



IB – ACIO

Intelligence Bureau

Assistant Central Intelligence Officer

Ministry of Home Affairs

भाग – 1

अंग्रेजी



Contents

1. Part of Speech	
a. Noun	1
b. Pronoun	25
c. Adjective	41
d. Verb	56
e. Adverb	77
f. Preposition	93
g. Conjunction	109
2. Tense	122
3. Articles	144
4. Voice	153
5. Narration	168
6. Conditional Sentences	175
7. Subject Verb Agreement	186
 <u>VOCABULARY</u>	
1. Synonym & Antonym	204
2. Phrasal Verb	224
3. Idiom & Phrases	238
4. One Word Substitutions	296

Objective Part

1. Reading Comprehension	306
2. Cloze Test	316
3. Sentence Rearrangement	324
4. Fillers	329
5. Error Detection	336
6. Sentence Improvement	338

NOUN

* A noun is the name of place, person, thing, idea, action and quality.

Types ⇒

Proper Noun ⇒ Denotes a particular person, place, thing.

Ex- (Akshay, Pooja, Ankita)

Common Noun ⇒ Is the name given its common to every person or thing of the same class or kind.

(Ex- Boy, girl, company etc)

Collective Noun ⇒ Denotes a group or collection of similar individuals considered as one complete whole.

Ex- class, Staff, Army, parliament etc)

Material Noun ⇒ Denotes matter or substance of which a thing is made.

(Ex- Iron, Silver, Gold etc)

Abstract Noun ⇒ Is usually the name of a quality, action or state considered apart from the object to which it belongs.

Ex- Virtue, darkness, kindness, happiness etc.)

* Singular Noun ⇒ Boy, girl, man, car etc.

* Plural Noun ⇒ Boys, girls, men, cars etc.

* countable Nouns ⇒ Are the names of objects, people etc that we can count.
(Ex- Book, Dr, horse, Apple).

* uncountable Nouns ⇒ Are the names of thing which we can't count.

They mainly denotes substance and abstract things.
Ex- Milk, oil, Sugar, gold, honesty, etc.

⇒ Noun Number

	Singular Noun Ending	Plural Noun Ending	Singular	Plural
①	-s, ss, ch, x, zz	-es	* Man	Men
Ex-	focus	focuses	woman	women
	princess	Princesses	Mouse	Mice
	Church	churches	fish	fish or fishes
	Box	boxes	a Sheep	Ten Sheep
	Buzz	buzzes	child	children
			ox	oxen
②	-o	- <u>sones</u>	a woman	Several
			doctor	women/ doctors.

Ex-	hero piano potato	heroes pianos potatoes	• a bookcase • An Indian take away	two bookcases Two Indian take-aways
③.	consonant + y baby hobby	-ies babies hobbies	A passer by glassful	Several passers by glassfuls
④.	Vowel + y -key -Ray	-keys -Rays	Spoonful	Spoonfuls
⑤	-f	-s or -ves		
Ex-	hoof dwarf thief Roof	hoofs or hooves dwarfs or dwarves thieves roofs		
⑥.	-fe - knife - life	-ves knives lives		
⑦.	on phenomenon criterion	a -phenomena -Criteria	Ex- Since I had never seen a falling star, seeing, one o n my honey moon was yeall <u>phenomena</u> phenomenon.	

As well as know Sunrise is a great phenomena ^x
 → a/mg great - Phenomenon ✓

★ Is/es

	<u>Singular</u>	<u>Plural</u>	Ex-during the real estate
(i)	Analysis	→ Analyses	<u>crises</u> ; homes prices
(ii)	diagnosis	→ diagnoses	were extremely low
(iii)	crisis	→ cases	but few people had
(iv)	thesis	→ thases	money to buy.
(v)	crisis	→ crises	Ans. <u>crises</u> ^x → <u>crisis</u> ✓ Plural Singular.

②. The widow who lives near his house is passing through money crisis ^x →

x crisis → crises ✓
 (Sing.) (Plural).

And. correct → crises (✓).

- ★ US-i :-
- cactus - cacti
 - focus → foci
 - fungus → fungi
 - Nucleus → Nuclei
 - Syllabus → Syllabi / Syllabuses.
 - Radius → Radii.

