

# THINKING GOVERNMENT JOBS ..

# An Introduction to Confidential Confidence of the Confidence of th

STUDY NOTES

## Conjunction

Conjunction is used as a "joiner" for words, phrases, or clauses in a particular sentence. It links these words or groups of words together, in such a way that certain relationships among these different parts of the sentence will be established, and the thoughts that all of these convey will be connected.

Eg. And, but, if, while, nevertheless etc

Conjunctions are classified into the following 2 main classes:

1. Coordinate Conjunction: It generally connect sentence elements of the same grammatical class. Examples: nouns with nouns, adverbs with adverbs, phrases with phrases and clauses with clauses.

The Coordinate Conjunctions are of 4 kinds as named below:

a. Cumulative or Copulative Conjunction: Such a statement joins a statement or fact to another.

Eg. and, both...and, as well as, not only...but also etc

b. Disjunctive or Alternate Conjunction: It expresses a choice between two alternatives.

Eg. either....or, neither....nor, otherwise, else, or etc

c. Adversative Conjunction: It expresses a contrast between two statements.

Eg. but, still, yet, whereas, while, nevertheless etc

d. Illative Conjunction: Such a conjunction shows that a fact or statement is inferred or proved from another.

Eg. for and so.

2. Subordinate Conjunction: A Subordinate Conjunction is a word that joins an incomplete sentence with a sentence having complete meaning.

Subordinating conjunctions introducing noun clauses

The most common subordinating conjunction used for introducing a noun clause is **that**; others are **if**, **when**, **whether**, **why and how**.

- Ishita doesn't know whether he will come.
- She thinks that he is trustworthy.
- We don't care if she comes or not.

# Subordinating conjunctions introducing adverb clauses

Adverb clause of time

Examples are: before, since, till, after etc.

- Isha returned home after he had gone.
- Arpita has not seen him since we moved into this city.
- Ishita will not forget that incident till she dies.

Adverb clause of reason

Examples are: as, because, since etc.

- Hemant may enter, as he is a friend.
- As he was not there, I left a message with his brother.
- Hena will get a promotion **because** she has proved her efficiency.

Adverb clause of purpose

Examples are: that, lest, in order that etc.

- We eat so that we may live.
- He held her hand, lest she should fall.
- Children should play games in order that their health may improve.

Adverb clause of result or consequence

Examples are: so...that

- Ratan was so weak that he could hardly stand.
- Shetal ate so much that she fell ill.

Adverb clause of condition

Examples are: if, unless, provided that

- I will go abroad if I get a good job.
- They won't help you **unless** you tell them the truth.
- They will help you provided you tell them the truth.
- She spoke as if she knew everything.

Adverb clause of concession

Examples are: though and although

- He works hard though he is weak.
- She is always neatly dressed although she is poor.

Adverb clause of comparison

Example: than

- He is cleverer than I am.
- I like him better than her.

# Golden Rules for correct usage of Conjunctions

Students often make mistake in pairing the conjunctions correctly and this is why they find difficulty in spotting the errors. The below given rules will help you in remembering the correct usage of conjuctions, thus easing the process of locating errors in sentences.

**Rule 1:** The co-relative conjunctions are used in pairs.

- 1. Not only but also
- 2. Either or
- 3. Neither nor
- 4. Both and
- 5. Though yet
- 6. Whether or

Please see that the pair is properly used.

- He will either do the work else return the money. X
- He will either do the work or return the money.
- Both kumar as well as Ravina must finish it. X

•	Both kumar and Ravina must finish it.✔
•	Not only does he read but writes also. X Not only does he read but also writes.✔
•	<del>-</del>
• •	Rule 2 : After the adverbs "Hardly / Scarcely", the conjunction 'when or before' should e used.  Hardly had she left the place than the Bomb exploded.   Hardly had she left the place when the Bomb exploded.   ✓

Rule 3: After 'Rather / Other, the subordinating conjunction 'Than should be used.

- He has no other object but to get a handsome job. X
- He has no other object than to get a handsome job.
- I would rather buy a scooter but not a cycle. X
- I would rather buy a scooter than a cycle.

**Rule 4 :** After the subordinating conjunction 'lest' the auxiliary 'should' is used. Lest - for fear that / If it is not so.

- Work hard lest you fail. X
- Work hard lest you should fail.

