

English Language Guide for SSC CGL Tier 2 Exams (Part 1 of 2)

This eBook includes:

- *Direct indirect speech*
- *Cloze test*
- *Parajumbles*
- *Active Passive voice*
- *One-word substitution*
- *Idioms & Phrases*

With explanation, samples and tips

English Language is one of the most important sections of the **SSC CGL Tier 2 examination**. The section has 200 questions for a total of 200 marks. Therefore, it is essential that you're aware of the various topics under this section to be able to crack it.

Below is a sample of the kind of question that can be asked from the English Language section.

The following sentence has been given in Active/Passive voice. Out of the four alternatives suggested, select the one which best expresses the same sentence in Passive/Active voice.

1. *Sita learns her lessons daily*

A. *Her lessons is learnt daily by Sita*

B. *Her lessons are learnt daily by Sita*

C. *Her lessons was learnt daily by Sita*

D. *Her lessons were learnt daily by Sita*

Solution: Option B is the correct answer.

Let us now deep dive into some of the important concepts.

Direct Indirect speech

Direct and indirect speech refers to two ways of conveying messages. A direct speech is when what was said is directly quoted to the third person using quotation marks and indirect speech is when the same is said with some changes made to the original sentence.

In direct indirect speech the candidates are given a sentence in direct/indirect speech and they're required to select an alternative from the given options which best expresses that sentence in indirect/direct speech.

Sample Direct Indirect speech question:

In the following question a sentence has been given in direct/indirect speech. Out of the four alternatives suggested, select the one which best expresses the same sentence in Indirect/direct speech.

My father said to me, "Will you sit and study at least now."

- A. *My father asked me if I will sit and study at least then.*
- B. *My father enquired me if I would sit and study at least now.*
- C. *My father asked me whether I can sit and study at least then.*
- D. *My father asked me if I would sit and study at least then.*

Solution: The correct answer is option 'D'.

Tips to solve:

Reporting verb: The verb used in the first part of the sentence of the speech is called the reporting verb. For example: "He said", "She said" or "They said" are reporting verbs.

Step 1: Note down the tense of the reporting verb made in the direct speech, to decide which tense to use in the indirect speech.

If the reporting verb in the direct speech is in the past tense, then the reporting verb in indirect speech will be in past tense. If reporting verb in the direct speech is in the present or the future tense, then the reporting verb in the indirect speech will remain the same.

Example:

Direct speech: He **said**, "I will come home." (Past tense)

Indirect speech: He **said** that he would come home. (Past tense)

Direct speech: She **says**, "I read every day." (Present tense)

Indirect speech: She **says** that she reads every day. (Present tense)

Step 2: The place and time mentioned should be changed accordingly in indirect speech

Direct speech: Lily said, "I will go to the shop **tomorrow**."

Indirect speech: Lily said that she would go to the shop **the next day**.

Direct speech: Hemant said, "I wasn't **here**."

Indirect speech: Hemant said that he wasn't **there**.

Step 3: PronounsExample 1:

Direct speech: I will tell my Mom, "I have completed my homework."

Indirect speech: I will tell my Mom that I have completed my homework.

If the speaker and reporter is the same, then the pronoun will be in first person.

Example 2:

Direct speech: The shopkeeper said to me, "I have sent your things to your home."

Indirect speech: The shopkeeper told me that he had sent my things to my home.

Speaker: Shopkeeper (**pronoun will be in third person**)

Reporter: Person (**pronoun will be in first person i.e. "I" or "We"**)

Example 3:

Direct: "I will share my chocolate with Suzie", said the kid.

Indirect: The kid said that he would share his chocolate with Suzie.

Speaker: Kid (**pronoun will be in third person**)

Reporter: Third person (**pronoun will be in third person**)

Step 4: Order

Indirect speech follows the order: **Subject + Verb + Object**.

Example:

Direct speech: "That's an excellent painting", the teacher said.

Indirect speech: The teacher exclaimed that that was an excellent painting. (**Subject + Verb + Object**)

Tense change from Direct to Indirect speech:

Tense in Direct speech	Tense in Indirect speech
Present Simple	Past Simple
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Present Perfect Continuous	Past Perfect Continuous
Past Simple	Past Perfect
Past Continuous	Past Perfect Continuous
Past Perfect	Past Perfect
Future Simple	'Will' into 'Would'
Future Continuous	'Will be' into 'Would be'
Future Perfect	'Will have' into 'Would have'

Cloze test

Cloze test is a sentence completion test asked in various banking and other competitive exams. Like Reading Comprehension, cloze test is allotted more marks compared to other topics in English Language section.

In a Cloze Test, candidates are given a passage with a few blanks and are required to fill those blanks to make the passage complete. Cloze test tests a candidate's vocabulary, grammar and understanding of the message conveyed by the passage.

