pro(s)]

We use singular verb with sentence starting with each/ every/ either/ neither.

Ex.

- Each stakeholder has invested more than Rs. 2,00,000 in this project.
- Either stakeholder is interested in investing in this project.
- Each teacher and each student is doing his work. (✓)
- Each boy and each girl is doing his work. (✓)
- The teachers and students each is doing his work. (✗)
The teachers and the students each are doing their work. (✓)

Rule 9 –

Each of the Any one of the Some one of the One of the No one of the	→ [N(P)+V(S)+Pro(S)]
---	----------------------

Ex.

- One of the health policies is successfully implemented with its new features.

Rule 10 –

Either of the Neither of the	→[N(P)+V(S)+Pro(S)]
-------------------------------------	---------------------

Ex.

- Bharti Airtel and Reliance Jio are the two rivals and either of them is approaching for the next step.

Rule 11 –

Some of the

$[N(S)+V(S)+Pro(S)]$	$[N(P)+V(P)+Pro(P)]$
----------------------	----------------------

Ex.

- Some of the workers have initiated this campaign.
- Some of the confidence has been misplaced.

Rule 12 –

Subject I	As well as, with, together with, along with, in addition to, a rather than, a besides, and not, like, except, accompanied by, headed by, led by, governed by, dominated by, run by	Subject II
Verb is used according to 1 st subject.		

Ex.

- The minister along with his party colleagues have been invited to the party. [have (✗) → has (✓)]
 Sub. I – the minister is singular so – has (✓)
- Sachin (Sub I) as well as his friends (Sub II) is coming to the party.

Rule 13 –

Neither – Nor Either – Or Not Only – But also



[verb used according to its nearest subject]

Ex.

- Neither the boss nor his assistant appears to have gone throughout the report.

Sol. Assistant singular subject है तो इसके according singular verb आएगी इसलिए appear (✗) → Appears (✓)

- Neither the schemes nor the offer have/has attracted the customers.

Sol. Offer Singular Noun है उसके According singular verb has रही होगा ।

Rule 14 –

When collective noun used as a single body we use singular verb (S.V.) and pronoun (it/ its).

Ex.

- The Jury were unanimous in the verdict.
Sol. Were (✗) - Was (✓) the (✗) – its(✓)
- When collective noun used as an Individual members and units then we use “plural verb” and pronoun them/ their.

Ex.

- The Jury were divided in their opinions.

Rule 15 –

A bunch of keys + Singular verb.

If this type of formation used in the sentence then we use. – Singular verb.

Ex.

- A team of players have played a match. Have (✗) - Has (✓)

Rule 16 –

Few, The few, A few



Plural noun + Plural Verb

Ex.

- A few boys have come.

Little, A little, The little



Singular uncountable + Singular verb

Ex.

- A little money were spent. (✗)
A little money was spent. (✓)

Rule 17 –

Use of other/ another

Other + N(P) + V(P)
Another + N(S) + V(S)

Ex.

- There are so many other hotels than the Taj in the city.
- There is another school near the Vaishali.

Rule 18 –

- The adjective + Plural verb

The poor, The rich
The good, The bad



[P.V.]

Ex.

- The rich hates the poor. (✗)
The rich hate the poor. (✓)

Rule 19 –

Half of/ one third of/ Two third of
+ Noun → P.V. (C.N.) /S.V.(UCN)

Ex.

- Half of **the hotels** (Countable noun) **were** (P.V.) closed.
- Half of **the land** (Uncountable noun) **has** (S.V.) been ploughed.

Rule 20 –

There का use introductory subject के रूप में हो और यदि There के बाद singular noun है तो Singular Verb और Plural noun है तो Plural verb होगी ।

Ex.

- There was a king. (✓)
- There were two kings. (✓)
- It के साथ हमेशा singular verb आएगी ।

Ex.

- It is these boys that came late today.

Rule 21-

- Numerical Adjective + Plural Noun से एक निश्चित शक्ति, दूरी, वजन, ऊँचाई का बोध हो तो – Singular verb

Ex.

