

SENTENCE CORRECTION

❖ CSS Goal/Requirement of New/Revised Syllabus

Sentence Correction (10 marks)

The sentences shall be given each having a clear structural flaw in terms of grammar or punctuation. The candidates shall be asked to rewrite them with really needed correction only, without making unnecessary alterations. No two or more sentences should have exactly the same problem, and 2-3 sentences shall be based on correction of punctuation marks.

REVISED SYLLABI FOR CSS COMPETITIVE EXAMINATION, CE-2016 [Updated by FEDERAL PUBLIC SERVICE COMMISSION (FPSC) on: 7th July, 2015]

❖ CHAPTER OUTLINE:

1. Rules of Nouns & Errors in the Use of Nouns
2. Rules of Pronouns & Errors in the Use of Pronouns
3. Rules of Adjectives & Errors in the Use of Adjectives
4. Rules of Verbs/Tenses & Common Errors
5. Rules of Infinitive, Gerund & Participles & Errors in the Use of Infinitive, Gerund & Participles
6. Rules of Adverbs & Errors in the use of Adverbs
7. Rules of Conjunctions & Errors in the Use of Conjunctions
8. Rules of Articles & Common Errors
9. Rules of Prepositions & Errors in the Use of Prepositions
10. Errors In Expressions Of Time
11. Order of Words
12. Miscellaneous Common Mistakes
13. Errors In Rendering Urdu Sentences/Phrases Into English
14. Correction Practice Exercises
 - Set-I
 - Set-II
 - Set-III
15. Solved Correction Questions From CSS Past Papers (2015-1979, 1957, 1956)

For rules of punctuation marks, error in their usage and solved practice exercises kindly consult punctuation section of Chapter 3 of our book. (page-)

RULES OF GRAMMAR & COMMON ERRORS

1. RULES OF NOUNS AND ERRORS IN THE USE OF NOUNS

When one thing is spoken of, the noun is singular; when two or more than two things are spoken of, the noun is plural; as 'a girl', 'two girls' or 'many girls'.

Rule 1

Formation of Plurals of Nouns:

I. The general rule of forming plurals of nouns is the addition of 's' to the singular as:

Singular	Plural
Horse	Horses
House	Houses
Lamb	Lambs
Noun	Nouns
Part	Parts
Rogue	Rogues

II. But if the noun ends in 'sh', 'ch', 'eh', 'x' or 's', the plural is formed by adding 'es' to the singular as:

Singular	Plural
Ass	Asses
Box	Boxes
Bench	Benches
Flash	Flashes
Press	Presses

III. If the noun ends in 'f' or 'fe', the plural is often formed by changing 'f' or 'fe' into 'ves' as:

Singular	Plural
Calf	Calves
Wolf	Wolves
Half	Halves
Knife	Knives
Elf	Elves
Sheaf	Sheaves
Thief	Thieves

Exception: But some nouns ending in 'f' or 'fe' form the plural by simply adding 's' as:

Singular	Plural
Cliff	Cliffs
Dwarf	Dwarfs
Proof	Proofs
Roof	Roofs

- iv. If the noun ends in 'o' and the 'o' is preceded by a consonant the plural is often formed by adding 'es' to the singular as:
- | | |
|-----------------|---------------|
| Singular | Plural |
| Buffalo | Buffaloes |
| Mosquito | Mosquitoes |
| Volcano | Volcanoes |
- v. There are some nouns which form the plural by a change of the inside vowel as:
- | | |
|-----------------|---------------|
| Singular | Plural |
| Foot | Feet |
| Man | Men |
| Mouse | Mice |
| Tooth | Teeth |
- vi. There are four nouns which form the plural by adding 'en' or 've' as:
- | | |
|-----------------|-------------------------------------|
| Singular | Plural |
| Cow | Kine (out of use in Modern English) |
| Child | Children |
| Ox | Oxen |
| Brother | Brethren |
- vii. A compound noun generally forms plural by adding 's' to the principal word as:
- | | |
|-----------------|-----------------|
| Singular | Plural |
| Brother-in-law | Brothers-in-law |
| Looker-on | Lookers-on |
| Step-son | Step-sons |
| Court-martial | Courts-martial |
| Knight-errant | Knights-errant |
| Maid-servant | Maid-servants |
- Exception: But there are some compound nouns which take double plural as:
- | | |
|-----------------|----------------|
| Singular | Plural |
| Man-servant | Men-servants |
| Woman-servant | Women-servants |
| Knight-Templar | Knights-Temps |
| Lord-Justice | Lords-Justices |
- viii. There are some plurals borrowed directly from foreign nouns as:
- | | |
|-----------------|----------------------------|
| Singular | Plural |
| Appendix | Appendices (or Appendices) |
| Axis | Axes |
| Datum | Data |
| Dictum | Dicta |
| Focus | Foci |
| Genius | Genii (or geniuses) |
| Medium | Media |
| Radius | Radii |
| Analysis | Analyses |
| Crisis | Crisés |
| Criterion | Criteria |
| Phenomenon | Phenomena |
| Thesis | Theses |

Singular and Plurals of Nouns

- i. Some nouns have the same form for the plural as for the singular as: Piece, pair, dozen, butter, score, yoke, brace, gross, hundred, thousand, sheep.
 Exceptions: But when 'of' is used before score, hundred, thousand, dozen, the 's' is added to make them plural.

Incorrect	Correct
I brought four dozen of mangoes.	I brought four dozens of mangoes.
I brought four dozens mangoes.	I brought four dozen mangoes.
There are only five hundreds students in our college.	There are only five hundred students in our college.
Hundred of men gathered to witness the stage performance.	Hundreds of men gathered to witness the stage performance.
He died at the age of four scores.	He died at the age of four score.
Score of animals were grazing in the field.	Scores of animals were grazing in the field.
I bought this house for two thousands rupees.	I bought this house for two thousand rupees.
Thousand of books are published in a year.	Thousands of books are published in a year.
I saw ten deers in the forest.	I saw ten deer in the forest.
Sheeps are afraid of the wolf.	Sheep are afraid of the wolf.
I brought four pairs of shoes.	I brought four pair of shoes.

- ii. Some nouns such as furniture, off-spring, scenery, information, poetry are used in the singular only.
 Incorrect: He wrote good poetries.
 Correct: He wrote good poetry. OR
 He wrote good poems.
 Incorrect: This region is full of charming sceneries.
 Correct: This region is full of charming scenery. OR
 This region in full of charming scenery.
- iii. Some nouns though plural in form are used in singular: as Physics, mechanics, mathematics, news, innings.
 Incorrect: Physics are his favourite subject.
 Correct: Physics is his favourite subject.
- iv. Certain collective nouns such poultry, cattle, vermin, people, gentry, though singular in form are used as plural.
 Incorrect: Peoples are going to Agra.
 Correct: People are going to Agra.
 But as a Common Noun 'people' means a nation and is used both in singular and plural; as:
 There are many peoples (nations) in Asia.
- v. There are some nouns which have two forms in the plural, each form with a separate meaning of its own:

Brother:-
 Brothers – Sons of the same mother.
 Brethren – Members of the same society.

Cloth:-
 Cloths – Pieces of kinds of cloth.
 Clothes – Articles of dress.

Genius:-
 Geniuses – Men of genius.
 Genii – Fabulous spirits of the air.

Index:-
 Indexes – Tables of contents.
 Indices – Signs used in Algebra.

Staff:-
 Staves – Sticks of poles.

Staffs – Department in the army or a business; salaried employees taken collectively.

vi. When a noun works as an adjective in a compound word, it is always used in the singular; as:

A ten fule, a ten-rupee note, a two year old bird, an eight day clock, a three mile race etc.

Incorrect: I have a ten rupees note.

Correct: I have a ten rupee note.

Incorrect: I saw a three years old child.

Correct: I saw a three year old child.

vii. Proper, Material and Abstract Nouns generally have no plurals unless they are used as Common Nouns.

a. **Material:** Wine is a pleasant drink only in cold countries. (Material).

b. **Proper:** Austria is a country in Europe Proper. Many 'Austrias' can be contained in India. (Common).

c. **Abstract:** 'Goodness' is a party of his conduct. (Abstract). He did many goodnesses (good acts). (Common).

But a very few nouns are found only in the plural:

The Alps, The Highlands, The Himalayas.

EXAMPLES (NOUNS)

Incorrect	Correct
Give me a scissor.	Give me a scissors.
The sceneries of Kashmir are very beautiful.	The scenery of Kashmir is very beautiful.
My friend's brother's wife delivered a child last night.	The wife of my friend's brother delivered child last night
I have lost my furnitures.	I have lost my furniture.
Poetries of Keats are worth reading.	Poetry of Keats is worth reading.
There are many girls' colleges in Agra.	There are many girls colleges in Agra.
Childrens' sports are often amusing.	Children's sports are often amusing.
Few people reach the age of four scores.	Fe people reach the age of four score.

There are many poor peoples in India.	There are many poor people in India.
I gave the beggar a ten-rupees note.	I gave the beggar a ten-rupee note.
We enjoyed a two-miles walk.	We enjoyed a two-mile walk.
This is my brother's Gamal's book.	This is my brother Gamal's book.
I went to Mr. Shahram's house.	I went to Mr. Shahram's.
Mathematics are his special study.	Mathematics is his special study.
I saw a three years old horse.	I saw a three year old horse.
There are five hundreds students in this school.	There are five hundred students in this school.
Hundred of men gathered to witness the accident.	Hundreds of men gathered to witness the accident.
I brought two pairs of shoes.	I brought two pair of shoes.
I saw five sheeps in the field.	I saw five sheep in the field.
I purchased this mango for twenty piees.	I purchased this mango for twenty piee.
He brought this house for twenty thousands rupees.	He brought this house for twenty thousand rupees.
Thousand of books are available on literature.	Thousands of books are available on literature.
These five children are his off-springs.	These five children are his off-spring.
There are many people (nations) in Europe.	There are many peoples in Europe.
Anas purchased five dozens note-books.	Anas purchased five dozen note-books.

2. RULES OF PRONOUNS AND ERRORS IN THE USE OF PRONOUNS

Rule 1

When two or more singular nouns are joined by

- i. or,
- ii. either-----or,
- iii. neither.....nor, the pronoun used is generally in the singular; as:
 Either Anas or Sarmad forgot to bring 'his' book.
 Neither Jamal nor Khalid has brought 'his' book.
 Saima or Sumera must give 'her' book.

Rule 2

But when a plural noun and a singular noun are joined by 'or' or 'nor' the pronoun is generally plural, as:

- Either the masters or the servant failed to do 'their' duty.
 Neither Jmal nor his friends have finished 'their' course.

Rule 3

In the plural 'we' comes before 'you', and 'you' before 'they'; but in the singular the first personal pronoun comes last, while the second comes before the third; as:

Plural:

We and you must go together.
You and they committed blunders.

Singular:

You and I are great musicians.
Both you and he must obey the orders.
He and I are great musicians.

Rule 4

If the personal pronoun is the plural stands for the names of different persons, the first person gives precedence to the second or third, and the second comes before the third, as:

Gamal and I forgot our books in the college.
I heard you and he lost your books.
You and I have finished our course.

Rule 5

A pronoun must agree with its antecedent in person, number and gender, as:

All workers must bring 'their' tools.
Every man must discharge 'his' duty well.

Rule 6

When two singular nouns are joined by 'and', and are preceded by each or every, the pronoun must be singular, as:

Every girl and every boy must be decent in 'his' behavior.
Each mango and each guava 'is' sweet.

Rule 7

The pronoun must be in singular when two singular nouns joined by 'and' refer to the same person; as:

The collector and magistrate has done 'his' work.

Rule 8

The case of pronoun following 'than' and 'as' is determined by mentally supplying the verb as:

He is as laborious a student as I (am)
Jamal loves me as much as you (love me)
I am wiser than he (is)
I hate him more than you (hate him)

Rule 9

The complements of the verb 'to be', when expressed by a pronoun should be in the objective form as:

It is I (not me)

Rule 10

The object of a verb or of a preposition, when it is a pronoun, should be in the objective form; as:

Let you and me (not I) go there.
Between you and me (not I) he is not a reliable person.

Rule 11

A pronoun should not be omitted when it takes the place of a noun in the objective case after a transitive verb, as:

Incorrect:

Will you purchase my book? "Thanks, I do not need".

Correct:

Will you purchase my book? "Thanks, I do not need it".

Rule 12

A pronoun must not be inserted where it is not required as:

Incorrect:

The candidate being a graduate, 'he' is eligible for the post.

Correct:

The candidate being a graduate is eligible for the post.

Rule 13

'Any' or 'anyone' is used in speaking of more than two persons or things as:

Incorrect:

She is more intelligent than either of his five daughters.

Correct:

She is more intelligent than any of his daughters.

Rule 14

'Each other' should be used when two persons or things are referred to; 'one another' should be used when more than two persons or things are referred to as.

The two students quarreled with each other.

The two wrestlers met each other in the arena.

Religious teachers used to love one another.

Children love one another.

Rule 15

A relative pronoun agrees with its antecedent in gender, number and person as:

It is he 'who' is to blame.

This is 'one' of the most important dramas that have yet been published.

Rule 16

A relative pronoun must always be placed as close as possible to its antecedent, as:

Incorrect:

I have listened to Qaddafi's speeches, who considered himself a disciple of Gamal Abdel Nasser.

Correct:

I have listened to the speeches of Qaddafi's 'who' considered himself a disciple of Gamal Abdel Nasser.

Rule 17

The pronoun must be in singular number if the collective noun for which it stands is viewed as a whole; as:

The jury gave 'its' judgment after proper deliberation.

But the pronoun is in the plural number if the collective noun for which it stands conveys an idea of separate individual duals constituting the whole as:

The jury 'were' divided in 'their' opinion.

Rule 18

When the antecedent is 'same' the consequent must be 'as' or 'that'; when the antecedent is 'such' the consequent must be 'as', as:

- This is not the same coat 'as' mine.
- This is the same book 'that' I purchased yesterday.
- This is southern interesting lesson 'as' I have never read.

Rule 19

As a general rule 'who' is used for persons only. It is also sometimes used for animals, as:

He 'who' is laborious shall be rewarded.
I love the peacock 'who' is such a gentle bird.

Rule 20

'Which' is used for things without life and for animals, as:

The book 'which' I gave you is very good.
The cow 'which' I brought is white.

Rule 21

'Whose' is used in speaking of persons, but sometimes of things without life, as:

The chairs 'whose' legs are broken must be repaired.
I know the man 'whose' son stood first in the class.

Rule 22

'That' is used for persons and things. It may refer to a singular or a plural noun, as:

Purchase any note-book 'that' you like.
He 'that' is honest is respected by me.

Rule 23

Pronoun of third person plural should not be used as antecedent to 'whom' or 'whomsoever', as:

Incorrect: They that are fools need not be taught.
Correct: Those that are fools need not be taught.

Rule 24

The indefinite pronoun 'one' should be used throughout, if used at all, as:

Incorrect: One must be too busy about the work 'he' has undertaken.
Correct: One must be too busy about the work 'one' has undertaken.

Rule 25

The relative Pronoun 'that' is used in preference to 'who' or 'which', as:

a. After interrogative pronoun 'who' and 'what' as:

Who 'that' saw him did not love him.

What is there that he does not know.

b. After two antecedents one denoting a 'person' and the other denoting an animal or a thing, as:

The man and his horse that came to me were very fine.

c. After adjectives in the superlative degree, as:

That is the worst 'that' he could do for his enemy.

- d. After the words, 'all', 'same', 'any', 'nothing', 'only', as:
This is the only book 'that' is best on this subject.

Rule 26

Reflex pronouns practically are:

Oneself, himself, myself, yourself, itself, themselves.

Some transitive verbs never omit the reflexive pronoun.

These verbs are 'absent', 'pride', 'apply', 'exert', 'drank', 'avail', 'betake', 'revenge', 'resign', 'acquit', 'enjoy' etc, as:

Incorrect: He availed of the opportunity.

Correct: He availed himself of the opportunity.

Rule 27

Some transitive verbs are regarded as intransitive by the omission of the reflexive pronoun. These verbs are 'burn', 'close', 'dash', 'feed', 'begin', 'spread', 'bathe', 'steal', 'stop', 'open', 'betake', 'rest', 'burst', 'roll', 'hide', 'turn', 'drop', etc, as:

Incorrect: He opened himself the door.

Correct: He opened the door.

Rule 28

A reflexive pronoun alone cannot be the subject of a verb. It must be preceded by a noun or pronoun, as:

Incorrect: Himself came here.

Correct: He himself came here.

SOLVED EXAMPLES

Correct	Incorrect
It is I who is responsible for the profit.	It am I who is responsible for the profit.
Neither Gamal nor his brother have gone to college.	Neither Gamal nor his brother has gone to college.
Every one of his children are good.	Every one of his children is good.
Either of the two books are worth reading.	Either of the two books is worth reading.
This is a secret between you and I.	This is secret between you and me.
He is more intelligent than me.	He is more intelligent than I.
I am one of those persons who cannot describe what I feel.	I am one of those persons who cannot describe what they feel.
Either Asad or Samad forgot to bring their books.	Either Asad or Samad forgot to bring his books.
We and you must go together.	You and me must go together.
Neither Gamal nor Khalid have learnt their lessons.	Neither Gamal nor Khalid has learnt his lessons.
Both he and you must obey the orders.	Both you and he must obey the orders.
Either the principal or his clerk failed to do their duty.	Either the principal or his clerk failed to do his duty.
Every girl and every boy must do their work.	Every girl and every boy must do his work.

