

### ENGLISH FORMULA BOOK

For all exams...



- Latest PYQs
- Hinglish Language

**Prashant Solanki** 

(SI in Delhi Police)



# Pocket Rocket ENGLISH FORMULA BOOK

SSC CGL, CHSL, CPO, MTS, GD, Steno. CDS, NDA, Banking & Other Competitive Exams

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# To My Daughter Prishti

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#### **PREFACE**

Iss Formula Book mein English Grammar ke sabhi important rules ko bahut hi comprehensively cover kiya gaya hai jisse aap apne exams se kuch din pehle iss book ki sahayata se English Grammar ke poore syllabus ko bahut hi aasani se kuchh hi ghanto mein revise kar sakte hain or exam mein safalta paa sakte hain.

जय हिन्द, जय भारत

> Regards Prashant Solanki

#### **ABBREVIATIONS**

- 1. Sub.  $\rightarrow$  Subject
- 2. Obj.  $\rightarrow$  Object
- 3. N.  $\rightarrow$  Noun
- 4. V.  $\rightarrow$  Verb
- 5. Adj.  $\rightarrow$  Adjective
- 6. Adv.  $\rightarrow$  Adverb
- 7. Prep.  $\rightarrow$  Preposition
- 8. Conj.  $\rightarrow$  Conjunction
- 9. Pl.  $\rightarrow$  Plural
- 10. Sing.  $\rightarrow$  Singular
- 11. Sb.  $\rightarrow$  Somebody
- 12. Sth.  $\rightarrow$  Something
- 13. S.V.A. → Subject verb Agreement
- 14. H.V.  $\rightarrow$  Helping verb
- 15. M.V.  $\rightarrow$  Main verb
- 16. P.D.  $\rightarrow$  Positive degree
- 17. C.D.  $\rightarrow$  Comparative degree
- 18. S.D.  $\rightarrow$  Superlative degree
- 19. TV  $\rightarrow$  Transitive verb
- 20. ITV  $\rightarrow$  Intransitive verb

Singular subject ke sath singular verb aur plural subject ke sath plural verb ka prayog kiya jata hai.

- **Singular subjects** → he, she, it, everyone, no one, something, someone, singular and uncountable nouns, etc.
- Singular verbs → is, was, has, does, V<sub>1</sub> + s/es, etc.
- Plural subjects → you, we, they, plural nouns, etc.
- Plural verbs → are, were, have, do, V<sub>1</sub>, etc.
   Note:- 'I' ke sath am, was, have, do, V<sub>1</sub> ka prayog hota hai.
- e.g. (i) Radhika *live* in Delhi. (use 'lives')
  - (ii) You was responsible for the loss. (use 'were')
- The monsoon have (a)/in the past five days (b)/retreated from most parts of the country. (c)/no error (d)

#### [SSC CPO Pre 12/12/2019 Shift-I]

 Saurav Ganguly have emerged (a)/as the new President (b)/of the BCCI (c)/after a night long discussion. (d)

[SSC CPO Pre 11/12/2019 Shift-I]

3. I goes (a)/to the school (b)/every day (c)/irrespective of the weather. (d)

#### [SSC CHSL 27/05/2022 Shift-I]

 Rescue officials (a)/was unable to find any survivors (b)/in the California boat tragedy. (c)/no error (d)

[SSC CGL Mains 13/09/2019]

Answer key

1. (a) 2. (a) 3. (a) 4. (b)

#### Rule 02

Jab 'either-or', 'neither-nor', 'not only ...... but also' ya 'or' se 2 subjects ko connect kiya jata hai, tab verb hamesha paas wale subject ke anusar aati hai.

- e.g. (i) Either Radhika or her brothers is responsible for the misconduct. (use 'are')
  - (ii) There was not only the students but also the teacher. (use 'were')
- Either Ramesh (a)/or Reema have (b)/the keys (c)/to the cupboard.(d)

#### [CPO 25/11/2020 (Evening)]

2. Neither Mohit nor Rohit (a)/were there at the shop (b)/when I went there. (c) no error (d)

[CPO- 12/3/2019 (Evening)]

3. Neither I nor my (a)/sisters was interested (b)/in learning music. (c)/no error (d)

#### [CPO- 13/3/2019(Morning)]

4. Neither Amit nor (a)/Raju are staying with (b)/his parents in Mumbai.(c)/no error (d)

[CPO Tier II 27/9/2019]

Answer key								
1.	(b)	2.	(b)	3. (b)	4.	(b)		
				Rule 03				

Jab **2 noun/pronoun** ko kisi **preposition** se joda jaye tab neeche diye gaye structure ko yaad rakhen.

