VIKRAMADITYA ACADEMY

Sainik School • Military School • RIMC Coaching | Day Boarding & Boarding

Plot No. 11, Wazirpur Road, Palwali, Sector-88, Greater Faridabad

RIMC ENTRANCE PREPARATION — ENGLISH

English Grammar & Vocabulary

Complete Topic-wise Book

Name: _____ Batch: _____

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CONTENTS

PART A — CORE CHAPTERS (with new RIMC-level questions & complete answer keys)

1. **Main Grammar & Parts of Speech** 2
Sentences, Verbs, Tenses, Voice, Parts of Speech, Narration, Agreement, Tests + 300 RIMC-level questions

2. **Prepositions** 24
36 practice sets + 50 RIMC-level questions, full answer key

3. **Co-ordinating Conjunctions** 32
49 practice sets + 50 RIMC-level questions, full answer key

4. **Subordinating Conjunctions** 39
Practice sets + 50 RIMC-level questions, full answer key

5. **Common Errors** 58
Spot the error & correct the sentences + 50 RIMC-level questions, answer key

6. **Spotting the Error** 65
160 questions in 8 topics + 50 RIMC-level questions, answer key

7. **Synonyms** 73
80 matching exercises + 50 RIMC-level questions, answer key

8. **Antonyms** 87
32 matching exercises + 50 RIMC-level questions, answer key

9. **One Word Substitution** 95
Sets 1–6 + 50 RIMC-level questions, answer key

10. **Writing Skills** 112
Formats, solved samples, essay notes + 50 RIMC-level writing tasks with model answers

PART B — NEW RIMC CHAPTERS (tough written questions with answers)

11. **Reading Comprehension** 125
20 unseen passages • 200 written questions with answers

12. **Idioms and Phrases** 136
200 written questions with answers

13. **Transformation of Sentences** 143
200 written questions with answers

14. **Synthesis of Sentences** 150
Combining sentences • 200 questions with answers

15. **Punctuation and Capitalisation** 157
200 written questions with answers

16. **Question Tags** 163
200 written questions with answers

17. **Modals** 168
200 written questions with answers

18. **Phrasal Verbs** 174
200 written questions with answers

19. **Homophones and Confusing Words** 180
200 written questions with answers

20. **Jumbled Sentences** 186
Rearranging words and sentences • 200 questions with answers

CHAPTER 1 • GRAMMAR

Main Grammar & Parts of Speech

Sentences, Verbs, Tenses, Voice, Parts of Speech, Narration, Agreement, Tests

Unit 1 — The Sentence

1.1 What is a Sentence?

A sentence is a group of words that makes complete sense. It begins with a capital letter and ends with a full stop (.), a question mark (?) or an exclamation mark (!).

- Ram plays cricket. (complete sense — a sentence)
- plays cricket in the (no complete sense — not a sentence)

1.2 Kinds of Sentences (by meaning)

Kind	Use	Example
Assertive / Declarative	states a fact or an idea	The sun rises in the east.
Interrogative	asks a question	Where do you live?
Imperative	gives an order, request or advice	Please shut the door.
Exclamatory	shows strong feeling	What a beautiful flower it is!
Optative	expresses a wish or prayer	May you live long!

Exercise 1 — Identify the kind of sentence.

1. Do you like mangoes?
2. Never tell a lie.
3. How fast the cheetah runs!
4. Delhi is the capital of India.
5. May God bless you!
6. Bring me a glass of water, please.
7. The cadets are marching on the parade ground.
8. Why are you late today?

1.3 Kinds of Sentences (by structure)

Kind	Structure	Example
Simple	one subject and one finite verb (one clause)	I went to the market.
Compound	two or more main clauses joined by and, but, or, so, yet	I went to the market and bought some fruit.
Complex	one main clause + one or more subordinate clauses	I bought the fruit that you wanted.

Simple sentence pattern: Subject + Verb + Object + Adverb/Extension. Example: The soldier (S) saluted (V) the flag (O) smartly (Adv).

Exercise 2 — State whether the sentence is Simple, Compound or Complex.