Sample Cloze test question:

Every month, scientists (i) new gadgets and new ways to make technology faster and better. Our homes are full of hardware (such as DVD players and computers) (ii) and (such as computer games and MP3s) (iii) suggests, however, that it is the young people who are best able to deal with this change. Whereas teenagers have no problem (iv) a DVD player, their parents and grandparents often find using new technology (v) and different. But if you're a teenager who criticizes your parents for their (vi) of technological awareness, don't be too hard on them! Sometime (vii) the future, when you've got children of your own, your (viii) to deal with new technology will probably (ix) and your children will feel more (x) with new technology than you do.

Direction: Read the passage carefully and choose the correct answer to each question out of the four alternatives and fill in the blanks.

1. (i)=?
(A) found
(B) invent
(C) estimate
(D) discover

Solution: B

2. (iv)=?
(A) operating
(B) discovering
(C) inventing
(D) explaining

Solution: A

3. (vi)=?
(A) storage
(B) amount
(C) effect
(D) lack

Solution: D

4. (x)=?
(A) pleased
(B) able
(C) comfortable
(D) easy

Solution: C

5. (v)=?
(A) sudden
(B) unique
(C) complicated
(D) automatic

Solution: C

6. (vii)=?
(A) on
(B) to
(C) in
(D) at

Solution: C

7. (viii)=?
(A) possibility
(B) talent
(C) master
(D) ability

Solution: D

8. (ii)=?
(A) gadgets
(B) laptops
(C) software
(D) screens

Solution: C

9. (ix)=?
(A) please
(B) decrease
(C) able
(D) easy

Solution: A

10. (iii)=?
(A) industry
(B) experiment
(C) program
(D) research

Solution: D

Tips to solve:

In cloze test, the candidates will be given a passage that has sentences that are logically connected to each other. Start by reading the entire passage of the cloze test to get an idea of the background. This will hint you as to what the right answers are.

If you're unsure about the right answer, follow the elimination process explained below:

Try fitting the options in the blanks given one by one. Eliminate any option that doesn't fit. If you're unsure whether a particular option is fitting or not, check if the word fits in with the meaning/background of the given passage.

If you're finding the above technique difficult, you can apply your knowledge of the meaning and usage of the word in sentences. If you're stuck at a particular blank, try reading the sentences given before and after the blank to find a clue.

Parajumbles

Parajumbles mean jumbled paragraphs. In Parajumbles, candidates are given a paragraph with jumbled sentences. The candidates are required to rearrange the sentences to make the paragraph meaningful.

Sample Para jumble question:

In the following question, the 1st and last part of the sentence/passage are numbered 1 and 6. Rest of the passage/sentence is split into four parts and named P, Q, R and S. These four parts are not given in the proper order. Read the sentence and find out which of the four combinations is correct.

1. Nalanda became India's famous centre of education.

P. Ten thousand Buddhist monks used to live there.

Q. It is situated near the town of Bihar Sharif.

R. The ruins of Nalanda can still be seen.

S. It was visited by the Chinese Pilgrim Hiuen Tsang.

6. He stayed there for several years.

A. QPSR

B. RPSQ

C. RQPS

D. SPQR

Solution: The correct answer is option 'C'.

Tips to solve:

Read the given sentences completely and rearrange them. Usually introductory sentences come first, for instance sentences that introduce a particular person or establish a particular scene. Identify the central idea of the passage and accordingly rearrange the sentences and keep reading them to ensure 'continuity'.

Step 1: Scan the passage quickly to get the ‘feel’ of what the passage is about.

Step 2: Look for the sentence that introduces a person/place/idea/premise. This is most probably your opening sentence.

Step 4: Start weaving the sentences together based on time factor/chronology/any other sequence.

Step 3: Spot the closing sentence. Closing sentences are usually conclusions, advices, suggestions or summary of the paragraph.

Spot the activities: Some sentences talk about activities. Find the theme and the initial activity and a sequence will unfold the flow of the story and it becomes easier to put the sentences together.

Example:

- a. He walked straight to the kitchen as he was hungry.
- b. Ramesh opened the door to his house.

Here the sentence ‘b’ comes first followed by ‘a’ as Ramesh first has to enter the house to go to the kitchen.

Pronouns: When you spot pronouns in a sentence, the person/people being talked about has/have already been introduced.

Example:

- a. She wanted to click pictures of plants and flowers.
- b. Lily visited a botanical garden.

In sentence ‘a’ Lily has been addressed using a pronoun, hence ‘b’ is the introductory sentence, followed by ‘a’.

Transition words: There are certain words used by authors to shift from one sentence to another like however, therefore, besides, simultaneously, etc. they are transition words used when the author is ushering a change. Words like ‘thus’, ‘hence’, ‘therefore’ are used generally in conclusions.

Examples:

Thus the session came to an end.