Noun/pronoun + preposition + noun/pronoun



**Word list:**- as well as, like, unlike, but, besides, excluding, including, except, and not, along with, together with, in company of, accompanied by etc.

- e.g. (i) Abhishek and not his parents *are* a good businessman. (use 'is')
  - (ii) He together with his friends *are* going to temple. (use 'is')

1. The PM, alongwith (a)/the other ministers (b)/ have left for America. (c)/no error (d)

#### [CGL, 03/3/2020(Afternoon)]

 The child along with (a)/his parents were waiting (b)/for the programme to begin. (c)/ no error (d)

#### [CGL- 11/6/2019 (Evening)]

3. The mother as well as (a)/her children were brought to (b)/the police station for interrogation. (c)/no error (d)

#### [MTS 14/8/2019 (afternoon)]

4. The doctor with (a)/his interns are (b)/due to arrive here by noon. (c)/no error (d)

#### [MTS 05/8/2019 (Afternoon)]

#### Answer key

1. (c) 2. (b) 3. (b) 4. (b)

#### Rule 04

Subject aur verb ko alag karne ke liye aksar unke beech me preposition phrase, infinitive, relative clause, participles, etc. laga diye jate hain, aise mein dhyan rakhe ki verb subject ke according hi aati hai.

e.g. (i) The monkies sitting on the wall is very wild. (use 'are')

- (ii) <u>The crowd</u> across the bridge *are* very furious. (use 'is')
- Lack of required (a)/vitamins and minerals (b)/lead to several complications (c)/in the human body. (d)

#### [CGL 13/08/2021 (Evening)]

 The inflow of foreign portfolio funds (a)/into Indian equities have pushed (b)/up priceearning multiples and valuation. (c)/no error (d)

#### (SSC CHSL 15/03/2023 SHIFT-4)

 The strain caused by (a)/the difficulties and anxieties (b)/were more than (c)/she could bear. (d)

#### CGL Mains 28/01/2022

4. The simplest way (a)/to get proper recognition (b)/are through doing things (c)/with dedication and sincerity. (d)

#### [CHSL 18/03/20(Evening)]

5. Everything that (a)/I like to eat (b)/are fattening. (c)/no error (d)

#### CGL, 03/3/2020 S3

Answer ke	ey			
1. (c)	2. (b)	3. (c)	4. (c)	5. (c)

Jab 'and' se 2 nouns ko joda jaye:-

#### Case 1. Divided sense (Alag cheezen)

 $N_1$  'and'  $N_2 \rightarrow$  (divided sense)  $\rightarrow$  plural verb **Such as:** water and fire, poverty and development, time and tide, etc.

e.g. Poverty and development goes hand in hand. (use 'go')

#### Case 2. Unified sense (Ek sath milke)

 $N_1$  'and'  $N_2 \rightarrow$  (unified sense)  $\rightarrow$  singular verb **Such as:** the dance and music, soda and whiskey, sum and substance, rice and curry, horse and carriage, age and experience, drinking and driving, slow and steady, honour and glory, bread and butter, etc.

e.g. Slow and steady win the race. (use 'wins')

Hint: Agar article ya possessive case 1 baar ho tab verb singular aata hai, agar 2 baar ho tab verb plural aata hai.

