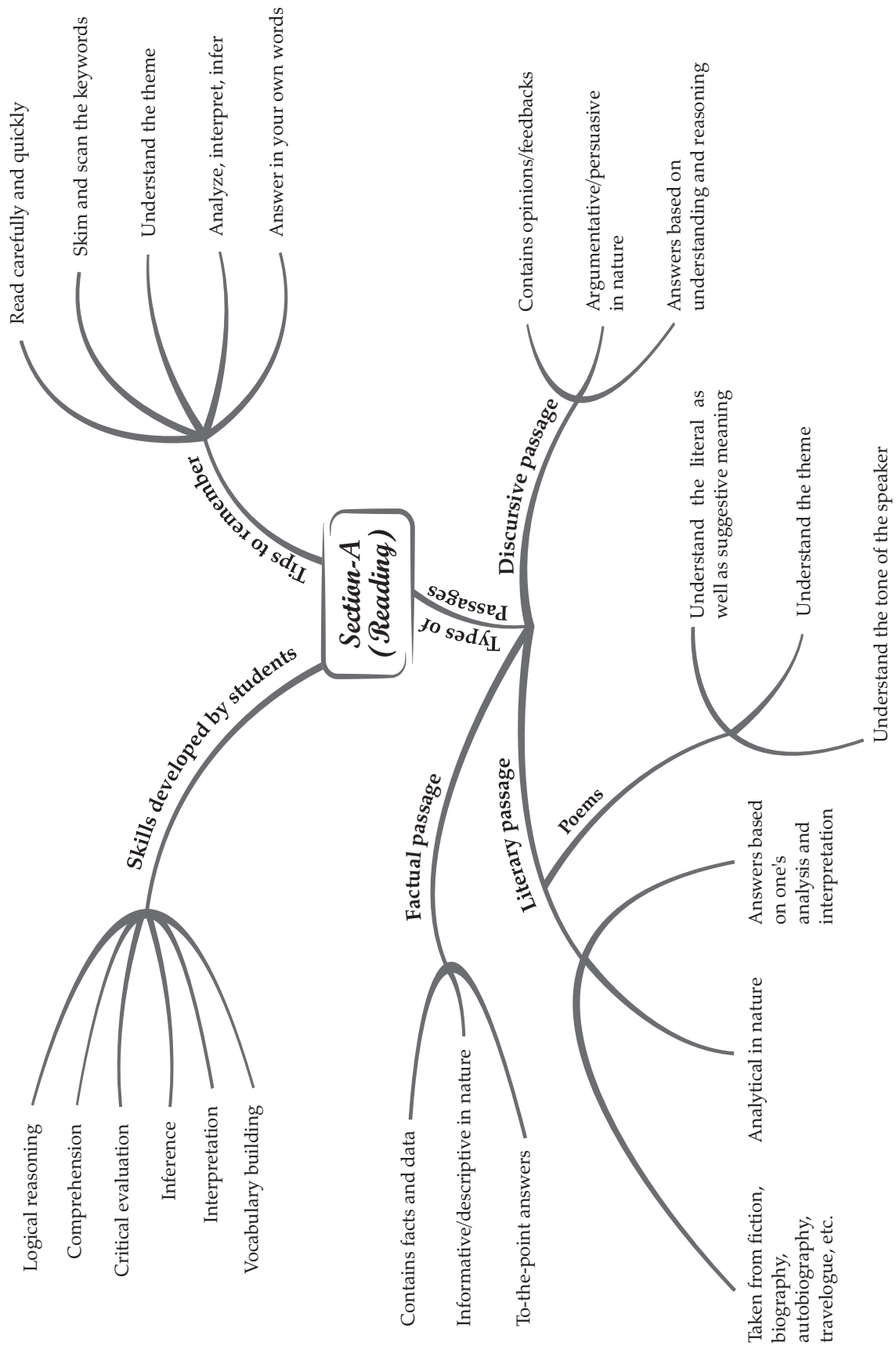