Therefore, they left the restaurant.

Connectives: Words like ‘besides’, ‘because’, ‘in fact’, ‘meanwhile’, ‘for’, ‘however’, ‘when’, ‘but’, ‘since’, ‘until’ are connectives. Sentences starting with these or containing these certainly aren’t the introductory/opening sentence of the paragraph.

Examples:

- a. James took a leave since he was feeling sick.
- b. **However**, he informed his boss that he would be working from home.

Articles: The article ‘the’ is usually used when a person/place has already been introduced. Whereas, articles ‘a’ and ‘an’ are used to introduce something for the first time or for stating a fact.

Examples:

- a. **A** boy named Philip goes to visit **an** historical museum.
- b. **The** museum contained bones of animals that went extinct.

Adjectives: Certain adjectives like ‘better’ or ‘good’ or ‘nicer’ are used in comparison.

- a. But your approach was **better**!
- b. The research done by Peter was really **good**.

Here sentence ‘a’ has the adjective ‘better’ and ‘b’ has the adjective ‘good’. Hence ‘b’ is the introductory sentence.

Active and Passive voice

In active and passive voice, the candidates are given either an active or a passive sentence and they're required to convert the sentence into passive/active voice and choose the correct option.

We use an active verb when the person who is doing the action is the subject and we use a passive verb when the action is pointed at the subject.

Examples:

Active: She will eat the chocolate

Passive: The chocolate will be eaten by her

Sample active and passive voice question:

The following sentence has been given in Active/Passive voice. Out of the four alternatives suggested, select the one which best expresses the same sentence in Passive/Active voice.

We shall write a novel.

- A. A novel will have been written by us
- B. A novel will be written by us.
- C. A novel would be written by us.
- D. A novel is written by us.

Solution: The correct answer option 'B'.

Tips to solve:

There are a few rules you need to follow in order to solve the active and passive voice questions in the English section. We are providing you a few below:

1. Study the sentence. Only those sentences which have both the 'verb' and the 'object' can be converted into passive.

Example: Lily is eating.

The above sentence cannot be converted into passive since it is missing the object.

2. The general form of active sentences: **Subject + Verb + Object**

Example: She is going home.

3. Object of the active voice + Helping verb + Past participle of the transitive verb + by + subject = Passive.

The places of Object and Subject are interchanged when an active sentence is converted to a Passive one and 3rd form of verb (**past participle**) will be used only in passive voice.

Example: Home is where she is going.

The following tenses cannot be changed into passive voice:

1. Present perfect continuous tense
2. Past perfect continuous tense
3. Future continuous tense
4. Future perfect continuous tense
5. Sentence with intransitive verbs

Change in auxiliary verbs when converting Active voice to Passive voice:

Tense	Auxiliary verb
Present Simple	Am/ Is/ Are
Present Continuous	Am being/ Is being/ Are being
Present Perfect	Has been/ Have been
Past Simple	Was/ Were
Past Continuous	Was being/ Were being
Past Perfect	Had been
Future Simple	Will be
Future Perfect	Will have been

One-word substitution

In one-word substitution, candidates are given a sentence that can be substituted with a single word. The candidate has to choose the right word from the given options that can substitute the sentence.

Sample one-word substitution question:

In the following question, out of the four alternatives, choose the one which can be substituted for the given sentence.

A statement in which you say the same thing twice in different words

A. tautology

B. temerity

C. repetition

D. tarragon

Solution: The correct answer is option 'A'.

Tips to solve:

Read the given sentence and understand its meaning. Read each option and try to match the options with the given sentence one by one and eliminate the wrong answers.

If you're confused about a particular word, apply your knowledge of the meaning of the word and see if its meaning is similar to that of the given sentence.

A good knowledge in vocabulary will help you solve these questions with ease.

Idioms and phrases

Idioms refer to an expression that has a figurative meaning. Candidates are given a sentence with the idiom highlighted in it and they're required to choose the correct meaning of that idiom with respect to that particular sentence.

Sample idioms and phrases question:

In the following question, four alternatives are given for the idiom/phrase that is underlined. Choose the alternative which best expresses the meaning of the idiom or phrase.

1. She had already sized her up and knew her to be a spoilt, only child, selfish, and difficult to handle at first.

- A. To have a bad opinion about someone or something
- B. To wrongfully judge someone or something
- C. To dislike someone or something
- D. To assess someone or something

***Solution:* The correct answer is option 'D'.**

Tips to solve:

Read the sentence and then read the idiom part of the sentence. Try substituting the idioms with the options one by one. The option that makes most sense is the right one.

In order to solve these questions, you need to have a good knowledge of idioms so that you can understand the relevance of that particular idiom with respect to the given sentence.

Here's a list of important Idioms asked in SSC exams. Download it for FREE:

[100 Idioms for SSC CGL Exam.](#)

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