#### Case 3.

Each/every +  $N_1$  'and'  $N_2 \rightarrow \text{singular verb}$ 

- e.g. (i) Every man and woman have to participate. (use 'has')
  - (ii) I want to thank each and every person who have contributed to this project. (use 'has')

 Time and tide (a)/waits (b)/for none (c)/no error (d)

#### [HCM (DP) 10/10/2022 Shift-II]

 Bread and butter (a)/are our (b)/usual breakfast. (c)/no error (d)

#### [Kolkata Police 2012]

3. Every man, woman and child in the hall (a)/ have been given a pair of glasses (b)/with coloured lens to watch the 3D movie. (c)/no error (d)

#### [Indian coast gaurd 2017]

4. The poet (a)/and the author (b)/is awarded (c)/by the president. (d)

#### [SSC GD 24/11/2021]

 The famous author (a)/and actor are being (b)/ honoured at a function today. (c)/no error (d)

#### ISSC CGL 07/03/20201

Answer key								
1.	(b)	2.	(b)	3.	(b)	4.	(c)	5. (b)
				Rı	ule 06			

- Everyone/someone/anyone/no one
- Everybody/ somebody/ anybody/ nobody
- Everything/something/ anything/nothing
- Each/either/neither/none/any
   Diye gaye pronouns ke saath singular verb
   aur singular pronoun/determiner ka hi
   prayog kiya jata hai.

- e.g. (i) Somebody has forgotten *their* key on the table. (use 'his')
  - (ii) Somebody need to be here to greet the late arrivals. (use 'needs')
  - (iii) Each of the students of my class are very intelligent. (use 'is')
- Everyone have (a)/to join health orientation (b)/classes before (c)/going for trekking. (d)

#### [SSC CHSL 09/07/2024 Shift-II]

2. Either of the two supervisors (a)/were supposed to be (b)/present at the site. (c)/no error (d)

#### [CPO 11/12/2019 Shift-III]

3. Each of (a)/the pictures (b)/have been (c)/signed by the football star. (d)

#### [CHSL 05/07/2019 Shift-III]

4. He asked (a)/whether either of the brothers (b)/were at home. (c)/no error (d)

Answer	key			
1. (a)	2.	(b)	3. (c)	4. (c)

#### Rule 07

One of ke baad plural noun aur singular verb ka prayog kiya jata hai, iske baad article 'the' ka prayog kiya jata hai aur agar adjective aaye tab superlative degree ka prayog kiya jata hai.

- e.g. (i) One of the boys were found guilty. (use 'was')
  - (ii) It is one of *more* serious problems. (use 'the most')
- 1. One of these (a)/boxes have (b)/the portrait (c)/of the heiress. (d)

[SSC CGL Pre 2023]

2. One of (a)/the biggest enterprise (b)/in India (c)/is declaring a lockout. (d)

[SSC CGL 2021]

 Land revenue was one of the (a)/major source of income (b)/for Britishers in India. (c)/no error (d)

[SSC MTS 2021]

Answer key

1. (b) 2. (b) 3. (b)

#### Rule 08

**'All/some/any'** agar sentence ki starting mein ho tab verb ka prayog unke baad prayog huye noun ke anusar kiya jata hai.

- Some/all/any + uncountable noun → singular verb
- Some/all/any + plural noun  $\rightarrow$  plural verb
- e.g. (i) Some fruit juices is very acidic. (use 'are')
  - (ii) All wood *tend* to shrink. (use 'tends')

 Some of the issues discussed (a)/in the media nowadays has no relevance (b)/to the nation building process. (c)/no error (d)

#### [CHSL 19/03/2020 Shift-II]

 All our teachers (a)/teaches us very well (b)/ but the mathematics teacher (c)/is the best.(d)

[CHSL 15/07/2021]

Answer key

1. (b) 2. (b)

#### Rule 09

Jab bhi kisi sentence mein time, money, speed, weight, height, distance ke expressions ko as a whole (ek unit) ki tarah prayog kiya jaye, tab singular verb ka prayog hota hai. Agar inn expressions ko in various ways (alag-alag tareeko se) prayog kiya jaye, tab plural verb ka prayog hota hai.

