



Jammu & Kashmir

Patwari

Jammu and Kashmir Service Selection Board (JKSSB)

Volume - 3

---

English, Mental Ability & Reasoning



# Table of Content

S No.	Chapter Title	Page No.
1	Tense	1
2	Shuffling of Sentences and Words	7
3	Narration	20
4	Articles	27
5	Phrasal Verb	31
6	Pronoun	36
7	Homonyms	41
8	Clause	45
9	Antonyms & Synonyms	50
10	Sentence Improvements	62
11	Idioms with their meaning and uses in sentence	68
12	Preposition	80
13	Voices	86
14	Series	92
15	English Alphabet Test	100
16	Coding – Decoding	109
17	Direction & Distance	116
18	Blood Relation	122
19	Statement and Conclusion	130
20	Analogy	136

# 1 CHAPTER

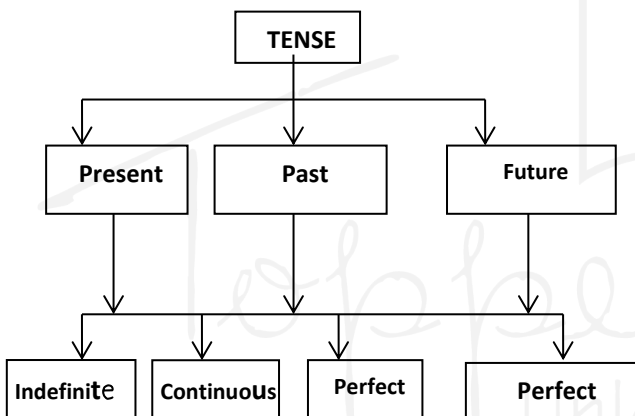
# Tense

On the basis of time of an action performed, we can divide sentence into the following **three tenses**:-

- (a) Present Tense
- (b) Past Tense
- (c) Future Tense

Again on the basis of state of an action performed, we can further classify each tense into following **four parts**:-

- (a) Simple Indefinite Tense
- (b) Progressive/Continuous Tense
- (c) Perfect Tense
- (d) Perfect Continuous Tense



## Present Tense

### Simple/Indefinite Tense

(Subject + Verb<sub>1</sub>(s/es) + Object.)

### Uses

- (a) Habitual/Repeated/Regular Actions  
(Generally these adverbs are used to express habitual or regular actions.)

Always, often, sometimes, generally, usually, occasionally, rarely, never, everymonth, every week, once a month etc.

### Ex.-

- (i) I get up at 6 A.M. every morning.
- (ii) He **takes** tea without sugar.

(iii) My father **reads** newspaper everyday.

- (b) Universal truth, principal and permanent activities

### Ex.-

- (i) Water **boils** at 100°C. (✓)
- (ii) The earth **moves** around the sun.

- (c) Possession

### Ex.-

- (i) This bag **belongs** to me.
- (ii) We **have** a big car.

- (d) Live Broadcast or telecast  
Match, Drama, Film and Serial and  
Newspaper headlines.

### Ex.-

- (i) Sachin **hits** a boundary.
- (ii) In the film, my brother **plays** the role of lord Krishna.

## Present Continuous Tense

[Sub + is/am/are + V<sub>ing</sub> + Object.]

- (a) These are generally used in continuous sentence  
Now, at present, at the moment, this morning, this evening, currently etc.

### Ex.-

- (i) Mr. Kapoor **is teaching** English language **at present**.
- (ii) My Mother **is knitting** a sweater at the **moment**.

- (b) For fixed programme or plan of the nearest future  
[Tonight, tomorrow, next month, next week, 2 O' clock, 9 O' clock etc.]

### Ex.-

- (i) We are going to Mumbai tonight.
- (ii) My father **is coming tomorrow**.

(c) Background time taken action like

- **Verbs of Perception**

See, smell, hear, taste, feel, notice, appear, seem etc.

- **Verbs of Emotion**

Hope, want, desire, believe, doubt, detest, fear, love etc.

