



10

Grammar in 10 Pages

The whole of exam grammar on ten pages: tenses, agreement, articles, prepositions, pronouns, degrees, modals, conditionals, voice, narration and the **top 30 one-line rules**. Read it the night before the exam.

10

cheat sheets

30

one-line rules

1

evening to revise

INSIDE

The 12 Tenses	rules	2	Adjectives & Degrees	rules	7
Subject-Verb Agreement	rules	3	Modals	rules	8
Articles	rules	4	Conditionals	rules	9
Prepositions of Time & Place	rules	5	Voice & Narration in One Page	rules	10
Pronouns	rules	6	Top 30 One-Line Rules	rules	11





The 12 Tenses

Cheat sheet

All tenses at a glance

Tense	Form	Example
Simple present	V1 / V1 + s	She writes.
Present continuous	is / am / are + V-ing	She is writing.
Present perfect	has / have + V3	She has written.
Present perfect continuous	has / have been + V-ing	She has been writing for an hour.
Simple past	V2	She wrote.
Past continuous	was / were + V-ing	She was writing.
Past perfect	had + V3	She had written.
Past perfect continuous	had been + V-ing	She had been writing.
Simple future	will + V1	She will write.
Future continuous	will be + V-ing	She will be writing.
Future perfect	will have + V3	She will have written.
Future perfect continuous	will have been + V-ing	She will have been writing.

Exam traps

- Yesterday / ago / last week → simple past (not present perfect).
- Since + point of time, for + period: I have lived here since 2019 / for five years.
- No “will” after when, if, before, until: I will call you when I reach.
- State verbs (know, believe, own, like) are not used in the continuous.





Subject–Verb Agreement

Cheat sheet

Singular verb

- Each / every / either / neither / everyone / somebody + singular verb.
- One of + plural noun + singular verb: One of my friends is a doctor.
- News, mathematics, physics, measles, furniture, information, advice are singular.
- Amount of time, money, distance as one unit: Ten years is a long time.
- The number of + singular verb.

Plural verb

- A number of + plural verb: A number of students were absent.
- Cattle, police, people, scissors, trousers, spectacles are plural.
- The rich / the poor (people) take a plural verb.
- Both, few, many, several + plural verb.

Joined subjects

- A and B → plural (but bread and butter = one dish → singular).
- Either A or B / neither A nor B / not only A but also B → the verb agrees with B.
- A as well as / along with / with / together with B → the verb agrees with A.





Articles

Cheat sheet

A / an

Use the sound, not the letter.

- an hour, an honest man, an MLA, an M.A.
- a university, a European, a one-rupee coin, a useful book

Use “the” with

- Rivers, seas, oceans, mountain ranges: the Ganga, the Himalayas.
- Holy books and famous buildings: the Gita, the Taj Mahal.
- Superlatives and ordinals: the best, the first.
- Musical instruments: play the piano.
- Directions: the east, the north.
- Unique things: the sun, the moon, the earth.

No article with

- Languages and games: English, cricket.
- Abstract nouns in general: Honesty is the best policy.
- Meals in general: Breakfast is ready.
- Places used for their purpose: go to school / church / bed / hospital (as a patient).
- After elect / appoint / make + post: They elected him President.





Prepositions of Time & Place

Cheat sheet

Time

Use	With	Example
at	clock time, night, festivals	at 5 p.m., at night, at Diwali
on	days and dates	on Monday, on 15 August
in	months, years, seasons, parts of day	in May, in 2026, in summer, in the morning
since	point of time (with perfect)	since 2019
for	length of time	for two hours
by	not later than	by Friday
within	inside a period	within an hour

Place

Use	With	Example
at	a point or address	at the station, at 5 Park Street
in	inside; cities, countries	in the room, in Delhi
on	a surface; a street	on the table, on MG Road
between	two	between the two houses
among	more than two	among the students
beside	next to	sit beside me
besides	in addition to	besides English, he knows French

Fixed pairs to remember

- good at, afraid of, fond of, married to, senior to, prefer ... to, accused of, charged with, die of (a disease), abide by, comply with, insist on, congratulate on.





Pronouns

Cheat sheet

Subject or object?

- Between you and me (object after a preposition).
- He is taller than I (am).
- It is I / It is he (formal).
- Let him and me go (object after let).

Order of pronouns

Use 2nd, 3rd, 1st person order ("You, he and I") for good things; for confessing a fault, put "I" first ("I, you and he are to blame").

Reflexive pronouns

- Enjoy, avail, absent, pride + oneself: He availed himself of the offer.
- A reflexive pronoun cannot be the subject: "Myself will go" is wrong.

Who, whom, which, that

- Who = subject (people), whom = object, which = things.
- Use "that" after all, the same, the only, superlatives: the best book that I have read.
- Each other (two), one another (more than two).
- Either / neither for two; any / none for more than two.





Adjectives & Degrees

Cheat sheet

Comparison rules

- No double comparative or superlative: more smarter X, smarter ✓.
- Senior, junior, superior, inferior, prior, prefer take “to”.
- Compare like with like: The climate of Shimla is better than that of Delhi.
- Within the same group use “other”: better than any other boy in the class.
- Unique, perfect, ideal, complete have no degrees.

