

## **Preface**

It is with a sense of pride and pleasure that I am putting this *General English Grammar* into the hands of my dear students. The teaching of grammar must be interesting and exciting. I have made an attempt in this direction. The book will meet the needs of students of all classes and of those who are desirous of learning English language. It aims at giving the readers a proper and in depth understanding of correct and good English. I have tried my best to impart comprehensively knowledge of the grammar to the keen learners.

### **The main features of this book are :—**

1. There is an extensive treatment of each topic with a variety of questions covering all units of grammar including sentences, tenses, articles, adjectives, adverbs, verbs, subject-verb-agreement, non-finites, nouns, pronouns, prepositions, conjunctions, interjections, narrations, voices, question tags, punctuation, word confusion, clauses, syntheses and transformation of sentences.
2. The book attempts to systematically introduce concepts, define them and then give detailed guidelines for using the main rules of that concept. Each rule is followed by examples depicting its usage. Emphasis has also been placed on explaining troublesome grammatical aspects and on showing how to avoid typical mistakes with a certain usage.
3. The exercises for practice are adequate, simple, varied, well selected and carefully graded.
4. The language used in this book is simple and idiomatic. Hindi equivalents of grammatical terms have been given to facilitate the study of English grammar by comparison and contrast.
5. The style of the book is almost accessible to the students of all I. Q.'s. The new terms and concepts, however, have been explained wherever necessary so as to acquaint the reader with the emerging trends in the study of grammar.
6. *General English Grammar* is the result of my hardworking, which lasted for more than five years. I have consulted several encyclopedias, dictionaries and reference books in the preparation of this grammar. I hereby acknowledge my indebtedness to all of them.

I am extremely thankful to my elder brother '*Shri Prem Chand*' who helped me a lot in the compilation of this book. I wish to record my gratitude to my mother '*Smt. Mainkur Devi*', father '*Shri Surat Singh*' and wife '*Smt. Darshna*' for their unstinted support.

I am sure that this book will prove its worth quite soon by its wide and warm acceptance. I shall deem my labour amply rewarded if the book proves useful for my young readers. Any constructive suggestion for further improvement will be welcomed and gratefully acknowledged by the author.

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