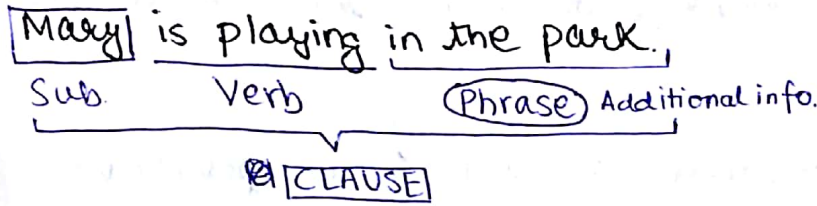


Sentence Structure Part 1.

Types of Clauses:



Clause
Must contain
S & V.

Phrase
Related
group of
words.
Cannot
contain
S & V
together
Provides
additional
info about
any entity
in the
clause.

communicates
an idea.

Independent

- Communicates complete idea.

Dependent

- communicates partial idea.

Independent:

① eg. Sally participates in the marathon every month.

② MARKER, INDEPENDENT CLAUSE. markers = hence, therefore, nevertheless, however, for eg, in addition etc.

Dependent:

① Begins with a relative pronoun eg which, that, when, who etc.

② Begins with relationship words eg since, because, as, after, until, while, even though, although if, whether etc.

Complex clauses

Independent clauses

Independent clauses

Tom loves his job in the corporate office; his job is challenging.

Ind. clauses

FANBOYS

Ind. clauses

For
And
Nor
But
Or
Yet
So

Tom loves his job in the corp. office,
FOR his job is challenging.

Ind. clause

dep. clause

with a w/o,
use of ; depend on
how the dependent
clause begins.

- Tom loves his job in the corporate office since his job is challenging.
- Tom loves his 'Marketing mgmt.' job, which is full of challenges.

Dep. clause, Ind. Clause

Because his job is challenging, Tom loves his job in the corporate office.

A sentence must contain at least 1 independent clause.

→ Verb-ing forms

⊕ Acts as verb only when

is/are/am/were/was/be + verb-ing

⊖ Acts as noun only when

is/are/am/were/was/be + verb-ing

NOT PRESENT.

If it replaces "something" in the sentence

eg Mary loves learning about plants.

Mary loves something.

[verb-ing words that acts as nouns are called gerunds.]

⊖ Acts as adjectives when

Tom enjoyed a relaxing weekend.

Here noun is weekend & relaxing describes it.

∴ It acts as an adj. what kind of weekend? relaxing weekend.

→ Verb-ed forms:

As verb (in past tense) & as adj. before a noun. [He bored me] [The bored man was playing]

Cannot act as nouns

SV Pair must make sense

- ① Understand the meaning of the sentence.
- ② Identify the S-V pairs in the sentence
- ③ Check that each S-V pair
 - ✓ Makes sense
 - ✓ Conveys the intended meaning.
- ④ If not, then REWORD the sentence.

SV Pair must agree in number.

sing s + sing V
plural s + plural V

Always singular subjects:

Pronouns:

-one	-body	-thing	-ever.] Singular Subjects.
Any	Anyone	Anybody	Whatever	
Every	Everyone	Everybody	Whoever	
No	Noone	Nobody		
Some	Someone	Somebody		

These pronouns do not refer to any specific noun.

Each.

Each as a subject: Always singular.

Each after the subject: verb should agree with the no. of subject.

The 4 largest truck fleets each account for at least 20% of market share.

Phrases & Clauses → Always singular → sing-verb.

" " " can act as subjects.

Eating healthy foods is good for physical well being.

eg 1. Preparing dinner for her family takes up most of her evening time.

Phrases that start with verb-ing noun word as subject → Always singular.

Clause as a subject: → Always singular.
whoever wants this book

collective nouns: → singular

If plural → plural eg armies is plural but army is singular.

SV Words that change number.

→ AND: Only word that can change Sing. to Plural.

words prior to the subject:

→ Each, every. $\begin{matrix} \text{Each/} \\ \text{Every} \end{matrix} + S \rightarrow S$ } SINGULAR
→ Either, neither sing. }
→ one of the, number of.

words after the sub.

→ Each, every → no change

Pl s + each/ every → Pl s

→ No Change.