1. The bell rang and the students went home.
2. He is the boy who won the race.
3. My brother reads a newspaper every morning.
4. Work hard or you will fail.
5. When the rain stopped, we went out to play.
6. She was tired but she finished her work.

1.4 Subject and Predicate

*The **subject** is the person or thing about which something is said. The **predicate** is what is said about the subject.*

Subject	Predicate
The boy in blue shirt	won the chess game.
Birds	fly in the sky.
My elder sister	is a doctor.

Kinds of Subject

- **Singular subjects:** He, She, It, any one name (Ravi), a student, a tree, the teacher.
- **Plural subjects:** We, You, They, all the students, the trees, my parents.
- **Special subjects:** I and You — they always take plural verb forms (I am / I was / I have; You are / You were / You have) even when one person is meant.

Exercise 3 — Underline the subject and write S (singular) or P (plural).

1. The children are playing in the park.
2. My uncle lives in Pune.
3. You were absent yesterday.
4. The cows are grazing in the field.
5. A tall tree stands near our gate.
6. All the cadets have reported for duty.

1.5 How to Identify a Verb

> *A verb shows an action or a state (run, eat, think, is, have). A simple test: put the word in the frame 'I am _____ing.' ('Main _____ raha hoon.'). If the sentence makes sense, the word is a verb.*

- run → I am running. ✓ (verb)
- happy → I am happying. × (not a verb)

Exercise 4 — Pick out the verbs.

1. The dog barked at the stranger.
2. We celebrate Independence Day on 15 August.
3. She is a good singer.
4. The farmers have harvested the crop.
5. Please open the window.
6. Rahul swims every morning.

Unit 2 — Verbs and Verb Forms

2.1 Kinds of Verbs

- **Transitive verb:** needs an object to complete its meaning. He kicked **the ball**. She writes **letters**.
- **Intransitive verb:** does not need an object. The baby sleeps. Birds fly.
- **Auxiliary (helping) verbs:** be (is, am, are, was, were), have (has, have, had), do (do, does, did).
- **Modal verbs:** can, could, may, might, shall, should, will, would, must, ought to, need, dare.
- **Regular verbs** form the past by adding -d/-ed (play–played–played). **Irregular verbs** change in other ways (go–went–gone).

Exercise 5 — Transitive (T) or Intransitive (I)?

1. The baby is crying.
2. She broke the glass.
3. The sun shines brightly.
4. They built a new house.
5. We laughed loudly.
6. The teacher praised the student.

2.2 Table of Important Verb Forms

Base (V1)	Past (V2)	Past Participle (V3)	-ing Form (V4)
arise	arose	arisen	arising
awake	awoke	awoken	awaking
be	was / were	been	being
bear	bore	borne / born	bearing
beat	beat	beaten	beating
become	became	become	becoming
begin	began	begun	beginning
bend	bent	bent	bending
bind	bound	bound	binding
bite	bit	bitten	biting
bleed	bled	bled	bleeding
blow	blew	blown	blowing
break	broke	broken	breaking
bring	brought	brought	bringing
build	built	built	building
burn	burnt / burned	burnt / burned	burning
buy	bought	bought	buying
catch	caught	caught	catching
choose	chose	chosen	choosing
come	came	come	coming
cost	cost	cost	costing
creep	crept	crept	creeping
cut	cut	cut	cutting
dig	dug	dug	digging
do	did	done	doing
draw	drew	drawn	drawing
dream	dreamt / dreamed	dreamt / dreamed	dreaming
drink	drank	drunk	drinking
drive	drove	driven	driving
eat	ate	eaten	eating
fall	fell	fallen	falling
feed	fed	fed	feeding
feel	felt	felt	feeling
fight	fought	fought	fighting

