

GRAMMAR TIP 1

Possessive case of a noun (nouns with 's) is used with living things.

Example : Mohan's cap, Ram's school, sister's right

Incorrect : This room's carpet must be changed.

Correct : The carpet of this room must be changed. (Room is a lifeless thing)

GRAMMAR TIP 2

Sometimes 's is wrongly put in the place of preposition.

Incorrect : This author's book is not good. (Book possessed by this author)

Correct : The book of this author is not good. (Book written by this author)

GRAMMAR TIP 3

Double possessives should not be used.

Incorrect : My mother's brother's daughter came.

Correct : The daughter of the brother of my mother came.

GRAMMAR TIP 4

In the case of 'somebody else', 'everyone else', 'anybody else' etc., 's is put after else.

Incorrect : This is somebody's else job.

Correct : This is somebody else's job.

GRAMMAR TIP 5

When two nouns are joined by 'and' then 'apostrophe s' ('s) is added to both if we want to denote the possession of both & to last if we denote joint possession.

Incorrect : Suzy's and Juicy's father was present.

Correct : Suzy and Juicy's father was present.

GRAMMAR TIP 6

When we speak of two things of the same class, the word 'other' should not be left out.

Incorrect : Neither his brother nor any member of the family helped him.

Correct : Neither his brother nor any other member of the family helped him.

GRAMMAR TIP 7

Present Indefinite

Verb form I [s, es]

He works hard.

Present Continuous

Is/am/are + verb form I + ing

He is working hard.

Present Perfect

has/have + verb form III

He has worked hard.

Present Perfect Continuous

has/have + been + verb form I + ing

He has been working hard.

GRAMMAR TIP 8

Past Indefinite

verb form III [did + verb form I]

He worked hard.

Past Continuous

was/were + verb form I + ing

He was working hard.

Past Perfect

had + verb form III

had + verb form I

He had worked hard. www.recruitment.guru

Past Perfect Continuous

had + been + verb form I + ing

He had been working hard.

GRAMMAR TIP 9

Future Indefinite

will/shall + verb form I

He will work hard.

Future Continuous

will/shall + be + verb form I + ing

He will be working hard.

Future Perfect

will/shall + have + verb form III

He will have worked hard for 20 years before he retires.

Future Perfect Continuous

will/shall + have + been + verb form I + ing

He will have been working hard for more than 8 hours.

formation. This is not an official one.