

# GENERAL ENGLISH FOR UPCOMING EXAMS

## REARRANGEMENT

One of the interesting and difficult units of objective test in English is sentence arrangement. In this test a candidate is required to arrange parts of sentence or sentences into a meaningful sentence or a paragraph. This requires a command over the structure of sentences along with a sound knowledge of grammar. This art can be gradually mastered by reading good books, newspapers and constant practice. You must read books very carefully giving full attention to the structures of the sentences. Gradually you will begin to feel that there are internal rules that bind a sentence because a loose sentence expresses the main thought near the beginning adds explanatory material as needed and this will help you discern clues for arranging parts of sentence correctly.

### EXAMPLES:-

- A. Lakhs of students                      B. On all Indian Basis                      C. From all over India                      D. Which are held  
E. appear in the examination                      F. By different organisations.

This type of a question may be solved by subject-Verb-Subject-Qualifiers location.

**Note:** A word or phrase that precedes an adjective or adverb, increases or decreases the quality signified by the word it modifies.

Here are the most common qualifiers in English (though some of these words have other functions as well, very, quite, rather, somewhat, more, most, less, least, too, so, just, enough, indeed, still, almost, fairly, pretty, even, a bit, a little, a(whole) lot, a good deal, kind of, sort of.

Let us look at the above example:

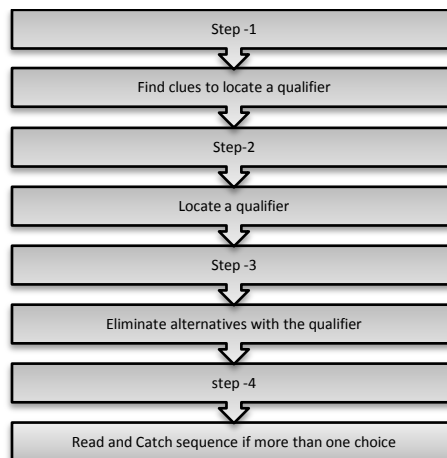
1. Lakhs of students –(subject)
2. From all over India – (Qualifier of the subject(Q))
3. Appear in the examination –(Verb)
4. Which are held – (qualifier of the verb)
5. On an all India basis- (qualifier of which are held)
6. By different organisations –(the last part)

Thus the sequence is ACEDBF

### WHAT IS A QUALIFIER?

#### STEP -1

#### Illustration

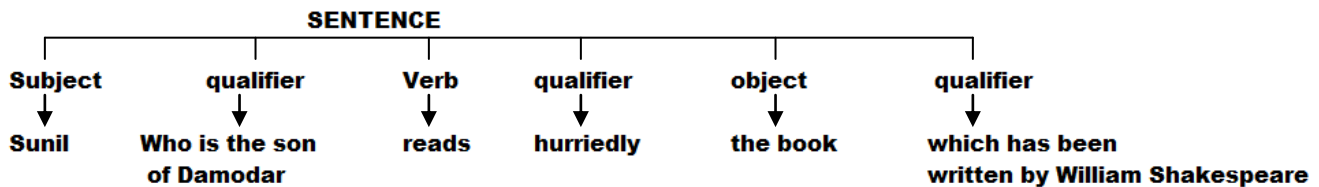
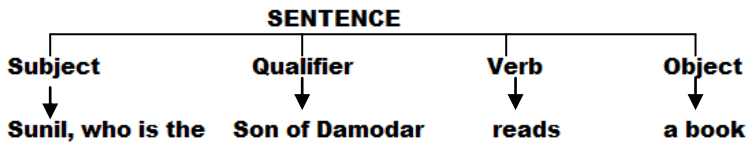
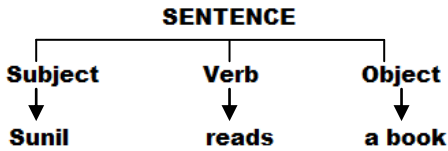


## STEP-2

Let us analyse the following sentence in the graph below:

Sunil who is the son of Damodar reads hurriedly the book which has been written by William Shakespear.