find	found	found	finding
flee	fled	fled	fleeing
fly	flew	flown	flying
forget	forgot	forgotten	forgetting
forgive	forgave	forgiven	forgiving
freeze	froze	frozen	freezing
get	got	got / gotten	getting
give	gave	given	giving
go	went	gone	going
grow	grew	grown	growing
hang	hung	hung	hanging
have	had	had	having
hear	heard	heard	hearing
hide	hid	hidden	hiding
hit	hit	hit	hitting
hold	held	held	holding
hurt	hurt	hurt	hurting
keep	kept	kept	keeping
know	knew	known	knowing
lay	laid	laid	laying
lead	led	led	leading
leave	left	left	leaving
lend	lent	lent	lending
let	let	let	letting
lie (rest)	lay	lain	lying
lose	lost	lost	losing
make	made	made	making
mean	meant	meant	meaning
meet	met	met	meeting
pay	paid	paid	paying
put	put	put	putting
read	read	read	reading
ride	rode	ridden	riding
ring	rang	rung	ringing
rise	rose	risen	rising
run	ran	run	running
say	said	said	saying
see	saw	seen	seeing
sell	sold	sold	selling
send	sent	sent	sending
set	set	set	setting
shake	shook	shaken	shaking
shine	shone	shone	shining
shoot	shot	shot	shooting
show	showed	shown	showing
shrink	shrank	shrunk	shrinking
shut	shut	shut	shutting
sing	sang	sung	singing
sink	sank	sunk	sinking
sit	sat	sat	sitting
sleep	slept	slept	sleeping
slide	slid	slid	sliding
speak	spoke	spoken	speaking
spend	spent	spent	spending
spread	spread	spread	spreading
stand	stood	stood	standing
steal	stole	stolen	stealing
stick	stuck	stuck	sticking
sting	stung	stung	stinging
strike	struck	struck	striking
swear	swore	sworn	swearing
sweep	swept	swept	sweeping
swim	swam	swum	swimming
swing	swung	swung	swinging
take	took	taken	taking
teach	taught	taught	teaching
tear	tore	torn	tearing
tell	told	told	telling
think	thought	thought	thinking
throw	threw	thrown	throwing
understand	understood	understood	understanding
wake	woke	woken	waking
wear	wore	worn	wearing
weep	wept	wept	weeping
win	won	won	winning
wind	wound	wound	winding
write	wrote	written	writing

Exercise 6 — Fill in the correct form of the verb in brackets.

1. The bell has already _____. (ring)
2. He _____ a letter to his father yesterday. (write)
3. The thief was _____ by the police. (catch)
4. Have you _____ your lunch? (eat)
5. The sun _____ in the east every day. (rise)
6. The boys are _____ in the pool. (swim)
7. She has _____ her pen. (lose)
8. The glass was _____ by the child. (break)

Unit 3 — Tenses

A tense shows the time of an action. There are three main tenses — Present, Past and Future — and each has four forms: Simple (Indefinite), Continuous, Perfect and Perfect Continuous.

3.1 The Twelve Tenses at a Glance

Tense	Structure (Affirmative)	Example
Simple Present	Sub + V1 (s/es with he, she, it, singular)	She writes a letter.
Present Continuous	Sub + is/am/are + V4 (-ing)	She is writing a letter.
Present Perfect	Sub + has/have + V3	She has written a letter.
Present Perfect Continuous	Sub + has/have been + V4 + since/for	She has been writing since morning.
Simple Past	Sub + V2	She wrote a letter.
Past Continuous	Sub + was/were + V4	She was writing a letter.
Past Perfect	Sub + had + V3	She had written a letter.
Past Perfect Continuous	Sub + had been + V4 + since/for	She had been writing for two hours.
Simple Future	Sub + will/shall + V1	She will write a letter.
Future Continuous	Sub + will/shall be + V4	She will be writing a letter.
Future Perfect	Sub + will/shall have + V3	She will have written a letter.
Future Perfect Continuous	Sub + will/shall have been + V4 + since/for	She will have been writing for two hours.

3.2 Simple Present Tense

Form	Structure	Example
Affirmative	Sub + V1 / V1+s/es	He plays football.
Negative	Sub + do/does + not + V1	He does not play football.
Interrogative	Do/Does + Sub + V1 …?	Does he play football?
Negative Interrogative	Do/Does + Sub + not + V1 …?	Does he not play football?

