



SSC CGL

2017

REVISED EDITION

(NEW PATTERN)

ENGLISH HACKBOOK

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A BRILLIANT GUIDE TO KICK START YOUR PREPARATION

S S C C G L , 2 0 1 7

ENGLISH| HACKBOOK

- 1 | Active Passive and Reported Speech
- 2 | Sentence Structure (Para Jumbles)
- 3 | Comprehensions
- 4 | Cloze Test
- 5 | Error Recognition
- 6 | Vocabulary, Idioms and Synonyms
- 7 | Sentence Improvement
- 8 | Spellings

The English section appears almost in every competitive exam these days and in SSC CGL it is no different. The English section consists of 25 questions in TIER-1 and 200 questions in TIER-2, and they are a lot actually!

Although if you just read a newspaper daily it will be a cake walk because apart from improving vocab, fill in the blanks, grammar, etc. it **most importantly enables you to read and understand paragraphs more quickly thereby SAVING TIME**. Now, since the questions can be read and answered quickly in this section the length is not an issue and you'll have ample time to solve these questions. The focus now shifts to the theories and questions that would be asked because you already know the approach and time management now.

This eBook is the answer to this since, it covers the complete syllabus of English for SSC CGL 2017 in a new way.

Firstly, the general topics such as nouns, pronouns, tenses etc. have been explained briefly and categorically so that the basic concepts are cleared.

Once you're done with that, you move on the next section which aims to make you familiar with the way these are asked in SSC separately covered again.

This is followed by examples and exercises which will make this section a scoring one for you.

Mission SSC CGL cannot be attained without this section because it is the section that makes a difference in the end. And we say this because we have been following the trends from last few years.

Go ahead and explore. All the Best!

Important Note :

English language has three persons (first, second and

third) Two numbers (singular and plural)

Three genders (male, female and neuter).

In English the main parts of speech are noun, pronoun, adjective, verb, adverb, articles, preposition, conjunction, and interjection.

Well planned is work half done!

Since we are done with the concepts now, it's time to apply these theories so that we can be comfortable with every type of question asked under SSC CGL.

We will work in a planned way so that we can use our time efficiently and cover the complete syllabus as well.

In Tier 2, the division of the English Section on the basis of Question Type can be seen in this table in a decreasing order. We will cover each of these topics separately after that. Once this is done consider yourself prepared by default for TIER-1 of SSC CGL as it will be a cake walk for you thereafter.

Question Type	Number of Questions	Difficulty Level
Grammar	20 (active passive)25(Direct Indirect)	Moderate
Sentence Structure	20 (para jumbles)	Easy
Comprehension	30- 35	Moderate
Cloze test	25	Easy
Error recognition	20	Moderate
Vocabulary, Word Substitution	10- 15	Moderate
Synonyms, Antonyms	10 - 15	Easy
Phrases and Idiomatic use of Words	10	Easy
Sentence Improvement	20	Easy
Spellings	3 - 5	Easy
Total No. of Questions		200

A detailed analysis along with examples of every topic one by one will enable you to accomplish Mission Tier 2 because it is what you've been waiting for. It's time to concentrate. Here we begin with:

0 QUESTIONS OUT OF 200 COMPLETED.

0% CONQUERED.

LET'S START MOVING!

◆ Grammar

▪ ACTIVE AND PASSIVE VOICE

UNDERSTAND HOW BOTH ACTIVE AND PASSIVE SENTENCES ARE STRUCTURED.

- **Active Voice:** The subject in the sentence is the one doing the action.
*The researchers **compared** the behaviour of three groups of children.*
*The clerk **was helping** the client.*
*Students **need** good all round skills to succeed in college.*
*You **should tell** her.*
- **Passive Voice:** Here, the subject in the sentence is being acted upon. The acting subject moves to the end with *by* or drops off altogether if it is unimportant or unknown. The verb must include a form of *be*, followed by a past participle that normally ends with *-ed*.
*The behaviour of three groups of children **were compared** (by the researchers).*
*The customer **was being helped** (by the client).*
*Good all round skills **are needed** to succeed in college.*
*She **should be told**.*
- Verbs followed by an object can be used in the passive voice **ONLY**. Verbs such as *come, exist, seem, and sleep* (intransitive verbs) cannot be used in the passive voice. Ex:
Correct: *Something happened.*
Incorrect: *Something was happened.*

CASES WHEN ACTIVE VOICE PREFERRED OR IS APPROPRIATE.