Here , who is the son of Damodar, is the qualifier of Sunil, the subject.



### SEVERAL SENTENCES WITHOUT ANY DEFINITE BEGINNING OR END:

- A. Miss Shital arrived at Kirti's Home when Shilpa was seven.
- B. The deaf and blind Shilpa learned to communicate verbally.
- C. But, eventually Miss Shital's effort was rewarded.
- D. Before shilpa Kirti was three year old, she lost her sight and her hearing
- E. Miss Shital worked closely with shilpa , her new student.
- F. At times the teacher became frustrated.

### METHOD:

The same method of arranging the paragraph first at the level of idea and then at the level of sentences should be followed

1. First, find some clues. For instance, in this paragraph, we may find a clue in the reference to the time. The paragraph is about miss shital and Shipa Kirti. The first thing that happened in relation to time was the fact that Shipa lost her sight before she was three years old. Miss Shital arrived when Shipa was seven. The other incidents took place later. Thus it is logical that the first sentence should be 'd'- the sentence telling us that Shipa lost her sight before she was three years old. After that we can arrange other sentences according to the time sequence. So, the sequence is **(D A E F C B)**

### IMPORTANT CLUES:

In any paragraph there would be:

- a. A central theme around which the passage is framed. Identify the central theme, which is usually the first sentence.
- b. A logical sequence is present which usually describes the central theme
- c. Sentences that begin with 'and', 'but' etc usually follow the central theme with an explanation to the same or give additional information.

### TIPS FOR BEGINNERS

Focus on improving your reading skills. Also try to improve your cognitive ability. For example- Go to a random website article. Go immediately to the second paragraph and after reading it try to guess what the author could have possibly said in the previous paragraph and the next paragraph. This will help you with a couple of other types of questions as well.

## TRANSITION WORDS:

Transition words make the shift from one idea to another very smoothly. They organise and connect the sentences logically. Observing the transition words found in a sentence can often give you a clue about the sentences that will come before/after that particular sentence. Given below are some commonly used transition words: also, again, as well as, besides, furthermore, in addition, likewise, moreover, similarly, consequently, hence, otherwise, subsequently, therefore, thus, as a rule generally, for instance, for example, for one thing, above all, aside from, barring, besides, in the other words, in short, instead, likewise, on one hand, on the other hand, rather, similarly, yet, but, however, still, nevertheless, first of all, to begin with, at the same time, for now, for the time being, in time, later on, meanwhile, next, then, soon, the meantime, later, while, earlier, simultaneously, afterward, in conclusion, with this in mind, after all, all in all, to sum up.

### Example:

- A. But in the industrial era destroying the enemy's productive capacity means bombing the factories which are located in the cities.
- B. So in the agrarian era, if you need to destroy the enemy's productive capacity, what you want to do is burn his fields, or if you're really vicious, salt them.
- C. Now in the information era, destroying the enemy's productive capacity means destroying the information infrastructure.
- D. How do you do battle with your enemy?
- E. The idea is to destroy the enemy's productive capacity, and depending upon the economic foundation, that productive capacity is different in each case.
- F. With regard to defence, the purpose of the military is to defend the nation and be prepared to do battle with its enemy.

### Answer:

Look at the transition word 'but' in the first sentence. It signifies that the sentence is expressing an idea contrary to an idea expressed in some previous sentence. Now we need to find that previous sentence. If we further look at the beginning of the first sentence, it says 'but in the industrial era...' which suggests that the contrariness is with respect to eras. Looking further, we see that sentence B and C are also starting with statement about eras. But the transition word at the start of C is 'now' which expresses present era and hence it cannot chronologically come before any other past era. That is, if information era is the present era, talk about any other era will come before this. So sentence B is the correct sentence to come before the first sentence. Likewise, sentence C is the correct sentence to come after the first sentence (sentence C is continuing the idea). Therefore, we have the link BAC.