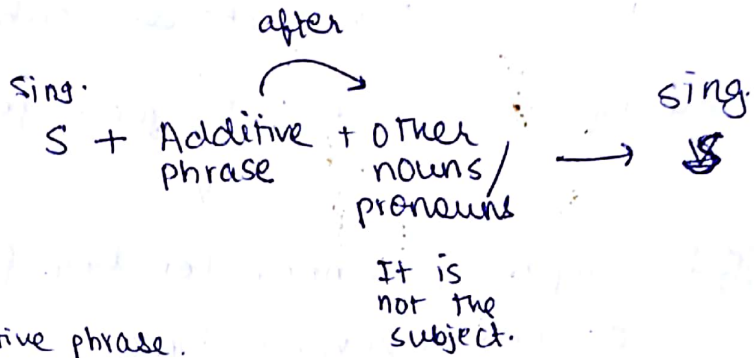
Additive phrases

Or, Nor, Either... Or,
Neither... nor

Qty: prepositional
phrases

• Additive phrases:

- In addition to
- Together with
- As well as
- Along with
- Accompanied by.



eg1 The president, accompanied by his cabinet ministers, was enroute to Europe.

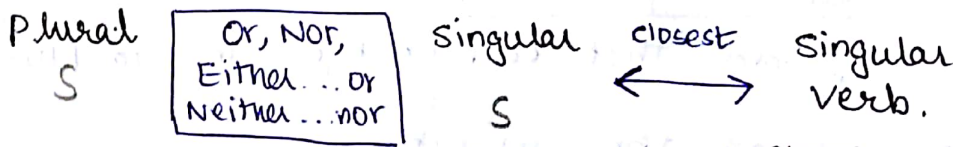
additive phrase.

noun

Since cabinet ministers is after the additive phrase, it is not the subject.

eg2. Along with ^{A.P.} the ^{noun} students, ^{S noun} the teacher ^V is upset about the recent changes in the syllabus. Since students comes immediately after the additive phrase, it cannot be the subject.

• Or, nor, neither - nor, either - or.



eg. Neither ^S the manager nor ^S the employees ^V were able to determine the problem

Either ^S the employees or ^S the manager ^V is responsible for the failure.

• Qty. prepositional phrases:

Subject never resides in prepositional phrase except when it expresses the quantity.

eg. Some of the stones. Most of the students

Qty.

Two of the five medals.

eg. Some of the apples have fallen down.

Qty.

Plural.

A no. of supporters of the campaign are extending their support to the party.

3.1 Verbs:

Tenses:

Past

Present

Future

Simple
Describe Facts

Progressive/
continuous
Describe ongoing
actions.

Perfect
Describe complex
sequencing

I. Simple present. VERB + '-s/-es'

Simple describe facts or actions of general practice	+	Present tense That are current in present.
---	---	--

eg. He lives in this house.

live + 's'

(FACT)

Water boils at 100°C

boil + 's'

(fact)

II. Simple past. VERB + '-ed'

Simple
describes facts
or
events.

+

Past tense
That happened in
the past &
no longer valid

eg. He lived in this house last year.

live + 'ed'

(FACT)

past

Last Friday, Amy visited the local zoo.

past

visit + 'ed'

(event)

III. Simple Future

'will/can/may/shall' + VERB

SIMPLE
Describes facts or events.

+

FUTURE TENSE
That will happen in the future.

eg. He will live in this house next year.

will + live

(FACT)

future

Amy will visit the local zoo next Friday.

will + visit

(EVENT)

future

IV. Progressive/continuous Present.

'is' + VERB + '-ing'

PROGRESSIVE/CONTINUOUS
Describes ongoing event
continuous present

+

PRESENT TENSE
That is happening NOW

eg. Amy is studying for her exams.

'is' + study + 'ing'

Present

↓

This instant.

simple present:

Amy regularly studies for her exams.

study + 'ec'.

Not studying at this instant. Maybe cooking/playing

II. Past. 'was' + VERB + '-ing'

Progressive/cont.
Describes ongoing event

+

Past tense
That was happening in the past when another action occurred

eg. Amy was sleeping when the phone rang.

was + sleep + ing
past.

ongoing event interrupted
by other event.

VI Future continuous.

'will be' + VERB + '-ing'

continuous
describes ongoing
action

+

Future Tense
That will happen in the
future when some other
action occurs.

Amy will be studying in the class when Mary's
concert begins.

'will be' + study + '-ing'

(Future)

continuous
describes ongoing
event.

+

Future Tense
That will happen in future
when some other action
occurs.

describes currently
ongoing action.

That will continue in
future

The teachers will be taking training classes
throughout the summer.