It is me who has done this work.	It is I who have done this work.
Let you and I go there.	Let you and me go there.
"Will you take my pen?" "Thanks I do not need."	"Will you take my pen?" "Thanks I do not need it".
The servant being a hard working person, he is eligible to work in our factory.	The servant being a hard working person is eligible to work in our factory.
The two students quarreled with one another.	The two students quarreled with each other.
He revenged upon the murderer of his father.	He revenged upon himself the murderer of his father.
He closed himself the door.	He closed the door.
One must be honest if he wants his ultimate success	One must be honest if one wants one's ultimate success.
I listened to president. Nasser's speeches who was President of Egypt.	I listened to the speeches of president Nasser who was President of Egypt.
The soldiers of the army fought with each other.	The soldiers of the army fought with one another.
Himself saw the thief.	He saw the thief.
He is more intelligent than either of his five brothers.	He is more intelligent than any of his five brothers.
This is one of the most important books that has yet been published.	This is one of the most important books that have yet been published.
He is such an idiot that I do not want to talk to him.	He is such an idiot as I do not want to talk to him.
This is the man which was caught red handed.	This is the man who was caught red handed.
This is the book who is very interesting.	This is the book which is very interesting.
They that are dishonest must face the music.	Those that are dishonest must face the music.

3. RULES OF ADJECTIVES AND ERRORS IN THE USE OF ADJECTIVES

Rule 1

Use of 'few', 'a few', 'the few': each of these expressions has a distinct meaning of its own.

- a. "Few" is a negative adjective and is equivalent to 'not many' or 'hardly any'; as:
He read 'few' novels. (He did not read many novels).
- b. "A Few" is positive and signifies 'some', a certain number, however few; as:
I have only a few rupees.
- c. "The Few" means 'not many' but "all there are", as:
He read 'the few' novels he had.

Rule 2

Use of 'little', 'a little', and 'the little'.

- a. 'Little' is a negative adjective and means 'not much'; as -

- There is 'little' hope of his success in the examination.
- b. 'A Little' is positive and means 'some', a certain quantity of; as:
'A little' learning is a dangerous thing.
- c. 'The Little' means 'not much' but all that is ; as:
He sold 'the little' gold he had.

Note: "Few", "A Few", "The Few" are generally numerical adjective. "Little", "A Little" and "The Little" are generally quantitative adjectives.

Rule 3

Use of 'some' and 'any'.

There is much difference in the way in which the two adjectives are used:

- a. 'Some' is used in affirmative sentence; as:

Incorrect: 'He has bought any ornaments of gold'.

Correct: He has bought 'some' ornaments of gold.

- b. 'Any' is used in negative sentences; as:

Incorrect: He has not bought some ornaments of gold.

Correct: 'He has not bought any ornaments of gold'.

Note: 'no any' is an incorrect expression.

Incorrect: He has bought no any ornaments of gold.

Correct: 'He has not bought any ornament of gold' or 'He has bought no ornament of gold'.

It depends upon the sense whether 'some', 'any' are Numeral Adjectives, Demonstrative Adjective or Quantitative Adjectives:

Any:

- a. Take any pen you like (Indefinite Demonstrative).
b. He has not had any bread (Quantitative).
c. Will you bring any loaves. (Numeral).

Some :

- a. 'Some' boys made a noise in the field (Demonstrative).
b. 'Take' from me 'some' bread. (Quantitative).
c. Take from me 'some' loaves of bread (Numeral).

Both of these adjectives are indefinite.

Rule 4

The general rule is to keep the adjective immediately before the noun or pronoun which it qualifies.

Note: the difference in meaning between:

A brilliant student's success. (Success of a brilliant student).

- a. A student's brilliant success. (Brilliant success of a student).

Exceptions:

- a. An adjective used as a qualifying title is placed after its noun as:

• William, the Conqueror, Nasser, the last Arab.

- b. If the adjectives consist of long words, it sounds better to place them after the

noun as:

Early to bed and early to rise; makes a man, healthy, wealthy and wise.

- c. Sometimes an adjective is placed after its noun for the sake of point or emphasis as:
No man 'living' could have believed it.
- d. There are some well-established phrases in which it has become idiomatic to place the adjective after its noun: as:
Allah Almighty, point blank, sum total, time immemorial.
- e. When an adjective is enlarged by some qualifying phrase it must always be placed after its noun ; as:
- A stage large enough for acting.
 - A child dear to all.
- f. When given in comparative or superlative degree ; as:
Children more beautiful and more healthy were never seen.

Rule 5

Use of 'each' and 'every'

"Every" is a stronger word than "each"; it means 'each without exception' of two or more things, 'every' is used only in speaking of 'more than two'. 'Each' is generally used for the individuals forming any group, 'every' to the total group. Each is used only when the numbers in the group is limited or definite, "every" when the number is indefinite as:

- a. Twenty soldiers had 'each' a gun.
- b. 'Every' soldiers had a gun.

Rule 6

Use of "later", "latter", "latest", "last".

"Later" and "Latest" refer to time ; "latter" and "last" refer to position.

- a. Of the four literary types, drama, novel, prose, poetry, the 'last' (not latter) is my favourite.
- b. I have heard the 'latest' news.
- c. He came 'later' than myself.
- d. Gamal and Khalid appeared for the examination; the 'latter' (Khalid) succeeded.

Rule 7

Use of "Less" and "Fewer".

"Less" refers to quantity only, whereas "fewer" denotes number ; as: -

- a. I drank no less than two seers of milk.
- b. No fewer than twenty soldiers were killed.

Rule 8

Use of "Farther" and "Further".

"Farther" means more distant or advanced ; "further" means additional ; as: -

- a. From my hostel GC University is "farther" than GC University.
- b. What 'further' methods can I adopt in this matter.

Rule 9

Use of "Nearest" and "Next".

"Nearest" denotes distance ; "next" denotes position ; as:-

- a. GC University is 'nearest' to my hostel.
- b. His seat is 'next' to my seat.

Rule 10

Use of 'Older' and 'oldest' and 'elder' and 'eldest'.

"Older" and "oldest" may be said either of persons or things, while "elder" and "eldest" apply only to persons, and are besides confined to members of the same family : "older" is followed by "than" and "elder" by 'to' as:-

- a. Gamal is elder to Aziz.
- b. Gamal is older than Khalid.
- c. Khalid was the eldest son of Gamal Abdel Nasser.
- d. Who is the eldest boy in the class?

Rule 11

Use of 'Many a'

Here 'a' means 'one' ; many a flower means many times one flower 'or' 'many flowers. It is used with a noun and verb in the singular, but has in reality a plural meaning. 'Many flowers' takes the flowers collectively 'many a flower' takes them singly as:

'Full many a flower is born to blush unseen'

Rule 12

"Two first" is a wrong expression, for it implies that two things may be first. We must say 'the first two', as:

The first two (not two first) poems of the selection are very interesting.

Rule 13

An adjective should not be made to qualify either an adjective or an adverb as:

Incorrect: I am feeling excellent well.

Correct: I am feeling excellently well.

Excellent is an adjective and cannot qualify 'well' which is an adverb.

Rule 14

Use of 'whole' 'all'.

As an adjective 'whole' is preceded by 'the'. Before proper nouns it is preceded by 'the' and followed by 'of' all is followed by 'the' when it is used before plural nouns.

We should place 'all' before, and not after the noun or possessive pronoun as:

- Gamal red the 'whole' night.
- The whole of Arab world mourned the death of Gamal Abdel Nasser.

- All the children were asleep.
- All his books were burnt in the fire.

Rule 15

If one of the adjectives is much larger than the other, the shorter must be put before longer, as:

I saw a new and beautiful book.

Rule 16

The plural forms 'these' and 'those' must not be wrongly used with the singular nouns 'kind' and 'sort', as:

Incorrect: These kind of trees.

Correct: This kind of trees.

Or

Trees of this kind.

Rule 17

As an adjective 'both' is followed by 'the'. It is placed before and after the noun or possessive pronoun, as:

He attended both the lectures.

He lost both his books.

Rule 18

When an adjective qualifies its noun or pronoun indirectly through the verb or predicate going before, it is placed after its noun or pronoun, as:

His conduct is fair.

Rule 19**Use of 'verbal' and 'oral'**

'Verbal' means 'pertaining to words'; 'oral' means 'not written' or delivered by words of 'mouth'. The opposite of 'written', therefore 'oral' not 'verbal', as:

a. The judicial commission has entertained

a number of oral submission on the part of PTI and other leaders.

b. There are no verbal differences in the first and second editions of his book.

Rule 20

The comparative degree is used when we want to state that one person or thing possesses a quality to a greater or lesser degree than another, as:

Gamal's knowledge is deeper than Khalid's.

Thus the comparative degree is generally followed by 'than' but comparative adjectives ending in 'or' are followed by the preposition 'to'; as: 'senior', 'junior', 'superior', 'inferior', 'prior', 'posterior', 'anterior' etc.

Incorrect: Hasim is superior in intelligence than Qasim.

Correct: Hasim is superior in intelligence to Qasim.

Rule 21

Some adjectives, which are in comparative degree, are often used as nouns or pronouns with a positive meaning; they are the following:-
Former, latter, outer, major, exterior, minor, interior, upper, inner, betters, as:
We must respect our betters.

Rule 22

'Of any' must not be wrongly used in conjunction with a superlative, as:
Incorrect: She has the sweetest voice of any singers.
Correct: She has a sweeter voice than any other singer.

Rule 23

Avoid the use of double comparative or superlative, as:
Incorrect: He was the most cleverest of all the boys.
Correct: He was the cleverest of all the boys.

Rule 24

When two objects are compared with each other, the latter term of comparison must exclude the former; as:
Incorrect: Gold is more precious than any metal.
Correct: Gold is more precious than any other metal.

Rule 25

In a comparison by means of superlative the latter term should include the former, as:
Incorrect: Khalid is the most intelligent of all the other students.
Correct: Khalid is the most intelligent of all students.

Rule 26

Adjectives expressing qualities that do not admit of different degrees cannot be compared, as:
Perfect, square, universal, eternal, empty, unique, ideal, infinite, complete, chief, extreme, entire, round.
Incorrect: it is more perfect technique.
Correct: It is a perfect technique.

Rule 27

The superlative must not be used for the comparative, nor the comparative for the superlative, as:
Incorrect: She is the prettist of the two sisters.
Correct: She is the prettier of the two sisters.

Rule 28

When two adjectives refer to the same noun and one of them is in the superlative degree, the other must also be in the superlative degrees, as:

Incorrect:

She is the fairest and rich woman in the city.

Correct:

She is the fairest and richest woman in the city.

Rule 29

The comparative in 'er' is not used when we compare two qualities in the same person or thing instead we use more, as:

Incorrect:

Khalid is braver than wise.

Correct:

Khalid is more brave than wise.

Rule 30

Sometimes the superlative 'most' is used where there is no idea of comparison but merely a desire to indicate the possession of a quality in a very high degree, as:

- This is most blessed.

Rule 31

'Prefer' and 'Preferable' have force of a comparative and are followed by 'to'. They must be neither preceded by 'more' nor followed by 'than'.

Incorrect:

He prefers orange than guava.

Correct:

He prefers orange to guava.

Incorrect:

Milk is more preferable than tea.

Correct:

Milk is preferable to tea.

SOLVED EXAMPLES

Incorrect	Correct
No less than twelve inmates left the hostel.	No fewer than twelve inmates left the hostel.
Aslam was elder than Akram.	Aslam was elder to Akram.
Of novel and poetry the last is more important.	Of novel and poetry the latter is more important.
Those sorts of guavas are very dear this year.	Guavas of that sort are very dear this year.
He is junior than me.	He is junior to me.
My hand-writing is superior than that of yours.	My hand-writing is superior to that of yours.
Knowledge is ever more preferable than riches.	Knowledge is ever preferable to riches.
I prefer running than walking.	I prefer running to walking.
He is more intelligent than any student any	He is more intelligent than any other student

student in the class.	in the class.
Browning is greater than any Victorians poet.	Browning is greater than any other Victorian poet.
Awais is the wisest of all other students.	Awais is the wisest of all students.
Rahimyar Khan is much more hotter than Islamabad.	Rahimyar Khan is much hotter than Islamabad.
He is the most humblest of all people.	He is the humblest of all people.
The two first chapters of the book are very interesting.	The first two chapters of the book are very interesting.
I drank no fewer than two seers of milk.	I drank no less than two seers of milk.
Full many a flower are born to blush unseen.	Full many a flower is born to blush unseen
I am feeling marvelous well.	I am feeling marvelously well.
Gold is more precious than any metal.	Gold is more precious than any other metal.
He is the most ideal student of our class.	He is the ideal student of our class.
Milk is the most perfect food in the world.	Milk is the perfect food in the world.
This is the worst of the two.	This is the worse of the two
He is the ablest and rich man of his village.	He is the ablest and richest man of his village.
Gamal is superior in handsomeness than Aziz but Aziz is superior in intelligent than Gamal.	Gamal is superior in intelligence to Aziz, but Aziz is superior in intelligence to Gamal.
She has the lighter touch of any dancer.	She has the lighter touch than any of dancer.
I shall not buy some guavas.	I shall not buy any guavas.
This is more interesting of all the novels.	This is the most interesting of all the novel
It is a most interesting poem written by Shelley.	It is the most interesting poem written by Shelley.
I dislike these kinds of fruits.	I dislike this kind of fruits.
The Great Alexander loved bravery.	Alexander, the Great loved bravery
Shahram is wiser than brave.	Shahram is more wise than brave.

4. RULES OF VERBS AND TENSES AND COMMON ERRORS

Rule 1

Some nouns which are singular in form but plural in meaning take a plural verb.

Some nouns are 'pair', 'dozen', 'none', 'plenty', 'enemy', etc. as-

Incorrect: Four dozen costs rupees ninety.

Correct: Four dozen cost rupees ninety.

Rule 2

The nouns connected by 'and not', 'as well as', 'together with', 'besides', 'in addition to' are followed by a verb in the singular when the former of the two nouns is in the singular.

Incorrect:
Correct:

Sumera as well as her sister were present.
Sumera as well as her sister was present.

Rule 3

A collective noun takes a singular verb when the collection is thought of as a whole and a plural verb when the individuals which it is composed are thought of, as—

The jury gave its final judgment.

The juries were divided in their opinion.

Rule 4

Either, neither, each everyone, must be followed by a singular verb, as—

Incorrect: Neither of the two sons are handsome.

Correct: Neither of the two sons is handsome.

Rule 5

'Many a', should always be followed by a singular noun a singular verb, as—

Full many a flower is born to blush unseen, --- Gray.

But when many a is followed by two nouns of distinct meaning, the verb is plural not singular, as—

Many a girl and boy have attended the lecture.

Rule 6

'None' though properly singular commonly takes plural as—

None are so dumb as these who will not speak.

Have you brought me a pen? There was none for you.

Rule 7

Two or more singular subjects connected by 'or' 'nor' either.....or, neither.....nor, take a verb in the singular,

Either Anas or Khalid has taken my pen.

Rule 8

If the singular subjects are preceded by each or every the verb is usually singular, as—

Every man and woman was shocked by the news of Benazir's death.

Rule 9

Some nouns which are plural in form, but singular in meaning take a singular verb. Such nouns are: Mathematics, Economics, Physics, News, Gallows, Wages etc, as—

Incorrect: Mathematics are his favourite study.

Correct: Mathematics is his favourite study.
Incorrect: No news are good news.
Correct: No news is good news.

Rule 10

A verb should agree with its subjects, and not with its compliment; as---

Incorrect: What are needed are not large fields but small plots
Correct: What is needed are not large fields but small plots.

Rule 11

If two singular nouns refer to the same person or thing, the verb must be in singular, as---

The professor and orator is dead.

Note: The article is used only once when two nouns, refer to the same person. If different persons where referred to, the article would be used before both the nouns and the verbs would be plural; as ----

The professor and the orator are dead.

Rule 12

When the subject of the verb is a relative pronoun the verb should agree in number and person with the antecedent of the relative, as-----

Incorrect: I, who is your sister, will help you.

Correct: I, who am your sister, will help you.

Rule 13

If two subjects together express one idea, the verb may be in the singular, as-----

Bread and butter is his only food.

Rule 14

When the subjects joined by or are of different numbers, the verb must be in plural, and the plural subject must be placed next to the verb, as---

Neither Khalid nor his friends were shocked.

Either the boy or his relations have come.

Rule 15

When the subjects joined by 'or' 'nor' are of different persons, the verb agrees in person with the one nearest to it, as---

Either he or you have taken my pen.

Either you or I am guilty.

Rule 16

When a plural noun denotes some specific quantity or amount considered as a whole the verb is generally singular; as-----

Ten miles is a long distance.

Hundred rupees is a great sum.

Rule 17

'Pains' and 'means' take either the singular or the plural verb, according to the sense in which they are used ; as----
 Many illegal means were adopted.
 The only means of getting success in life is labour.

Rule 18

Two auxiliaries can be used with one principal verb, only when the form of the principal verb is appropriate to both the auxiliaries ; as-----
 I never have cut a tree, and never will. (The form of the principal verb 'cut' is the same---have cut and will cut).
 But we cannot say.
 I never have and never will do an immoral act. Because the principal verbs are not the same. have done and will do, therefore insert done after have.

Rule 19

When the plural noun is a proper name of some collective unit and single object, it must be followed by a singular verb: as-----
 Great Expectations is a novel written by Dickens.

Rule 20

When two singular nouns connected by and come between a singular subject and its verb, the verb should be plural and not singular: as-----
 The interest of a drama and one-act play depend much on characterization.

Rule 21

As a general rule the verb comes after its subject but it comes before its subject

a. When a complement is placed before it for the sake of emphasis, as---

Blessed are they that mourn.

Gone were the days of passivity.

Come are the days of activity.

b. When it is used to express a command a prayer or an entreaty: as---

i. Serve your parents well.

ii. Have mercy upon the poor.

iii. Long live the king.

iv. Come here.

c. When it is used for expressing a condition without the help of conjunction
 as---

Had I been present at that time, I would have beaten the rogue.

d. When it is introduced by a correlative conjunction; as---

As you sow, so will you reap?

e. When it is introduced by an adverb; as---

Rightly has it been said that contentment is true happiness.

- f. When it is introduced by 'neither.....nor' ; as----
Neither did he come here, nor did I go there.
- g. When it is used to report a speech in the direct narration ; as---
"Brothers", said he, "Come here and enjoy the game".

Rule 22

When two different subjects are intended by the same word, one of them should not be left out. Care should be taken to make the verb plural; as-----

- Incorrect:** A degradation in character and morality has been visible in modern society.
- Correct:** A degradation in character and a degradation in morality has been possible modern society.