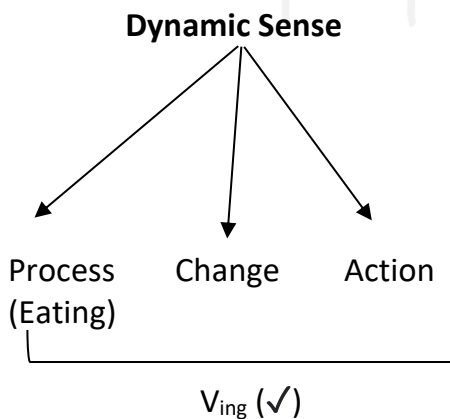
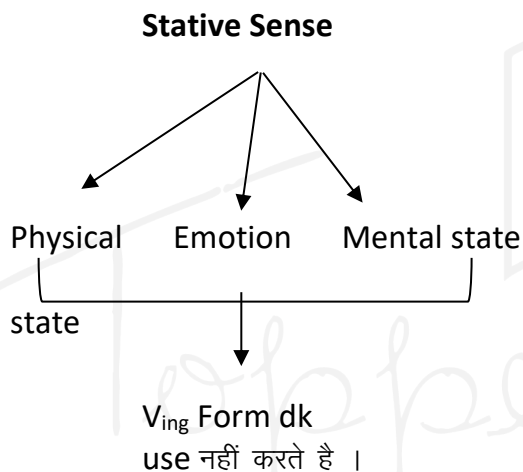
- **Verbs of Thinking**

Think, Suppose, agree, consider, perceive/understand etc.

- **Verbs of Possession**

Belong, have, own, possess, contain, keep, owe, lack etc.

If these verbs used in stative sense or stative sense we never use 'ing' with these verbs.



Ex.-

- (i) **I think** it is wrong to hit children. – thinking (Mental State) (✓)
- (ii) I am **thinking** about buying a new car. – thinking (Process) (✓)

(iii) I like chocolate cake, but I prefer vanilla cake. (✓)

(iv) I cannot talk right now, I am eating dinner. (✓)

### Present Perfect

Sub. + Has/have + V<sup>3</sup> + Object.

(a) When we use yet, so far, up til now, ever in a sentence to show time expression then we generally use verb in **present perfect tense**.

Ex.-

We sent call letters to many candidates but only a few **had** reported **so far**.

had – have

(X) (✓)

### Present Perfect Continuous

Subject + has/have + been + v<sub>1+ing</sub> + object + since/for + time.

- An action which began at sometime earlier in past and is still continuing.

Ex.-

(i) They **have been playing** cricket since morning. (✓)

(ii) They **have been playing** cricket for 3 hours. (✓)

**Since** – [Point of time /certain time/origin/starting point].

Ex.-

Since 8 O' clock, Since last month, Since last month, Since last year etc.

**For** - Use in (Uncertain time/period of time/duration of time/from starting of the period to end of the period.)

Ex.-

For some days, For a decade, For few months, For 10 seconds etc.

Ex.-

(i) They have been doing the job for last year.

For – Since

(X) (✓)

- (ii) She has been doing this work for 2 hours. (✓)
- (iii) She has been singing a song since morning. (✓)

### Past Tense

To indicate actions completed in the past.

1. The building was built in 2001.
2. My family came to see me last night.

### Past Indefinite

- (a) Subject + V<sub>2</sub> + Object.
- (b) If we use "yesterday, ago and last week" to indicate the time expression

- (c) After these phrasal expressions

It is time (To + VI)  
 It is high time or  
 It is about time (V<sub>2</sub>)  
 It is past time used after them.  
 [would/should will not use after them.]

(To+ V<sub>1</sub>) OR (V<sub>2</sub>) used after them.

Ex.-

- (i) It is high time to tell the truth. (✓)
- (ii) It is high time that we **told** (v<sub>2</sub>) the truth. (✓)
- (iii) It is high time you **started** (v<sub>2</sub>) your preparation.
- (d) To show a past habit

Ex.-

- (i) She always prayed to god.
- (ii) I played (v<sub>2</sub>) cricket in my childhood.

(1)	<u>When</u> + Past cont./ Simple Past	<u>When</u> I <u>was sleeping</u> (Past Cont.), someone <u>knocked</u> (Simple Past) at my door.
(2)	<u>When</u> + Past simple/Past cont.	When I <u>visited</u> (Simple past) her, my mother <u>was cooking</u> (Past cont.) food.
(3)	<u>While</u> + Past cont./Past continue	While I <u>was studying</u> , my brother <u>was playing</u> video game.

in sentence then we generally use verb in simple past (V<sub>2</sub>) tense.

EX.-

- (i) I don't know where he is now but I **saw** him yesterday.
- (ii) They went to Agra yesterday.
- (iii) My family **came** (V<sub>2</sub>) to see me last night.