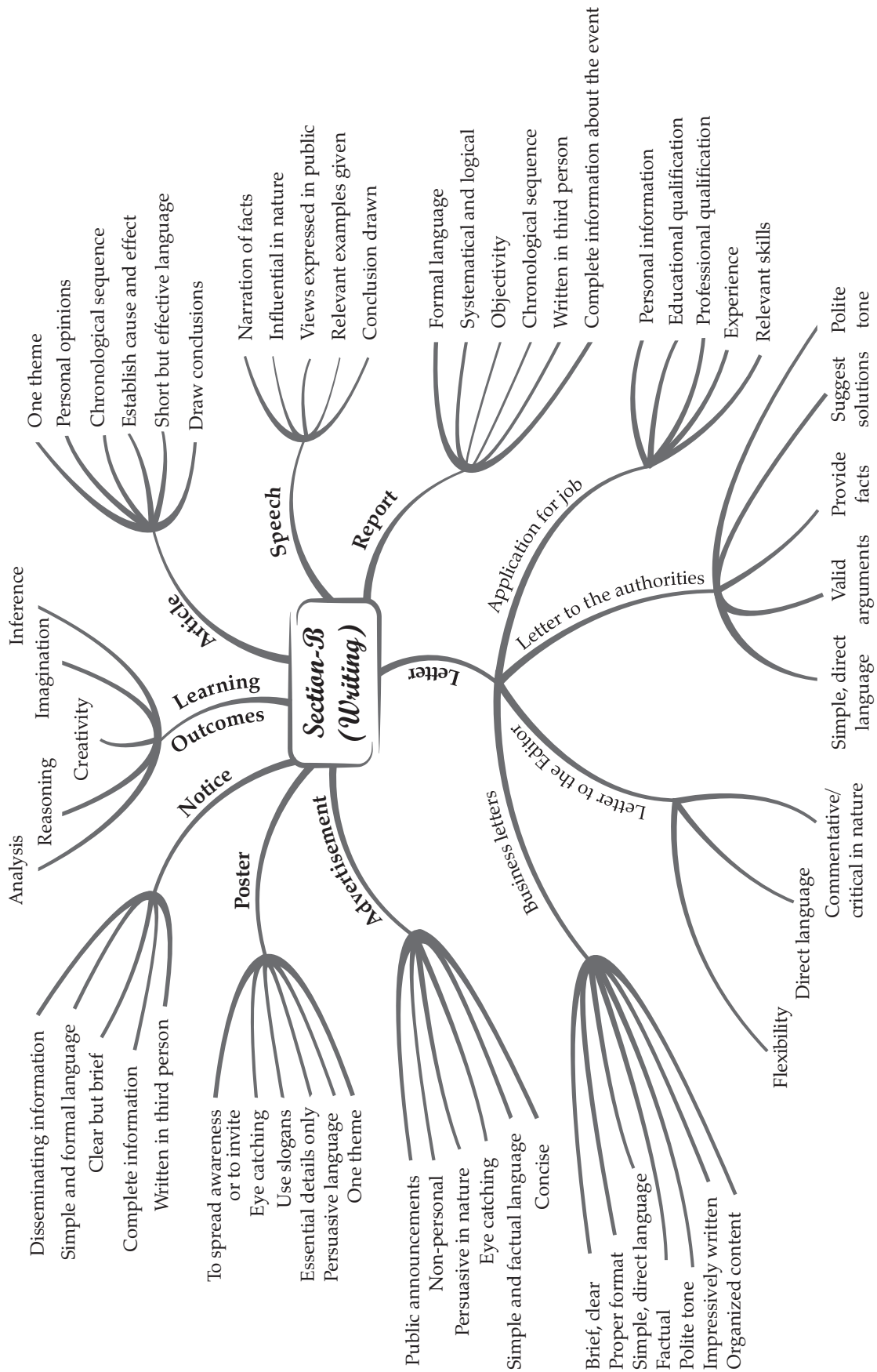