Rule 23

Verb such as name, consider, think, call, term, are not followed by as and make two accusatives, as-----

- Incorrect:** I called him as a fool.
- Correct:** I called him a fool.

Rule 24

Verb, such as, regard, describe, represent, portray, define, mention, treat and depict, are always followed by as : as-----

- Incorrect:** I regard Hamood my elder brother.
- Correct:** I regard Hamood, as my elder brother.

Rule 25

Use of 'must', 'ought'.

Must, "ought" have no change of form for tense, person or number, "Ought" relates to present or past, "must" relates to present or future. "Ought" expresses duty or strong probability, must expresses obligation, fixed determination, certainty of belief in some fact or duty.

- a. I must be free in my personal and private affairs. (Determination)
- b. We must obey the order of our present. (Duty)
- c. We ought to love our friends. (Duty).

Rule 26

When the subjunctive mood expresses 'purpose' the verb in the subjunctive mood is preceded by the conjunction "that" or "lest" (that not). The auxiliary verb may and might are used after that and should after lest; as-----

Lest	Should
That	May

- I shall keep my promise lest you should be deceived.
- I shall keep my promise that you may not be deceived.

Rule 27

When a condition and its consequences are to be expressed, the indicative mood should be followed by the indicative, and the subjunctive by the subjunctive ; as—
 If I saw him I should recognize him at once (Subjunctive).
 I see him I shall recognize him at once. (Indicative).

Rule 28

When the subjunctive mood expresses a wish or supposition the verb is plural ; as—
 If he were you, he should not come.
Note: The auxiliaries may, might, should, would are used to form subjunctive equivalents.

Rule 29

a. Never use the auxiliary will, would, or would have after if in conditional clauses ; as—

Incorrect: If it will hail, the crop will be destroyed.

Correct: If it hails, the crop will be destroyed.

b. There is much confusion in the use of shall and will. The following lines are significant to avoid the confusion.

- In the first person "shall" simply foretells.
- In "will" a threat, or else a promise wells.
- "Shall" in the second and third doth threat.
- "Will" only then denotes a future feat.

Thus we can form the following rules for the use of "shall" and "well".

i. "Shall" in the first person is used to express simple future time ; as—
 I shall go day after tomorrow.

ii. "Shall" in the second or third person is used to express :

- A promise--- You shall have holiday tomorrow.
- A command----You shall not steal.
- Determination----You shall apologize for that.
- A threat----You shall be punished for the illegal acts you have committed.

"Will" is used in the second or third person to express simple future time; as—

You will find the book on the table.

iii. "Will" is used in the first persons to express.

- A thraat---I will revenge myself upon him.
- Determination----I will never commit such an illegal act.
- Willingness----I will give you my book.
- A promise —I will die for my country's cause.

iv. In asking questions "shall" is used in the first person, and "will" in the third person; as-----

- Shall I go to the college?
- Will he go tomorrow?

v. In the second person "shall" and "will" are used according to the answer expected; as---

Shall you go tomorrow? (Ans. I shall go tomorrow).
Will you give me your book? (Ans. I will give you my book).

Rule 30

Use "would" and not "will" to express the conclusion of a condition contrary to the fact as-----

Incorrect: Had I been there, I will have beaten the rogue.
Correct: Had I been there, I would have beaten the rogue.

Rule 31

"Should" is used in all the three persons when it follows "lest"; as—
The thief ran away lest the policeman should catch him.
I was warned lest I should commit the folly again.

Rule 32

In ordinary direct speech "should" in the sense of "ought to" is used in all three persons; "would" with the idea of intention, determination is used in all three persons; as—

- The rich should help the poor.
- I would love the choice of my own:
-

Rule 33

"Would" is sometimes used to signify habitual action in all the three persons; as—
I would wake up at four every morning.

Rule 34

"Would" is sometimes used as a polite form of will; as—

- Would you mind telling me the date?

Rule 35

In indirect speech and in subordinate clauses generally after a past tense it is usual to use "should" and "would", according as 'shall' and 'will' appear in the original or in the present tense; as—

- I told him I shall go tomorrow.

Rule 36

"Enjoy" must be followed by an object; as —
Incorrect: We went for a Pionio and enjoyed very much.
Correct: we went for a Pionio and enjoyed ourselves (or it) very much

Rule 37

"Used to" is correct but in the past, as—
Incorrect: The Indians use to worship the idols of God.
Correct: The Indians used to worship the idols of God.

Rule 38

Present perfect tense, since it denotes present time, cannot be qualified by an adverb or adverbial phrase denoting past time as "last", "formerly", "long", "yesterday"; as—
Incorrect: I have finished my course yesterday.
Correct: I finished my course yesterday.

Rule 39

Present, perfect tense can be used in reference to a past event, provided the state of things arising out of that event is still present; as—
Incorrect: Mohammad Ghorī has founded the Muslim Empire in India.
Correct: Mohammad Ghorī founded the Muslim Empire in India.

Rule 40

Past perfect tense implies relation in time with some other event. This tense should be used only when we want to say that some action has been completed before another was commenced; as—
Incorrect: The rain had stopped.
Correct: The rain had stopped when I came out.

Rule 41

The past tense in the principal clause should be followed by a past tense in subordinate clause; as—
Incorrect: He told that he is the student of intermediate.
Correct: He told that he was the student of intermediate.
Note: (i) But a past tense in the principal clause is followed by a present tense in the subordinate clause when the subordinate clause expresses a universal truth, as—
Incorrect: He told that honesty was the best policy.
Correct: He told that honesty is the best policy.
(ii) When the subordinate clause is introduced by "than" even if there is a past tense in the principal clause it may be followed by any tense required by the sense in the subordinate clause; as—

- He liked you better that he likes me.
- He liked you better than he will like me.
- He liked you as well as he likes me.
- He liked you better than he liked me.

Rule 42

In sentences where the subordinate clause denotes purpose, if the verb in the principal clause is present or future, the verb in the subordinate clause must be present; as—

- If you work hard, you will pass.

Rule 43

A present or future tense in the principal clause may be followed by any tense required by the tense; as—

- I think that he was there.
- I will think that he will be there.
- I think that he is there.

SOLVED EXAMPLES

Incorrect	Correct
ERRORS IN THE USE OF VERBS	
1. We should not cut jokes in the class.	We should not make jokes in the class.
2. He gave a speech in the function.	He delivered a speech in the function.
3. He made a lecture.	He gave/delivered a lecture.
4. Please see my book.	Please look at my book.
5. He gave the examination and failed.	He took the examination and failed.
6. He took admission in the college.	He got admission in the college.
7. He denied to do work.	He refused to do work.
8. He hanged the picture.	He hung the picture.
9. He laid in bed.	He lay in bed.
10. We won the enemy	We beat or defeated the enemy.
11. The hen has lain an egg.	The hen has laid an egg.
12. The young boy sank into sea.	The young boy drowned into the sea.
13. The husband and wife do not full on well together.	The husband and wife do not get on well together.
14. He was plucked up in English.	He failed in English.
15. They made a goal.	They scored a goal.
16. My tooth is paining.	There is pain in my tooth.
17. He has a family to work.	He has a family to work for.
18. He was plucked up in mathematics.	He failed in mathematics.

19.	My father is in the teaching line.	My father is in the teaching profession.
20.	We are looking forward to see you.	We are looking forward to seeing you.

5. RULES OF INFINITIVE, VERBAL NOUN, GERUND AND PATRTICIPLE

What is Infinitive?

A word which is not limited by the person or number of the subject is known as an infinitive. It is in fact, a kind of noun. Therefore it is treated as a verb noun.

Formation of an infinitive:

Verb	Infinitive
Go	To go
Run	To run
Eat	To eat

Verbs Followed only by Infinitives:

These verbs are followed only by infinitives

1.	Advise	I advised them to be careful.
2.	Appear	The magician appeared to pull a rabbit from his hat.
3.	Agree	She agreed to meet us for dinner.
4.	Ask	She asked to use the rest room.
5.	Decide	The decided to move to Lahore next year.
6.	Expect	I expect to get paid tomorrow.
7.	Hope	I hope to meet her.
8.	Invite	He invited us to go for a hike on Saturday.
9.	Offer	She offered to give us directions.
10.	Plan	We plan to leave at 5: 15.
11.	Promise	He promised to pay me money in time.
12.	Refuse	He refused to take medicine.
13.	Remind	My mother reminded me to take an umbrella today.
14.	Tell	I told her to get ready for school.
15.	Warn	She warned him not to leave work early.

What is Gerund?

Gerunds are verbal nouns. This means that they are nouns formed from verbs.

Formation of Gerund:

By Add "ing" with the first form of verb.

Verb:	Catch	Swim	Run
Gerund:	Catching	Swimming	Running

Words followed only by Gerunds

These verbs are followed by gerunds and not by infinitives.

1.	Bad at	He is bad at drawing. (not to draw)
2.	Enjoy	They enjoy taking long walks. (not to take)
3.	Excel in	He excels in reading. (not to excel)
4.	Fond of	He is fond of eating. (not to eat)
5.	Finish	He finished watching the movie at eleven. (not to watch)
6.	Give up	She gave up taking the bus after she bought a new car. (not to take)
7.	Look forward to	He is looking forward to meeting me. (not to meet)
8.	Keep on	She kept on looking at me. (not to look)
9.	Insist on	He insisted on going there. (not to go)
10.	Persist in	He persisted in buying a chair. (not to buy)
11.	Suggest	I suggest selling the car. (not to sell)
12.	With a view to	With a view to going there, I took a taxi.

Verbs Followed by Gerunds and Infinitives

1.	Begin	They began to work at 8:30. They began working at 8:30.
2.	Can't stand	I can't stand to hear this music. I can't stand hearing this music.
3.	Go	He loves to go swimming. He loves going swimming.
4.	Hate	I hate to watch horror movies. I hate watching horror movies.
5.	Like	Salma likes to sew. Salma likes sewing.
6.	Love	I love to swim. I love swimming.
7.	start	He started to smoke. He started smoking.

	Incorrect (Infinitive)	Correct (Gerund)
1.	I am fond to eat.	I am fond of eating.
2.	He is bad to draw.	He is bad at drawing.
3.	He has no intention to meet him.	He has no intention of meeting him.
4.	He should refrain to do evil.	He should refrain from doing evil.
5.	He is addicted to gamble.	He is addicted to gambling.

What is participle?

A participle is word which has the features of the verb and adjective. Therefore it is, known as verbal adjective.

Kinds of Participles:

Present Participle	Past Participle	Perfect Participle
Play, Playing	Played	Played
Write, Writing	Wrote	Written
Dance, Dancing	Danced	Danced

Swimming is a good exercise. (Gerund)

A swimming boy is trying to save his life. (Present Participle)

Boy کی حالت کو بیان کرنے والا لفظ Swimming ایک adjective ہے۔ اس لئے اسے Present Participle کہتے ہیں۔

Present Participle ایک ناممکن کام کو بیان کرتا ہے۔

Past Participle:

Past Participle ends with ed, d, t, or n and is used to indicate an action as completed.

Verb	Past Participle
1. Fade	Faded
2. Write	Written
3. Praise	Praised
4. lose	Lost

Example:

The faded rose, A failed candidate, A retired officer, A withered flower, the lost keys.

- Present participle adjectives describe the feelings produced by an object or person.
- Past participle adjectives describe the feelings of a person produced by an object, person or activity.

Perfect Participle:

A perfect participle is formed with having + 3rd form of verb to indicate an action as completed.

Verb	Past Participle
1. Write	Having written. (Active Voice)
2. Give	Having given (Active Voice)
3. Play	Having been played (passive Voice)

ERRORS IN THE USE OF PARTICIPLE

Dangling Participle:

1. A participle must be related to some noun or pronoun. A participle has subject and is related to this subject when used in a sentence.

Walking down the road, I heard the clock strike ten. (Incorrect)

walking کے ساتھ کوئی فاعل نہیں لگا ہوا اس لیے ہم walking کے

Walking, Participle نہیں ہے لیکن walking کے ساتھ کوئی فاعل نہیں لگا ہوا اس لیے ہم walking کے

As I was walking down the road, I heard the clock strike ten.

فاعل لگانے کا طریقہ:

فقرے کا دوسرا حصہ عام طور پر درست ہوتا ہے۔ اس میں فاعل دیکھیں۔ اگر فاعل نہ لگا ہو تو اپنے پاس سے کوئی فاعل لگائیں۔

فقرے درست کرنے کا طریقہ:

اگر فقرے کے شروع میں running, playing, sitting یعنی Present participle لگا ہو تو ایسے فقرے کو as یا while سے شروع کریں۔ بعد ازاں اپنے پاس سے فاعل لگا کر اور tense کے مطابق لگا کر حل کریں۔ اوپر والے مثال میں دوسرے حصے میں tense past ہے۔ اس لئے فقرے کے پہلے حصے میں past continue لگائیں۔

Looking at the beautiful painting, I drop the cup in my hand.

As I am looking at the beautiful painting, I drop the cup in my hand.

Alarmed at the news, the police were called in.

When we were alarmed at the news, we called the police.

اس فقرے میں Alarmed, past participle ہے۔ کامل ہو چکا ہے۔ فاعل اپنے پاس سے لگائیں۔ یعنی I, We, They کوئی بھی لگا سکتے ہیں۔ شروع میں when یا after لگا کر فقرہ مکمل کریں۔

Having entered a room, a snake was seen. (Incorrect)

After we entered the room, we saw a snake. (Correct)

Being a rainy day, we stayed inside. (Incorrect)

As it was a rainy day, we stayed inside. OR

It being a rainy day, we stayed inside. (Correct)

موسم کے فقرے میں فاعل ہمیشہ It آتا ہے۔

SUMMARY OF RULES REGARDING THE USE OF INFINITIVE, GERUND AND PARTICIPLE

1st part of sentence

2nd part of sentence

Present Participle

As/while + Subject + (is, am, are, was, were) + ing _____

Past Participle OR Perfect Participle _____

When/After + Subject + 3rd form of verb _____

Rule 1

When, many verbs in the infinitive mood are joined together by 'and', 'to' is usually used before the first; as—

Incorrect: I asked him to come and to play.

Correct: I asked him to come and play.

Rule 2

The infinitive should be in the present tense, unless it represents action prior to that of the governing verbs; as—

Incorrect: You should have liked to have enjoyed tea-party.
Correct: You should have liked to enjoy tea-party.

Rule 3

The placing of an adverb or adverbial phrase between 'to' and the verbal part of the infinitive is generally condemned as contrary to established precedent as; as—

Incorrect: I request you to kindly grant my application.

Correct: I request you kindly to grant my application.

Incorrect: It is a golden opportunity to immediately attack the enemy.

Correct: It is a golden opportunity to attack the enemy immediately.

Rule 4

The word 'to' is frequently used with the infinitive but is not the essential part or sign of it; 'to' of the infinitive is omitted:—

After 'dare' and 'need' in negative and interrogative forms; as—

Dare you threaten me like this?

You need not narrate this story.

After 'but' and 'than' if the verb 'do' is used before it; as—

Incorrect: I did nothing but to read.

Correct: I did nothing but read.

Incorrect: I did no more than to play.

Correct: I did no more than play.

Rule 5

A present participle should not be used with a verb denoting a past action; as—

Incorrect: He left for Lahore on last Monday, arriving there on Wednesday.

Correct: He left for Lahore on last Monday and arrived there on Wednesday.

Rule 6

The participle should not be left without proper agreement, or with no agreement at all; as—

Incorrect: Trying to escape, his enemy attacked him.

Correct: As he was trying to escape his enemy attacked him.

Note: But usage permits in certain cases which construction as the following where the participle ('considering', 'touching', 'concerning', 'allowing', 'taking', 'speaking', 'regarding') is left without a proper subject of reference; as—

- Considering his sound health, he should have easily beaten his rival.

Rule 7

If the verb is transitive, the past participle is never used in the active voice, but only in the passive; as—

Incorrect: This well-known leader proved a treacherous fellow

Correct: This well-known leader proved to be a treacherous fellow.

If the verb is intransitive the past participle is not used at all in most verbs. But wherever it is used, it must precede its noun and not follow it; as—

Incorrect:

The making life by hard labour must be our first aim.

Correct:

The making of life by hard labour must be our first aim.

Rule 9

A verbal noun is qualified by an adjective and not by an adverb; as—

Incorrect:

The learning of a lesson carefully is useful.

Correct:

The careful learning of a lesson is useful.

Rule 10

A gerund and not an infinitive is used after the verbs 'hinder', 'prevent', 'prohibit', 'persist', 'succeed', 'fond', 'despair', 'think'; as—

Incorrect:

Do not prevent him to read.

Correct:

Do not prevent him from reading.

Rule 11

If a pronoun precedes a gerund it must be possessive; as—

Incorrect:

It is of no use you doing this.

Correct:

It is of no use your doing this.

Rule 12

A gerund and a verbal noun have distinct positions, and should not be confused; as—

Incorrect:

The giving to the courts the power to review cases will do no good.

Correct:

Giving the courts the power to review cases will do no good.

Rule 13

A gerund must not be mixed with a verbal noun in the same sentence; as—

Incorrect:

The reading of poetry gives greater delight than reading prose.

Correct:

Reading poetry gives greater delight than reading prose.

OR

The reading of poetry gives greater delight than the reading of prose.

Rule 14

'For', with a gerund expresses purpose of a tool; as—

We use a ball for playing.

Otherwise, purpose is generally expressed by an infinitive; as—

He came to meet you, but you were absent.

Rule 15

It is better to use a gerund if the noun has the definite article before it, otherwise use the infinitive: as—

Incorrect: We have a right to deliver lectures.
Correct: We have the right of delivering lectures.

Rule 16

The associative adjectives 'your', 'our', 'my', 'his', 'her', 'their', 'its', should be placed immediately before the noun to which they must clearly and emphatically refer. This applies only when the noun is a gerund: as—

Incorrect: I ask your favour of granting my application.
Correct: I ask the favour of your granting my application.