'will be' + take + '-ing'

ongoing in present --> continuing in future

VII. Present Perfect Tense:

Used to express certain complex sequencing of events.

Kinds of actions:

- Continuing action. Action started in past & continuing in present
- Continuing effect Actⁿ started in past & effect of actⁿ cont. in present
- Indefinite time Actⁿ occurred for indefinite time.

Helpful tip: Use present perfect tense when "since" & "within" are used in context of time.

Present perfect - continuing action.

Describe actions that:

- started sometime before the current time.
- & continue in the current time.

Present perfect tense

- I have practiced yoga for two years.
have + practice + '-ed'

Action started 2 yrs ago & continuing in the present.

- The doctors have found cure for many diseases.
have + found
action started in past but continuing in the present

⇒ continuing effect.

Describes actions → started sometime before the current time.
→ & whose effects continue in the current time.

present perfect.

The maid has cleaned the kitchen very thoroughly.
has + clean + ed

maid cleaned the kitchen in the past but it is still clean in the present.

simple past tense.

The maid cleaned the kitchen very thoroughly.
maid cleaned the kitchen in the past but we don't know if it is still clean.

⇒ Indefinite time: Describe actions that occurred at indefinite time in the past.

Present perfect tense.

Amy has seen entire Europe.
Indefinite time
past + present

simple past tense.

Last summer, Amy saw entire Europe.
past specific time.

GMAT TIP

suggests → continuing action ←

* Use Present perfect Tense when "since" & "within" are used in context of time.

e.g. since the last time Amy met her friends, none of them has seen her. ✓
present perfect.

since the last time Amy met her friends, none of them saw her. ✗
simple past tense

e.g. within the last one year, Sam has participated in 50 marathons. ✓
present perfect tense

within the last one year, Sam participated in 50 marathons. ✗
simple past tense

* If the intended meaning is to express an action that is in progress at the current time, then do not use simple present tense. Use progressive present tense instead.

- Sam is living with his sister.
(sam is temporarily living with his sister)
- Sam lives with his sister.
(sam lives with his sister on a permanent basis)

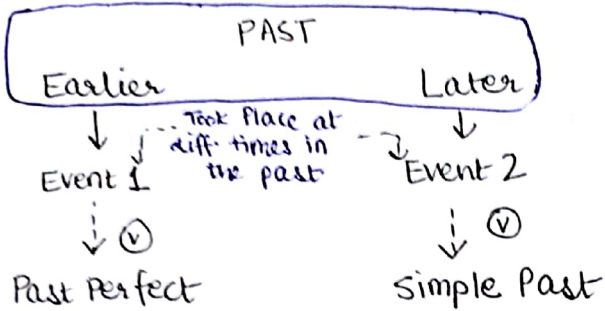
* Simple past tense is typically used for events of past that have a definite time period. If definite time period is not specified, present perfect tense is preferred.

- Amy saw Europe Last month
- Amy has seen Europe

Verb Tenses-2: (Past Perfect & Future Perfect)

* Past perfect tense:

Used when events took place at different times in Past.



eg. She ^v had slept when the phone ^v rang.

Past Perfect

Earlier (Past)

Simple Past

Later (Past)

She slept when the phone rang.

Simple Past

same time

Simple Past

Understand Intended meaning → To use appropriate Verb tenses.

eg. The paintings that ^{simple past v} were stolen from the museum this year ~~were~~ ^v bought by the creator of the museum in a coveted Auction in Paris.

^{simple past} had been bought (P.P.)

If both simple past are used, then the sentence doesn't make sense. Past perfect is used for sequencing. The event which occurred earlier will be in past perfect.

Earlier

↓

had been bought

Later

↓

were stolen

* Two events in the past \Rightarrow ASK $\left\{ \begin{array}{l} \rightarrow \text{Are they occurring at same time?} \\ \rightarrow \text{One after the other?} \end{array} \right.$
 Past perfect is required to establish the sequencing.

eg.3: By the end of world war II, America had dropped 2 atomic bombs on Japan.

✓ P.P
 X S.P

Earlier
 had dropped

Later
 end of world war II.

At the end of W.W. II, America dropped two atomic bombs on Japan.
 ✓ Simple Past
 X P.P.
 \rightarrow Happening at the same time \leftarrow

* Judiciously use VERB to express Intended meaning.

EXCEPTION: Past Perfect tense is optional.

The scientists learned about the changes in earth that happened after the last ice age had destroyed the life on earth.