- Two thousand rupees is a handsome amount.

But

- यदि विभिन्न शक्तियों का बोध हो तो – Plural verb

Ex.

- Two thousand rupees have been spent.

Rule 22-

- Who/ Which/ that used as “Relative Pronoun” तो verb का use इनके Antecedent पर निर्भर करता है।

Ex.

- I, who am a teacher:teach here.
(I Antecedent है उसके According am आया है)

Ex.

- The students who are here did not do well.

Ex.

- One of the issues which **was** discussed during the meeting. (✗)
One of the issues which **were** discussed during the meeting. (✓)

Exercise

- Q. 1 Indian politics currently/ seem to be a battle between/ a juggernaut and a footnote.
- Q. 2 Electoral politics with its wide repertoire of tactics/ teach you that you can indeed make a/ silk purse out of Sow's ear.
- Q. 3 It is they who has to leave this place.
- Q. 4 Two miles are too much for this man to run.
- Q. 5 The president of India together with his personal secretaries are invited to this function.
- Q. 6 Some genuine issues/ exist with the newly/adopted system and needs/ to be examined seriously.
- Q. 7 The investigation by the/ government in science/ and technology have increased / considerably in the recent past.
- Q. 8 One of the five boys of / this group were absent / due to sickness but/ the other four ones were present.
- Q. 9 Every man and women of the village/ have come out to see his strange child who claims to know everything about his prenatal existence.
- Q. 10 Neither of them / are going to attend/ the party on 10th October.
- Q. 11 He walked five miles/ which are really a great distance for a man like him/ who is not only old but also ill.
- Q. 12 The rise and fall/ of the tide are due/ to lunar influence.
- Q. 13 Many a man/ have succumbed/ to this temptation.
- Q. 14 The introduction of tea, coffee/ and such other beverages/ have not been without some effect.
- Q. 15 The hovels created such an impact that/ I wondered how would Yaddanapudi interprets/ certain situations I witnessed / in life. She

talked about very relatable/ issues in contrast to feminist literature.

- Q. 16 Each of the students in the computer class/ has to type/ their own research paper this semester.
- Q. 17 Every one of the films/ you suggested/ are not worth seeing.
- Q. 18 The three day trip that India's prime minister; Narendra Modi, made/ to china is seen in some quarter/ as a chance to reset the relationship/ between Asia's two giants.
- Q. 19 Kashmir is one of those few/ place which provides/ a delightful escape from/ the strenuous life.
- Q. 20 Knowledge of/ at least two languages/ are required to pass the examination.

Answers

- Ans.1 Seems will come as Indian Politics is a singular subject.
- Ans.2 Teaches will come as electoral politics is a singular subject.
- Ans.3 They who has – have(✓)
- Ans.4 Are (✗) – is (✓) (two miles is)
- Ans.5 Are (✗) – is (✓) [together with के पहले sub (the president)]
- Ans.6 Needs (✗) – need (✓) (some genuine issues)
- Ans.7 Have increased (✗) – has increased (✓)
- Ans.8 This group was absent. (✓)
- Ans.9 Have (✗)– has (has come out) (✓)
- Ans.10 Replace are by is
- Ans.11 Five miles is singular. Use "is" in place of "are"
- Ans.12 Replace "are" by "is" [the rise and fall is]
- Ans.13 Many a is singular and will take singular noun, verb and pronoun.
- Ans.14 Introduction – have (✗) – has (✓)
- Ans.15 Interprets (✗) – Interpret (✓)
(As it precede by a **modal** which always takes first form of verb after it)

Ans.16 Use his in place of their.

Ans.17 Everyone is singular. So replace “are” by “is”.

Ans.18 Replace “quarter” with “quarters”

Ans.19 ‘One of’ is followed by a ‘plural noun’ hence ‘places’ should be used in place of ‘place’. Now again the verb followed by relative pronoun must agree with relative pronoun’s antecedent (here, places) Hence, ‘provide’ should be used in place of ‘provides’.

(Kashmir is one of those few places (P.N.) which provide (P.V.))