Rule 5: The connecting word 'that' is used with the adjective phrase 'the same/the only/superlative adjectives/all

- This is the same book which I wanted. X
- This is the same book that I wanted.

**Rule 6 :** The conjunction 'or' is used with not / never.

- I have never spoken to him nor written to him. X
- I have never spoken to him or written to him. ✓

Rule 7: With the word 'such' the connective 'that' may be used.

- There was such a noise what we could not hear ourselves. X
- There was such a noise that we could not hear ourselves.

### Rule 8:

> Until - Denotes Time

Unless - Denotes Time

- You will not succeed until you work hard. X
- You will not succeed unless you work hard.
- I want to stay here unless she speaks the truth.
- I want to stay here until she speaks the truth.
- You cannot do well until you prepare yourself. X
- You cannot do well unless you prepare yourself.

Rule 9: After the connective 'because' the words 'so / therefore / as' are not used.

- Because she came late so she failed to see her. X
- Because she came late, she failed to see her.

Rule 10: The adverb 'Not' should not be used with the connective 'Till/unless/lest/until' in that clause.

- Until he does not solve this problem, I will stay with him. X
- Until he solves this problem, I will stay with him. ✓
- Unless they do not work sincere, they will not succeed. X
- Unless they work sincerely, they will not succeed. ✓

**Rule 11:** When 'since' is used as a conjunction should be preceded by present perfect tense and followed by a verb in the past tense to denote point of time.

- Many things have happened since I have left the school. X
- Many things have happened since I left the school. ✓

**Rule 12:** With the conjunction 'if' 'then' should not be used.

- If you work for 8 hours a day, then you will get through the examination.
- If you work for 8 hours a day, you will get through the examination. ✓

**Rule 13:** When two objects are joined by 'as well/besides/along with /together with / in addition to / except / including with, the verb agrees with the first subject in number.

- He as well as his students have gone there. X
- He as well as his students has gone there.

### QI. Correct the following sentences:

- a. Give everyone thy ear, and few thy tongue.
- b. You may either take these books or those.
- c. I would rather suffer than yield before you.

- d. Not only she lost her purse but also her ticket.
- e. Neither his action was just nor unjust.
- f. He is no other but my brother.
- g. Take care that you should fail.
- h. He is rich and discontented.
- i. Until you work hard, you will get no success.
- j. You are instructed to not make a noise.
- k. Though he was angry, but he listened to me patiently.
- I. He stole for he badly needed money.
- m. I did it since I was angry.
- n. He both has time and money to spare.
- o. Both it was cold and wet.
- p. We either can have milk or tea.
- q. He did not go and she went neither.
- r. Some people waste food when others have not enough to eat.
- s. You must come whether I write to you but not.
- t. When he came, then I was in the kitchen.
- u. Do not come until you do not here from me.
- v. If you do your work honestly, then everyone will trust you.
- w. Do not count the chickens until they are not hatched.

### Answers

- a. Give everyone thy ear, but few thy tongue.
- b. You may take either these books or those.
- c. I would rather suffer than yield before you.

- d. Not only did she lose her purse but also her ticket.
- e. Neither his action was just nor unjust.
- f. He is no other than my brother.
- g. Take care lest you should fail.
- h. He is rich but discontented.
- i. Until you work hard, you will not get any success.
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### **BANKING**

SBI PO | IBPS PO | RBI GRADE B | IBPS CLERK | IBPS SO | NABARD | SBI CLERK | SIDBI RBI ASSISTANT | IPPB OFFICER | IBPS RRB OFFICER | IBPS RRB ASSISTANT |

DENA BANK PO | BOB MANIPAL | BOM MANIPAL | SYNDICATE BANK PO | IDBI BANK PO

### SSC

SSC CGL | SSC CHSL | SSC MTS | SSC STENOGRAPHER | SSC CPO | SSE JE | SSC GD

### **OTHER GOVERNMENT EXAM**

WBCS | LIC AAO | UIIC AO | RAILWAYS RRB | LIC HFL | UIIC Assistant | NICL Assistant | OICL AO | NICL AO | NIACL AO | IRDAI | IB ACIO | NIACL Assistant











♥ Kolkata ♥ Liluah ♥ Howrah

**© 9331002233** 

avisioninstitute@gmail.com

www.avisiongroup.in