Ex- (i) We need to improve our textbooks and syllabus in such a way that students do not need to rely on the cheap hotels.

ans. Syalbus (x) → Syllabi (✓)

② All the cactus were in flower, so that the desert was a riot of colour.

cactus (x) गलत है। क्योंकि All plural ती Noun भी plural होगा।

All (plural) → cacti (plural) (✓)

★ Um - a

Singular

Plural

Datum

→

Data

Medium

→

Media

Memorandum

→

Memoranda

Ex-① we can solve these problems by using method of floating (datum) DMO Supanaisition (✓)

Datum (✓) क्योंकि यहाँ एक Specific Method (floating Method) की बात हो रही है क्योंकि specific Method (Singular) है तो (Datum (S + ing) Noun भी Sing होगा)।

②. He copied the relevant data out of the Encyclopedia. (plural)

Ans. data (v) → काम का data collect किया मतलब बहुत सारा data collect किया होगा।

★ Important Rules :-

Rule 1 →

• We always use Singular Verb with uncountable nouns.

• plural of these words does not exist.

⇒ Some Examples of uncountable Noun are ⇒

→ Machinery	- Scenery	- Information	- Luggage.
→ Advice	- poetry	→ Evidence	→ Licp
→ furniture	→ Bread	→ Wood	→ fuel
→ Hair	→ Crockery	→ cloth	→ Moves
→ Bakery	→ Behaviour	→ Dust	→ Jewellery
→ Knowledge	→ Wastage	→ Munchief	→ clothing
			→ Cast

★ Note ⇒ These Nouns will not take, A, An, many, few number of [plural verb]. they take Singular Verb.

Ex → ① The Sceneries of Kashmir ^{unconsonant Noun plural/verb} have Evcinonate us. (x)

Ans. The Scenery of Kashmir has Enchate us. (✓)

②. She gave two jewelleries [correct → Jewellery or
A piece of Jewellery]

③. his hairs are black → His hair is black (✓)

④. I ate three breads today → (correct → Bread or
(x) three Slices of Bread)

#

Rule 2

certain nouns exist in plural forms only.
Thus "s" cannot be removed from such
Nouns.

They take plural verb form.

Ex:- Scissors	→ Jeans	→ pincers	→ Shorts
- Spectacles	→ Remains	→ congratulations	→ Pillars
→ Binoculars	→ pajamas	→ pants	→ tweezers
→ Tongs	→ Earrings	→ Scales	→ Savings.
→ pincers.	→ trousers.	→ tights	
→ Thanks	→ Socks.	→ wages.	

Ex → Where are my pants?
Where are the tongs? } Plural

• Aims were given to beggars.

• She forgot her Spectacle here. (correct → Spectacles)

Rule 3 ⇒

There are some nouns that indicate → Length, Measure, money, weight or number. When they are preceded by a numeral, they remain unchanged in form.

⇒ foot, Meter, pair, Score, dozen, head, year, hundred, thousand, million, billion, trillion.

[NOTE] :- इसमें पहले Number है तो → "s" नहीं लगेगा।

Ex- three dozens pencils (x)
three dozen pencils (✓)
 (number) ↗

इसमें बाद "of" है तो → "s" लगेगा।

Ex: → Thousand of people died of cholera last year.
connect ⇒

Thousands of people died of cholera last year.

- I have seven dozens of shoes (connect - dozen)
- He has five thousands rupees (connect - thousand)
- It is four years degree course (connect - year)

Rule 5 → Some nouns are Singular in meaning but are used as plural nouns and Always to a plural Verb. ⇒

[cattle] gentry, Vermin, peasantry, Artillery, people, clergy, company, police.]

*Ex ⇒ ① The cattle is grazing in the ground.
(x)

cattle → Are (✓)
(plural) (plural)

②. police (has) controlled the situation. (have)

③. The children are playing in the field. (✓)

④. On large forms, cattle are usually marked with brand.

(cattle (Noun) plural है इसलिए plural → forms (✓)
(form होता तो गलत होता)

NOTE ① people और peoples of difference :-

⇒ people → of some race (समान जाति धर्म)

⇒ peoples → of different race (विभिन्न जाति धर्म)

②. _____ of world must unite (peoples/people)

② floor → (the flat surface of the room)

Ground → Surface of the Earth.