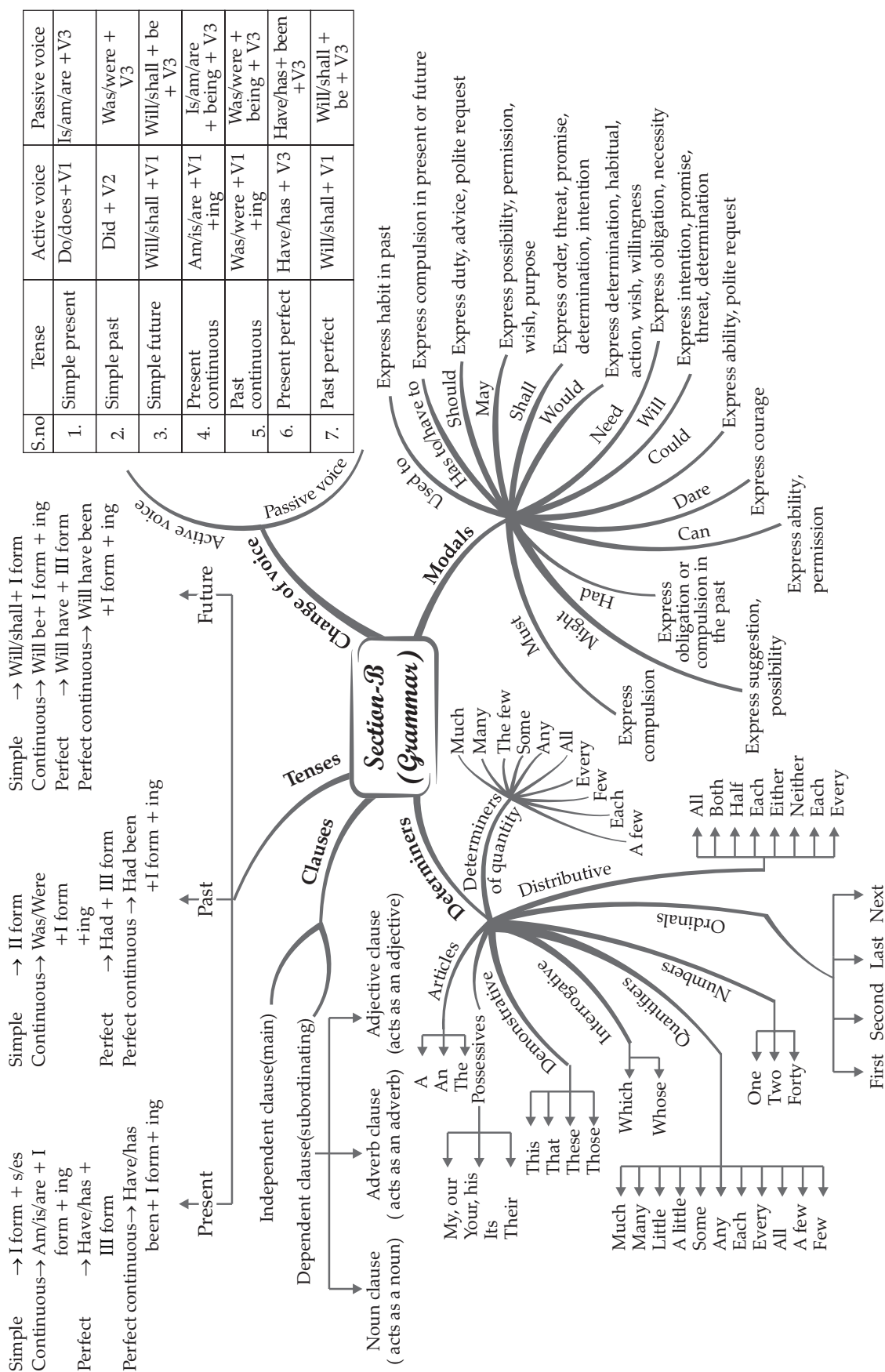
MIND MAP : LEARNING MADE SIMPLE



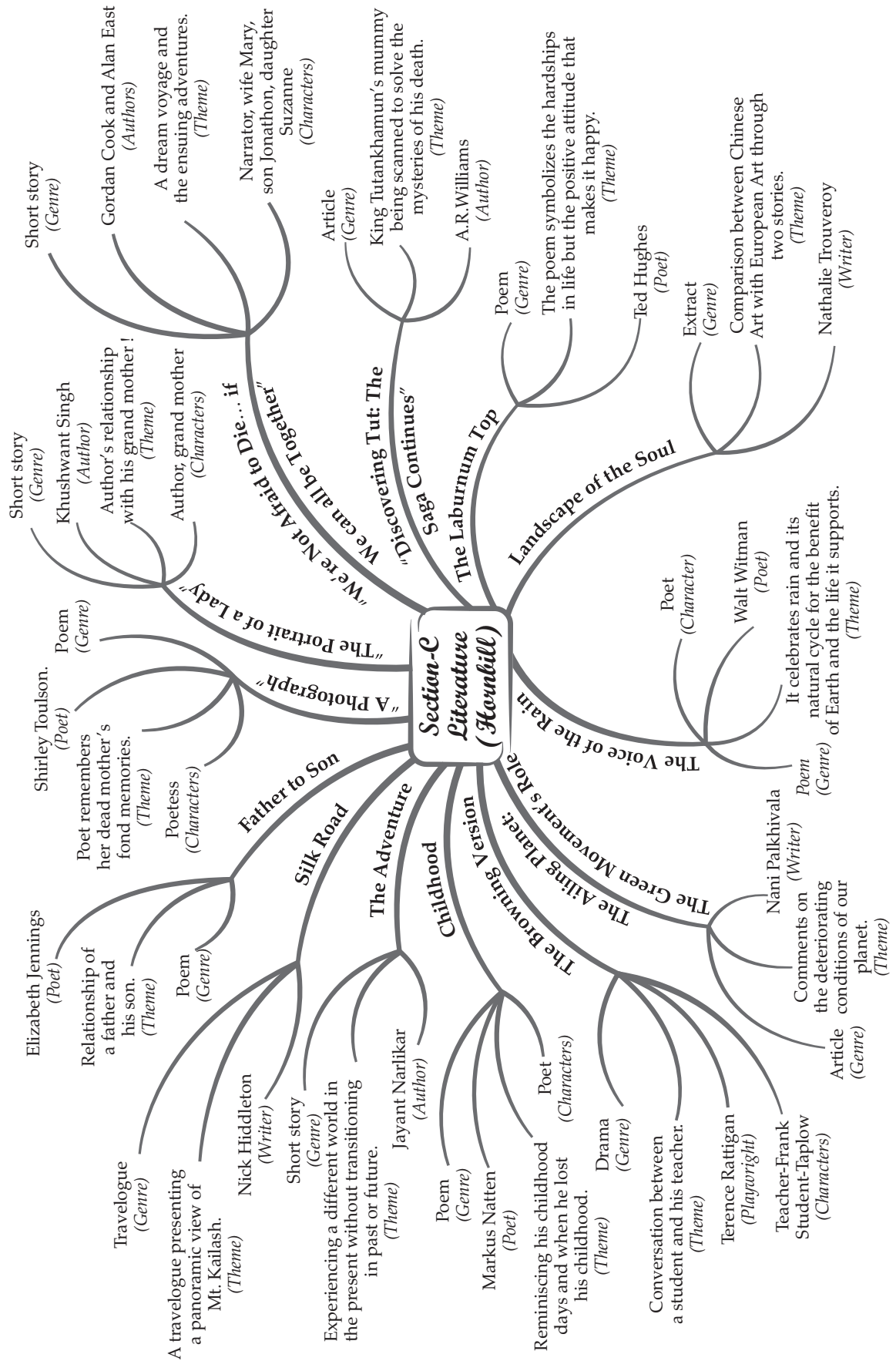
MIND MAP : LEARNING MADE SIMPLE



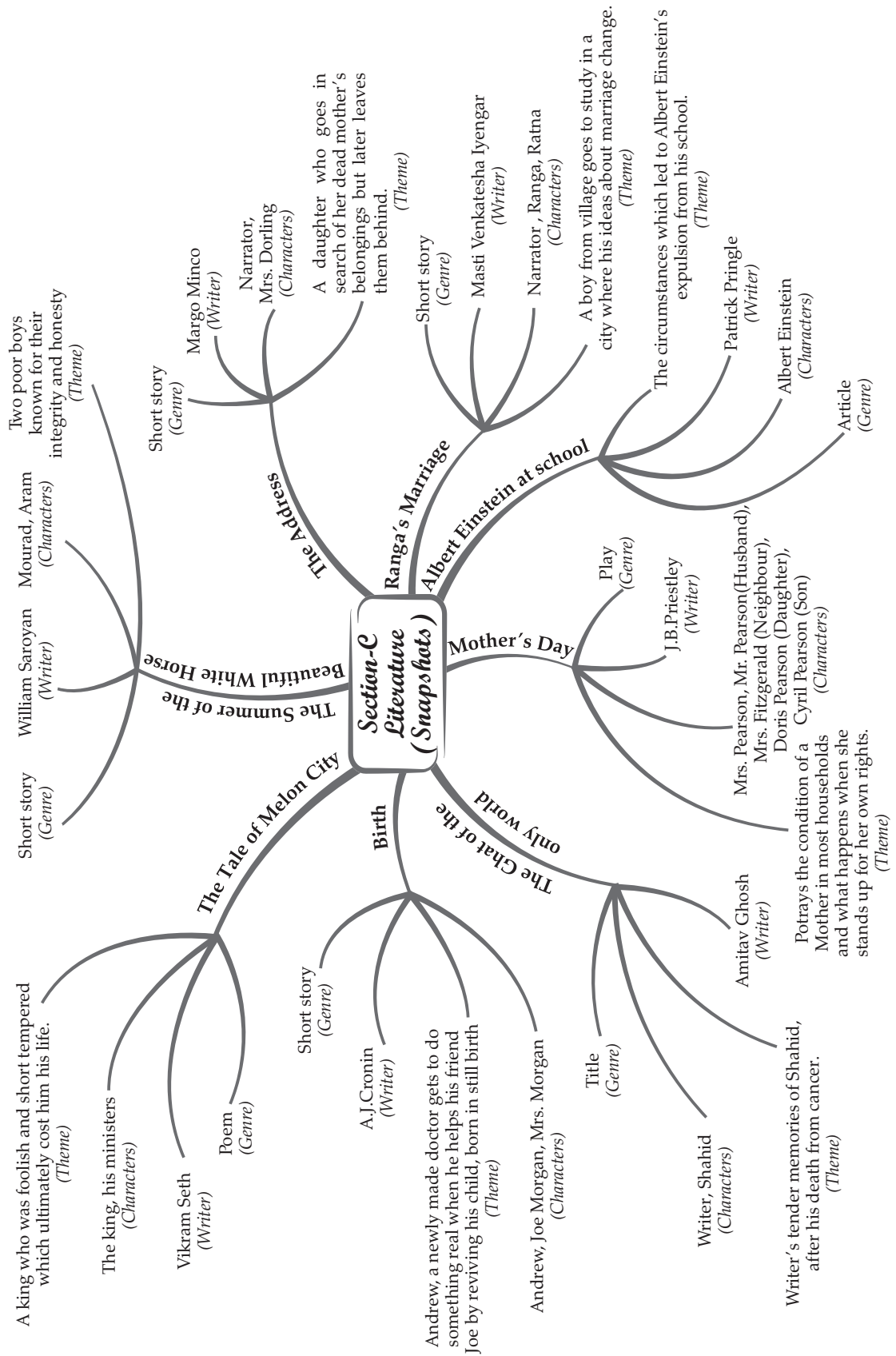
MIND MAP : LEARNING MADE SIMPLE



MIND MAP : LEARNING MADE SIMPLE



MIND MAP : LEARNING MADE SIMPLE



Oswaal Grammar Charts

OSWAAL
EXAM
TOOLS

Determiners

Predeterminers

half of,
both, double,
twice, quite,
rather, such,
what, etc.

Articles

a, an, the

Demonstratives

this,
these,
that,
those

Possessives

my,
our,
your,
his,
her,
its,
their

Ordinals

first,
second,
last,
next,
etc.

Cardinals or Numerals

one,
two,
three,
ten,
hundred,
thousand,
etc.

Quantifiers

much,
some,
no,
any,
many,
enough,
several,
lot of,
plenty of,
A little,
the little
a few,
the few
all, both,
another, etc.

Distributives

each,
every,
either,
neither

Interrogatives

what,
which,
whose,
etc.