- e.g. (i) Five years are a long time to wait. (use 'is')
  - (ii) Five years has passed since I last saw Radhika. (use 'have')
- He reached quickly because (a)/five miles were not (b)/a long distance for (c)/a young man like him. (d)

[SSC Steno 18/11/2022 Shift-I]

- Only five minutes are allowed (a)/for each speaker (b)/during the function. (c)/no error (d)
   [CHSL 11/08/2021 Shift-II]
- 3. Ten kilometers are (a)/ a long distance (b)/ to cover on foot (c)/for a child. (d)

[SSC CGL Pre 11/06/2019]

Answer key

1. (b) 2. (a) 3. (a)

#### Rule 10

Diye gaye structures ko yaad rakhein:

- (a) The number of Pl. noun
  Many a
  More than one Sing. noun
  A certain

  Sing. noun
  Sing. noun
  Sing. noun
- e.g. (i) The number of participants *are* increasing. (use 'is')
  - (ii) Many a students has been awarded a scholarship. (use 'student')
  - (iii) More than one book have been lost from the library. (use 'has')
- (b) A number of
  Many
  A large no. of
  A great/good no. of
  Certain

  (b) Plural plural roun
  Plural verb

- e.g. (i) A number of teachers is attending the conference. (use 'are')
  - (ii) Many students has completed their assignments. (use 'have')
  - (iii) A large number of *tourist* visit this city every year. (use 'tourists')
  - (iv) A great many people has supported the campaign. (use 'have')
- (c) More + noun (pl) + than one + verb (pl)
- e.g. (i) More book than one can read have been recommended for the exam. (use 'books')
- 1. The number of (a)/visitors at the fair (b)/were much larger (c)/than expected. (d)

#### [SSC CHSL 04/07/2019 shift-III]

2. The number of students (a)/attending their classes (b)/are constantly decreasing (c)/in our university. (d)

#### [SSC CGL 12/12/2022 shift-II]

3. Many a student (a)/have passed (b)/the IIT examination (c)/no error (d)

#### [SSC CGL Mains 2010]

4. A large number of (a)/worker have started (b)/walking home. (c)/no error (d)

#### [SSC CGL Mains 15/11/2022]

An	swer key						
1.	(c)	2.	(c)	3.	(b)	4.	(b)

- There/adverb of place + singular verb + singular subject
- There/adverb of place + plural verb + plural subject
- e.g. (i) There *were* an abandoned supermarket trolly in the middle of the road. (use 'was')
  - (ii) Outside the temple *lives* two priests. (use 'live')
- 1. There is too many (a)/pieces of glass (b)/on the ground. (c)/no error (d)

#### [SSC Steno 18/11/2022 Shift-III]

2. There is many ways (a)/to make (b)/a stranger feel (c)/welcome in the community.

#### [SSC CHSL 26/05/2022 Shift-II]

3. When there were (a)/a strong wind, (b)/the pine trees made (c)/sad, eerie sounds. (d)

[CGL Mains 15/11/2020]

#### Answer key

1. (a) 2. (a) 3. (a)

#### Rule 12

Jab kisi **proper noun** ko **sentence ka subject** bana kar prayog kiya jaye, tab uske baad **verb ki 'singular form**' ka prayog kiya jata hai.

Exam mein pooche jane wale kuchh confusing proper noun jo yaad rakhne chahiye:

- (i) **Name of a book/novel** (e.g., Malgudi Days, Arabian Nights, pride and prejudice)
- (ii) Name of a country (e.g., United States of America, The West Indies)
- (iii) Name of an organization (e.g., United Nations)
- (iv) Name of a game (e.g., Billiards, Darts)
- (v) Name of a movie (e.g., Three Idiots, The Avengers)
- e.g. (i) Malgudi days *are* a classic book by R.K. Narayan. (use 'is')
  - (ii) The west Indies are known for its cricket teams. (use 'is')
  - (iii) The United Nations aim to promote peace. (use 'aims')
  - (iv) Billiards are a popular indoor game. (use 'is')
  - (v) Three Idiots are a hit film in Bollywood. (use 'is')
- 1. Gulliver's travels (a)/were written (b)/in 1726. (c)/no error (d)

#### [SSC CHSL 2021]

 Many people must have read (a)/the Arabian Nights, (b)/which are very interesting (c)/no error (d)

[SSC MTS 23/02/2014]

3. The Arabian Nights (a)/have (b)/many interesting stories for readers. (c)/no error (d)

[SSC Steno 2023]

Answer key

1. (b) 2. (c)

3. (b)

#### Rule 13

Diye gaye words ke sath singular verb ka prayog kiya jata hai lekin inke pahle the/my/ his/her/our/your/their, etc. ka prayog hone par inke sath plural verb ka prayog kiya jata hai.