③. Envy → A wish to possess that the other person has complete.

Jealousy → A feeling that arises out of fear of losing that you're.

- (4). Skill → We Acquire it by learning.
Talent → A Natural Ability.

Rule 6:- Some nouns like → Mathematics, physics, dynamics, ethics, linguistics, ability, metal physics, optics, Economics, News, politics, Mumps, Measles, Rickets, Athletics, Mechanics etc. are in plural forms but used as a Singular Noun.

- Ex
- (1) Mathematics is the Science of Quantity.
 - (2) Bad News travels fast.
 - (3) Mumps has been nearly Eradicated in our country. +ing
 - (4) Billiards is my favourite game.

Rule 7:-

Some nouns are known as Common gender nouns. That can be used for either sex → Male or female

These are called Dual Gender Nouns.

- (ii) Such nouns are → teacher, student, child, clerk, candidate, Advocate, Worker, writer, Author, leader, musician, politician, Enemy, client, president, person, ~~high~~ neighbour. etc.

★ When these are used in Singular, we think of person Singular masculine (his) pronoun with them.

Ex → (a). Every candidate should write his (not her) name.

(b). Every person should perform his (not her) duty.

⇒ Each, Either, Everyone, Everybody, no one, no body, neither, anybody are also common gender pronoun.

(c). The student forgot her Spectacles at home. (his) ✓

(d). Teacher was not present in her office (his) ✓

(e). The doctor suggested her patient to take medicines properly (his). ✓

Rule- 8 : →

Some nouns are used specially for feminine gender only.

i.e. blonde, maid, mid wife, Conquette, Virgin etc.

Now a days nouns 'bachlor' and 'Virgin' are being used for masculine and feminine gender as well.

Ex- He is Conquette (X)

she is Conquette (✓)

Rule 9 ⇒

If the same noun is repeated after preposition, the noun will be Singular.

[Noun (s) + preposition + Noun (s)]

Ex: - (a) Town after town was/were devastated (was)
(N) (N)

(b) Row upon row of pink marble look / looks beautiful.
x ✓

(c) He was Reading pages after pages of the books

(d) Trees after trees was/were being cut.
x ✓

Rule 10

⇒ Some nouns like → [Deer, Sheep, Series, fish, crew, team, June, aircraft counsel etc.]
take the same form both in Singular and plural.

Ex: - 1) This cricket team is best for T-20 matches.

→ 2) The crew is large

↳ 3) All the crew were saved.

4) One Sheep is grazing

5) Two Sheep are grazing.

Rule 11

If the numeral adjective and a fractions are used with a noun, is the used with the numeral and the noun will be Singular.

to objects remarkable for their strength.

Ex Sun, Time, Death, Winter etc.

⇒ Sometimes it is treated as feminine :->

feminine gender to objects remarkable for their beauty and gratefulness etc.

*Ex:- Earth, Moon, Nature etc.

Ex ①. The sun was shining on the sea, shining with all his night.

The Sun ^{इसलिए} → his का use सही है। अगर her का use masculine होता है वी गलत है।

②. Mother Earth (feminine).

Rule 14 → Don't say "family members / cousin brother" "cousin sister" but say:-

→ The members of the family (✓)

→ He one She is my cousin (✓)

→ He is my English teacher (✓)

→ He is my teacher of English (✓)

→ He is my mathematic teacher (x)

He is my teacher of Maths (✓)

Grammar Rules for possessive Nouns

Rule #1 Making Singular Nouns possessive → Add an
Apostrophe.

y + u
s

To most Singular.

Nouns and to plural nouns that don't end in "s"

Ex:- Singular Noun → Kitten's toy, Joe's car, James's book
James Nouns

Plural Not Ending in s :- women's dresses, sheep's pasture.

Rule #2 Making plural Noun possessive :-

Add just an apostrophe to plural Nouns that already end in "s".

- Ex →
- ① The companies' workers went on strike together.
 - ② You need to clean out the houses' stalls.
 - ③ The two countries' armies assembled on the border.

Rule #3 → Making hyphenated nouns and compound nouns plural :-