(4)	<u>While</u> + Cont./Past Simple	<u>While</u> <u>making</u> thousands of mistakes, Edison <u>invented</u> the light bulb.
-----	----------------------------------	--

When two actions occurred in the past at same time then we use past continuous tense for both actions.

Ex.-

While my mother was singing, I was sleeping

### Past Perfect

- (a) Sub + had + V<sub>3</sub> + Object.

Ex.-

**He** had completed his homework before I reached his place.

- (b) To describe an action that go over before the given time in the past.

Ex.-

- (i) The crops **had ruined before** it rained.
- (ii) **I came** (V<sub>2</sub>) after he **had gone**.

- (iii) I saw him before he staked his car. (X)  
I **had seen** him **before** he staked his car  
(✓)
- (iv) She **had reached** his house **much earlier**.

(I)	(II)
First action	Second action
Past Perfect (had +V <sub>3</sub> )	(V <sub>2</sub> )

- (c) To express unfulfilled wish in the past

**Ex.-**

- (i) I had hoped that he would pass.  
(ii) She had expected his arrival, but he did not come.

### Past Perfect Continuous

- (a) Subject +had been + (V<sup>1</sup> +ing) + obj. + since/for + time.  
(b) To describe an action that began prior to a certain point in the past and continued up to a particular point.

**Ex.-**

- (i) My friend **had been trying** to solve the sum for more than 2 hours when I reached his home. (✓)  
(ii) At that time **she was** sleeping for 7 hours. (X)  
At that time **she had been** sleeping for 7 hours. (✓)  
(iii) When Mr. Mukerjee came to school in 1995, Doctor Anand **had already been** teaching there for 5 years.  
(c) **It is used to express a repeated action in the past.**

**Ex.-**

- (i) I **had been trying** to contact you.  
(ii) He had been trying to get a good job.

## Future Tense

### Future Indefinite

This tense expresses an action that is expected to be started in near future.

- (a) Subject + will/ shall + object.

**Ex.-**

- (i) She will call you.  
(ii) Will she not call you?  
(iii) Will she call you?

**Will:** - Generally used with 2<sup>nd</sup> and 3<sup>rd</sup> person.

**Shall:** - Generally used with 1<sup>st</sup> person (I, We).

**Note:** - If we use promise, threat, determination, law, notice then 1<sup>st</sup> person with 'will'.

**Ex.-**

- (i) We shall have our dinner at night. – shall (may be but not fixed)  
(ii) We will have our dinner at night. – Fix (will not)  
(iii) Will I go? (X) Shall I go? (✓)  
(iv) He took his examination next year. (X)  
He will take his examination next year (✓)

- (b) To show conditional actions that have adverb clause, Present Indefinite Tense along with 'unless, until, when, if'.

**Ex.-**

- (i) Unless she works hard, she will not pass.  
(ii) If you run fast, you will win the race.

### Future Continuous Tense

- (a) Subject + will/shall + be + V<sub>1</sub> + ing + object.

**Ex.-**

- (i) He will be studying here for the entire weekend.  
(ii) They will be staying here for the next one month.  
(iii) Will she be cooking food at this time tomorrow?

## Future Perfect Tense

- (a) Subject + will/shall + have + V<sub>3</sub> + object.
- (b) To indicate the completion of an action by a certain time in the future.

**Ex.-**

- (i) His brother will have finished the work by 5 O' clock.
- (ii) They will have come back home by evening.

### Note

In Future Perfect Tense, when an action is expected to be completed in near future, 'till' are used before the adverb of future.

**Ex.-**

"By tomorrow, till next week, by Monday"

- (i) I shall have finished your work by tomorrow.
  - (ii) I shall have written my exercise by than.
- (c) To show an action in which 'when' or 'before' is followed by present Tense.

**Ex.-**

- (i) I will have completed this work before **she comes** (present tense).
- (ii) He will have reached school before the bell rings.

## Future Perfect Continuous

- (a) Subject + will/shall + have + been + V<sub>1</sub> + ing + object + from/for + time.
- (b) To indicate an action that will continue in a period of time in the future.

**Ex.-**

- (i) He will have been working from morning.
- (ii) He will have been working from next Monday.
- (iii) Will she have been washing cloths for 3 hour?

### Note

Future perfect continuous denotes continuous action while future perfect denotes completed action.