- e.g. (i) Politics *play* a crucial role in shaping society. (use 'plays')
  - (ii) Their politics has changed over the years. (use 'have')
  - (iii) Mathematics *are* essential for understanding physics. (use 'is')
  - (iv) The mathematics <del>is</del> complicated in this problem. (use 'are')
- Mathematics help (a)/in developing (b)/the logical mindset (c)/of students. (d)

SSC CHSL 10/07/2024 Shift-IV

Answer key

1. (a)

Diye gaye words hamesha **plural** form mein aate hain aur yeh hamesha **plural verbs** lete hain:Belongings, savings, congratulations, scissors, proceeds, earrings, tidings, thanks, goggles, premises, surroundings, outskirts, shorts, pliers, tongs, jeans, regards, pantaloons, pyjamas, clothes, etc.

- e.g. (i) Her belonging are packed and ready. (use 'belongings')
  - (ii) The scissors is on the table. (use 'are')
- My friend Jatin (a)/usually (b)/wears spectacle. (c)/no error (d)

#### [MTS 19/07/2022 Shift-I]

2. The beautiful (a)/surroundings of the place (b)/enchanted me. (c)/no error (d)

[SSC Section off. Audit 2008]

Answer kev

1. (c) 2. (d)

#### Rule 15

Dive gaye words plural forms mein exist nahi karte kyunki yeh sab uncountable nouns hain:- Equipment, furniture, jewellery, luggage, poetry, machinery, scenery, information, advice, knowledge, baggage, hair, news, chalk, money, crockery, hardware, education, etc.

- e.g. (i) The room is filled with beautiful *furnitures*. (use 'furniture')
  - (ii) She loves to wear expensive *jewelleries*.(use 'jewellery')
- They had to wait for the luggages to be (a)/
  put into the cab before (b)/they themselves
  got into it. (c)/no error (d)

#### [CHSL 17/03/2020 Shift-I]

2. This furnitures has been (a)/taken on hire for the function (b)/in the college. (c)/no error (d)

#### [CHSL 17/03/2020 shift-II]

3. Plenty of information (a)/were given to me at (b)/the tourist office. (c)/no error (d)

#### [SSC CPO 07/03/2020]

4. The sceneries (a)/of Kashmir (b)/is very charming. (c)/no error (d)

[SSC T.A. 29/03/2009]

Answer 1	key
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1. (a) 2. (a) 3. (b) 4. (a)

#### Rule 16

Kuch nouns ke singular aur plural form saman hote hain, isliye inka prayog savdhani se karna chahiye:- Sheep, Deer, Swine, Series, Salmon, Fish, Vocation, Innings, Means, Headquarters, Aircraft, Hovercraft, Gallows, etc.

- e.g. (i) Sheep were grazing in the fields.  $[\checkmark]$ 
  - (ii) These leaves are toxic to sheeps. (use 'sheep')
- When I was passing through the forest (a)/I
  happened to see (b)/a number of deers. (c)/
  no error (d)

#### [SSC MTS 16/02/2014]

2. They first inning (a)/of the match (b)/way very sensational. (c)/no error (d)

#### [SSC CGL Mains 21/09/2014]

I saw (a)/two deers (b)/in the woods. (c)/no error (d)

[SSC CPO 28/09/2014]

#### Answer kev

1. (c) 2. (a) 3. (b)

#### Rule 17

Kuch nouns dekhne mein singular lagte hain, lekin yeh plural ki tarah hi prayog hote hain atah inke saath s/es nahi lagaya jata:- People, Police, Children, Poultry, Gentry, Peasantry, Clergy, Vermin, Cattle, etc.