SOLVED EXAMPLES

Incorrect	Correct
Three pairs of shoes were bought.	Three pair of shoes was bought.
Khalid as well as his friends were present.	Khalid as well as his friends was present.
Neither of the two sisters are beautiful.	Neither of the two sisters is beautiful.
Many a men were participating in the feast.	Many a man was participating in the feast.
None is so deaf as those who will not hear.	None are so deaf as those who will not hear.
Either Shahram or Khalid have taken my book.	Either Khalid or Shahram has taken my book.
Mathematics are his favourite study.	Mathematics is his favourite study.
No news are good news.	No news is good news.
What are needed are not large palaces rather small huts.	What is needed are not large palaces rather small huts.
The professor and the orator is dead.	The professor and the orator are dead.
I, who is poor, cannot purchase a car.	I, who am poor, cannot purchase a car.
The professor and orator are dead.	The professor and orator is dead.
Butter and milk are his only food.	Butter and milk is his only food.
Neither teacher nor the students has come.	Neither teacher nor the students have come.
Ten miles are a long distance.	Ten miles is a long distance.
I never have and never will abuse any one.	I never have abused and never will abuse any one.
The interest of a novel and a story depends much on the plot.	The interest of a novel as well as of a story depends much on the plot.
Rightly it has been said that honesty is the best policy.	Rightly has it been said that honesty is the best policy.
A rise in taxes and prices has been found to go together.	A rise in taxes and a rise in prices have been found to go together.
I consider him as an idiot.	I consider him an idiot.
I regard you my elder brother.	I regard you as my elder brother.

I shall keep my words that you should not be deceived.	I shall keep my words that you may not be deceived.
If I met him I shall recognise him at once.	If I met him I should recognise him at once.
If I was you, he would have beaten the rogue.	I were you, I would have beaten the rogue.
If it will rain, I will not go out.	If it rains, I will not go out.
Had you been there, you have accepted the proposal.	Had you been there, you would have accepted the proposal.
He told me he shall go tomorrow.	He told me he should go tomorrow.
Babar has founded the Mughal Empire.	Babar founded the Mughal Empire.
He told me that he reads in the ninth class.	He told me that he read in the ninth class.
I requested him to go and to take part in sports.	I requested him to go and take part in sports.
You should have liked to have attended the lecture.	You should have liked to attend the lecture.
It is the time to immediately put the work in hand.	It is the time to put the work in hand immediately.
You need not to worry.	You need not worry.
I did nothing but to play.	I did nothing but play.
He left for Lahore on last Monday, arriving there on Wednesday.	He left for Lahore on last Monday and arrived there on Wednesday.
This much praised man proved a rogue.	This much praised man proved to be a rogue.
The reading of a book carefully is useful.	The careful reading of a book is useful.
The reading of drama gives greater delight than reading novels	Reading of drama gives greater delight than reading novels.
It is of no use you saying so.	It is of no use your saying so.

6. RULES OF ADVERBS & ERROR IN THE USE OF ADVERBS

Rule 1

Care must be taken in the use of Adverbs 'very' and 'much' to avoid confusion. The rules for their use are the following:-

- a. 'Very' means 'truly' or 'to a great extent'. It is used before adjectives or adverbs in the positive degree. 'Much' means to a great degree' or 'to a great extent'. It is used before adjectives or adverbs in the comparative degree; as—
Her behaviour in the club was very good.
His condition is much better now-a-days.
- b. 'Very' in the sense of 'really; or 'actually' emphasises some adjective in the superlative degree. When 'much' is used before an adjective in the superlative degree it intensifies the meaning; as—
Imran Khan is the very best leader we have.
Khalid is much the wisest member of our family.

- c. 'Very' is used before present participle; 'much' before past participle; as—
 The way she talks me very amusing.
 He was 'much' disappointed on account of his failure.
 'Very' is also used to qualify the adverb 'much'; as—
 She is 'vey' 'much' annoyed with him.

Rule 2

'Else' should be followed by 'but' and not by 'than'; as—
 Incorrect: It is nothing else than show.
 Correct: It is nothing else but show.

Rule 3

Two negative destroy each other. Hence two negatives should not be used in the same sentence unless we want to make affirmation; as—
 Incorrect: I could not see him 'no' where.
 Correct: I could not see him 'any' where.

Rule 4

'Ever' should not be misused for 'never'; as—
 Incorrect: We seldom or ever see those happy who are dishonest.
 Correct: We seldom or 'never' see those happy who are dishonest.
 Note: 'Seldom or never' and 'seldom if never' are both correct but 'seldom or ever' incorrect.

Rule 5

Adjectives should not be used for adverbs; as—
 Incorrect: It rained heavier than I expected.
 Correct: It rained more heavily than I expected.

Rule 6

We must not use 'never' for 'not'; as—
 Incorrect: She was never born in Lahore.
 Correct: She was not born in Lahore.

Rule 7

The adverb 'too' is used in the sense of 'more than enough but not in that of 'very' 'much'; as—
 Incorrect: This problem is very difficult to be solved.
 Correct: This problem is too difficult to be solved.

Rule 8

The meaning of 'enough' is the opposite to that of 'too'. 'Enough' signifies that the proper limit or amount has been reached; but 'too' means more than enough. 'Enough' is placed after the word that it qualifies; as—
 The atmosphere is hot 'enough' for me.
 The room is large 'enough' for you.

Rule 9

If an enumeration say 'firstly', 'secondly', 'thirdly', 'fourthly', etc. first being itself an adverb, does not need the 'ly' that is frequently added by the students; as—

Incorrect: Firstly you should make your character, and secondly your health.
Correct: First you should make your character, and secondly your health.

Rule 10

'So as' an adverb of degree must not be used absolutely (i.e., without a correlative) as—

Incorrect: He did only that much
Correct: He did only so much.

Rule 12

Do not use 'quite' in the sense of 'very' or to a considerable degree. 'Quite' means 'completely', 'fully', 'entirely'; as—

Incorrect: I am 'quite' happy to hear the news of my getting first division.
Correct: I am 'very' happy to hear the news of my getting first division.

Rule 13

'Of course' must not be used for 'undoubtedly', 'certainly', strictly speaking 'of course' should be used to denote a 'natural' or an 'inevitable' consequence; as—

Incorrect: Does he play well? 'Of course' he does.
Correct: Does he play well? 'Certainly' he does.

Rule 14

When an adverb modifies an adjective or another adverb, the adverb usually comes immediately before it; as—

Incorrect: She is a lazy girl rather.
Correct: She is a rather lazy girl.
Incorrect: The boy was asleep quite.
Correct: The boy was quite asleep.

Rule 15

Adverbs of time such as 'always', 'ever', 'often', 'seldom', 'never', 'sometimes', 'frequently', are placed before the verb they modify; as—

Incorrect: He tells never a lie.
Correct: He never tells a lie.
Incorrect: He speaks always the truth.
Correct: He always speaks the truth.

Note: But these adverbs of time are placed after the verb 'to be' (is, am, are, has, have, etc.) as—
 He is always happy.

Rule 16

As a general rule the word 'only' should be placed immediately before the word it modifies; as—

Incorrect: I only solved two questions.
Correct: I solved only two questions.

Rule 17

When a verb is made up of an auxiliary and a principal verb, and the adverb qualifies it, the adverb is usually placed between the auxiliary verb and the principal verb as:

Incorrect: I have told him often to improve his hand-writing.
Correct: I have often told him to improve his hand-writing.

Rule 18

Always place an adverb as near as possible to the word it modifies, as the meaning of a sentence is sometimes altered according to the position of the adverb in the sentence. Mark the distinction between the following sentences as:

Incorrect: I have 'often' thought of joining LLB.
Correct: I have thought of joining LLB 'often'.

Rule 19

When an adverb modifies an intransitive verb it usually follows it as:

His father lives here.

Rule 20

When a verb is transitive with an object following, the adverb follows the object as

Obey the orders of your parents willingly.

SOLVED EXAMPLES

Incorrect	Correct
Khalid's behavior in the class was much good.	Khalid's behavior in the class was very good
He was very disappointed on account of his mother's death.	He was much disappointed on account of his mother's death.

His health is very better now-a-days.	His health is much better now-a-days.
The way she dances is much amusing.	The way she dances is very amusing.
It is nothing else than folly.	It is nothing else but folly.
I could not find him no where.	I could not find him anywhere.
We seldom or ever see those unhappy who are honest.	We seldom or never see those unhappy who are honest.
Khalid returned quicker than I expected.	Khalid returned more quickly than I expected.
He was never born in Rahimyar Khan.	He was not born in Rahimyar Khan.
This question is very difficult to be solved.	This question is too difficult to be solved.
The atmosphere is enough cold for me.	The atmosphere is cold enough for me.
Firstly one must be regular and secondly hard working.	Firstly one must be regular and secondly hard working.
She is so beautiful.	She is very beautiful.
He went only that far.	He went only so far.
He was quite sorry to hear the news of his mother's death.	He was very sorry to hear the news of his mother's death.
Aziz is an intelligent boy rather.	Aziz is a rather intelligent boy.
The horse was dead quite.	The horse was quite dead.
He speaks always the truth.	He always speaks the truth.
She was very much happy.	She was very happy.
He told the story in details.	He told the story in detail.
This play is too pathetic.	This play is very pathetic.
He feels so lonely.	He feels very lonely.
It is much surprising.	It is very surprising.
We have to make sacrifice to maintain this hardly won freedom.	We have to make sacrifice to maintain the neatly won freedom.
No one can write as neat as she does.	No one can write as much as she does.
He is very annoyed to hear it.	He is much annoyed to hear it.
She seldom or ever sees a picture.	She seldom or never sees a picture.
He always is melancholy.	He is always melancholy.
He only solved three questions.	He solved only three questions.
I have warned him often to be regular in his studies.	I have often warned him to be regular in his studies.

7. RULES OF CONJUNCTIONS & ERRORS IN THE USE OF CONJUNCTION

Rule 1

'Scarcely' or 'hardly' should be followed by 'when' and not by 'then' as:
Incorrect: He had scarcely heard the news of his getting first division, then he became over happy

Correct: He had scarcely heard the news of his getting first division, when he became over happy.

Rule 2

'Though' must not be followed by 'but' because they are adversative conjunctions and because they express oppositions or contrast between two statements. 'Though' either should be followed by 'yet' or by no conjunction at all as:

Incorrect: Though he is rich, but he is dishonest.

Correct: Though he is rich, yet he is dishonest.

Or

Though he is rich, he is honest.

Rule 3

'Neither' should be followed by 'nor' and not by 'or' as:-

Incorrect: Neither he helps his father, or his mother.

Correct: Neither he helps his father, nor his mother.

Rule 4

As 'both' has positive sense, we cannot use it in a negative sentence. In such a sentence we should use 'neither.....nor' and not 'both' as:

Incorrect: Both Sharjel and his friend were not there.

Correct: Neither Sharjel nor his friend was there.

Rule 5

'No sooner' is followed by 'than' and not by 'but' as:

Incorrect: He had no sooner left the house, but it began to rain.

Correct: He had not sooner left the house, than it began to rain.

Rule 6

Be careful in the use of correlative conjunctions such as 'either.....or', 'neither.....nor', 'not only.....but also', that there are followed by the same part of speech, as:

Incorrect: He not only bought mangoes, but also apples.

Correct: He bought not only mangoes but also apples.

Rule 7

When 'such' and 'some' are used as adjectives, they are followed by the conjunction 'as' and not by 'who', 'which', or 'when', as:

Incorrect: We like such persons who are honest.

Correct: We like such persons as are honest.

Remove

Rule 8

When 'such' is used as a pronoun in the beginning of a sentence, it is followed by 'that' and not by 'as', as:

Incorrect: Such was his aim as cold never be accomplished.
Correct: Such was his aims that could never be accomplished.

Rule 9

The conjunction 'both' should be followed by 'and' and not by 'as well'. Besides, 'both' should be used immediately before the word or words, to which it refers, as:

Incorrect: Both Adeel as well as his brother was absent.
Correct: Both Adeel and his brother were absent.

Rule 10

'And' and 'but' are used to join together two statements or clauses of equal rank, but while 'and' merely adds one statement to another, 'but' expresses opposition or contrast between them, as:

I went to Lahore, and purchased the books.
 I went to Lahore but I did not purchase the books.

Rule 11

'Than' as a conjunction follows adjectives and adverbs in the comparative degree, as:
 Knowledge is better than money (is).

Rule 12

The adverb 'like' is often wrongly used as a conjunction instead of 'like as' or 'as'; as—

Incorrect: She walks like her mother does.
Correct: She walks as her mother does.

Rule 13

'Except' is not now used as a conjunction equivalent to 'unless'; as—

Incorrect: I shall not give you my book except you need it.
Correct: I shall not give you my book unless you need it.

Rule 14

The adjective 'other' is followed by 'than' and not by 'from', 'but', 'except'; as—

Incorrect: He has no other intention but to steal his money.
Correct: He has no other intention than to steal his money.

Rule 15

The use of 'without' as a conjunction equivalent to 'unless' is now bad English; as—

Incorrect: Without you give a written proof, I shall not accept it as true.
Correct: Unless you give a written proof, I shall not accept it as true.

Rule 16

Verbs such as 'regard', 'describe', 'represent', 'portray', 'depict', 'mention', 'define', and 'treat' are followed by 'as'; as—

Incorrect: Dilshad regards his elder brother.
Correct: Dilshad regards me as his elder brother.

Rule 17

Verbs such as 'consider', 'think', 'term', 'call', 'name' should not be followed by 'as'; as—

Incorrect: I consider it as a foolish scheme.
Correct: I consider it a foolish scheme.

Rule 18

When the conjunctions 'when', 'while', 'before', 'till', 'after', in the subordinate sentences are used with reference to some future event, they are not followed by a verb in future tense, even when the verb in the principal clause is in future; as—

Incorrect: When I shall go to his house, I will inform him about this accident.
Correct: When I go to his house, I will inform him about this accident.

Rule 19

The conjunction 'unless' mean 'if not' and therefore it should not be used in a negative sentence or clause; as—

Incorrect: Unless my result is not declared, I shall not apply.
Correct: Unless my result is declared, I shall not apply.

Rule 20

Care should be taken not to use 'that' in place of 'if', 'when', 'whether', 'though'; as—

Incorrect: I doubt that she will go.
Correct: I doubt whether she will go.

Rule 21

Avoid the use of present tense after 'as if' and 'as though'; as—

Incorrect: He talks as if he is the greatest leader of the country.
Correct: He talks as if he were the greatest leader of the country.

Rule 22

'When' refers to a 'point of time'. It must never be used for 'since' to express the cause or reason' as—

Incorrect: When you say so, I must take it seriously.
Correct: Since you say so, I must take it seriously.

Rule 23

'Until' refers to the time which passes before a certain action or event takes place: 'so long as' and 'while' refer to the time during which an action or event takes place; as—

Incorrect: Until you are addicted to evil habits, you cannot be happy.
Correct: So long as you are addicted to evil habits, you cannot be happy.

Rule 24

When 'since' is used as a conjunction, it is never preceded, and is always followed by a verb in the past indefinite tense as—

Incorrect: Three years passed since her father has died.
Correct: Three years have passed since her father died.

Rule 25

To express a cause or reason we use 'because'. To express a purpose we use 'in order that', 'so that' etc. but they are often confounded in practice; as—

Incorrect: A student reads because he may get through the examination.
Correct: A student reads that (or so that or in order that) he may get through the examination.

Rule 26

'That' should never be used before a sentence in the direct narration, nor before interrogative adverbs or pronouns in the direct narration; as—

Incorrect: Dilshad said, that 'He will go to Rahimyar Khan.'
Correct: Dilshad said, "He will go to Rahimyar Khan".
Incorrect: He asked that how long you would be absent.
Correct: He asked how long you would be absent.

Rule 27

'Lest' is used as a subordinating conjunction expressing a negative purpose and is equivalent to that Not. Therefore it should not be followed by not; as—

Incorrect: The thief ran away lest he should not be caught by the police.
Correct: The thief ran away lest he should be caught by the police.

SOLVED EXAMPLES

Incorrect	Correct
He had hardly heard the news of his mother's death, than he wept loudly.	He had hardly heard the news of his mother's death, when he wept loudly
Though he is poor, but he is honest.	Though he is poor, yet he is honest.
Neither a borrower, or a lender be.	Neither a borrower nor a lender be.
Both Shahram and Hamood are not present.	Neither Shahram nor Hamood is present.

No sooner had he murdered a man, but he was caught.	No sooner had he murdered the man than he was caught.
He not only bought books, but also pens.	He bought not only books but also pens.
I like such books which are interesting.	I like such books as are interesting.
Such was his ambition as could never be fulfilled.	Such was his ambition that could never be fulfilled.
Both Akhlaq as well as his friend was absent.	Both Akhlaq and his friend were absent.
The boy talks like his father does.	The boy talks as his father does.
I shall not meet you except you need me.	I shall not meet you unless you need me.
He has no other work but to disturb others.	He has no other work than to disturb others.
Without you apologize, I shall punish you.	Unless you apologize, I shall punish you.
Sharjeel regards him his friend.	Sharjeel regards him as his friend.
I think him as a fool.	I think him a fool.
When I shall meet her I shall acquaint her with this news.	When I meet her I shall acquaint her with this news.
Unless he does not come, I shall not go.	Unless he comes, I shall not go.
I doubt that he shall come.	I doubt whether he shall come.
He talks as if he was the richest man in the city.	He talks as if he were the richest man in the city.
When you say so, I must go there.	Since you say so, I must go there.
Until you waste your time you cannot pass.	So long you waste your time you cannot pass.
Two years passed since my mother died.	Two years have passed since my mother died.
A man works because he may earn his daily livelihood.	A man works that he may earn his daily livelihood.
He said that "I am going to Madras".	He said "I am going to Madras"
I asked him that how many brothers he had.	I asked him how many brothers he had.

8. RULES OF THE USE OF ARTICLES & COMMON ERRORS

Rule 1

Definite Article (The) is used:

- a. With names of rivers, gulfs, seas, groups of islands, oceans, mountains, ranges, descriptive names of countries and provinces; as—
The Himalayas, the Punjab, the United States, the Ganga, the Persian Gulf, the Indian Ocean, the Red Sea, the Yemen, the Levant.
- b. When we speak of particular thing or person or one already referred to, or known to the speaker, as—
The man you want to meet is absent.
- c. Before the names of books; as—
The Quran, the Bible, the Paradise Lost.