The examples given below are choices based on style and rhetorical context, not on stringent grammar rules.

- To focus a reader's attention on the acting subject, not what is being acted upon.

Ex:

Active: *Captain Ahab pursues the big fish relentlessly.*

Passive: *The big fish is pursued relentlessly. (Or, The big fish is pursued relentlessly by Captain Ahab.)*

In this example, the active voice would be appropriate if the writer wants to focus the readers' attention on Captain Ahab. The passive voice would be preferred only if the writer wanted to focus the readers' attention on the big fish, or on the fact that it is pursued.

- When it is important for the reader to know exactly who did or said what to whom. Ex:

Active: *When U.S. troops invaded Iraq, they unintentionally killed many civilians.*

Passive: *When Iraq was invaded, many civilians were killed unintentionally.*

In this example, the active voice would be preferred if the writer wanted to name or emphasize the acting subject, i.e. U.S. troops, not only their actions. The passive voice would be preferred if the writer feels that it is not important for readers to know who did the actions in the sentence.

CASES WHEN PASSIVE VOICE IS PREFERRED OR IS APPROPRIATE.

The examples given below are choices based on style and rhetorical context, not stringent grammar rules.

- To focus a reader's attention on the process or materials, rather than on the acting subject.

Ex:

Hydrochloric acid was added to the test tube.

- To focus a reader's attention on the object, rather than the acting subject.

Ex:

Paper, the preferred writing material today, was invented by the Chinese.

This is preferred when the focus is on the history of paper and not on Chinese innovations.

The writer uses passive voice to treat "paper" as the subject in this sentence.

- To connect ideas/thoughts that appear in different clauses or sentences more clearly.

Ex:

When interviewing for any job, avoid committing grammatical errors. These are often used by employers to segregate job applicants as the first step.

In the second sentence, using passive voice (“used by employers”) enables the writer to refer to grammatical errors as “These” in the next sentence clearly connecting it to the end of the preceding sentence.

Exercises:

Convert Active into Passive Voice.

1. Ms. Sullivan teaches us grammar.
2. The teacher praised her.
3. The firemen took the injured people to the hospital.
4. An earthquake destroyed the village.
5. The boy’s work pleased the teacher.
6. The fire damaged the house.
7. Who taught you Chinese?
8. The manager will give you a ticket.
9. Spectators thronged the roads.
10. Everyone will blame you.
11. The wind blew down the trees.
12. The police arrested the thieves.
13. Abraham posted the letter.
14. The host received us.
15. They killed the snake with a stick.
16. The crowd welcomed the minister.
17. They found her guilty of murder.
18. John Mathews built this house in 1995.

Answers

1. We are taught grammar by Ms Sullivan.
2. She was praised by the teacher.
3. The injured people were taken to the hospital by the firemen.
4. The village was destroyed by an earthquake.
5. The teacher was pleased with the boy’s work.
6. The house was damaged by the fire.
7. By whom were you taught Chinese?
8. You will be given a ticket by the manager.
9. The roads were thronged with spectators.
10. You will be blamed by everyone.
11. The trees were blown down by the wind.
12. The thieves were arrested by the police.

13. The letter was posted by Abraham.
14. We were received by the host.
15. The snake was killed with a stick.
16. The minister was welcomed by the crowd.
17. She was found guilty of murder.
18. This house was built by John Mathews in 1995

Complete these sentences using appropriate active or passive voice forms. Choose your answers from the options given in the bracket.