**Ex.-**

- (i) (By the end of this month, I will have been traveling for 6 months. (Continuous Action)
- (ii) By the end of this month, I will have travelled for 6 months. (Completed action)

## Exercise

- Q.1. Had you told me (1)/about the problems (2)/I would not involve (3)/Myself in such types of things(4).
- Q.2. If it were (1) possible/to get (2) near when/one (3) of the volcanic eruptions (4) take place/we would (5) see a grand sight (6).
- Q.3. An anarchist is (1)/a person when (2)/is believing in or (3)/tries to bring about anarchy (4).
- Q.4. Shweta is behaving (1)/as if she never (2)/tells a lie (3)/in her life (4).
- Q.5. I wish I (1)/met you when (2)/you were (3)/living in India (4).
- Q.6. Here come (1)/my friend (2)/Ashish when (3)/ he saw Aditya (4).
- Q.7. Akshay hopes (1)/to become a doctor (2)/after he completes (3)/his graduation (4).
- Q.8. I have been (1)/studying in (2)/my room (3)/for last evening (4).
- Q.9. Many studies suggest (1)/that the number (2)/ of cancer patients (3)/is grow day by day (4).
- Q.10. Ram told his mother (1)/that he would not (2)/be able to come back on time (3)/if rains (4).
- Q.11. Some of my friends are working (1)/for our organization (2)/for the last ten years in (3)/the publication department (4).
- Q.12. While he was crossing the (1)/road, the thought had struck (2)/him that he had forgotten to (3)/carry the keys along (4).

- Q.13. The manager told us (1)/that the glasses were broken (2)/in the mid way unless (3)/they were well packet (4).
- Q.14. A misogynist is a person (1)/who is hating woman (2)/but a philogynist is a (3)/person who loves woman (4).
- Q.15. The discreet inquiry revealed (1)/that his investment in (2)/the fraud cases (3)/have been more than what was first guessed (4).
- Q.16. I have pleasure (1)/to certify that (2)/Shivam has been working meritoriously (3)/for last three years in our organisation (4).
- Q.17. When the doctors found (1)/that the player took prohibited (2)/medicines, they reported the (3)/matter of the team manager (4).
- Q.18. The department of modern Indian language (1)/ is running a course in (2) comparative (3)/literature for the last fifteen years (4).
- Q.19. New King (1)/porus leads (2)/his army (3)/and attacked the enemy (4).
- Q.20. Arpit uses to watch (1)/TV till eleven O'clock at night (2)/and then goes (3)/to bed (4).

### Answers

- (1) Have involved (✓) (Part- 3)
- (2) Use 'foot' instead of 'take' (part- 4)
- (3) I believing (X) – believes (universal truth (Simple present tense) [Part-3]
- (4) Tells a lie (X) told a lie (✓) – Because 'as if' chance always take "past tense" [Part- 3]
- (5) Part (2)- met (X) – had met (✓) – because in 'unfullfilled wish' condition or desire of past/I wish/asif/if etc. take 'Past Perfect Tense'.

- Ex: I wish I had met Mahatma Gandhi.
- (6) Here came (X) – here comes (✓) – Since present tense is used in exclamatory sentences starting with 'Here/and/there'.
- (7) He has completed should be used in place of he compelets because Akshay would have completed her graduation before becoming a doctor. Hence Present Perfect Tense would be used.
- (8) For (X) – since(✓) last evening.(Part- 4)
- (9) Is grow day by day (X) – is growing day by day (Part- 4)
- (10) If it rains (X) – if it rained (✓) (Because reporting verb in indirect is/in Past Tense). (Part- 4)
- (11) Use 'have been' instead of 'are' (part 1)
- (12) Use 'struck' instead of 'had struck (part 2)
- (13) Use would break instead of were broken (part 2)
- (14) Use 'hates' instead of 'is hating' (Part- 2)
- (15) Use 'had been' instead of 'have been'. (Part-4)
- (16) Use 'for the last' instead of 'for last'. (Part-4)
- (17) Use 'had taken' instead of 'took'. (Part-2)
- (18) Use 'has been running' instead of 'is running'.(Part-2)
- (19) Leads (X) – lead (✓) [Since this past event and past event (historic ones) are expressed in simple past tense] (Part-2)
- (20) Uses to watch (X)led – watches (✓) [Present habits are expressed in 'simple present tense] (Part-1)



# 2

## CHAPTER

# Shuffling of Sentences and Words

Questions that require arranging shuffled words or sentences to form meaningful sentences have a very important place in all SSC exams. In some questions, the first and last sentences of a paragraph are given and you are required to arrange the middle sentences in the proper order with their help. However, in easy questions, you have to arrange several unarranged sentences to form a meaningful sentence.