But we say;

Milton's Paradise Lost, Alan wood's reason in revolt.

- d. When a singular noun is meant to represent a whole class; as—
The dog is a domestic animal.
- e. With the names of things used as types of their class; as—
The pen is mightier than the sword.
- f. With plural substantives; as—
The Sitwells are modern poets.
- g. Before common nouns which are names of things unique of their kind; as—
The earth, the sun, the moon, the sky.
- h. With superlative; as—
He is the most intelligent student of our class.
- i. With an adjective used as a noun; as—
The poor are often rich.
- j. With names journals, well-known buildings, and names of ships; as—
The New York Times, The Taj Mahal.

Rule 2

The Indefinite Article (a, an) is used:

- a. To make common noun of a proper noun; as—
A Quad-i-Azam is needed once again.
- b. In the vague sense of a certain; as—
One morning a (a certain) bird came to my door.
- c. In its original numerical sense of 'one'; as—
Sixteen annas make a (one) rupee.
- d. In the sense of 'any', to single out an individual as the representative of a class;
as—
A (any) servant must obey his master.

Rule 3

'A' is used:-

- a. Before 'u'; as—
A unique example, a university
- b. Before 'o'; as—
A one-eyed man, a one rupee note
- c. Before a consonant; as—
A cat, a man, a girl

Rule 4

'An' is used:

- d. Before a vowel; as—
An idiot, an unknown person, an umbrella
- e. Before a consonant beginning with a vowel sound; as—
An L.L.B, an M.A.
- f. Before silent 'H'; as—
An hour, an honest man

Rule 5

When two or more connected nouns refer to the same person or thing, the article is ordinarily used before the first only; as—
The professor and principal is dead (same person holding two offices.)

Rule 6

When two or more connected nouns refer to different persons or things, the article is used before each; as—
The professor and the principal are dead.

Rule 7

In expressing a comparison, if two nouns refer to different persons or things, the article must be used with each noun; as—
He is a better poet than a dramatist.

Rule 8

In expressing a comparison if two nouns refer to the same person, the article is used before the first noun only; as—
Gamal Abdel Nasser was a greater politician than author.

Rule 9

When two or more adjectives qualify different nouns, expressed or understood, the article is used before 'each' adjective; as—
the red and the white flower (two flowers one red, the other white).
Note: The repetition is not considered necessary when the noun is put in the plural; as—
The first and second chapters.

Rule 10

When two or more descriptive adjectives qualifying the same noun are connected by 'and' the article is used before, the first adjective only; as—
The red and white rose (one rose).

Rule 11

The article is omitted.

- Before nouns singular in form, but plural in sense; as—
Sooners, cattle, furniture, advice, business.
- Before certain titles and names denoting relationship; as—
Queen Elizabeth, Emperor Akbar, Sultan Suleman.
- Before proper and abstract nouns; as—
Khalid is the healthiest boy of his village. (Proper)

Milk is good for health. (Abstract).

- Before names of materials; as—
Iron is a useful metal.
- Before adjectives used a nouns signifying colours and languages; as—
She did not know French.
Green and red are his favourite colours.
- Before names of diseases, names of regular meals, and names of things single in kind; as—
Hell, Heaven, God. (Exception: the Pope, the Devil).
Dysentery, Fever (Exception: the Measles, the Mumps).
- Before a noun following kind of; as—
What kind of woman is she? (Not, kind of a woman).
Man is mortal.

SOLVED EXAMPLES

Incorrect	Correct
What kind of a pen is it?	What kind of pen is it?
I read 'Leader'.	I read the 'Leader'.
Paradise Lost was written by Milton.	The Paradise Lost was written by Milton.
He killed snake.	He killed a snake.
The virtue has its own reward.	Virtue has its own reward.
A girl was reading near park.	A girl was reading near a park.
She seems to be an European.	She seems to be a European.
I gave him a pen he wanted.	I gave him the pen he wanted.
The honesty is the best policy.	Honesty is the best policy.
My brother is a M.A.	My brother is an M.A.
Have you seen an one-eyed man.	Have you seen a one-eyed man.
She knows the French and the English language.	She knows the French and English language.
God made earth and sky.	God made the earth and the sky.
Ganges is a holy river.	The Ganges is a holy river.
The gold is a precious metal.	Gold is a precious metal.
Sun sets in West.	The sun sets in the West.
The mankind should love nature.	Mankind should love nature.
My favourite flower is rose.	My favourite flower is the rose
The Multan is a big city.	Multan is a big city.
Man is the member of the society.	Man is the member of society.

9. RULES OF PREPOSITIONS & COMMON ERROR

Rule 1

Use of "since" and "for".

'Since' is used before a noun or phrase denoting some point of time and is preceded by adverb in the present perfect tense; 'from' is used with other tenses except the perfect tense. 'For' refers to a period of time not to a point of time and should not be replaced by since or from; as—

• Afridi has been playing cricket since 1996.

Afridi has been playing cricket for 19 years.

• I have done nothing since yesterday.

I shall take rest from June.

She has been suffering from fever for twelve days.

Rule 2

"After", "in".

'After' refers to a past space of time; 'in' refers to a future space of time; as—

Incorrect: She came in a few days.

Correct: She came after a few days.

Incorrect: She will come after a few days.

Correct: She will come in a few days.

Rule 3

"In", "at".

'In' is used with names of countries and large towns; 'at' is more often used when speaking of small towns and villages.

Incorrect: He lives in DHA at Lahore.

Correct: He lives at DHA in Lahore.

Rule 4

'In' denotes 'rest' or 'motion' inside anything; 'into' denotes motion towards the inside of anything; as—

Incorrect: He is into the room.

Correct: He is in the room.

Incorrect: He jumped in the river.

Correct: He jumped into the river.

Rule 5

"Beside", "By the side of".

'Beside' means 'by the side of', while 'besides' means 'in addition to'; as—

Incorrect: He sat besides me.

Correct: He sat beside me.

Incorrect: Beside being robbed, he was killed
Correct: besides being robbed, he was killed.

Rule 6

"Till", "Time"

'Till' is used of 'time' and 'to' is used of place'; as—

Incorrect: I played to seven o'clock.

Correct: I played till seven o'clock.

Incorrect: He walked to the end of the garden.

Correct: He walked till the end of the garden.

Rule 7

"Between", "Among"

'Between' is used with two persons or things; 'among' with more than two; as—

Incorrect: The two thieves shared the money among themselves.

Correct: The two thieves shared the money between themselves.

Incorrect: The four thieves shared the money between themselves.

Correct: The four thieves shared the money among themselves.

Rule 8

"At", "to"

'At' is used in speaking of things at rest; 'to' is used in speaking of things in motion;

as—

Incorrect: She is to the top of the class.

Correct: She is at the top of the class.

Incorrect: Khalid ran at school.

Correct: Khalid ran to school.

Rule 9

'In' before a noun denoting a period of time means 'at the end of', 'within' means 'before the end of'; as—

He shall be coming back 'in' a week.

He shall be coming back 'within' a week.

Rule 10

'With' often denotes the instrument; 'by' the agent; as—

Incorrect: He killed two birds by one stone.

Correct: He killed two birds with one stone.

Incorrect: Mangoes were brought with Khalid.

Correct: Mangoes were brought by Khalid.

Rule 11

A preposition is usually placed before its object. But the following exceptions should be noted:—

1. A noun or pronoun in the possessive case or any other qualifying words may come between a preposition and its object; as—
He came to the shoemaker's shop.
2. The preposition is frequently placed at the end when the object is an interrogative pronoun or a relative pronoun understood, as—
Where are you going to?
Whom are you looking for?
3. Sometimes the object is placed first and preposition last for the sake of emphasis:—
He is known all the world over.
4. When the object of preposition is the relative pronoun 'that' the preposition is always placed at the end; as—
Here is the book that we were looking for.
5. The preposition is placed at the end when it combines with a preceding intransitive verb to form a compound transitive verb; as—
She hates to be talked about.

Rule 12

Do not use the infinite (to + verb form i.e. to play) with certain words which require a preposition followed by a gerund (verb + ing form i.e. playing). Some of these words are: —

'expert', 'assist', 'fond', 'hinder', 'confident', 'refrain', 'internd', 'persist', 'insist', 'prohibit', 'prevent'; as—

Incorrect: Do not prevent him to play.

Correct: Do not prevent him from playing.

Rule 13

No preposition should be used after these transitive verbs:—

'recommend', 'resemble', 'sign', 'order', 'obey', 'pervade', 'combat', 'befit', 'violate', 'investigate'; as—

Incorrect: The girl resembles with her mother.

Correct: The girl resembles her mother..

Rule 14

Care should be taken not to use the same preposition with two words unless it is appropriate to catch of them; as—

Incorrect: This hat is different and a superior to that.

Correct: This hat is different from and superior to that.

Rule 15

The following words do not take a preposition after them:—

'regarding', 'during', 'touching', 'barring', 'notwithstanding', 'respecting', 'considering',
'pending', 'concerning; as—

Incorrect: During in the summer vacation, I shall go to Kashmir.
Correct: During the summer vacation, I shall go to Kashmir.

SOLVED EXAMPLE

Incorrect	Correct.
Considering about the quality, the rate is very high.	Considering the quality, the rate is very high.
This nib is different and inferior to that.	This nib is different from and inferior to that.
The boy resembles with my friend.	The boy resembles my friend.
He is fond to play.	He is fond of playing.
Do not prevent her to work.	Do not prevent her from working.
If you insišt to do so, I will not check you.	If you insist upon doing so, I will not check you.
He was intent to murder his brother.	He was intent upon murdering his brother.
He is into bed.	He is in bed.
Saima jumped in the river in the fit of lunacy.	Saima jumped into the river in the fit of lunacy.
We live in Gulbarg at Lahore.	We live at Gulbarg in Lahore.
He came in a few days.	He came after a few days.
He well come after a few days.	He will come in a few days.
The two robbers shared the booty among themselves.	The two robbers shared the booty between themselves.
The four robbers shard the booty between themselves.	The four robbers shared the booty among themselves.
She walked till the end to the road.	She walked to the end of the road.
He played to six o'clock.	He played till six o'clock.
Usman's room is besides my room.	Usman's room is beside my room.
Beside being abused, he was beaten.	Besides being abused he was beaten.
He befits to you.	Be befits you.
He is fond to read.	He is fond of reading.

10. ERRORS IN EXPRESSIONS OF TIME

Rule 1

Tomorrow for Yesterday

Incorrect: I was ill *tomorrow*, but am better today.
Correct: I was ill *yesterday*, but am better today.

Rule 2

From for Since

Incorrect: I have been ill *from* yesterday morning.

Correct: I have been ill *since* yesterday morning.
 'From' is generally used to denote the point of time when an action begins, in cases where the time when the action ends is also specified: as, 'I was present from eight o'clock till noon.'

Rule 3

Since for For

Incorrect:

I have been ill *since* two months.

Correct:

I have been ill *for* two months.

'Since', should never be used before an expression denoting space of time but always before an expression denoting a point of time.

Incorrect:

I have not seen you *long since*.

Correct:

I have not seen you *for a long time*.

It is *long since* I saw you.

Rule 4

Within for Before, By

Incorrect:

You must finish this *within* 12 o'clock.

Correct:

You must finish this *before* (or *by*) 12 o'clock.

Rule 5

After for In

Incorrect:

I shall be able to go *after* a week.

Correct:

I shall be able to go *in* a week.

I shall be able to go *in a week's time*.

Rule 6

No sooner for As soon as.

Incorrect:

No sooner he died, the heir took possession.

Correct:

As soon as he died, the heir took possession.

'No sooner than' means much the same as 'as soon as' and the sentence might be expressed, 'No sooner had he died than the heir took possession'.

11. ORDER OF WORDS

Rule 1

Interrogative Sentences.

Incorrect: When you are going to leave school?

Correct: When are you going to leave school?

Incorrect: What country he belongs to?

Correct: What country does he belong to?

The simple rule in asking direct questions in English is, that the

nominative must come after the verb, or, more commonly, after an auxiliary of the verb.
When the question is asked indirectly, the natural order, nominative before verb is not changed:-

Incorrect: Tell me when *are you going!*

Correct: Tell me when *you are going.*

Incorrect: He asked me *did I know him?*

Correct: He asked me *whether I knew him.*
He asked me *if I knew him.*

Indirect questions do not take an interrogation mark after them.

Rule 2

Sentences commencing with Adverbial expressions

Incorrect: *So quickly he ran* that he came in first.

Correct: *So quickly did he run* that he came in first.

Incorrect: *No sooner I had fallen* than they ran away.

Correct: *No sooner had I fallen* than they ran away.

Rule 3

'A so good' for 'So good a', 'Such a good'

Incorrect: It is not a *so good book* as I expected.

Correct: It is not *so good a book* as I expected.

It is *not such a good book* as I expected.

Rule 4

Your favour of granting for The favour of your granting

Incorrect: I request *your favour of granting* me three days' leave.

Correct: I request *the favour of your granting* me three days' leave.

This error is very common in letters and petitions.

12. MISCELLANEOUS COMMON MISTAKES

The word *lady* is sometimes incorrectly used for the word *woman*. A person of discrimination does not say, "She is a handsome lady but "She is a handsome woman". Rigid rules are difficult to lay down here, as tact and taste must be our principal guides. One would say, "She is an agreeable woman" not "She is an agreeable lady". On the other hand, one would not say, "I shall be pleased to escort this woman to dinner", but "I shall be pleased to escort this lady to dinner". The term *lady* and *gentleman* become vulgarisms when carelessly used. The word *gents* is decidedly offensive and improper.

The word *plenty* is sometimes incorrectly used for *many*. "Plenty of men go abroad every year" should be "Many men". But, "There is plenty of money" is correct— (A sufficient amount of money).

"I shall be glad to *remunerate* you," should be, "I shall be glad to *pay* you."
"It does not make a particle of difference to me" should be "It makes no difference to

me". Do not say "not a particle" for "not at all". "Not a particle" may be correct, but is unduly emphatic.

Avoid bolstering up poverty of thought with such expressions as: "And so forth", "and the like", "and the rest of it", "and all that sort of thing", "and so on" and "mind you".

The word "got" is commonly misused; as, "She got here yesterday" for "She reached here yesterday"; and "I have got to go" for "I have to go".

The following common errors should be avoided.

Rule 1

Incorrect: How do you do? *Quite well, thank you.*
Pleased to meet you.

Correct: The correct reply is to repeat 'How do you do?', only.

Incorrect: *No more to pen.*

Correct: Avoid this.

Incorrect: He is *running in sixteen.*

Correct: He is *in his sixteenth year.*

Incorrect: *No mention.*

Correct: Please *do not mention it.*

Incorrect: *In my opinion, I think it is wrong.*

Correct: *In my opinion it is wrong.*

Incorrect: *I think it is wrong.*

Correct: *Your's sincerely.*

Incorrect: *Yours sincerely.*

Correct: *Excuse for the troubles.*

Incorrect: *Forgive my troubling you.*

Rule 2

"Enjoying good health" and not "Keeping good health"

Incorrect: I hope you are *keeping good health.*

Correct: I hope you are *enjoying good health.*

Rule 3

'Comes of and not 'Comes off

Incorrect: He *comes off* a noble family.

Correct: He *comes of* a noble family.

'Come off' means 'to take place' e.g., His marriage comes off next Monday.

Rule 4

'Fruit' and not 'Fruits'

Incorrect: He bought some-*fruits* at Murree.

Correct: We bought some *fruit* at Murree.

Rule 5

'Vegetables' and not 'Vegetable'

Incorrect: He prefers vegetable to beef.

Correct: He. prefers vegetables to beef.

The student should remember that nouns and pronouns used before gerunds should be in the possessive case.

Incorrect: Would you mind *me* addressing you for a minute.

Correct: Would you mind *my* addressing you for a minute.

Incorrect: I remember *him* throwing a stone at the dog.

Correct: I remember *his* throwing a stone at the dog.

Incorrect: You need not *be jealous* of Munir winning this prize.

Correct : You need not *be jealous of Munir's* winning this prize.

Incorrect: Q. Will you have some lemonade?

A. *I don 't mind.*

Correct: The correct answer is 'Thank you' or 'No thank you'.

I do not mind' used in this way is rude. The reply connotes indifference; that the person invited does not care whether he drinks lemonade or not.

Incorrect: *No, please.*

Correct: *No, sir.* v depending on the context

No, thank you

'No, please' is always wrong. 'Yes please' and 'No thank you' are the polite replies when accepting and declaimng some offer. 'No, sir, is a polite reply to a question asking for information e.g., 'Has the letter gone?' 'No,

Rule 6

"With a view to doing" and "not with a view to do"

Incorrect: *With a view to do* this work, he went there.

Correct: *With a view to doing* this work, he went there.

Rule 7

'On the way", and not "in the way"

Incorrect: *In the way* I met an old friend.

Correct: *On the way* I met an old friend.

Rule 8

"Not to speak of and not "what to speak of"

Incorrect: *What to speak of French*, he does not know even *English*.

Correct: *Not to speak of (or to say nothing of) French*, he does not know even *English*.

Rule 9

"A five-rupee note" and not "a five rupees note"

Incorrect: He borrowed *a five-rupees note* from me.

Correct: He borrowed *a five-rupee note* from me.

Rule 10

"Do what is necessary" and not "do the needful"

Incorrect: I hope you will *do the needful*.

Correct: I hope you will *what is necessary*.

When the answer is in the negative, preface it with 'No'.

When the answer is in the affirmative, preface it with 'Yes'.