Oswaal Grammar Charts

CLAUSES

Noun Clause

Answer the question
'What'

Connectors used
Pronouns :- What, which, who, whom, whose
Adverbs :- When, where, why, how
Conjunctions : if, that, whether

Adverb Clause

Conditional - expresses a condition
Time - refers to a period of time

Connectors used
Condition - if, unless
Time - since, when, after, before, while, whenever

Adjective Clause

Gives additional information about the nouns and pronouns to which it refers

Connectors used
Persons - who, whom, whose
Things - which, that



Oswaal Grammar Charts

Quick Analysis of Tenses

Tense	Indefinite/ Simple	Progressive/ Continuous	Perfect	Perfect Continuous
Past	V ₂	was / were + V + <i>ing</i>	had + V ₃	had been + V + <i>ing</i> + since / for
Present	V ₁ / V ₁ + (s / es) With singular subject	is / am / are / V + <i>ing</i>	has / have + V ₃	has / have + been + V + <i>ing</i> + since / for
Future	will / shall + V ₁	will be / shall be + V + <i>ing</i>	will have / shall have + V ₃	will have / shall have + been + V + <i>ing</i> + since / for

S = Subject, V = Verb, O = Object



Oswaal Grammar Charts

Using Modal and Semi-modal Verbs: A General Table

Ability	Can	Horses can gallop very fast.
	Could	She can dance beautifully.
	to be able	Could you catch the train?
Permission		They could play tennis quite well
	May	They haven't been able to win a match since last year.
	Can	May I come in?
Possibility	Could	Can I stay here?
	Might	Could I go to the disco with Meg?
	May	Might I ask you not to be so late next time?
Impossibility	Might	It may snow tomorrow.
	Can	It might rain in the afternoon.
	Could	Can it be true?
Prohibition	Can't	He could arrive this evening if he comes by air.
	Must not	That can't be right.
	Can't	You must not give any cigarettes to John.
Polite Requests	Not to	You can't smoke in this room.
	May not	You are not to invite him again.
	May	You may not open the window.
Deductions	Might	May I have some more sugar please?
	Can	Might I have a glass of beer please?
	Could	Can you call me this afternoon please?
Duty	Will	Could you lend me your dictionary, please?
	Would	Will you please answer the telephone?
	Must	Would you please help them?
Orders	Can't/ couldn't	He must be about forty this year.
	Will	She can't be as wrong as you say.
	Would	That will be our friend coming for dinner.
Necessity	Should	They would be in London now.
	Must	She should be at home at this time in the evening
	Have to be	You must respect old people.
Absence of Necessity	Needn't/ don't need to	She should be kinder to her brother.
	don't have to	You ought to work harder.
	Shall	You must do the washing up.
Suggestion	Will	You shall bring your homework next time.
	Would	You will stay at home tonight.
	Used to	You are to be more silent in the classroom
Invitations	Would	You must study the whole chapter.
	Used to	I have to be at the station at 4 o'clock.
	Would	You needn't come if you can't/you don't need to come.
Habits	Dare	You don't have to leave if you don't want to.
	Ought to	Shall I help you?
	Must	Will you come for dancing?
Advice	Should	Would you like to come for a drink?
		She used to play the violin.
		She would go to the market on Saturday mornings.
		I dare not ask them to come
		You ought to study more next year.
		You must visit the U.S.A.
		You should see the dentist at least once a year.



Oswaal Grammar Charts

Tenses

Present Tenses

Simple / Indefinite	<p>To express habits or general truth.</p> <p>To indicate a future event on a designated date as part of a plan or arrangement.</p> <p>With 'mental action' verbs: like, love, want, need, believe, etc. S + V₁ + O</p>	Affirmative	I read a book everyday
		Negative	I do not read a book everyday He does not read a book everyday
		Interrogative	Do I read a book everyday ? Does he read a book everyday ?
Progressive / Continuous	<p>To indicate action going on at the time of speaking.</p> <p>To indicate temporary action which may not be happening at the time of speaking with a habitual action verb. especially to indicated a stubborn habit. S + (is/am/are) + (V₁+ing+O)</p>	Affirmative	I am reading a book She is reading a book They are reading books
		Negative	I am not reading a book. She is not reading a book They are not reading books
		Interrogative	Am I reading a book ? Is she reading a book ? Are they reading books ?
Perfect	<p>To indicate past action which is not defined by a time of occurrence.</p> <p>To indicate an action which started in the past and has continued until now. S + (have/has) + V₃ + O</p>	Affirmative	I have read this book. She has read this book. They have read this book.
		Negative	I have not read this book. She has not read this book. They have not read this book.
		Interrogative	Have I read this book ? Has she read this book ? Have they read this book ?
Perfect-Continuous	<p>To indicate an action which started at some point in the past and may or may not be complete. S + (have/has) been + (V₁+ing) + O + since / for</p>	Affirmative	I have been reading this book since morning. She has been reading this book since morning. They have been reading the books since morning.
		Negative	I have not been reading this book since morning. She has not been reading this book since morning. They have not been reading the books since morning
		Interrogative	Have I been reading this book since morning ? Has she been reading this book since morning ? Have they been reading the books since morning ?