### To arrange the Sentences in correct order

The correct order is formed when all the sentences are connected systematically. A kind of cause-effect relationship is also implied in such questions as one sentence will follow the other only if the former leads to the latter. Thus, keeping this aspect in mind, the sentences can be easily ordered. These questions can be solved with a good knowledge of the language, verbs and conjunctions etc.

**Note:-** To solve these types of questions, not only should you have a good vocabulary but you should also have a thorough knowledge of English Grammar. Things to keep in mind while solving questions:

- Sentences should be framed logically so that they make a meaningful sense.
- The arrangement of sentences should be correct from the grammatical point of view

### Types of Questions

Generally two types of questions are asked:

1. Rearranging the order of words to form meaningful sentences

- In this type the initial part of the sentence is given as a hint. The remaining sentence is divided into many sentences (in the form of P, Q, R, S) and given in jumbled form.
- The candidate has to rearrange the jumbled part of the sentence to form a meaningful sentence.
- The initial part of the sentence acts as a hint to arrange the given phrases into a sentence. Some examples of this type are given below.

### Ex. 1

- (a) His mother was dead.
  - (b) They had not sent him the sad information.
  - (c) Probably they knew his deep love for her.
  - (d) When Gandhi returned to India his son Hiralal was four.
- (a) DCAB                      (b) DABC  
(c) DBAC                      (d) DCAB

### And - (b)

### Ex.2

- (a) It results from a carefully revised plan.
  - (b) Men work together for a cause or purpose.
  - (c) Team work does not just happen.
  - (d) It must be clearly known to them.
- (a) BCAD                      (b) CBDA  
(c) BCDA                      (d) CABD

### Ans - (d)

Ordering of sentences to form a meaningful paragraph

In this type, the initial and the last part of the paragraph is given and labeled as S<sub>1</sub> and S<sub>6</sub>. The remaining paragraph is divided into 4 parts (labeled as P, Q, R, S) and given in jumbled form. The candidate needs to arrange the jumbled parts (P, Q, R, S) in such a way that the resulting paragraph is meaningful and coherent. Some examples of this type are given below.

**Directions**

In each of the following questions, the first and the last part of the sentence are numbered S<sub>1</sub> to S<sub>6</sub> respectively. The rest of the sentence is split into four parts and named P, Q, R and S. These four parts are not given in their proper order. Read the sentence and find out which of the four combinations is correct. Then find the correct answer and indicate on the Answer-Sheet.

**Ex.1 S<sub>1</sub> : A study**

- P : success increases
- Q : concludes that
- R : and chances for

S : commitment to future tasks

S<sub>6</sub> : future success.

- (a) RQPS
- (b) SRQP
- (c) QPSR
- (d) PSRQ

**Ans - (c)**

**Ex.2 S<sub>1</sub> : Putting it another way**

P : what we see as our

Q : our goals throughout our lives

R : we are constantly resetting

S : in response to

S<sub>6</sub> : wins and losses.

- (a) RQSP
- (b) QPRS
- (c) PRSQ
- (d) RSQP

**Ans - (a)**

## Practice Questions

**Directions (1-30)** - Each of the following items in this section consists of sentence, parts of which have been jumbled. These parts have been labelled as P, Q, R and S. Given below each sentence are four sequences, namely (a), (b), (c) and (d). You are required to re-arrange the jumbled parts of the sentence and mark your response accordingly.