Incorrect: Do you smoke? *Yes, I don't.*

Correct: Do you smoke? *No, I don't, or Do you smoke? Yes, I do.*

Incorrect	Correct
How long will you stop?	How long will you stay?
He lays in bed.	He lies in bed.
I'll go right away.	I will go at once.
He is a smart boy.	He is a bright boy.
I expect he is wrong.	I suspect he is wrong.
I expected to have seen you.	I expected to see you.
He was, scarce gone when you came	He was scarcely gone when you came
Will you visit your folks?	Will you visit your family?
That is a magnificent dress.	That is a pretty dress.
That is uncommon fine	That is uncommonly fine.
He is quite genteel.	He is well-bred.
I am taller than him.	I am taller than he.
I received lots of things.	I received many things, or I received a great many things.
What makes you look so happily)	What makes you look so happy?
Who are you looking for?	For whom are you looking?
Don't blame it on me	Do not blame me.
There was nobody else there but me.	There was nobody there but me.
It was a sad circumstance.	It was a sad occurrence.
I like that the best of any.	I like that the best of all.
He put his money in stocks.	He invested his money in stocks.
I want to say right here.	I wish to say just here.
That bill is settled.	That bill is paid.
What is your proposition?	What is your proposal?
Are you keeping well?	Are you well?
I intend to make a visit there.	I intend to pay a visit there.
She is some better.	She is better, or She is somewhat better.
As soon as you get the book read, may I have it?	As soon as you have read the book, may I have it?
I have been fearfully troubled about the matter.	I have been greatly troubled about the matter.
It is aggravating to have a cold.	It is annoying to have a cold.

13. Errors in Rendering Urdu Sentences/Phrases into English

انگریزی اور اردو زبان کے باہمی تضادات کی وجہ سے جو غلطیاں عام طور پر امتحان میں پوچھی جاتی ہیں۔ ان کو اردو اور انگریزی میں وضاحت کے ساتھ لکھا جاتا ہے۔ امیدواروں سے گزارش ہے کہ ان غلطیوں کو اچھی طرح ذہن نشین کر لیں۔

1. Above: above is not an adjective.

Incorrect	Correct
Above statement	The statement given above.
Above paragraph	The paragraph given above.

2. All right: It is incorrect to write all right as "alright" or "al-right"

3. Back of: At the back of and not "in the back of".

4. Sick general generally means "vomiting" or tired.

5. Ill Not well in the health.

Incorrect: He feels ill in the class.

Correct: He feels sick in the class.

6. Grow Young: is wrongly used, a man can grow old and not young.

Incorrect: When he grew young, he went to America.

Correct: When he became young, he went to America.

In his youth, he went to America.

7. Deny (دعوت یا پیشکش کا انکار کرنا) Decline (کام سے انکار کرنا) Refuse (کسی بات سے انکار کرنا)

Incorrect: I asked him to bring water but he denied to bring it.

Correct: I asked him to bring water but he refused to bring it.

Incorrect: He refused the invitation.

Correct: He declined the invitation.

8. Future life: is often used in a wrong context.

It must be the rest of one's life or remaining life.

Incorrect: He will spend his future life in America after his retirement.

Correct: He will spend the rest of his life in America after his retirement.

9. Cent per cent: does not mean "full" however hundred per cent is used to mean complete.

Incorrect: He will get cent per cent marks

Correct: He will get nearly full marks.

10. Centre: means the point at an equal distance from the four corners

Middle: Midway between things.

Incorrect: I part my hair in the center.

Correct: I part my hair in the middle.

11. Common: Means belonging to all members of a group.

Mutual: Means acting in both directions at the same time.

Incorrect: We went to the house of our mutual friend.

Correct: We went to the house of our common friend.

12. Due to: It is not a compound preposition. It is an adjective and it should refer to some noun or pronoun. It is always preceded by the verb "to be" (is am, are, was, were,)

13. Owing to: is a compound preposition. It can be used to refer to the verb.

- a. He is ill owing to cold.
He is ill due to cold.
b. He came late due to illness.
He came late owing to illness.

14. Place: means situation or position of locality.

- a. Place of women in society.
b. It is good place to live in.

Room: means space

Incorrect: There is no place in this compartment.

Correct: There is no room in this compartment.

15. O, Colck: Is always used with exact hours.

It is wrong to say 4:30 O clock.

Four O Clock, Seven O Clock.

Incorrect: He reached by 4:30 O' Clock train.

Correct: He reached by 4:30 train.

16. To give a test: (امتحان لینا)

To take a test: (امتحان دینا)

Incorrect: The teacher took a test of the boys.

Correct: The teacher gave a test to the boys.

17. Attach: is followed by a preposition "to" and not "with"

Attach کے بعد ہمیشہ "to" بطور preposition استعمال کریں اور Enclosed کے ساتھ with لگائیں۔

Incorrect: Copies of testimonials are attached herewith.

Correct: Copies of testimonial are attached here to.

However, we can write enclosed here with.

18. Keep in mind is wrong, It should be Bear in mind.

19. With a view to is always followed by a Gerund.

With a view to کے بعد ہمیشہ اسم حاصل مصدر لگائیں۔

Incorrect: He went there with a view to find the fact of murder.

Correct: He went there with a view to finding the fact of murder.

20. To keep good health: is wrong, the correct phrase is to keep in good health, or to have good health.

Female لادو کے لئے استعمال ہوتا ہے جو کہ جانوروں اور کیتروں مکڑوں وغیرہ کی بھی ہو سکتی ہے۔ خواتین کے لیے لفظ ladies لادیاں۔

21. Female: Should not be used for women.

Incorrect: The females of house went to see picture.

Correct: The ladies or women of house went to see picture.

22. Listen: (توجہ سے سنا) to hear with close attention.

Incorrect: Hear (سنا) Please hear to me.

Correct: Please listen to me.

Over flow: The past participle of overflow is wrongly used as; overflown Whereas is overflowed.

over flown کی دوسری اور تیسری فارم over flowed ہے نہ کہ over flown

- Incorrect:** The river has over flown its banks.
Correct: The river has overflowed its banks.
23. **Your's sincerely:** is wrongly used in letters and applications, it should be yours sincerely. No apostrophe is used.
24. **Yours affectionate friend:** is a wrong expression. It should be your affectionate friend.
 لے کر ختم ہونے والے الفاظ کے ساتھ عام طور پر yours لکھتے ہیں۔ جیسا کہ:
- Yours affectionately.
 - Yours sincerely.
25. **To leave from:** is wrongly used to express farewell or to part from. It should be "take leave of" (جدا ہونا)
- Incorrect:** He took leave from his wife.
Correct: He took leave of his wife.
26. **Good night:** is an expression of departure and farewell. It is not related to time while Good evening is an expression of greeting.
27. **Return Post:** is wrongly used for "by return of post."
Incorrect: Return Post.
Correct: By the return post.
 By return of post.

28. **As follows:** The verb is invariable in number. It is never "as follow" -

- Incorrect:** His arguments are as follow.
Correct: His arguments are as follows.
 His arguments are as it follows.

His arguments are as it follows.

'it' is usually omitted.....

29. **Soon:** is often misused for quickly, soon is used to show question of time, quickly is used to show pace or speed.
Incorrect: He walked soon.
Correct: He walked quickly.
Incorrect: He ate quickly.
Correct: He ate soon.

30. A common fault is that of not using the right corresponding conjunctions. The proper use of some of these may be indicated here:-

	Followed by	Yet, nevertheless.
Though	"	or
Whether	"	or
Either	"	nor
Neither	"	as
As	"	so
As	"	as
So	"	that
So	"	and
Both	"	but also
Not only	"	but
Not	"	

Errors of expression in a Nutshell

Incorrect	Correct
pant	trousers
stockings	stocks
boarding	boarding house
sceneries	scenery
poetries	poems
mischiefs	acts of mischief
abuse	words of abuse
business	a piece of business
summer vacations	summer vacation
vegetable	vegetables
blotting	blotting paper
females	women or ladies
males	men
cent per cent	nearly full
both of us did not work	neither of us worked
family	members of a family
bed sheet	sheet
I beg to state	I beg leave to state
Family man	A man with a family
Our English professor	Our Professor of English
we enjoyed ourselves the match	we enjoyed the match
dispose off	dispose of
pull on well	pull well together get on well
I am not on talking terms with him.	I am not on speaking terms with him.
His speech was broadcasted	His speech was broadcast
In the way.	on the way
He knows to swim.	He knows how to swim.
See there comes the President.	Look, there comes the President.
Will you join us at the meal?	Will you join us at the meals?
When do you sleep?	When do you go to bed?
It is none of his concern.	It is no concern of his.
There was pin drop silence.	There was unbroken silence. OR (complete silence)
He found it hard to make his two ends meet.	He found it hard to make his both ends meet.
This water is good for drinking.	This water is good to drink.
Mother land.	Father land OR Mother country.

Match Box	A box of matches
Recover from fatal illness.	Recover from serious illness.
A failed student	A failed candidate.
My brother stood first in the class.	My brother came first in the class.
I enjoyed thoroughly.	I enjoyed myself thoroughly.
Preferable than	Preferable to
With a view to do	With a view to doing
What to speak of	Not to speak of
Do the needful	Do what is necessary
Talking terms	Speaking terms
Picked up a quarrel	Picked a quarrel
Ordered for	Ordered
Poors	the poor
One of my friend	One of my friends
Reach at	Reach
Noise	A noise
Aim to	Aim at
On my address	To my or at my address
Discuss about/on	Discuss
Copy	Note book

COMMON ERRORS IN USAGE WITH SOLUTIONS

SET-I

	Incorrect	correct
1.	There is no place in this compartment.	There is no room in this compartment.
2.	Give me some blotting.	Give me some blotting paper.
3.	We all did not go.	None of us went.
4.	Both did not go.	Neither went.
5.	Write this in your copy.	Write this in your note book.
6.	I am learning a new poetry	I am learning a new poem (or a new piece of poetry).
7.	He is a tall gentleman.	He is a tall man.
Note: Gentleman' should be used only when we refer to a man's character.		
8.	This lady lives near my house.	This woman lives near my house.
Note: 'Lady' should be used only when we mean specially a woman of good birth and breeding.		
9.	He is my cousin brother.	He is my cousin.
10.	They that did this thing should be punished.	Those who did this thing should be punished.

11.	Kindly pass order for his release.	Kindly pass orders for his release.
12.	Good night, sir, I am pleased to see you.	Good evening, sir, I am pleased to see you.
Note: 'Goodnight' should be used at the time of parting.		
13.	He has a large quantity of books.	He has a large number of books.
14.	He has a great number of money.	He has a great amount of money.
15.	The back side of my house needs repairs.	The back of my house needs repairs.
Note: (Backside=buttocks)		
16.	He travels by third class.	He travels in third class.
17.	He gave a speech.	He made a speech.
18.	Your separation distresses me.	Separation from you distresses me.
19.	He enjoyed during the holidays.	He enjoyed himself during the holidays.
20.	I hope to receive your good report.	I hope to receive a good report from you.
21.	Who did this? Myself.	Who did this? I, myself.
22.	The teacher tested the boy if he could write correctly.	The teacher tested if the boy could write correctly.
23.	He advocated that equal rights should be given to all	He advocated the giving of equal rights to all
Note: "Advocated" takes a gerund or verbal-noun as its object: it should not be followed by a noun.		
24.	There was clapping between each act.	There was clapping after each act.
25.	Every people know this.	Everyone knows this
26.	These all fruits are rotten.	All these fruits are rotten.
27.	I have no any friends	I have no friend.
Notes: It is advised to use 'no any' or 'not any' together.		
28.	A few number of persons were present.	A small number of persons were present
29.	I have less troubles than my brother.	I have fewer troubles than my brother.
30.	Any one cannot do this.	No one can do this.
31.	It was twenty years before that he died.	It was twenty years ago that he died.
32.	He only is responsible.	He alone is responsible.
33.	My head is paining.	My head is aching.
34.	What to speak of food even water was not given to the beggar.	Not to speak of food even, water was not given to the beggar.
Note: 'What to speak' is unidiomatic and contrary to usage.		
35.	He got nearly cent per cent marks.	He got nearly full marks.,
36.	He is a most perfect fool.	He is a perfect fool.
37.	This is a worth seeing scenery.	This scenery is worth seeing.
38.	He does not know wrong from right.	He does not know right from wrong.
39.	The reason why he is absent is because his mother is ill.	The reason why he is absent is that his mother is ill.

40.	He was regarded an honest man.	He was regarded as an honest man.
41.	He is more better than I.	He is better than I.
42.	He has a less income.	He has a small income.
43.	From the two he is clever.	He is the cleverer of the two.
44.	He is becoming strong.	He is becoming stronger.
45.	He will spend his remaining life here.	He will spend the rest of his life here.
46.	The Karachi is big city.	Karachi is a big city.
47.	The man is a member of the society.	Man is a member of society.
Note: The ' is not used before 'Man' and 'Society;' when used in a general sense.		
48.	Each of us loves our home	Each of us loves his home
49.	My suggestions are as follow.	My suggestions are as follows.
50.	Each and every student failed	Every student failed.
Note: It is superfluous to use 'each' and 'every' together.		
51.	He is a coward man	He is a coward.
52.	The horse is laming in	The horse is lame.
53.	Hindi is not spoken whole U P	Hindi is not spoken in the whole of U.P.
54.	He asked from me whether I had not gone there	He asked me whether I had gone there or not
55.	I take my dinner at 8 P M every night	I have my dinner at 8 P.M. Or I dine at 8 P.M.
56.	He asked that what are you doing	He asked what we were doing.
57.	He does not care for my words.	He does not care for what I say.
58.	He does not cre for money	He does not take care of his money.
59.	Last but not the least, my thanks are due to Hamood Ranjha	Last, but not least, my thanks are due to Hamood Ranjha
60.	This was going on since a long time	This had been going on for a long time.
61.	Let us make ourselves merry	Let us make merry
62.	After the day's hard work the farmer rested himself	After the day's hard work the farmer rested.
63.	I shall go directly to my office.	I shall go direct to my office.
64.	Both have much in common.	The two have much in common.
65.	He has not read either of these books.	He has not read any of these books.
66.	This is not the first time I am hearing of your misbehavior.	This is not the first time I have heard of your misbehavior.
67.	He says me a fool.	He calls me a fool.
68.	The two first will get prize.	The first two will get prizes.
69.	I had hardly reached the station, than the train started.	Hardly had I reached the station, when the train started.
70.	Please write me at an early date.	Please write to me at an early date.
71.	I left playing hockey.	I stopped playing hockey.
72.	Leave the house's reins	Let go the horse's reins.
73.	He got angry before I said a word.	He got angry, before I had said a word.
74.	I met a man who was my teacher ten years ago	I met a man who had been my teacher ten years ago.

75.	No I must take your leave.	Now I must take leave from you. Or Now I must bid you goodbye
76.	In the noon I take rest.	I take rest in the middle of the day.
Note: 'Noon' is used only for a 'point of time,' and not for a 'period of time,' as is generally done by Pakistan students.		
77.	He is a youngman of twenty years old.	He is a youngman of twenty.
78.	I have been sick for the last one month.	I have been ill for the last one month.
79.	It is three o'clock in my watch.	It is three o'clock by my watch.
80.	I shall go by the three-thirty o'clock train.	I shall go by the three-thirty train.
Note: 'O' clock' is used only after full hours and not after some part of an hour.		
81.	He is true to his words.	He is true to his word.
82.	He knows to swim.	He knows how to swim.
83.	We should cut jokes only with our friends.	We should make jokes only with our friends.
84.	I said to him to go.	I told him to go.
85.	He stays in Lahore.	He lives in Lahore.
86.	He lived in a hotel.	He stayed at a restaurant.
87.	Hundreds of people died of hunger.	Hundreds of people died from hunger.
88.	He died from cancer.	He died of cancer.
89.	I said to him bring a glass of water.	I told him to bring a glass of water.
90.	My tooth is paining.	My tooth is aching.
91.	He made a lecture.	He gave a lecture.
92.	Tell who are you?	Tell me who you are.
93.	No heaven or hell is.	There is no heaven or hell.
94.	Not a word he spoke.	Not a word did he speak.
95.	My friend left Rajanpur since a month	My friend left Rajanpur a month ago.
96.	I do not like these sorts of people.	I do not like people of this sort.
97.	These kinds of acts will not be tolerated by me.	I will not tolerate acts of this kind.
Note: 'Kind of,' 'sort of' must be used in the plural.		
98.	Tariq, Saeed and Ali etc. have passed the Examination.	Tariq, Saeed and Ali have passed the examination.
Note: Both 'etc' and 'and' should not be used together.		
99.	Many kinds of fruits such as, apple, plums, cherries etc. grow in Kashmir.	Fruits of many kinds such as apple, plums, cherries grow in Kashmir.
Note: 'Etc' is not needed after 'such as'.		
100.	Hundred miles are a long distance.	Hundred miles is a long distance.
101.	You are kindly requested to note your duties.	We requested you kindly to note your duties.
102.	I wish you a bright future life.	I wish you a bright future.

103.	Burn the lamp.	Light the lamp.
104.	I have ordered for a new car.	I have ordered a new car.
105.	Keep this on the table.	Put this on the table.
106.	People respected him on his arrival.	People showed respect for him on his arrival.
107.	The ship was drowned.	The ship sank.
108.	He denied my invitation.	He refused my invitation.
109.	He refused my propose.	He rejected my proposal.
110.	Chughtai stood second in his class.	Chughtai was second in his class.
111.	He is reading at the High School.	He is at the High School.
112.	The child was wiser than his age.	The child was wise of his age.
113.	She is prettier than wise.	She is more pretty than wise.
114.	I hope he must come.	I hope he will come. OR I am sure he will come.
115.	Always fair out a written exercise.	Always make a fair copy of a written exercise.
116.	I filled water in the cup.	I filled the cup with water.
117.	He prevented him from harm.	He protected him from harm.
118.	By that time two weeks' salary were due.	By that time, salary for two weeks was due.
119.	You do not realize my views.	You do not understand my views.
120.	Thanking you, believe me to be, yours sincerely.	Thanking you, I am, yours sincerely.
121.	Goaded to desperation, the tormentors were attacked by the prisoner.	Goaded to desperation, the prisoner attacked his tormentors.
122.	Being an honest man, your plan is hateful to me.	Being an honest man, I hate your plan.
123.	He left without any one knowing.	He left without any one's knowledge.
124.	Conspiracies were hatched to secretly murder the king.	Conspiracies were hatched to murder the king secretly.
125.	I should have liked to have gone.	I should have liked to go.
126.	He seems to enjoy his stay at Rahimyar Khan.	He seems to have enjoyed his stay at Rahimyar Khan.
127.	I ask your favor of granting me a day's leave.	I ask the favor of your granting me a day's leave.
128.	Do you know of a house for letting?	Do you know of a house to let?
129.	The objections of my friend to accompany me to Lahore are meaningless.	The objections of my friend to accompanying me to Lahore are meaningless.
Note: Objection to, object to, subject to, in addition to, look forward to, with a view to, etc are always accompanied by (to + verbing + ing form i.e) we are looking forward to seeing you.		
130.	I intended to have been present.	I intended to be present.
131.	I came by walk.	I came walking.
Note: One come 'by train' or 'by bus' but not by 'walking.'		