S = Subject, V = Verb, O = Object



Oswaal Grammar Charts

Tenses

Past Tenses

Simple / Indefinite	To indicate a past habit-or an action already completed. Can be used with or without adverbs of time $S + V_2 + O$	Affirmative	I read (V_2) a book yesterday she read (V_2) a book yesterday.
		Negative	I did not read (V_1) a book yesterday She did not read (V_1) a book yesterday
		Interrogative	Did I read (V_1) a book yesterday ? Did she read (V_1) a book yesterday ?
Progressive / Continuous	To indicate uncompleted action of the past (With or without time reference) To indicate persistent habits of the past (with always, continuously, forever, etc.) $S + \text{was/were} + (V_1 + \text{ing}) + O$	Affirmative	I was reading a book in the morning You were reading a book in the morning
		Negative	I was not reading a book in the morning You were not reading a book in the morning
		Interrogative	Was I reading a book in the morning ? Were you reading a book in the morning ?
Perfect	To indicate a completed action of the past that happened before another event took place. $S + \text{had} + V_3 + O$	Affirmative	I had read (V_3) a book yesterday You had read (V_3) a book yesterday
		Negative	I had not read (V_3) a book yesterday You had not read (V_3) a book yesterday
		Interrogative	Had I read a book yesterday ? Had they read a book yesterday ?
Perfect-Continuous	To indicate an action in the past that began before a certain point in the past and continued up untill that time. $S + \text{had been} + (V_1 + \text{ing}) + O + \text{Since / for}$	Affirmative	I had been reading a book since morning You had been reading a book since morning
		Negative	I had not been reading a book since morning You had not been reading a book since morning
		Interrogative	Had I been reading a book since morning ? Had they been reading a book since morning ?

S = Subject, V = Verb, O = Object



Oswaal Grammar Charts

Tenses

Future Tenses

Simple / Indefinite	To indicate an action, condition, or circumstance which hasn't taken place yet. S + will / shall + V ₁ + O	Affirmative	I shall read a book tomorrow He will read a book tomorrow
		Negative	I shall not read a book tomorrow He will not read a book tomorrow
		Interrogative	Shall I read a book tomorrow ? Will he read a book tomorrow ?
Progressive / Continuous	To indicate what will be going on at some time in the future. To indicate planned future events. S + will be / shall be + (V ₁ +ing) + O	Affirmative	I shall be reading a book tomorrow morning He will be reading a book tomorrow morning
		Negative	I shall not be reading a book tomorrow morning He will not be reading a book tomorrow morning
		Interrogative	Shall I be reading a book tomorrow morning ? Will she be reading a book tomorrow morning ?
Perfect	To indicate an action that will be complete before another event takes place. S + will have/shall have + V ₃ + O	Affirmative	I shall have read (V ₃) a book by tomorrow morning He will have read (V ₃) a book by tomorrow morning
		Negative	I shall not have read (V ₃) a book by tomorrow morning He will not have read (V ₃) a book by tomorrow morning
		Interrogative	Shall I have read (V ₃) a book by tomorrow morning ? Will he have read (V ₃) a book by tomorrow morning ?
Perfect-Continuous	To indicate an action that will have happened for some time and will not be complete yet at a certain point in the future. S + will/shall have been + (V ₁ +ing) + O + Since / for	Affirmative	I shall have been reading a book since tomorrow morning. He will have been reading a book since tomorrow morning.
		Negative	I shall not have been reading a book since tomorrow morning. He shall not have been reading a book since tomorrow morning
		Interrogative	Shall I have been reading a book since tomorrow morning ? Will he have been reading a book since tomorrow morning ?

S = Subject, V = Verb, O = Object



Oswaal Grammar Charts

Quick Analysis of Active + Passive Voice Rules

Tense	Active Voice	Passive Voice
Present Indefinite Past Indefinite Future Indefinite	$V_1 / V_1 + s/es$ V_2 will / shall + V_1	is / am / are + V_3 + by was / were + V_3 + by will be / shall be + V_3 + by
Present Continuous Past Continuous	is / am / are + V + ing was / were + V + ing	is / am / are + being + V_3 + by was / were + being V_3 + by
Present Perfect Past Perfect Future Perfect	has / have + V_3 had + V_3 will have / shall have + V_3	has / have + been + V_3 + by had been + V_3 + by will have / shall have + been + V_3 + by
Modals	can / could / may / might / must / had to / ought to etc.	can / could / may / might / must / had to / ought to + be + V_3 + by
Imperative Sentences	V_1	Let + Subject + be + V_3

Note : • There is no change in the sentences of Present Perfect Continuous, Past Perfect Continuous, Future Perfect Continuous, and Future Continuous Tense.
• 'By' is optional it should be used only with object.

Basic Rules

(a) Subject becomes Object

(b) Object becomes Subject

Change in Pronouns

Active

I
You
We
He
She
They
It

Passive

me
you
us
him
her
them
It

Oswaal Grammar Charts

Reported Speech Chart

Tense	Direct Speech	Tense	Reported speech
Present Simple	He said, "I work hard"	Past Simple	He said that he worked hard.
Present Continuous	He said, "I am working hard"	Past Continuous	He said that he was working hard.
Past Simple	He said, "I worked hard yesterday"	Past Perfect	He said that he had worked hard the previous day/the day before.
Past Continuous	He said, "I was working hard at six this morning"	Past Perfect Continuous	He said that he had been working hard at six that morning.
Present Perfect	He said, "I have worked hard"	Past Perfect	He said that he had worked hard.
Present Perfect Continuous	He said, "I have been working hard"	Past Perfect Continuous	He said that he had been working hard.
Past Perfect	He said, "I had worked hard"	Past Perfect	He said that he had worked hard.
Future Simple	He said, "I will work hard"	Conditional	He said that he would work hard.
Modals	(a) He said, "I can work hard." (b) He said, "I could work hard." (c) He said, "I may work hard." (d) He said, "I must work hard." (e) He said, "I shall work hard." (f) He said, "I should work hard."		(a) He said that he could work hard. (b) He said that he could work hard. (c) He said that he might work hard. (d) He said that he had to work hard. (e) would work hard. He said that he (f) would work hard.