1. The problem to the manager. (explained / was explained)
2. The pyramids around 400 AD. (built / were built)
3. All the trouble by your brother. (has caused / was caused)
4. The travellers (were shown / have shown) a collection of old manuscripts.
5. He him ten thousand dollars last year. (lend / lent / was lent)
6. He of spiders. (frightened / is frightened)
7. This picture by my grandmother. (painted / was painted)
8. I by her attitude. (shocked / have shocked / was shocked)
9. Excuse the mess, since the house (is painting / is being painted / has painted)
10. She knew why she (had chosen / had been chosen)

Answers

1. The problem **was explained** to the manager.
2. The pyramids **were built** around 400 AD.
3. All the trouble **was caused** by your brother.
4. The travellers **were shown** a collection of old manuscripts.
5. He **lent** him ten thousand dollars last year.
6. He **is frightened** of spiders.
7. This picture **was painted** by my grandmother.
8. I **was shocked** by her attitude.
9. Excuse the mess, since the house **is being painted**.
10. She knew why she **had been chosen**.

Verbs such as **allow**, **advise**, **forbid** and **permit** can be followed by either an **infinitive** or an **ing form**. The sentences can be changed into the passive voice, but the structures are different.

Change the sentences given below into passive voice.

1. The principal has forbidden loitering on the campus.
2. The principal has forbidden students to loiter on the campus.
3. I advise consulting a genuine doctor.
4. I advise you to consult a genuine doctor.
5. They don't allow parking in front of their house.
6. They don't allow people to park in front of their house.
7. We advise advance booking.
8. We advise passengers to book their tickets in advance.
9. They made him repeat the whole story.
10. We don't advise pregnant women to smoke

Answers

1. Loitering has been forbidden on the campus.
2. Students have been forbidden to loiter on the campus.
3. Consulting a genuine doctor is advised.
4. You are advised to consult a genuine doctor.
5. Parking in front of their house is not allowed.
6. People are not allowed to park in front of their house.
7. Advance booking is advised.
8. Passengers are advised to book their tickets in advance.
9. He was made to repeat the whole story.
10. Pregnant women are not advised to smoke.

Change the sentences given below into passive voice.

1. I did not beat him.
2. He will never forget this experience.
3. Father made a cake yesterday.
4. The girl teased the boy.
5. Did he do his duty?
6. The dog was chasing the cat.
7. He has written a novel.
8. He has learned his lessons.
9. Have you finished the task?
10. The police have arrested the thief.
11. My sister has completed the work.
12. Somebody stole my pencil yesterday.
13. Our team may lose the match.
14. Nurses look after the patients.

Answers

1. He was not beaten by me.
2. This experience will never be forgotten by him.
3. A cake was made by father yesterday.
4. The boy was teased by the girl.
5. Was her duty done by him?
6. The cat was being chased by the dog.
7. A novel has been written by him.
8. His lessons have been learned by him.
9. Has the task been finished by you?
10. The thief has been arrested by the police.
11. The work has been completed by mysister.
12. My pencil was stolen by somebodyyesterday.
13. The match may be lost by our team.
14. The patients are looked after by nurses.



TEST

Change the statements from active voice to passive voice.

1. She sings a song.

.....

2. The boy killed the insect.

.....

3. Help her..

.....

4. Farmers sow maize in the rainy season every year.

.....

5. Are you writing a novel?

.....

6. The workers were digging a cave.

.....

7. I will finish the job by the end of this month.

.....

8. Have you finished your task?

.....

9. They have informed him of his grandmother's death.

.....

10. They took all the necessary actions.

.....

Answers

1. A song **is sung** by her. (Active verb – sings; passive verb – is sung)

2. The insect **was killed** by the boy. (Active verb – killed; passive verb – was killed)

3. Let her be helped. (Imperative sentences in the passive voice begin with **let**.)

4. Maize **is sown** in the rainy season every year. (Active verb – sow; passive verb – is/are sown)

5. Is a novel **being written** by you? (Active verb – is/are writing; passive verb – is/are being written)

6. A cave **was being dug** by the workers. (Active verb – was/were digging; passive verb – was/were being dug)

7. The job **will be finished** (by me) by the end of this month. (Active verb – will finish; passive verb – will be finished)

8. **Has** your task **been finished** by you? (Active verb – has/have finished; passive verb – has/have been finished)

9. He **has been informed** of his grandmother's death. (Active verb – has/have informed; passive verb – has/have been informed)

10. All the necessary actions **were taken** by them. (Active verb – took; passive verb – was/were taken)

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SSC CGL COMPLETE REFERENCE