Uses: habits and daily routine (I get up at five), universal truths (Water boils at 100 °C), timetables (The train leaves at 6 p.m.), in commentaries and headlines.

Exercise 7 — Fill in the blanks with the Simple Present form.

1. The earth _____ round the sun. (move)
2. My mother _____ tea every morning. (make)
3. _____ your brother _____ in a hostel? (live)
4. Cats _____ not _____ water. (like)
5. The school bus _____ at 7:30 a.m. (come)
6. He always _____ the truth. (speak)

3.3 Present Continuous Tense

Structure: Sub + is/am/are + V4. Negative: is/am/are + not + V4. Question: Is/Am/Are + Sub + V4?

Uses: an action going on now (Look! It is raining), a temporary action (I am reading a novel these days), a planned future action (We are leaving for Shimla tomorrow).

Verbs of feeling and possession (love, like, know, believe, own, have = possess) are not normally used in the continuous form. Say 'I know him', not 'I am knowing him'.

Exercise 8 — Change into the Present Continuous Tense.

1. The children play in the park.
2. She does not cook food.
3. Do they watch television?
4. I write a letter to my friend.
5. The farmers plough the fields.

3.4 Present Perfect Tense

Structure: Sub + has/have + V3. Negative: has/have + not + V3. Question: Has/Have + Sub + V3?

Uses: an action just completed (He has just left), an action completed in the past whose result continues now (I have lost my key), with already, yet, ever, never, recently.

Do not use the Present Perfect with a definite past time. Say 'I saw him yesterday', not 'I have seen him yesterday'.

Exercise 9 — Fill in with has/have + V3.

1. The train _____ just _____. (arrive)
2. I _____ never _____ a lion. (see)
3. _____ you _____ your homework? (finish)
4. She _____ not _____ the news yet. (hear)

5. We _____ already _____ the film. (watch)

3.5 Present Perfect Continuous Tense

Structure: Sub + has/have been + V4 + since/for.

> ***Since*** *is used for a point of time (since Monday, since 2020, since morning).* ***For*** *is used for a period of time (for two hours, for five days, for many years).*

Exercise 10 — Fill in with 'since' or 'for' and the correct verb form.

1. It _____ (rain) _____ morning.
2. They _____ (live) here _____ ten years.
3. She _____ (wait) for you _____ 4 o'clock.
4. The boys _____ (play) _____ two hours.
5. I _____ (study) English _____ 2022.

3.6 Simple Past Tense

Structure: Sub + V2. Negative: did not + V1. Question: Did + Sub + V1?

Uses: an action completed at a definite time in the past (He came yesterday), past habits (He always carried an umbrella).

Exercise 11 — Fill in with the Simple Past form.

1. India _____ independence in 1947. (win)
2. We _____ the Taj Mahal last year. (visit)
3. He _____ not _____ to school yesterday. (go)
4. _____ you _____ the match? (see)
5. The soldiers _____ bravely. (fight)

3.7 Past Continuous Tense

Structure: Sub + was/were + V4.

Use: an action that was going on at a time in the past, often interrupted by another action: I was sleeping when the phone rang.

Exercise 12 — Use the Past Continuous or Simple Past correctly.

1. While I _____ (walk) in the garden, a snake _____ (appear).
2. The children _____ (sing) when the Principal _____ (enter).
3. It _____ (rain) heavily when we _____ (reach) the station.
4. She _____ (cook) dinner at 8 p.m. yesterday.

3.8 Past Perfect Tense

Structure: Sub + had + V3.

Use: of two past actions, the one that happened first takes the Past Perfect: The train **had left** before we **reached** the station.

Exercise 13 — Combine using the Past Perfect.

1. The patient died. Then the doctor came.
2. I finished my homework. Then I went out to play.
3. The thief ran away. Then the police arrived.

3.9 Past Perfect Continuous Tense

Structure: Sub + had been + V4 + since/for. Example: He had been working in the office for ten years before he retired.