- e.g. (i) These eattles are being fattened up for slaughter. (use 'cattle')
  - (ii) The room was crawling with vermins. (use 'vermin')

1. The chart papers (a)/were distributed among (b)/all the childrens. (c)/no error (d)

#### [CPO Mains 27/09/2019]

2. These stray cattles (a)/are roaming (b)/around the town. (c)/no error (d)

#### [SSC CPO 14/03/2019 Shift-III]

 People has been (a)/warning in advance (b)/ about the coming economic crisis. (c)/no error (d)

[CHSL 15/04/2021 Shift-I]

#### Answer key

1. (c) 2. (a) 3. (a)

#### Rule 18

#### Plural of Compound Noun:-

L.	SINGULAR	PLURAL
	Book Shelf	Book Shelves
	Code of conduct	Codes of conduct
	Step daughter	Step daughters
	Brother-in-law	Brothers-in-law
	General Manager	General Managers
	Commander in chief	Commanders in chief
	Officer in charge	Officers in charge
	Maid servant	Maid servants

II. SINGULAR PLURAL

Man doctorMen doctorsMouthfulMouthfulsLooker onLookers on

Woman doctor Women doctors

Passer by passers by Bagful Bagfuls

Attorney General Attorneys general

- e.g. (i) She scooped up handsful of loose earther. (use 'handfuls')
  - (ii) Police asked passers-by if they had seen the accident. [✓]
- She speaks (a)/very highly (b)/of both her (c)/ daughter-in-laws. (d)

#### [CPO Mains 26/07/2021]

2. His son-in-laws (a)/have enhanced (b)/his business (c)/within a short period. (d)

#### [CGL Mains 28/01/2022]

3. This misogynist hates (a)/all mother-in-laws (b)/and house maids (c)/no error (d)

[SSC 12/09/2010]

Answer key

1. (d) 2. (a) 3. (b)

'Main noun' se pahle prayog kiye gaye noun ko noun modifier kaha jata hai. Ye hamesha singular form mein rahte hain.

- e.g. (i) It was a ten *hours* long journey. (use 'hour')
  - (ii) I met a forty *years* old lady. (use 'year')

**Note:-** Agar last mein noun na likha ho, kewal adjective ho, tab ye noun jarurat ke hisab se singular ya plural ho sakte hain.

e.g. The boy was ten years old. (use 'years')

The journey was three *hour* long. (use 'hours')

 My neighbour's grandson (a)/is only (b)/five month old. (c)/no error (d)

#### [CGL Pre- 13/04/2022 Shift-II]

2. An eight years old (a)/girl has made (b)/this beautiful painting. (c)/no error (d)

#### [CGL Tier II 18/11/2020]

3. The 91 years old lady (a)/has been a fan (b)/ of cricket for decades. (c)/no error (d)

#### [MTS 06/8/2019 Shift-II]

4. Hari lost (a)/a hundred rupees note (b)/ yesterday. (c)/no error (d)

[SSC CHSL 2012]

#### Answer key

1. (c) 2. (a) 3. (a) 4. (b)

English Formula book by Prashant Sir

21

#### Special plural forms:

Singular	Plural
Crisis	Crises
Basis	Bases
Criterion	Criteria
Phenomenon	Phenomena
Thesis	Theses
Medium	Media
Syllabus	Syllabi
Axis	Axes
Datum	Data
Mouse	Mice
Oasis	Oases
Radius	Radii
Locus	Loci

 The manager put forward (a)/ a number of critereons (b)/for the post (c)/no error (d)

Foci

#### [SSC CHSL 27/11/2010]

2. The man played (a)/the flute and led (b)/all the mouse (c)/out of the town. (d)

[SSC CGL Mains 16/11/2020]

Answer key

1. (b) 2. (c

Focus

#### Important Collectives Nouns:-

- Group of Directors Board (verb-plural)
   Group of stars Cluster/Constellation
- Group of singers Choir
- Group of keys/ grapes Bunch
- Group of people Crowd/ mob
- Group of Bees/ flies Swarm
- Group of trees Groove/Clump
- Group of cats Clowder
- Group of cards/Wolves Pack /hounds
- Group of flower Garland/Bouquet
- Group of puppies Litter
- Group of sheep Herd
- Groups of merchants Caravan /travellers
- Group of Girls/Women Bevy
- Group of Steps/Stairs Flight /Birds
- Group of mountains Range /hills
- Group of students Class