Ans.20 Use “is” in place of “are” knowledge is the main subject.



Voices

Voice is that form of a verb which tells us whether the subject does something or something has done to it.

Active Voice:-

In active sentences, the subject is active or the subject performs the actions.

Ex.

- The cow (subject) is eating (verb) grass (object). – (Active Voice)

Passive Voice:-

In passive sentences, the subject is no longer active or the subject is acted upon by the verb.

Ex.

- Grass is being eaten (verb) by the cow. – (Passive voice)

Q.1 I write books. (Active)

Ans. Books are written by me. (passive)

To understand active and passive voice we need to understand two things first:-

1. What is a subject?	2. What is object?
<u>A subject shows</u> (a) What the sentence is about, (or) (b) Who or what performs the action.	The object of a sentence is the person or thing that receives the action of the verb. It is the who or what that the subject does something to.

Ex.

- Ramesh watched a movie.
(s)
- They played the drums.
(s) (v) (obj)
- ‘They’–(Sub)–
The one performing the action and the one the sentence is about.
- ‘Played’–(V)–
It is the action being performed by the subject.
- Drums (O)–
It is ‘what’ is being played and it is ‘what’ the subject is doing something to.

Rules for Changing Voice:-

- (i) Subject is placed in place of object and object is placed in place of subject.
- (ii) Active–sub. (s) Verb (v) Obj (o)
Passive (O) (V₃) (sub)
- (iii) “By” is used with a noun or a pronoun for showing doer or agent of some work.
- (iv) We can change voice of only a transitive verb i.e., a verb with an object. we cannot change voice of an intransitive verb, i.e., a verb without an object.

Active -

Subject + v + object

Passive -

Object + be + V₃ + Subject

Rules for Changing The Verbs:-

1. Simple Present Tense

Do/Does/V ₁ +s/es/V ₁	Sub+ <u>is/am/are</u> + <u>V₃</u> + by + agent
Active voice	Passive voice
He writes an email.	An email is written by him.
He does not write an email.	An email is not written by him.
Do you write an email?	Is an email written by you?

Note:-

- To change Interrogative sentence with **Wh** Family into passive voice, we add the **Wh** before the passive form of the sentence.

Q.1 Active:-

Why does she teach the slum children free?

Passive:-

Why are slum children taught free by her?

Q.2 Active:-

Who completes it?

Passive:-

By whom is it completed?

Q.3 Active:-

Who scolds you?

Passive:-

By whom are you scolded?

2. Simple Past Tense

Did/V ₂	Was, were+ 3 rd verb.
<u>Active Voice</u>	<u>Passive Voice</u>
He wrote an email.	An email was written by him.
He did not write an email.	An email was not written by him.
Did you write an email?	was an email written by you?
<u>With WH Family:-</u>	
<u>What</u> did you read?	<u>What</u> was read by you?
<u>Who</u> told you?	<u>By whom</u> were you told?

3. **Simple Future Tense**

Shall/Will/+V ₁	Will/Shall+ be+ 3 rd verb
<u>Active</u>	<u>Passive</u>
My uncle will pay my tuition fee.	My tuition fee will be paid by my uncle.
Will my uncle pay my tuition fee?	Will my tuition fee be paid by my uncle?
<u>WH Family:-</u>	
<u>What</u> will you speak?	<u>What</u> will be spoken by you?
<u>Who</u> will help you?	<u>By whom</u> will you be helped?

4. **Present Continuous Tense**

Is/am /are+V ₁ +ing	Is/am/are+being+ V ₃
<u>Active</u>	<u>Passive</u>
He is writing an email.	An email is being written by him.
Are you writing an email?	Is an email being written by you?
<u>WH Family</u>	
<u>What</u> are you reading?	<u>What</u> is being read by you?
<u>Who</u> is making a noise?	<u>By whom</u> is a noise being made?

4. **Past Continuous Tense**

Was/were+V ₁ +ing	Was/were+ being+ 3 rd verb
<u>Active</u>	<u>Passive</u>
He was writing an email.	An email was being written by him.
Were you writing an email?	Was an email being written by you?
<u>WH Family:-</u>	
What were you reading?	What was being read by you?
Who was making a noise?	By whom a noise was being made?