Furthermore, all the three options have the link EBAC. Therefore, we only need to arrange D and F. The sentence F states that 'The purpose is ... to battle with the enemy' and D questions 'how do you battle with the enemy?' therefore, D will come after F.

Hence FDEBAC is the correct arrangement.

**Note:** The flow of author's ideas should be completely logical. The author does not jump from one idea to another suddenly.

## PERSONAL PRONOUNS:

Personal Pronouns are he, she, it, him, her, they, you, your etc. Remember that personal pronouns always refer to a person, place or thing etc. Therefore, if a sentence contains a personal pronoun without mentioning the person, place or object it is referring to, the person, place or object must have come in the previous sentence. Often, this is a good lead to identify a link.

**Example:**

- A. Some animals live in lakes
- B. There are many lakes in India
- C. They have all been killed
- D. They are caught regularly.

**DEMONSTRATIVE PRONOUNS:**

The demonstrative pronouns are 'this, that, these and those. This and that are used to refer to singular nouns or noun phrase and 'these' and 'those' are used to refer to plural nouns and noun phrases. Whenever a sentence contains a demonstrative pronoun without mentioning the noun or the noun phrase, it means that the previous sentence must be mentioning that noun or noun phrase. Finding that noun or noun phrase helps us connect two sentences.

Given below are some examples with illustrations:

**Example -1**

- A. Is there such a anything called easy in life?
- B. On hearing this one student questioned
- C. Said the teachers to the students
- D. On this the teacher concluded
- E. 'Life is not a bed of roses'
- F. No my dear nothing is easy

**Answer: E C B A D F**

In the sentence E, a noun identifies the saying as the second sentence C covers the person who said this, then sentence B gives the response of the student, then sentence A gives the thinking of the student and then again the teacher in sentence D concludes by reconfirming in the sentence F.

**Example 2:**

- A. However many people do not believe in it.
- B. Whereas those people who are corrupt
- C. But it doesn't apply to them when it comes to applying in daily life
- D. honesty is the best polity
- E. For the reason that it takes more than it gives
- F. Also believe in the same ideology

**Answer: D A E B F C**

Sentence D is the first because it introduces a concept, sentence A gives its opposition while sentence E gives reason why and sentence B gives its opposite believers with F as their acceptance and C is the conclusion in the practical sense.

**Example 3:**

- A. It was about the concept of God
- B. Who never cared about the world he made with so much love and affection
- C. Recently, I saw a movie with my friends
- D. And his thinking about humans
- E. And so he decided to put an end to this world he made.

**Answer: C A D B E**

Sentence C tells the starting point of the activity while sentence A gives the idea of the story after A, sentence D tells us the progression of sentence A, while B gives an inside story of what gold thinks and sentence E gives the final reaction of God.

**Example 4:**

- A. Who gave their entire life for the development of society
- B. It is a variety of beliefs and practices
- C. By a number of saints and philosophers
- D. Hinduism is not a religion
- E. That are developed over a period of time
- F. And kingdoms by restoring peace and tranquillity among the masses.

**Answer: D B E C A F**

Sentence D introduces a noun. Sentence B gives its meaning then sentence E discusses how the religion developed and sentence C tells the people who made it and sentence A discloses their contribution and finally F tell how it happens.

**Tips:**

Avoid reading the sentences closely, that is not required and is a waste of time. Inspect the choices, if each of the choices begins with different letters, identifying the sentence to begin the sequence leads to the correct answer.

The following example illustrates this.

**Example 5:**

- A. Small companies that compete effectively tend to grow, and growth brings increasing complexity and specialization in each function.
- B. Technologists talk about processes, new materials, and worry about prototype results and technical problems, as regards language and interests, they have little in common with marketing.
- C. As the company grows it tends increasingly to fragment into separate functional islands, each trying to solve its own problems, each using its own special language and having its own priorities.
- D. Marketing people, for instance, talk about market segmentation, market growth, promotions and product image, and worry about changes in share
- E. Production people talk and worry about industrial relations, people arriving on time, and plant and equipment breakdown and delays
- F. They in their turn have little in common with either marketing or the technologists who, they consider, live in ivory towers.