		Turn on the light.
132.	Open the light.	Turn off the light.
133.	Shut the light.	When he comes, you must greet him.
134.	When he comes you must wish him.	It is due to his illness that he has not come to school.
135.	Due to his illness, he has not come to school.	I met him on the way.
136.	I met him in the way.	
Note: 'On the way' and 'in the road' is correct.		
137.	I regard him an elder brother.	I regard him as an elder brother.
138.	It is of no use to complain.	It is no use to complain.
139.	We had milk and fruits, also sweets.	We had milk and fruits, and also sweets.
140.	I am quite alright.	I am alright. OR I am quite right.
141.	The river has over flow its banks.	The river has overflowed its banks.
142.	He has resigned to his fate.	He has resigned himself to his fate.
143.	I take this opportunity to thank you.	I take this opportunity of thanking you.
144.	He has a family to work.	He has a family to work for.
145.	Leave to do evil.	Cease to do evil.
146.	He came out successful in the examination.	He was successful in the examination.
147.	I came across with my friend in the park.	I met my friend in the park.
148.	He plucked in English.	He failed in English.
149.	Fooding and lodging is free.	Boarding and lodging is free.
150.	He has to do an important work at home.	He has an important work at home.
151.	He told me the details of the matter.	He told me the matter in detail.
152.	Really speaking, it is not very hot.	As a matter of fact, it is not very hot.
153.	That was awfully good of you	That was very good of you.
Note: 'Awfully' means fear mixed with respect. It should not be used for 'very'		
154.	I shall be back in a few minutes.	I shall come back in a few minutes.
155.	What are you speaking?	What are you saying?
156.	My uncle is very ill, I hope he will soon die.	My uncle is very ill, I expect he will soon die.
Note: To hope' means to think of a possible event with pleasure; to expect', means merely to think of a possibility without pain or pleasure.		
157.	You will be going to the hills soon, I think.	You will be going to the hills soon, I suppose.
158.	Of course, he would come today.	Certainly, he would come today.
159.	I never spoke to him this morning.	I did not speak to him this morning.
160.	I am too happy to meet your again.	I am very happy to meet you again.
161.	He found that he had no money with him.	He found that he had no money on him.
162.	Will you have some tea? Thanks, I have just had some.	Will you have some tea? No, thanks I have just had some.

163.	You will get through in the examination.	You will get through the examination.
164.	We have gone to cinema yesterday.	We went to the cinema yesterday.
165.	Neither he comes, nor he writes.	Neither does he come, nor does he write.
166.	I am fond of all games as, for example, carom, cards etc.	I am fond of all games, for example, carom, cards.
167.	I want to know as to why you did not attend the class yesterday.	I want to know why you did not attend the class yesterday.
168.	Supposing if he fails, what will he do?	Supposing he fails, what will he do?
169.	He cannot pull on with his brother.	He cannot pull well with his brother.
170.	He had no other claims to the post but recommendation.	He had no other claims to the post than recommendation.
Note:- 'Other' is followed by 'than' and not by 'but'.		
171.	The examination will begin from Monday.	The examination will begin on Monday.
172.	He was bet to do evil.	He was bent on doing evil.
173.	He has passed his M.A. from the Punjab University.	He has got his M.A. from the Punjab University.
174.	Do not try to get down from the running train.	Do not try to get down from running train.
175.	He wrote me.	He wrote to me.
176.	Send this letter to this address.	Send this letter on the address.
177.	Open the fifth page.	Open at the fifth page.
178.	He called me in dinner.	He called me to dinner.
179.	There are many advantages from this	The advantages of this are many
180.	He wastes much time in trifles.	He wastes much time on trifles.
181.	This is different to that.	This is different from that.
182.	He sat on a tree.	He sat in a tree.
183.	This is the road to go.	This is the road to go by.
184.	There was a match between Lahore against Karachi.	There was a match between Lahore and Karachi.
185.	Directly I return, you may go.	As soon as I return, you may go.
186.	Never speak a lie.	Never tell a lie.
187.	Always, tell the truth	Always speak the truth.
188.	I go to sleep at 10.30.	I go to bed at 10.30
189.	No mention	Please do not mention it.
190.	Mr. Hafiz Karim Dad, AD IB .	Hafiz Karim Dad, AD IB .
Note: Both 'Mr'. And 'Hafiz.' near the same thing and so must not be used together.		
191.	I ever remember to have seen him before.	I do not remember to have seen him before.
192.	Nobody will miss him like I shall.	Nobody will miss him as I shall.
193.	He will came just now.	He will come presently.
194.	What for are these places noted?	What are these places noted for?

195.	I have no seen her act or sing.	I have not seen her act or heard her sing.
196.	He went there with a view to find out the truth.	He went there with a view to finding out the truth.
197.	The water is good for drinking.	The water is good to drink.
198.	I shall take my umbrella, if it rains.	I shall take my umbrella, in case it rains.
199.	What to do?	What am I to do?
200.	I am a family man.	I am with a family.
201.	I hope you are keeping good health.	I hope you are enjoying good health.
202.	He failed to go there.	He did not go there.
203.	What to speak of English, he does not know even Punjabi.	Not to speak of English, he does not know even Punjabi.
Note: 'What to speak of is contrary to usage and must be avoided. Use not to speak of instead.		
204.	He was rather much tired.	He was very much tired.
205.	Please do the needful.	Please do what is necessary.
206.	Both he is a scholar and a poet.	He is both a scholar and a poet.
Note:- 'Both' must be placed as near to the word it qualifies as possible.		
207.	Due to the bad weather he cannot come.	Owing to the bad weather he cannot come.
Note: 'Due' is a kind of adjective and must be properly related to some noun or pronoun. A sentence must be beginning with it.		
208.	The opposition is equally as guilty as the government.	The opposition is as guilty as the government.
209.	I am a failed B.A.	I could not pass the B.A. examination.
210.	Half of the apples is rotten.	Half of the apples are rotten.
211.	Half of our work was done.	Half of our work was done.
Note: Expressions like 'Half of', 'Heaps of', 'Lots of are singular if the noun or pronoun after of is singular, otherwise they are plural.		
212.	I am not on talking terms with her.	I am not on speaking terms with her.
213.	Please excuse me for giving you this trouble.	Please excuse me for the troubles I give you.
214.	He was busy all the day.	He was busy the whole day.
215.	Columbus invented America.	Columbus discovered America.
216.	I am afraid that he will miss the train.	I am afraid he will miss the train.
217.	Nowhere such a man can be found.	Nowhere can such a man be found.
218.	I shall try and come.	I shall try to come.
219.	He made a search about the lost child.	He made a search for the lost child.
220.	I have not seen him since a long time.	I have not seen him for a long time.
221.	He is my another friend.	He is another friend of mine.
222.	He had been married two years ago.	He was married two years Ago.
223.	No better house is possible to be found.	It is not possible to find a better house.
224.	From which train did you come.	By which train did you come?

225.	You must compensate this loss to me.	You must compensate me for this loss.
226.	They have gone to see the criminal being hung.	They have gone to see the criminal being hanged.
227.	Who hanged this picture?	Who hung this picture?
228.	She came for seeing you.	She came to see you.
229.	You had better to leave by the night train	You had better leave by the night train.
230.	I saw him to jump over the wall.	I saw him jump over the wall.
231.	I bade him to post the letter.	I bade him post the letter.
232.	She knows cooking.	She knows how to cook.
233.	What makes you to laugh?	What makes you laugh?
234.	Stop to write.	Stop writing.
235.	Walking on the road , my stick fell down.	While I was walking on the road, my stick fell down.
236.	He is rich enough for helping you.	He is rich enough to help you.
237.	Let him to do it.	Let him do it.
238.	You are righty to think so.	You are right in thinking so.
239.	My father prevented me to go.	My father prevented me from going.
240.	I request your favour of granting me three days leave.	I request the favour of your granting me three days leave.
241.	I request you kindly grant me leave.	I request you kindly to grant me leave.
242.	Playing hockey my foot was sprained.	While playing hockey, I sprained my foot.
243.	He did not approve of me studying further.	He did not approve of my studying further.
244.	Being very hot, I did not go out	It being very hot, I did not go out.
245.	He had better to pay his school dues.	He had better pay his school dues.
246.	You need not to come to me.	You need not come to me.
247.	This water is good for drinking.	This water is good to drink.

SET-II

Incorrect	Correct
1. ERRORS IN THE USE OF NOUNS	
1. The news are not true.	The news is not true.
2. Your hairs are grey.	Your hair is grey.
3. Politics are his chief interest	Politics is his chief interest.
4. His sheeps are in the field.	His sheep are in the field.
5. There are a lot of fishes in this river.	There are a lot of fish in this river.
6. The sceneries of Murree are wonderful.	The scenery of Murree is wonderful.
7. She bought some stationeries.	She bought some stationery.
8. He gave me a ten-rupees note.	He gave me a ten-rupee note.
9. I take pain over my work.	I take pains over my work.

10. He issued order to release him	He issued orders to releace him.
11. He lost his trouser.	He lost his trousers.
12. We have read many poetries.	We have read many poems.
13. He has given up his study.	He has given up his studies.
14. The room has no furnitures.	The room has no furniture.
15. Ten miles are a long distance.	Ten miles is a long distance.
16. He gave me many advices.	He gave me many pieces of advice.
17. We have many works to do.	We have many pieces of work to do.
18. He has an urgent business at home.	He has an urgent piece of business at home.
19. The chair's leg is broken.	The leg of the chair is broken.
20. The book of Khalid is lost.	Khalid's book is lost.
21. The United States are a rich country.	The United States is a rich country.
22. The United Nations have done nothing for the people of Palestine.	The United Nations has done nothing for the people of Palestine.

Incorrect	Correct
2. ERRORS IN THE USE of PRONOUNS	
1. It is me.	It is I.
<p>Note: (i) For a statement showing positive/good sense, the order of persons would be second, third and first i.e. you, he and I. (ii) For a statement showing negative/bad sense the order would be as: first, third and second i.e. I, he and you.</p>	
2. I, you and he will help the poor.	You, he and I will help the poor.
3. None of these two girls has failed.	Neither of these two girls has failed.
4. Any one of those two boys is absent.	Either of those two boys is absent.
5. None remain to tell the story of that tragedy.	None remains to tell the story of that tragedy
6. Each of the students has paid their fee.	Each of the students has paid his fee.
7. One must not forget his duty.	One must not forget one's duty.
8. Any one can do it if one tries.	Any one can do it if he tries.
9. The committee were divided in its opinion.	The committee were divided in their opinion
10. The man is my brother who met you yesterday.	The man who met you yesterday is my brother.
11. Four girls were playing with each other.	Four giris were playing with one another.
12. The two sisters loved one another.	The two sisters loved each other.
13. One of the boy is absent.	One of the boys is absent.
14. Only one of the criminals were arrested.	Only one of the criminals was arrested.
15. Your shirt is like Khalid.	Your shirt is like Khalid's.
16. Such things which you say are not true.	Such things as you say are not true.
17. 39. She is older than me.	She is older than I.
18. Who do you want to see?	Whom do you want to see?

19. Either Sajid or Khalid come here daily.	Either Sajid or Khalid comes here daily.
20. Neither Shahid nor Majid are known to me.	Neither Shahid nor Majid is known to me.
21. It is I who is to blame.	It is I who am to blame.
22. He is one of the ministers who has served the country.	He is one of the ministers who have served the country.
23. The boy who works hard he will pass.	The boy who works hard will pass.
24. Those who are proud they are not happy.	Those who are proud are not happy.

Incorrect	Correct
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3. ERRORS IN THE USE OF ADJECTIVES

1. It is much fine today.	It is very fine today.
2. It is too hot today.	It is very hot today.
3. This house is too much big for you and me.	This house is much too big for you and me.
4. He is a best student.	He is the best student.
5. He is the most best student.	He is the best student.
6. He is more taller than I.	He is taller than I.
7. He is my older brother.	He is my elder brother.
8. He is my oldest son.	He is my eldest son.
9. He is elder than I.	He is elder to me.
10. She is junior than me in service.	She is junior to me in service.
11. She is senior than me in service.	She is senior to me in service.
12. Of the two boys, Ashraf is the tallest.	Of the two boys, Ashraf is the taller.
13. Of the two routes, this is the shortest.	Of the two routes, this is the shorter.
14. I have no any money to buy books.	I have no money to buy books.
15. I am too tired to attend to some work.	I am too tired to attend to any work.
16. Islamabad is a worth-seeing place.	Islamabad is a place worth-seeing.
17. This is a worth-reading book.	This is a book worth-reading.
18. I have only few friends.	I have only a few friends.
19. A few friends that I have are sincere.	The few friends that I have are sincere.
20. Little money is better than no money.	A little money is better than no money.
21. You must help the poor's.	You must help the poor.
22. The braves are always respected.	The brave are always respected.
23. Rich should not hate poor.	The rich should not hate the poor.
24. The climate of Mullan is hotter than Lahore.	The climate of Multan is hotter than that of Lahore.
25. I wish to meet your family members.	I wish to meet the members of your family.
26. All the staff members were present.	All the members of staff were present.
27. Iqbal was greater than any other poet in Pakistan.	Iqbal was greater than any other poet in Pakistan.
28. Lahore is larger than any city in the Punjab.	Lahore is larger than any other city in the Punjab.

29. Many a man were present in the meeting.	Many a man was present in the meeting.
30. Health is more preferable than wealth.	Health is preferable to wealth.
31. She is the most unique teacher in our college.	She is a unique teacher in our college.
32. This is the last news that we have received.	This is the latest news that we have received.
33. His name is the latest in the list.	His name is the last in the list.
34. He is a miser man.	He is a miser. Or He is a miserly man.
35. He is a coward person.	He is a coward. Or He is a cowardly person.

Incorrect	Correct
4. ERRORS IN THE USE OF ARTICLES	
1. Ravi is a famous river.	The Ravi is a famous river.
2. Indus is the largest river in Pakistan.	The Indus is the largest river in Pakistan.
3. - Muslims are a brave people.	The Muslims are a brave people.
4. English is the language of English.	English is the language of the English.
5. We recite Holy Quran every day.	We recite the Holy Quran every day.
6. The gold is more valuable than the silver.	Gold is more valuable than silver.
7. The wisdom is the gift of God	Wisdom is the gift of God.
8. The honesty is the best policy.	Honesty is the best policy.
9. Salma is taller of the two sisters.	Salma is the taller of the two sisters.
10. Horse is a faithful animal.	The horse is a faithful animal.
11. More we get, more we want.	The more we get, the more we want
12. You are in wrong.	You are in the wrong.
13. The house caught the fire.	The house caught fire.
14. He is not at the fault.	He is not at fault.
15. Do not make noise.	Do not make a noise.
16. I have got head-ache.	I have got a head-ache.
17. The both sisters failed in the examination.	Both the sisters failed in the examination.
18. The all-boys are coming to college.	All the boys are coming to college.
19. He would rather to die than to beg.	He would rather die than beg.
20. We should avail of this chance.	We should avail ourselves of this chance.
21. He absented from the class.	He absented himself from the class.
22. They went to the fair and enjoyed.	They went to the fair and enjoyed themselves
23. I work hard lest I fail.	I work hard lest I should fail
24. He said that he can help me.	He said that he could help me.
25. He is suffering from fever for ten days.	He has been suffering from fever for ten days
26. She is ill for ten days.	She has been ill for ten days.
27. The workers are on strike for a week.	The workers have been on strike for a week
28. He has come here yesterday.	He came here yesterday.
29. They had met us two days ago.	They met us two days ago.

30. They visited Lahore some days before.	They had visited Lahore some days before.
31. He had gone there yesterday.	He went there yesterday.
32. I had not written any letter last night.	I did not write any letter last night.
33. I lived in this house since 2000.	I had been living in this house since 2000.
34. If you will come to me, I will help you.	If you come to me, I will help you.
35. He did nothing but played.	He did nothing but play.

Incorrect	Correct
5. ERRORS IN THE USE OF ADVERBS	
1. He is too strong.	He is very strong.
2. It is a much interesting book.	It is a very interesting book.
3. I am very surprised at this.	I am much surprised at this.
4. I am very obliged to him.	I am much obliged to him.
5. He is much tired.	He is very tired.
6. I am much pleased with it.	I am very pleased with it.
7. The tea is very hot to drink.	The tea is too hot to drink.
8. She was named as Saima.	She was named Saima.
9. He was promoted as Professor.	He was promoted Professor.
10. This task is too much difficult for me.	This task is much too difficult for me.
11. I work hardly on Sunday.	I hardly work on Sunday.
12. He comes here seldom.	He seldom comes here.
13. He comes late often.	He often comes late.
14. He behaved cowardly.	He behaved like a coward.
15. He lives miserly.	He lives like a miser.
16. He died two months before.	He died two months ago.
17. Do you know to swim?	Do you know how to swim?
18. She sings good.	She sings well.

Incorrect	Correct
6. PREPOSITIONS	
1. You are very kind on me.	You are very kind to me.
2. The bird is sitting on the tree.	The bird is sitting in the tree.
3. I am angry on you.	I am angry with you.
4. He writes with red ink.	He writes in red ink.
5. This year, he will sit in the examination.	This year, he will sit for the examination.
6. She sat under the shade of a tree.	She sat in the shade of a tree.
7. The man is blind from one eye.	The man is blind in one eye.
8. This cheque is of the National Bank.	This cheque is on the National Bank.
9. This is a cheque of Rs.2000/-.	This is a cheque for Rs.2000/-.
10. He swore of God.	He swore by God.