5. **Present Perfect Tense**

Has/have +V ₃	Has/have + been +V ₃
<u>Active</u>	<u>Passive</u>
<u>Ashok</u> has written this letter.	This letter has been written by Ashok.
He has scored thirty runs.	Thirty runs have been scored by him.
<u>Who</u> has taken my book?	<u>By whom</u> has my book been taken?
<u>When</u> has he eaten the food?	<u>When</u> has the food been eaten by him?

6. Past Perfect Tense

Had+V ₃	Had been + V ₃
<u>Active</u>	<u>Passive</u>
They had won the game	The game <u>had been</u> won by them.
Had they won the game?	<u>Had</u> the game been won by them?
<u>When</u> had she eaten the food?	<u>When</u> had the food been eaten by her?

7. Future Perfect Tense

Auxillary verbs use in passive voice:-
Will have been

<u>Active</u>	<u>Passive</u>
He will have received the letter.	The letter <u>will have been</u> received by him.
Will he have received the letter?	<u>Will</u> the letter <u>have been</u> received by him?
<u>When</u> will you have eaten the food?	<u>When</u> will the food have been eaten by you?

Note:-

The sentences of following tenses can't be changed to passive voices:-

- (i) Present Perfect Continuous Tense.
- (ii) Past Perfect Continuous Tense.
- (iii) Future Perfect Continuous Tense.
- (iv) Future Continuous Tense.
- (v) Sentence having Intransitive verbs.
(Verb without an object)

Change in pronouns

Active Voice	Passive Voice
I	Me
We	Us
You	You
He	Him
She	Her
They	Them
Who	By Whom
Whom	Who

Imperative Sentences

- An imperative sentence is the one which expresses an order, request, command etc.
- An imperative sentence takes the following forms in passive voice.

(1) **With object:** - V₁ + object (Active) let + object + be + V₃ (Passive)

Ex.

Active- Carry it home.

Passive- Let it be carried home

Active- Open the door.

Passive- Let the door be opened

(2) **Without object:** - V₁ + no object

Ex.

- Go away. (Active)
- You are ordered to go away. (Passive)

Rule: -

You are ordered/requested/forbidden etc. + to + V₁ + obj.

(3) Moral suggestion: - V₁ + object

Ex.

- Help the poor. (Active)
- The poor should be helped. (Passive)

Rule:-

Object + should + be + V₃

• **Infinitive (To V₁)**

Active :- (To+V₁)

Passive :- (To+be+V₃)

Ex.

- We are to buy a new car. (A)
A new car is to be bought by us. (P)
- I have to find my lost wallet. (A)
My last wallet has to be found by me. (P)

Rule:-

Verb like let, bid, help and make are followed by infinitives in passive voice.

Ex.

- I made him complete all his work. (A)
He was made to complete all his work by me. (P)

Rule:-

Subject + modal + have + V₃ + obj. (active)
Obj + modal + have + been + V₃ + by + sub (passive)

Ex.

- I should have passed the exam.
modal V₃ (obj)
The exam (Obj) should have been
passed by me.

Rule:-

Has/Have/Had + To + V₁

Active: - Subject + have/has/had + to + V₁ + obj.

Passive: - Obj. + have/has/had + to + be + V₃ + by + sub.

Ex.

- I have to finish this work. (Active)
- This work has to be finished by me. (Passive)

Rule:-

Removing 'by + agent'

- (i) If doer is universal/known.
- (ii) If doer unknown and insignificant.

Ex.

- The police have arrested the notorious dacoit. (Active)
- The notorious dacoit has been arrested. (Passive)

Note:-

The word 'Police' can be removed in above sentence.

Like this:-

By the department, by the boss, by the postman etc. can be removed in their senses.

- We use 'to' after 'know' in after 'interested', 'at' after surprised, amazed and astonished, 'with' after pleased /satisfied /dissatisfied /crowded.