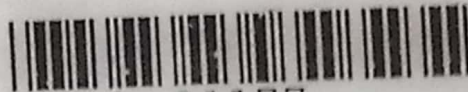


R. GUPTA'S  
*Hand Book*  
*of*  
*English Grammar*

11177

428.2GU H  
HAND BOOK OF ENGLISH GRAMMAR



11177

by

**NIHAL CHAND**  
GOLD MEDALLIST

M. M. College Library



Ramesh Publishing House

4457-NAI SARAK DELHI-110006

4252

## CONTENTS

### Grammar

1. Parts of Speech	1
2. The Noun : Its Kinds	2
3. The Noun : Number Formation of Plurals	4
4. The Noun : Gender Change of Gender	7
5. Common Errors in Nouns	9
6. The Pronoun Common Errors in the Use of Pronouns	11
7. The Adjective Formation of Comparative and Superlative Degrees, Common Errors in Adjectives	16
8. The Verb The Mood, The Participle, Gerund, Use of Auxiliary Verbs	22
9. Conjugation Common Errors in the Use of Verbs	29
10. Agreement of the Verb with the Subject	34
11. The Adverb Special Uses of Some of the Adverbs Common Errors in the Use of Adverbs	35
12. Preposition Use of Preposition, Words followed by Appropriate Prepositions, Common Errors in Prepositions	40
13. The Article Common Errors in Articles	46
14. The Conjunction Common Errors in Conjunctions	50
15. The Interjection	52
16. The Same Words Used as Different Parts of Speech	52
17. Punctuation	57
18. Transformation of Sentences Interchange of Parts of Speech, Transfor- mation of Simple into Complex Sentences, Transformation of Complex Sentences into Simple Sentences, Conversion of Simple into Compound Sentences, Conversion of Com-	62



pound into Simple Sentences, Conversion of a Compound Sentence into a Complex Sentence, Conversion of Complex Sentences into compound ones

19. Narration

Rules for Changing the Direct Form of Narration into Indirect Form, Conversion of Interrogative Sentences, Conversion of Imperative Sentences, Conversion of 'Let', Conversion of Optative Sentences, Conversion of Exclamatory Sentences, Some Typical Sentences

20. The Sequence of Tenses

21. The Voice—Active and Passive

22. Synthesis of Sentences

Simple Sentence, Combination of one or more Sentences into a Single Compound Sentence, Combination of Simple Sentences into a Complex Sentence

23. Analysis of Sentences

Analysis of Compound Sentences, Analysis of a Complex Sentence

24. Idioms, Phrases and Use of Prepositions

Adverbial Phrases, Prepositional Phrases, Adjectival Phrases, Conjunctive Phrases

25. One Word Substitution

26. Common Errors in English

27. Word Building and Vocabulary

Nouns from Verbs, Nouns from Adjectives, Verbs from Adjectives, Verbs from Nouns, Words Denoting Collections, Appropriate Words for Various Cries, Some Important Professions, Different Abodes, Young ones

28. Antonyms and Synonyms

29. Expressions Often Confused

**Spelling**

30. An Efficient Way to Learn to Spell

31. English-English and American-English

32. Spelling for Special Subjects

33. Exercises on Spelling