11. I can say it upon his face.	I can say it to his face.
12. He died from Cholera.	He died of Cholera.
13. He is ill from fever.	He is ill with fever.
14. The teacher beat him by a stick.	The teacher beat him with a stick.
15. Open your book on page 50.	Open your book at page 50.
16. He came in two days.	He came after two days.
17. I am getting late from office.	I am getting late for office.
18. She was married with her cousin.	She was married to her cousin.
19. No Pakistani is in this committee.	No Pakistani is on this committee.
20. She is like a sister for me.	She is like a sister to me.
21. Write it on the margin of your book.	Write it in the margin of your book.
22. India is in the east of Pakistan.	India is to the east of Pakistan.
23. He will come to office since tomorrow.	He will come to office from tomorrow.
24. I am not your friend since today.	I am not your friend from today.
25. I was amazed on his performance.	I was amazed at his performance.
26. Free books should be provided to poor students.	Free books should be provided for poor students.
27. I congratulate you for your success.	I congratulate you on your success.
28. The mother loves with her children.	The mother loves her children.
29. They attacked on me.	They attacked me.
30. They reached at the station in time for train.	They reached the station in time for the train.
31. The pen is to write.	The pen is to write with.
32. The doctor operated the patient.	The doctor operated upon the patient.
33. I regret for this delay in reply.	I regret this delay in reply.
34. She resembles to her mother.	She resemble her mother.
35. He is popular in the people.	He is popular with the people.

Incorrect	Correct
7. ERROR IN THE USE OF CONJUNCTIONS	
1. If he is poor, then I will help him.	If he is poor, I will help him.
2. Because he is honest, therefore we respect him.	Because he is honest, we respect him
3. As he is ill, so he cannot come to office.	As he is ill, he cannot come to office.
4. Although he is old but he is strong.	Although he is old, yet he is strong.
5. He sings like his brother does.	He sings as his brother does.
6. Neither he comes nor he writes.	He neither comes nor writes.
7. Both Sajid as well as Khalid are happy.	Both Sajid and Khalid are happy.
8. Kindness as well as justice are to be or guide.	Kindness as well as justice is to be our guide.
9. My friends as well as I am ready to go there.	My friends as well as I are ready to go there.

10. He cannot pass unless he does not work hard.	He cannot pass unless he works hard
11. I had hardly (scarcely) gone out that it began to rain.	I had hardly (scarcely) gone out when it began to rain.
12. No sooner we reached the station the train came.	No sooner did we reach the station than the train came.
13. Walk carefully lest you should not fall.	Walk carefully lest you should fall.
14. I like such books which are interesting.	I like such books as are interesting.
15. Such boys who work hard pass.	Such boys as work hard pass.
16. I asked him that if (whether) he was ill.	I asked him if (whether) he was ill.
17. He is no other but Ejaz.	He is no other than Ejaz.

Incorrect	Correct
8. MISCELLANEOUS ERRORS	
1. Why you went there?	Why did you go there?
2. Do you want to know who am I?	Do you want to know who I am?
3. Being too cold, I could not go out.	It being too cold, I could not go out.
4. Crossing the river, the sun appeared from the clouds.	When we crossed the river, the sun appeared from the clouds.
5. I want that you should come here.	I want you to come here.
6. Good night, I am very glad to meet you	Good evening, I am very glad to meet you.
7. I could not but laugh.	I could not help laughing.
8. I always have and always shall be you friend.	I always have been and always shall be your friend.
9. He lost his way in the wood which I expected.	He lost his way in the wood as I expected.
10. I prefer to be poor and honest than to be rich and .base.	I prefer to be poor and honest to being rich and base.

SET-III

Sr.no	Incorrect	Correct
1. ERRORS IN THE USE OF NOUNS		
1.	The sceneries of Swat are lovely.	The scenery of Swat is lovely.
2.	The furnitures in this room are good.	The furniture in this room is good.
3.	She gave me two advices.	She gave me two pieces of advice.
4.	She shouted vulgar abuses at me.	She shouted vulgar abuse at me.
5.	She wrote three poetries	She wrote three poems.
6.	The hen ate many rices.	The hen ate many grains of rice.
7.	He made many mischiefs.	He made many pieces/acts of mischief.
8.	He ran into many troubles.	He ran into much trouble.

9.	He gave me two informations.	He gave me two pieces of information.
10.	She told me two news.	She told me two pieces of news.
11.	She took tea with her family members.	She took tea with the members of her family.
12.	Cattle is eating grass.	Cattle are eating grass.
13.	Cattles are eating grass.	Cattle are eating grass.
14.	He gave me a fifty rupees note.	She gave me a fifty rupee note.
15.	Her hairs are curly.	Her hair is curly.
16.	Politics are a power game.	Politics is a power game.
17.	Two sheeps are eating grass.	Two sheep are eating grass.
18.	I like fresh fruits.	I like fresh fruit.
19.	He grows a variety of fruit.	He grows a variety of fruits.
20.	I bought two dozens eggs.	I bought two dozen eggs.
21.	She bought some stationeries.	She bought some stationery.
22.	He caught two fishes.	He caught two fish.
23.	I have two works to do.	I have two pieces of work to do.
24.	I have a business in the office.	I have a piece of business in the office.
25.	We spent the summer vacations in Swat.	We spent the summer vacation in Swat.
26.	The United States are a cruel country.	The United States is a cruel country.
27.	The United Nations are a puppet in the hands of USA.	The United Nations is a puppet in the hands of USA.

2. ERRORS IN THE USE OF PRONOUNS

28.	This is yours book.	This is your book.
29.	Your work is better than mine work.	Your work is better than my work. OR Your work is better than mine.
30.	One should do his duty.	One should do one's duty.
31.	A man should do one's duty.	A man should do his duty.
32.	He keeps himself away from smoking.	He keeps away from smoking.
33.	She was bathing herself in the pool.	She was bathing in the pool.
34.	Wise people avail of every opportunity.	Wise people avail themselves of every opportunity.
35.	He enjoyed in the class.	He enjoyed himself in the class.
36.	Aslam and I are thieves.	I and Aslam are thieves.
37.	I and Aslam are social workers.	Aslam and I are social workers.
38.	Ali is the boy which I like the most.	Ali is the boy whom I like the most.
39.	I saw a bird who was pretty.	I saw a bird which was pretty.
40.	I saw a lion which was fierce.	I saw a lion who was fierce.
41.	He is such a boy who is liked by everyone.	He is such a boy as is liked by everyone.
42.	He is the same boy who won the prize.	He is the same boy that won the prize.
43.	He is the boy who I like.	He is the boy whom I like.
44.	Whom is singing a song?	Who is singing a song?

45.	Who do you like the most?	Whom do you like the most?
46.	It is him.	It is he.
47.	Let we do it.	Let us do it.
48.	Let she come in.	Let her come in.
49.	The matter is between she and I.	The matter is between her and me.
50.	None of the girls has done their work.	None of the girls has done her work.
51.	Neither of the two boys is doing their duty.	Neither of the two boys is doing his duty.
52.	Either of the two boys is learning their lesson.	Either of the two boys is learning his lesson.
53.	Anyone of these boys is reading their book.	Anyone of these boys is reading his book.
54.	Every boy is doing their duty.	Every boy is doing his duty.
55.	Each of us has paid their dues.	Each of us has paid his dues.
56.	The two girls are fighting with one another.	The two girls are fighting with each other.
57.	The jury was divided in its verdict.	The jury were divided in their verdict.
58.	The jury were united in their opinion.	The jury was united in its opinion.
59.	I saw a girl in the school who is lovely.	I saw a lovely girl in the School.
60.	She was wearing a ring on her finger which was made of gold.	She was wearing a ring which was made of gold on her finger.
61.	The two boys are helping one another.	The two boys are helping each other.
62.	One of the girl is wise.	One of the girls is wise.
63.	Your's truly.	Yours truly,
64.	This pen is like me.	This pen is like my pen OR This pen is like mine.
65.	Those who work hard they will pass.	Those who work hard will pass.

3. ERRORS IN THE USE OF ADJECTIVES

66.	Please give me any milk.	Please give me some milk.
67.	He did not give me some milk.	He did not give me any milk.
68.	She made tea with little milk.	She made tea with a little milk.
69.	She made tea with a little milk in the jug.	She made tea with the little milk in the jug.
70.	He earns few rupees daily.	He earns a few rupees daily.
71.	He spent a few rupees he had.	He spent the few rupees he had.
72.	She is taller than me.	She is taller than I.
73.	She is the tallest than her sister.	She is taller than her sister.
74.	She is the taller of the three.	She is the tallest of the three.
75.	She is more taller than I.	She is taller than I.
76.	This book is more ideal than that.	This book is ideal.
77.	This car is more preferable than that.	This car is preferable to that.
78.	He is the most unique doctor in the city.	He is a unique doctor in the city.
79.	This cloth is more superior than that.	This cloth is superior to that.
80.	He is senior than me.	He is senior to me.
81.	She is the most tallest girl in the class.	She is the tallest girl in the class.

82.	He gained a first prize.	He gained the first prize.
83.	He loves every of his two sisters.	He loves each of his two sisters.
84.	I am elder than he.	I am older than he.
85.	She is my older sister.	She is my elder sister.
86.	She is the tallest of the two.	She is the taller of the two.
87.	The number of students in our school are less.	The number of students in our school is small.
88.	Yours affectionate friend.	Yours affectionately. OR Your affectionate friend,
89.	She is much beautiful.	She is very beautiful.
90.	He spent whole the money.	He spent the whole money.
91.	He spent the all money.	He spent all the money.
92.	She has no any money to buy a pen.	She has no money to buy a pen.
93.	She is very tired to run.	She is too tired to run.
94.	She is too tired today.	She is very tired today.
95.	This is a worth reading book.	This is a book worth reading.
96.	We should not hate the poors.	We should not hate the poor.
97.	Rich should not hate poor.	The rich should not hate the poor.
98.	The students of our class are more intelligent than your class.	The students of our class are more intelligent than those of your class.
99.	The climate of Murree is nicer than Multan.	The climate of Murree is nicer than that of Multan.
100.	Ghalib is greater than any poet.	Ghalib is greater than any other poet.
101.	Ali is the eldest man in the city.	Ali is the oldest man in the city.
102.	She is my oldest daughter.	She is my eldest daughter.
103.	What is the last news of the match?	What is the latest news of the match?
104.	This book is too much thick.	This book is much too thick.

4. ERRORS IN THE USE OF VERBS

105.	She never speaks a lie.	She never tells a lie.
106.	She opened the knot.	She untied the knot.
107.	She has written a letter last night.	She wrote a letter last night.
108.	The boat drowned into the lake.	The boat sank into the lake.
109.	Two men sank in the sea.	Two men drowned in the sea.
110.	A duck was swimming in the pool.	A duck was floating in the pool.
111.	A boy was floating in the canal.	A boy was swimming in the canal.
112.	A picture was hanged on the wall.	A picture was hung on the wall.
113.	The murderer was hung yesterday.	The murderer was hanged yesterday.
114.	The hen has lain an egg.	The hen has laid an egg.
115.	She was laying in the bed.	She was lying in the bed.
116.	You will pass if you will work hard.	You will pass if you work hard.
117.	If he worked hard, he will pass.	If he worked hard, he would pass.

118.	If he had worked hard, he will have passed.	If he had worked hard, he would have passed.
119.	She said that she is ill.	She said that she was ill.
120.	I fear to pass the exam.	I hope to pass the exam.
121.	I hope to lose the game.	I fear to lose the game.
122.	He told that he was ill.	He said that he was ill.
123.	Every Muslim should wear a beard.	Every Muslim should have a beard.
124.	The boy has given the examination.	The boy has taken the examination.
125.	The lion invaded the hunter.	The lion attacked the hunter.
126.	She has taken admission to the college.	She has got admission to the college.
127.	He refused that he had told a lie.	He denied that he had told a lie.
128.	He denied to help me.	He refused to help me.
129.	He refuses the existence of God.	He denies the existence of God.
130.	She with her daughters are taking tea.	She with her daughters is taking tea.
131.	I as well as you were wrong.	I as well as you was wrong.
132.	Either he or I are wrong.	Either he or I am wrong.
133.	A number of boys has failed.	A number of boys have failed.
134.	Majority in Pakistan are poor.	Majority in Pakistan is poor.
135.	Majority of the people in Pakistan is poor.	Majority of the people in Pakistan are poor.
136.	Two and two makes four.	Two and two make four.
137.	Do not let him to go.	Do not let him go.
138.	She had better to take the exam.	She had better take the exam.
139.	She works hard lest she should not fail.	She works hard lest she should fail.
140.	It is raining since morning.	It has been raining since morning.
141.	He has been absent for long.	He has been absent for a long time. OR He has been absent since long.
142.	Why he ate bread?	Why did he eat bread?
143.	He has made friendship with bad boys.	He has made friends with bad boys.
144.	Each of the student have done his work.	Each of the student has done his work.
145.	Every one of them are lazy.	Every one of them is lazy.
146.	Black and white TV are cheap.	Black and white TV is cheap.
147.	Cutting the grass, a snake bit him.	Cutting the grass, he was bitten by a snake.
148.	Opening the door, a handle was broken.	Opening the door, he broke the handle.
149.	Opening the book, the lesson was learnt.	Opening the book, she learnt the lesson.
150.	He had not met me two days ago.	He did not meet me two days ago.
151.	She is one of those who is liked by me.	She is one of those who are liked by me.
152.	She prevented me to go there.	She prevented me from going there.
153.	He knows to swim.	He knows how to swim.
154.	Ali looks happily.	All looks happy.

155.	He is feeling hunger.	He is feeling hungry.
156.	Union is consisted in faith.	Union consists in faith.
157.	She wants that I should help her.	She wants me to help her.
158.	She is too happy.	She is very happy.

5. ERRORS IN THE USE OF ADVERBS

159.	She is very weak to walk.	She is too weak to walk.
160.	She is much happy.	She is very happy.
161.	He is much tall.	He is very tall
162.	She is very taller than her sister.	She is much taller than her sister
163.	He is much delighted.	He is very delighted
164.	Israel is very hated by the Muslims.	Israel is much hated by the Muslims
165.	This book is much interesting.	This book is very interesting
166.	She is very kind enough to me.	She is very kind to me
167.	He is enough kind to help me.	He is kind enough to help me.
168.	He helps me frequently.	He frequently helps me.
169.	He treats the poor friendly.	He treats the poor in a friendly manner
170.	She walks lovely.	She walks in a lovely manner.
171.	Neither he comes nor talks.	He neither comes nor talks OR Neither does he come nor does he talk.
172.	He ran lest he might miss the train.	He ran lest he should miss the train.
173.	He is beautifully singing.	He is singing beautifully
174.	She bought many sugar.	She bought much sugar
175.	She owns much books.	She owns many books
176.	Writing books is too much difficult.	Writing books is much too difficult
177.	He reads good.	He reads well

6. ERRORS IN THE USE OF ARTICLES

178.	She is making noise.	She is making a noise
179.	He is in wrong.	He is in the wrong.
180.	Horse is a faithful animal.	The horse is a faithful animal
181.	She is telling lie.	She is telling a lie.
182.	I saw snake in the garden.	I saw a snake in the garden.
183.	I bought an eggs.	I bought eggs.
184.	She drank a tea.	She drank tea.
185.	The health is a wealth.	Health is a wealth.
186.	Beauty of Swat is matchless.	The beauty of Swat is matchless
187.	The iron is found in Pakistan.	Iron is found in Pakistan.
188.	Gold of this watch is pure.	The gold of this watch is pure
189.	I love the Pakistan.	I love Pakistan.
190.	Pakistan of today is different from Pakistan of 1947.	The Pakistan of today is different from the Pakistan of 1947.

191.	Earth is a small planet.	The Earth is a small planet.
192.	A snake I saw in the garden was black.	The snake I saw in the garden was black.
193.	Karachi is biggest city of Pakistan.	Karachi is the biggest city of Pakistan.
194.	We should love innocent.	We should love the innocent.
195.	English are a cunning nation.	The English are a cunning nation.
196.	Nile is the longest river of the world.	The Nile is the longest river of the world.
197.	The sun sets in West.	The sun sets in the West.
198.	Holy Quraan is the last book of Allah.	The Holy Quran is the last book of Allah.
199.	More we earn, more we want.	The more we earn, the more we want.
200.	She is wiser of the two girls.	She is the wiser of the two girls.
201.	The Aslam is a selfish boy.	Aslam is a selfish boy.
202.	The all books in this bag are written by me.	All the books in this bag are written by me.
203.	She is suffering from the diabetes.	She is suffering from diabetes.
204.	She ale the breakfast late today.	She ate breakfast late today.
205.	The both sisters are beautiful.	Both the sisters are beautiful.
206.	She got an employment in the bank.	She got employment in the bank.
207.	She is of opinion that he is a cheat.	She is of the opinion that he is a cheat.
208.	The wisdom is a unique gift.	Wisdom is a unique gift

7. ERRORS IN THE USE OF CONJUNCTIONS

209.	She is as tall as him.	She is as tall as he.
210.	No sooner she entered the class, the teacher began to teach the lesson.	No sooner she entered the class than the teacher began to teach the lesson.
211.	She is not as tall as her sister.	She is not so tall as her sister.
212.	She is so tall as her sister.	She is as tall as her sister.
213.	He is as tall as all of we.	He is as tall as all of us.
214.	She is as wise as both of we.	She is as wise as both of us.
215.	She is both wise as well as beautiful.	She is both wise and beautiful. OR She is wise as well as beautiful.
216.	Although he is old but he can run fast.	Although he is old, he can run fast.
217.	We had hardly reached the class than the teacher began to teach the lesson.	We had hardly reached the class when the teacher began to teach the lesson.
218.	She had scarcely reached the station than the train steamed off.	She had scarcely reached the station when the train steamed off.
219.	Not only he is fat but also lazy.	He is not only fat but also lazy.
220.	Not only he writes but also teaches.	He not only writes but also teaches.
221.	When he comes then I will entertain him.	When he comes, I will entertain him.
222.	As he is poor so we should help him.	As he is poor, we should help him.
223.	She talks like her mother does.	She talks like her mother. OR She talks as her mother does.
224.	He ran as if he was crazy.	He ran as if he were/had been crazy.
225.	She as well as her sisters are beautiful.	She as well as her sisters is beautiful.