3.10 Simple Future Tense

Structure: Sub + will/shall + V1. Negative: will not (won't)/shall not. Question: Will/Shall + Sub + V1?

> *Traditionally 'shall' is used with I and We, and 'will' with other subjects for simple future. To show determination, promise or command, the use is reversed: You shall obey the rules. I will help you.*

Exercise 14 — Fill in with will or shall.

1. I _____ go to Delhi tomorrow.
2. He _____ come in the evening.
3. _____ we start now?
4. They _____ not attend the party.
5. You _____ be punished if you disobey.

3.11 Future Continuous, Future Perfect and Future Perfect Continuous

- **Future Continuous:** Sub + will/shall be + V4 — At this time tomorrow, I shall be travelling to Dehradun.
- **Future Perfect:** Sub + will/shall have + V3 — By next June, he will have completed his training.
- **Future Perfect Continuous:** Sub + will/shall have been + V4 + since/for — By evening, she will have been working for ten hours.

Exercise 15 — Mixed Tenses: fill in the correct form.

1. Look! The baby _____ (sleep).
2. He _____ (live) in Mumbai since 2015.
3. When I _____ (reach) home, my mother _____ (cook) food.
4. By the time the guests arrive, we _____ (finish) the decoration.
5. The sun _____ (set) in the west.

6. They _____ (play) football for an hour when it started raining.
7. Tomorrow at 10 a.m., I _____ (write) my exam.
8. She _____ (not see) the Red Fort yet.

Unit 4 — Active and Passive Voice

*In the **active voice** the subject does the action (Ram writes a letter). In the **passive voice** the subject receives the action (A letter is written by Ram). Only transitive verbs (verbs with an object) can be changed into the passive.*

4.1 Steps to Change Active into Passive

1. Make the object of the active sentence the subject of the passive sentence.
2. Use the correct form of 'be' according to the tense, and the third form (V3) of the main verb.
3. Change the subject into the object and put 'by' before it (often omitted when not needed).
4. Change pronouns: I → me, we → us, he → him, she → her, they → them, you → you.

4.2 Passive Forms in Different Tenses

Tense	Active	Passive
Simple Present	She writes a letter.	A letter is written by her.
Present Continuous	She is writing a letter.	A letter is being written by her.
Present Perfect	She has written a letter.	A letter has been written by her.
Simple Past	She wrote a letter.	A letter was written by her.
Past Continuous	She was writing a letter.	A letter was being written by her.
Past Perfect	She had written a letter.	A letter had been written by her.
Simple Future	She will write a letter.	A letter will be written by her.
Future Perfect	She will have written a letter.	A letter will have been written by her.
Modals	She can write a letter.	A letter can be written by her.

Perfect continuous tenses and the future continuous tense are not normally changed into the passive voice.

4.3 Special Cases

- **Imperative:** Open the door. → Let the door be opened. / Please help me. → You are requested to help me.
- **Questions:** Did he write a letter? → Was a letter written by him? / Who wrote this letter? → By whom was this letter written?
- **Two objects:** He gave me a book. → I was given a book by him. / A book was given to me by him.
- **Prepositions other than 'by':** The room is full of smoke. / He is known to everyone. / I am pleased with your work.

Exercise 16 — Change the voice.

1. The cat killed the rat.
2. They are building a new bridge.
3. Someone has stolen my bicycle.
4. The teacher will check the copies.
5. Shut the window.
6. Who taught you English?
7. We must obey the rules.
8. He was reading a novel.
9. The police had arrested the thief.
10. My mother gave me a watch.

Unit 5 — Parts of Speech: An Overview

Every word in a sentence does a particular job. According to its job, a word belongs to one of eight parts of speech.

Part of Speech	Job	Examples
Noun	names a person, place, thing or idea	Ravi, Delhi, pen, honesty
Pronoun	used in place of a noun	he, she, it, they, who
Adjective	describes a noun or pronoun	brave, tall, five, this
Verb	shows action or state	run, write, is, have
Adverb	modifies a verb, adjective or another adverb	quickly, very, here, now