**Q.1** consideration for others for self-gratification freedom does not mean the opportunity

P Q R  
or the setting aside of  
S

- (a) SPQR (b) QSPR (c) RPQS (d) RQSP

**Q.2** of any kind to freedom and intelligence domination or compulsion is a direct hindrance

P Q R S  
(a) RPSQ (b) RQPS (c) SPQR (d) QRSP

**Q.3** enough potassium, banana provides from various sugars and sustained energy

P Q R S  
(a) PQRS (b) RSQP (c) SQRP (d) QPSR

**Q.4** of great trouble this is a time the world to the maximum as one virus threatens

P Q R S  
(a) PQSR (b) RSPQ (c) SRQP (d) QPSR

**Q.5** are of the opinion some archaeologists and that everybody enjoyed equal status

P Q R  
that Harappan society had no rulers,

S  
(a) SPQR (b) QSRP (c) QPSR (d) RPSQ

**Q.6** in the same locality marriage within a unit endogamy refers to or a group living

P Q R S  
(a) QRSP (b) RSPQ (c) QPSR (d) RQSP

**Q.7** when steam engines dominated industrialization coal was the main source

P Q R  
of energy in the initial stages,  
S

- (a) SPRQ (b) RSPQ (c) PQRS (d) QRSP

**Q.8** from the scientists? is the information that comes how important

P Q R S  
(a) QSPR (b) QRSP (c) SQRP (d) SPQR

**Q.9** brought on by destructive pests humans have suffered frustration and food losses

P Q R  
since earliest times,  
S  
(a) SPQR (b) QRSP (c) SQRP (d) RSQP

---

**Q.10 most spectacular gold coins some of the the Gupta rulers in India were issued by**

- P Q R S  
(a) RSPQ (b) QPSR (c) PQRS (d) SPQR

**Q.11 history of life evolutionary Biology is forms on earth the study of**

- P Q R S  
The correct sequence should be -  
(a) SPQR (b) QSPR (c) RPQS (d) PSQR

**Q.12 life is considered the origin of the history of universe a unique event in**

- P Q R S  
The correct sequence should be -  
(a) QPSR (b) PSQR (c) SQPR (d) RSPQ

**Q.13 productive resources is how we manage and competitiveness critical to strategic growth**

- P Q R S  
The correct sequence should be -  
(a) PQRS (b) RSPQ (c) SRPQ (d) QPSR

**Q.14 in service firms operations strategy from the corporate strategy is generally inseparable**

- P Q R S  
The correct sequence should be -  
(a) SRQP (b) QPSR (c) RSPQ (d) PSQR

**Q.15 are travelling, a recent survey has revealed that they are worried about their safety**

- P Q R  
**even as more and more Indians**  
S  
The correct sequence should be -

- (a) SPQR (b) QSRP (c) PRSQ (d) RPSQ

**Q.16 the imagination of children stories can exercise more than the stories because they tell**

- P Q R S  
The correct sequence should be -  
(a) QRSP (b) SPQR (c) QPSR (d) RSQP

**Q.17 as a record of and suffering of humans the achievements, experiments history is considered**

- The correct sequence should be -  
(a) SPRQ (b) RQSP (c) PQRS (d) QRSP

**Q.18 can be invented it appears has been invented that all that**

- P Q R S  
The correct sequence should be -  
(a) QSPR (b) QRSP (c) RSQP (d) SPQR

**Q.19 during the last century Indian social, political and cultural life as a testimony of**

- P Q R  
**Indian cinema stands**  
S

- The correct sequence should be -  
(a) SPQR (b) QRSP (c) PQRS (d) SRQP

---

**Q.20 of all searches for knowledge should be the beginning an exploration into truth and experiments of life**

P

Q

R

S

The correct sequence should be -

(a) RQPS

(b) SPQR

(c) RSPQ

(d) QRSP

**Q.21 the prize money for refusing her Pepsico was ordered to compensate the woman**

P

Q

R

S

(a) RSQP

(b) SPQR

(c) RPSQ

(d) QRSP

**Q.22 trade operating from a colony held a meeting demanding a probe into the illegal drug**

P

Q

R

S

(a) QRSP

(b) SPQR

(c) SQRP

(d) RSQP

**Q.23 the university authorities cancelled the ongoing students' union election and**

P

**following students' unrest on campus closed till further orders declared the institution**

Q

R

S

(a) QRSP

(b) QPSR

(c) SQRP

(d) RSQP

**Q.24 brushed past the latter's pet dog stabbed to death by a man after his vehicle accidentally**

P

Q

R

**a cargo van driver was allegedly**

S

(a) QRSP

(b) QPSR

(c) SQRP

(d) SQPR

**Q.25 an earthquake and tsunami the disaster mitigation agency said that the death toll from**

P

Q

R

**in Indonesia has crossed 1500**

S

(a) PQSR

(b) RPSQ

(c) SQRP

(d) QRPS

**Q.26 scientists say they have developed a new illnesses such as heart disease and cancer**

P

Q

**DNA tool that uses machine learning to accurately**

R

**predict people's height and assess their risk for serious**

S

(a) PRSQ

(b) RPSQ

(c) PSRQ

(d) QRPS

**Q.27 a rare evergreen tree in the Southern Western Ghats researchers have found that**

P

Q

**common white-footed ants are the best pollinators of**

R

**bees might be the best known pollinators but**

S

(a) PRSQ

(b) SQRP

(c) QSRP

(d) PQRS