Note : Could, Would, Should, Must and might do not change in reported speech.



Oswaal Grammar Charts

Quick Analysis Rules of Reported Speech

Direct Speech

V_1
 V_2
 is / am
 are
 has / have
 can
 may
 will / shall

must
 ago
 today
 tonight
 yesterday

tomorrow

this
 these
 here
 now
 we
 us

Indirect Speech

V_2
 had + V_3
 was
 were
 had
 could
 might
 would
 (In some cases 'shall'
 changes into 'should')
 had to
 before
 that day
 that night
 the day before / the
 previous day
 the next day / the
 following day / the day
 after
 that
 those
 there
 then
 they
 them



Oswaal Grammar Charts

Prepositions

Location

above
behind
below
beside
between
by
in
inside
near
on
over
through

Example,
I am in the pool

Time

after
before
by
during
from
on
past
since
through
to
until
upon

Example,
We will meet after
swimming lessons

Movement

against
along
down
from
into
off
on
onto
out of
toward
up
upon

Example,
I am getting out of
the pool



Oswaal Grammar Charts

Some Specific Prepositions

At

look at
shocked at
surprised at
good at
laugh at

On

insist on
operate on
concentrate on
rely on
depend on

In

lack in
believe in
succeed in
interested in

To

addicted to
listen to
prefer to
nice to
polite to
rude to
refer to
known to

Of

afraid of
frightened of
scared of
approve of
accused of
consist of
aware of

From

prevent from
abstain from
different from
borrow from



Oswaal Grammar Charts

Passive Voice Chart

TENSE	Active Voice	Passive Voice
Present Simple	The teacher punishes me. The teacher punishes the boy. The teacher punishes the boys.	I am punished by the teacher. The boy is punished by the teacher. The boys are punished by the teacher.
Present Continuous	The teacher is punishing me. The teacher is punishing the boy. The teacher is punishing the boys.	I am being punished by the teacher. The boy is being punished by the teacher. The boys are being punished by the teacher.
Past Simple	The teacher punished me. The teacher punished the boys.	I was punished by the teacher. The boys were punished by the teacher.
Past Continuous	The teacher was punishing me. The teacher was punishing the boys.	I was being punished by the teacher. The boys were being punished by the teacher.
Present Perfect	The teacher has punished me. The teacher has punished the boy.	I have been punished by the teacher. The boy has been punished by the teacher.
Past Perfect	The teacher had punished me. The teacher had punished the boys.	I had been punished by the teacher. The boys had been punished by the teacher.
Future Simple	The teacher will punish me. The teacher will punish the boys.	I will be punished by the teacher. The boys will be punished by the teacher.
Going to Future	The teacher is going to punish me. The teacher is going to punish the boys.	I am going to be punished by the teacher. The boys are going to be punished by the teacher.
Conditional	The teacher would punish me. The teacher would punish the boys.	I would be punished by the teacher. The boys would be punished by the teacher.
Modals	The teacher can punish me. The teacher could punish me. The teacher may punish me. The teacher might punish me. The teacher must punish me. The teacher had to punish me. The teacher shall punish me. The teacher should punish me. The teacher ought to punish me.	I can be punished by the teacher. I could be punished by the teacher. I may be punished by the teacher. I might be punished by the teacher. I must be punished by the teacher. I had to be punished by the teacher. I shall be punished by the teacher. I should be punished by the teacher. I ought to be punished by the teacher.
Imperative Sentences	Close the door . Open the book .	Let the door be closed. Let the book be opened.



Oswaal Grammar Charts

Passive Voice Chart

Tense	Type of Sentence	Active Voice	Passive Voice
Present Simple	Affirmative	The teacher punishes me. The teacher punishes the boy. The teacher punishes the boys.	I am punished by the teacher. The boy is punished by the teacher. The boys are punished by the teacher.
	Negative	The teacher does not punish me. The teacher does not punish this boy. The teachers do not punish the boys.	I am not punished by the teacher. This boy is not punished by the teacher. The boys are not punished by the teachers.
	Interrogative	Does the teacher punish me ? Do the teachers punish this boy ? Do the teachers punish the boys ?	Am I punished by the teacher ? Is this boy punished by the teachers ? Are the boys punished by teachers ?
Progressive/ Continuous	Affirmative	The teacher is punishing me. The teacher is punishing the boy. The teacher is punishing the boys.	I am being punished by the teacher. The boy is being punished by the teacher. The boys are being punished by the teacher.
	Negative	The teacher is not punishing me. The teacher is not punishing the boy. The teacher is not punishing the boys.	I am not being punished by the teacher. The boy is not being punished by the teacher. The boys are not being punished by the teacher.
	Interrogative	Is the teacher punishing me ? Is the teacher punishing the boy ? Is the teacher punishing the boys ?	Am I being punished by the teacher ? Is the boy being punished by the teacher ? Are the boys being punished by the teacher ?