↓
 ✓ destroyed
 Simple past

Both are correct.

* Sequencing of events. (earlier event)

\rightarrow Use of before/After

✓ Past Perfect

✓ Simple Past

\rightarrow No before/After

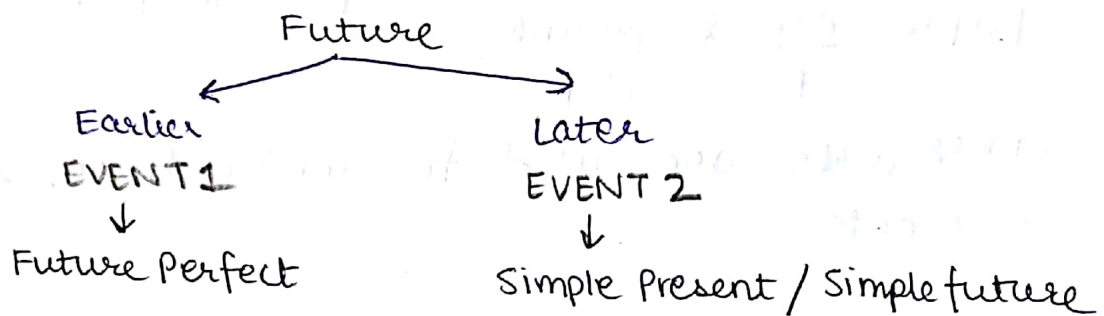
✓ Past Perfect

X Simple past

eg. 3. By the time the conference had ended, all participants left for the club.
 ended
 had left

past perfect tense used to express → Earlier of the 2 related events.

FUTURE PERFECT:



eg. 1. By the time Amy turns 3, she will have started going to school.
 S.P. F.P.

meaning: Amy will start going to school before she turns 3.

By the time Amy starts going to school, she will have turned 3.

meaning: Amy will be 3 before she starts going to school.

Understand intended meaning to use → appropriate Verb tenses.

eg. 2. By the time Sam gets home, Mary will have prepared dinner.
 S.P. F.P.

meaning: Mary will be done preparing the dinner, and then Sam will come home.

when Sam gets home, Mary will prepare dinner.
 S.P. S.F.

meaning: Mary will start to prepare dinner when Sam gets home.

VERB SEQUENCING

Eg 1: In the party, youngsters danced & older people ate & drank.
simple past

Multiple verbs must be parallel = same verb tense

In the party youngsters were dancing when older people ate & drank.
progressive past
S.P. S.P.

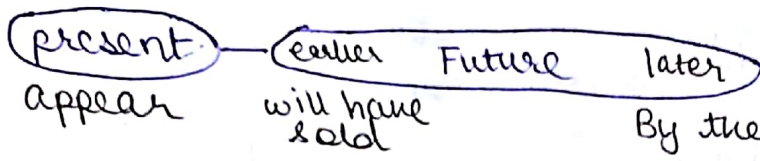
Unless verbs are used to demonstrate sequencing of events

* ① Understand meaning of sentence → ② Use the appropriate verb tense.

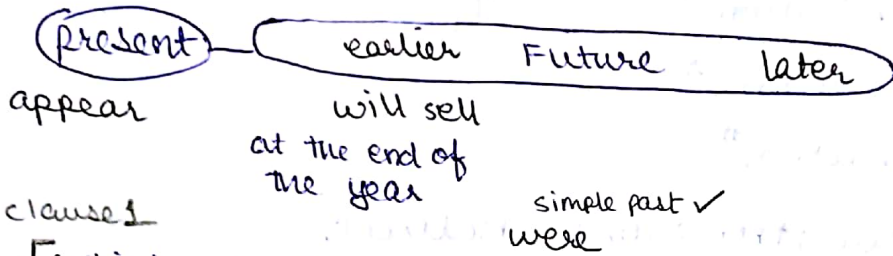
Eg 2: ^{clause 1} Since it successfully ^{had negotiated ✓} ~~negotiated~~ payments from insurers with a large ^{presence in the local market,} ^{clause 2} the Minneapolis based Fairview Health System ^{causal relationship} started ^{S.P. ✓} offering digital visits last month.