Little / few / less / fewer

Word	Use with	Example
few / a few	countable	a few friends
little / a little	uncountable	a little water
fewer	countable	fewer cars
less	uncountable	less traffic

Elder / older, later / latter

- elder (family, before a noun): my elder brother; older + than: He is older than me.
- later (time) / latter (second of two); latest (newest) / last (final).





Modals

Cheat sheet

Modals + base verb

Modal	Meaning	Example
can / could	ability, permission	She can swim.
may / might	possibility, permission	It may rain.
must	necessity, certainty	You must wear a helmet.
should / ought to	advice, duty	You ought to respect elders.
need not	no necessity	You need not worry.
would	polite request, past habit	Would you help me?
used to	past habit	He used to walk daily.

Exam traps

- No "to" after can, must, should, need not, dare not: You need not to go X.
- "Ought" takes "to": ought to study.
- After a modal, base form only: She can speaks X.
- Must have + V3 = strong guess about the past: He must have left.





Conditionals

Cheat sheet

The four types

Type	If-part	Main part	Example
Zero (fact)	present	present	If you heat ice, it melts.
First (real future)	present	will + V1	If it rains, we will stay home.
Second (imaginary)	past (were)	would + V1	If I were rich, I would travel.
Third (past regret)	had + V3	would have + V3	If he had studied, he would have passed.

Exam traps

- Never “will” in the if-part: If he will come X.
- Use “were” for all persons in imaginary conditions: If I were you.
- Unless = if not: do not add another “not”.
- Wish + past (present wish), wish + had + V3 (past regret).





Voice & Narration in One Page

Cheat sheet

Passive: be + V3

Active	Passive
writes	is written
is writing	is being written
has written	has been written
wrote	was written
was writing	was being written
had written	had been written
will write	will be written
can write	can be written

Indirect speech shifts

Direct	Indirect
present	past
past / present perfect	past perfect
will / can / may	would / could / might
today / tomorrow / yesterday	that day / the next day / the previous day
this / here / now	that / there / then

Remember

- No tense change for universal truths and when the reporting verb is in the present.
- Questions: asked + if / wh-word + statement order.
- Orders: told / ordered + to; "don't" → not to.





Top 30 One-Line Rules

Cheat sheet

Read this the night before

- 1. "One of" + plural noun + singular verb.
- 2. "Each / every" + singular verb.
- 3. "A number of" plural; "The number of" singular.
- 4. Senior / junior / superior / prefer + to.
- 5. No "more" with -er forms.
- 6. Since + point of time; for + period.
- 7. Yesterday / ago → simple past.
- 8. No "will" after when / if / before.
- 9. Hardly / scarcely ... when; no sooner ... than.
- 10. Although ... (no "but").
- 11. Lest ... should (no "not").
- 12. Unless / until already negative.
- 13. Between you and me.
- 14. After "let" use object pronouns.
- 15. Avail / enjoy / absent + oneself.
- 16. Advice, information, furniture, luggage: no plural.
- 17. Cattle, police, people: plural.
- 18. Two-day trip, ten-year-old boy (no s).
- 19. "The" with rivers, holy books, superlatives.
- 20. No article with games, languages, meals.
- 21. Good at, afraid of, married to.
- 22. Discuss / reach / enter / resemble: no preposition.
- 23. Make / let + base verb (no "to").
- 24. Look forward to / object to + -ing.
- 25. Beside = next to; besides = in addition to.
- 26. Between two; among many.
- 27. Unique / perfect: no degrees.
- 28. Neither ... nor; either ... or.
- 29. If I were you (imaginary).
- 30. Return back / repeat again = redundant.





KEEP GOING

More free PDFs in this series

All free

Download them all at prepzen.in/free-pdfs, or comment the word on any [@prepzen.app](https://www.instagram.com/prepzen.app) reel and the PDF comes to your Instagram DM.

Idioms & Phrases 500	meaning, example and a memory hint	COMMENT IDIOMS
One Word Substitution 500	with the root of every word	COMMENT OWS
Error Spotting Practice 500	answers + the rule for each	COMMENT ERROR
Fixed Prepositions 400	the mistake <i>X</i> and the correct <i>✓</i> use	COMMENT PREP
Confusing Words 200	affect / effect ... with a trick for each	COMMENT CONFUSING
Phrasal Verbs 300	meaning + example, 50 a day	COMMENT PHRASAL
Spelling Errors 300	correct spelling + the common mistake	COMMENT SPELLING
Word Power 1000	meaning, synonyms, antonyms, example	COMMENT WORDS
Active–Passive & Narration	rules + 200 practice questions	COMMENT VOICE
Cloze Test Practice	40 passages with answers and reasons	COMMENT CLOZE
Para Jumbles 100	the method + 100 practice sets	COMMENT JUMBLE
Monthly Editorial Vocabulary	every word from the daily editorials	COMMENT VOCAB
202 English Rules Explained	why · trap · trick for each rule	COMMENT RULES
English Grammar Notes	26 chapters with tables	COMMENT GRAMMAR
Banking Awareness Notes	26 chapters + one–liners	COMMENT BANKING
Computer Awareness Notes	32 chapters with diagrams	COMMENT COMPUTER

**Practise every day in the PrepZen app**

Daily editorial words, error spotting, quizzes with All-India rank and a free mock test every Sunday.