Oswaal Grammar Charts

Passive Voice Chart

Present Tense

Tense	Type of Sentence	Active Voice	Passive Voice
Present Simple/ indefinite	Affirmative	The teacher punishes me. The teacher punishes the boy. The teacher punishes the boys.	I am punished by the teacher. The boy is punished by the teacher. The boys are punished by the teacher.
	Negative	The teacher does not punish me. The teacher does not punish this boy. The teachers do not punish the boys.	I am not punished by the teacher. This boy is not punished by the teacher. The boys are not punished by the teachers.
	Interrogative	Does the teacher punish me ? Do the teachers punish this boy ? Do the teachers punish the boys ?	Am I punished by the teacher ? Is this boy punished by the teachers ? Are the boys punished by teachers ?
Progressive/ Continuous	Affirmative	The teacher is punishing me. The teacher is punishing the boy. The teacher is punishing the boys.	I am being punished by the teacher. The boy is being punished by the teacher. The boys are being punished by the teacher.
	Negative	The teacher is not punishing me. The teacher is not punishing the boy. The teacher is not punishing the boys.	I am not being punished by the teacher. The boy is not being punished by the teacher. The boys are not being punished by the teacher.
	Interrogative	Is the teacher punishing me ? Is the teacher punishing the boy ? Is the teacher punishing the boys ?	Am I being punished by the teacher ? Is the boy being punished by the teacher ? Are the boys being punished by the teacher ?
Perfect	Affirmative	The teacher has punished me. The teacher has punished the boy. The teacher has punished the boys.	I have been punished by the teacher The boy has been punished by the teacher The boys have been punished by the teacher
	Negative	The teacher has not punished me. The teacher has not punished the boy The teacher has not punished the boys	I have not been punished by the teacher The boy has not been punished by the teacher The boys have not been punished by the teacher
	Interrogative	Has the teacher punished me ? Has the teacher punished the boy ? Has the teacher punished the boys ?	Have I been punished by the teacher? Has the boy been punished by the teacher ? Have the boys been punished by the teacher ?



Oswaal Grammar Charts

Passive Voice Chart

Past Tense

Tense	Type of Sentence	Active Voice	Passive Voice
Past Simple / indefinite	Affirmative	The teacher punished me. The teacher punished the boy The teacher punished the boys	I was punished by the teacher The boy was punished by the teacher The boys were punished by the teacher
	Negative	The teacher did not punish me. The teacher did not punish the boy The teacher did not punish the boys	I was not punished by the teacher The boy was not punished by the teacher The boys were not punished by the teacher
	Interrogative	Did the teacher punish me ? Did the teacher punish the boy ? Did the teacher punish the boys ?	Was I punished by the teacher ? Was the boy punished by the teacher ? Were the boys punished by the teacher ?
Progressive/ Continuous	Affirmative	Teacher was punishing me. The teacher was punishing the boy. The teacher was punishing the boys.	I was being punished by the teacher. The boy was being punished by the teacher. The boys were being punished by the teacher.
	Negative	The teacher was not punishing me. The teacher was not punishing the boy. The teacher was not punishing the boys.	I was not being punished by the teacher. The boy was not being punished by the teacher. The boys were not being punished by the teacher.
	Interrogative	Was the teacher punishing me ? Was the teacher punishing the boy ? Was the teacher punishing the boys ?	Was I being punished by the teacher ? Was the boy being punished by the teacher ? Were the boys being punished by the teacher ?
Perfect	Affirmative	The teacher had punished me. The teacher had punished the boy. The teacher had punished the boys.	I had been punished by the teacher. The boy had been punished by the teacher. The boys had been punished by the teacher.
	Negative	The teacher had not punished me. The teacher had not punished the boy. The teacher had not punished the boys.	I had not been punished by the teacher. The boy had not been punished by the teacher. The boys had not been punished by the teacher.
	Interrogative	Had the teacher punished me ? Had the teacher punished the boy ? Had the teacher punished the boys ?	Had I been punished by the teacher ? Had the boy been punished by the teacher ? Had the boys been punished by the teacher ?

Oswaal Grammar Charts

Passive Voice Chart

Future Tense

Tense	Type of Sentence	Active Voice	Passive Voice
Future Simple / indefinite	Affirmative	The teacher will punish me. The teacher will punish the boy. The teacher will punish the boys.	I shall be punished by the teacher The boy will be punished by the teacher The boys will be punished by the teacher
	Negative	The teacher will not punish me. The teacher will not punish the boy. The teacher will not punish the boys.	Shall I be punished by the teacher ? Will the boy be punished by the teacher ? Will the boys be punished by the teacher ?
	Interrogative	Will the teacher punish me ? Will the teacher punish the boy ? Will the teacher punish the boys ?	I shall not be punished by the teacher The boy will not be punished by the teacher. The boys will not be punished by the teacher.
Perfect	Affirmative	The teacher will have punished me. The teacher will have punished the boy. The teacher will have punished the boys.	I will have been punished by the teacher. The boy will have been punished by the teacher. The boys will have been punished by the teacher.
	Negative	The teacher will not have punished me. The teacher will not have punished the boy. The teacher will not have punished the boys.	I will not have been punished by the teacher. The boy will not have been punished by the teacher. The boys will not have been punished by the teacher.
	Interrogative	Will the teacher have punished me ? Will the teacher have punished the boy ? Will the teacher have punished the boys ?	Shall I have been punished by the teacher ? Will the boy have been punished by the teacher ? Will the boys have been punished by the teacher ?