sequence of events
 Earlier (Past) Later
 had negotiated started

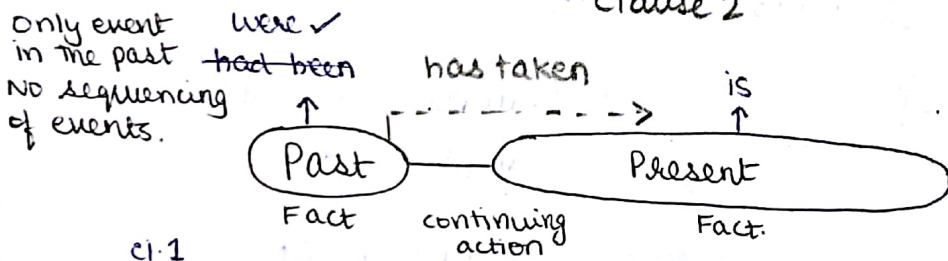
Eg 3: Amazon ^{will have sold F-P ✓} ~~will~~ sell as many as 7 mill kindles ^{phrase} by the end of the year, adding significantly to its earnings. ^{S.P.} Since kindle owners appear to buy more books than other shoppers do. clause 2



Amazon ^{simple Fut} will sell as many as 7 mill. kindles ^{phase} at the end of the year, adding significantly to its earnings since Kindle owners appear to buy more books than other shoppers do.



Eg. 4: [which buildings ~~had been~~ ^{past perfect x} palaces, temples, astronomical observatories, council houses, or specialized ritual complexes] ^{P.P.} has taken some time to sort out & ^{s.p.} is still not complete.]



eg. 5: [In central Pennsylvania, where men garbed in 1863 military uniforms ^{progressive past} were reenacting the 125 years old battle of Gettysburg,] ^{✓ was (simp past)} the weather ~~had been~~ ^{past perfect} authentic — [searing heat ^{s.p.} rose in shimmering waves off the bright green hills,] ^{s.p.} just as it was a century & a quarter earlier.]

① If clause
Simple present

eg 1. If sam plays with any toy, it is his remote controlled airplane.

eg 2. If family goes out for dinner, it dines at Macaroni grill.

'Then' clause
Tense

- ↳ Simple Present
- will be Simple future
- may be simple future
- X would be other tenses
- was

Usage

- fact/habit dines
- certainty will dine
- possibility may dine
- Incorrect would dine X

② Simple Past If clause

eg 1. If sam played with any toy, it was his remote controlled airplane.

eg 2. If family went out for dinner, it dined at Macaroni grill.

'Then' clause Tense

- was simple past
- would be would-verb
- X will be other tenses
- X would have dined

Usage

- fact/habit dined
- uncertain event would dine
- incorrect construction will dine X
- would have X dined

* words like 'typically' denotes habits/fact.

③ Past Perfect If clause

eg 1. If sam had played with any toy, it would have been his remote controlled plane.

eg 2. If family had gone out for dinner, it would have dined at Macaroni grill.

Regular verb
has eaten
was eating

Subjunctive verb
have eaten
were eating

Special mention to verb '-be'

Subjunctive of verb '-be' = BE

eg. The boss required that Marie
be working non-stop till she
completes her job.
subjonctive

'is', 'am', 'are' - Not Subj.
Marie is working.
Postmen are working
I am working

Subjunctive verb is ALWAYS used with THAT

Demand / Request /
Recommended word + That + Subject + Subjunctive
(Trigger word) v

eg. The recommendation (that) each division submit the
sales figures by the end of each month
will be provided in the next division
meeting.
Trigger word s subjonctive

doesn't exist in written eng. { submits x
should submit x

eg. The new health care reform will mandate (that)
all employers contribute more towards employee
health insurance coverage.
s subjonctive v

mandate all employers to contribute x
should contribute x

memorise

'Subjunctive' Reqrd. for
Demand, Recommendation or request verbs.

Demand Dictate Insist Mandate Propose
Recommend Request Stipulate Suggest.

e.g. He recommended that each division submit
the sales figures by the end. s sub. v ✓ ✓
To submit X

e.g. The recommendation that each division submit
the sales figures by the end of each month
will be given in next division meeting.

memorise

'To Verb' Reqrd.

Advise Allow Forbid Persuade Want.

e.g. Amy's colleague persuaded her to invite her
~~her~~ boss for her wedding. s v ✓ ✓
that she invite X

memorise

Use EITHER 'To verb' or 'subjunctive'

ASK Beg Desire Intend
Order Prefer Require Urge.

e.g. The law requires that everybody provide his/her
loan approval document before formally
putting an offer of purchase on the
prospective real estate property. s everybody to provide ✓ subjunctive ✓