1. DACBEF      2. ACDBEF      3. ACBDEF      4. CDABFE

**Answer: A C D B E F**

Sentence 1 deals with growth of companies and sentence C begins with the continuity phrase, as the company grows. Consequently, C has to follow 1 and the answer therefore is ACDBEF. You require minimum steps in arriving at the answer in such questions.

**Example 6:**

In choices that are closely related, identify a mandatory pair of sentences (two sentences that should form a sequence)

- A. This linking of politics and music is of course ancient and even Aristotle in his book 'Politics' said, 'We may compare the best form of government to the most harmonious piece of music'
- B. Mixing metaphors, Mr. Clinton referred to the symphony so central to western music and said, 'It is time both nations heard the musical compositions of each other and understood each other better.'
- C. The oligarchic and despotic to the more violent tunes, and the democratic to the soft and gentler airs.
- D. The US president was confident that if governments and people of the two democracies made a determined bid to understand each other's perspectives scripts, they could create new symphonies.
- E. Such attempts to secure symphony would be so much better than the individual bids for virtuoso improvisations and adherence to classical compositions.

1. BACDE      2. DCAEB      3. DECAB      4. BDEAC

**Answer:**

In the above question, observe that the choices are closely related. Two choices begin with D and the other two with B. In such cases avoid working from the first sentence; inspect the sentence quickly and identify a particular pair of sentences that are mandatory. In the above case EA is a mandatory sequence. Only 4 satisfies this condition, and therefore the most logical sequence. (BDEAC)

**Example 7:**

Look out for quick clues such as pronouns, conjunctions etc. In the beginning of sentences to help you establish a sequence.

- A. As a senior economist associated with the reforms programme used to say, a sure indication that the new economic policy was succeeding would be when foreign investors start trekking to Delhi in the sweltering heat of May and June.
- B. If nothing else, India Power '94 came as a welcome break to the power ministry, most of the participants had complimentary things to say about government policy.
- C. And there were would be entrants like the Hong Kong based China Light and Power Company who had turned up armed with a fax from the power ministry listing available projects in India.
- D. Were that the only yardstick, then judging by the attendance at India Power '94 , at least the reforms in the power sector could be declared a success.
- E. There were the familiar names- Enron, AES, Cogentrix, and Spectrum Technologies.
- F. This was in striking contrast to the adverse comments the ministry had been attracting so far.

1. ADBCFE                      2. BDFACE                      C. ADECBF                      D. DBCAEF

In the above question, a smart test taker will quickly identify the phrase 'where that the only yardstick' in sentence C. This is a thought continuity of the idea in sentence 1 'foreign investors trekking to Delhi...'. Consequently C has to follow 1; eliminate 1,2, and 4. Choice 3 is the correct answer. : A D E C B F

**Example 8:**

In six sentences variety, work backward from sentence 6 if there is no obvious clue to work from sentence 1; many a time we overlook the hints that may be valuable.

Let's take a look at such an example.

- A. A recent advertisement of Premier Instruments and Controls Ltd., a leading manufacturer of dashboard instruments, in a financial daily, summed it all up.
- B. The fact is that executives from companies, ranging from Daimler Benz to General Motors, have been scouring the Indian countryside looking for suppliers of cheap components for products made in their European and American plants.
- C. It is obviously does not even have the time to make the investments required to set up a new plant.
- D. Today, most Indian automobile component manufacturers cannot produce enough to meet demand both domestic and international.
- E. The company was soliciting spare capacities for the supply of intricate machines and sheet-metal components.
- F. While some of them do find good deals, many have had to go back empty-handed.

1. CBDFEA                      2. FACBDE                      3. ABCDFE                      4. AECDBF

In the question given above, see that 'them' in sentence 6 refers to 'executives' referred to in section A i.e A precedes 6; 4 is the answer. AECDBF