



contents



	PAGE
Preface	i
GRAMMAR	
CHAPTER 1	
Use of Articles	1
CHAPTER 2	
Words of Quantity	11
CHAPTER 3	
Pronouns	20
CHAPTER 4	
Reflexive Pronouns	24
CHAPTER 5	
Indefinite Pronouns	27
CHAPTER 6	
Relative Pronouns	30
CHAPTER 7	
Interrogative Pronouns	42
CHAPTER 8	
Kinds of Adjectives	45
CHAPTER 9	
Comparison of Adjectives	50
CHAPTER 10	
Agreement of the Verb with the Subject.....	56

	CHAPTER 11	PAGE
Conjunctions and their Uses	68	
CHAPTER 12		
Prepositions	77	
CHAPTER 13		
Words Followed by Prepositions	97	
CHAPTER 14		
Regular and Irregular Verbs	115	
CHAPTER 15		
Tenses and their Uses	126	
<i>The Present Tense</i>	127	
<i>The Present Continuous Tense</i>	128	
<i>The Present Perfect Tense</i>	129	
<i>The Present Perfect Continuous Tense</i>	135	
<i>The Past Tense</i>	138	
<i>The Past Continuous Tense</i>	139	
<i>The Past Perfect Tense</i>	141	
<i>The Future Tense</i>	148	
<i>The Future Continuous Tense</i>	149	
<i>The Future Perfect Tense</i>	150	
<i>Some Useful Ways of Expressing the Future</i>	152	
CHAPTER 16		
Sequence of Tenses	160	
<i>Conditional Sentences</i>	162	
<i>Different Uses of Can, Could, Will, Would, Shall, Should</i>	170	
CHAPTER 17		
The Phrase	177	
CHAPTER 18		
Direct and Indirect Speech	181	
<i>Joining of Statements and Questions in the Indirect Speech</i>	195	
<i>Changing Dialogue into the Indirect Speech</i>	198	
<i>Changing of Indirect Speech to Direct Speech</i>	202	

	CHAPTER 19	PAGE
Active and Passive Voice	206	
<i>Changing Active Voice to Passive Voice</i>	207	
<i>Changing Passive Voice to Active Voice</i>	214	
	CHAPTER 20	
The Infinitive	217	
<i>Joining Sentences with the Infinitive</i>	218	
<i>Too Plus To</i>	221	
<i>The Gerund</i>	223	
	CHAPTER 21	
Transformation of Sentences	227	
<i>Plural to Singular</i>	227	
<i>Singular to Plural</i>	229	
<i>Positive to Negative</i>	231	
<i>Interrogatives</i>	236	
<i>Forming Questions to Suit Given Answers</i>	239	
<i>Conversion of Compound Sentences to Simple Sentences</i> ...	243	
<i>Conversion of Complex Sentences to Simple Sentences</i>	248	
<i>Conversion of Compound Sentences to Complex Sentences</i>	251	
<i>Conversion of Simple Sentences to Complex Sentences</i>	256	
<i>Changing the Degree of Comparison without Changing its Meaning</i>	260	
	CHAPTER 22	
Synthesis of Sentences	265	
<i>Combination of TWO Simple Sentences to form ONE Simple Sentence</i>	265	
<i>Combination of TWO or more Simple Sentences into a Single Complex Sentence</i>	273	
	CHAPTER 23	
Miscellaneous	278	
<i>Idiomatic Use of the Verbs DO and MAKE</i>	278	
<i>SAY and TELL</i>	280	
<i>SINCE and FOR</i>	283	
<i>AGO</i>	284	

	PAGE
<i>Special Difficulties</i>	286
<i>Words having the Same Sound but differing in Spelling or Meaning</i>	293

CHAPTER 24

Revision Work for the Final Examination	301
<i>Use of Articles</i>	301
<i>Personal Pronouns</i>	302
<i>Relative Pronouns</i>	303
<i>Comparison of Adjectives</i>	304
<i>Agreement of the Verb with the Subject</i>	305
<i>Conjunctions</i>	306
<i>Prepositions</i>	308
<i>Tenses</i>	310
<i>Conditional Sentences</i>	311
<i>Direct and Indirect Speech</i>	312
<i>Active and Passive Voice</i>	314
<i>Plural to Singular</i>	315
<i>Positive to Negative</i>	316
<i>Interrogatives</i>	317
<i>Forming Questions</i>	318
<i>Simple Sentences</i>	319
<i>Complex to Simple</i>	319
<i>Compound to Complex</i>	320
<i>Simple to Complex</i>	321
<i>Changing the Degree of Comparison</i>	321
<i>Synthesis of Sentences</i>	322

COMPOSITION

CHAPTER 25

Comprehension	324
---------------------	-----

CHAPTER 26

Letter Writing	362
----------------------	-----

CHAPTER 27

Composition Writing	382
---------------------------	-----