📘 COMPLETE EXAM EDITION · 2026–27

English Mastery for Competitive Exams

Complete English Guide for SSC, Banking, Railway, PSC, UPSC, WBCS, Defence, Police, State Government & All Competitive Exams

SSC CGL · CHSL · MTS | IBPS · SBI | RRB NTPC · Group D | UPSC · CDS · NDA | WBCS · State PSC | Police · Defence | TET · Insurance

Written by

Suman Biswas

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30 PARTS Grammar · Vocab Mock Tests

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📘 **English Mastery for Competitive Exams**

Complete English Guide for SSC, Banking, Railway, PSC, UPSC, WBCS, Defence, Police, State Government & All Competitive Exams

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🔄 **Updates**
Corrections and new question sets are added to future editions.

Disclaimer

This book has been written to help students prepare for the English sections of Indian competitive examinations. The author has made every effort to keep the content accurate, clear and up to date. However, exam patterns, syllabi, marking schemes and cut-offs are decided by the conducting bodies (SSC, IBPS, SBI, RRB, UPSC, WBPSC, state commissions and others) and can change at any time.

- Always confirm the latest syllabus and pattern from the **official notification** of your exam.
- Questions marked **"Previous Year Style"** are original questions written in the pattern and difficulty of past papers. They are not copied from any question paper.
- Pronunciation in this book follows the widely taught British-style (Received Pronunciation) model used in Indian dictionaries and exams. American pronunciation is noted where it differs in a way that matters.
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Preface

Dear Student,

Every year, lakhs of candidates lose marks in English not because the questions are hard, but because nobody explained the rules in a simple, organised way. One coaching note covers articles, another covers voice, a YouTube video covers idioms — and the student is left joining the pieces alone.

This book puts all the pieces in one place. It starts from the very first step — letters and sounds — and climbs step by step to the level needed by toppers in SSC CGL, Bank PO, CDS and State PSC exams. Every chapter follows the same pattern, so you always know where to look:

📖 Learn	📏 Rules	⚠️ Avoid	⚡ Tricks	🎯 Practise
Definition & simple explanation	Clear rules with examples	Common mistakes & traps	Shortcuts & memory hacks	MCQs with explanations

I have tried to write the way a good teacher speaks in class: short sentences, real examples, and honest warnings about where students usually go wrong. The questions are original and match the style of real papers, so practising here feels like practising for the real exam.

English is not a subject you finish; it is a skill you build. Give it thirty to sixty minutes every day, revise the cheat sheets every week, and you will see your score rise steadily.

I wish you success in your exam and your career.

Suman Biswas

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> 💡 **A note on the English section**
>
> In most objective exams the English section is the most **scoring** section for a prepared candidate: the questions are short, the rules are fixed, and there is little calculation. Strong English often decides who crosses the cut-off.

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How to Use This Book

Each part of the book uses the same set of coloured boxes. Learn what they mean once, and you can scan any page quickly.

📘 Definition

The exact meaning of the concept in simple words.

✅ Exam Tip

What examiners like to test and how to approach it.

⚡ Shortcut Trick

A fast way to get the answer in the exam hall.

⚠️ Common Mistake

Errors that students make again and again.

🧠 Memory Hack

A story, rhyme or picture to lock the rule in memory.

🎯 Previous Year Pattern

How this topic usually appears in SSC, Bank, Railway and PSC papers.

Difficulty labels on questions

Label	Meaning	Who should attempt
EASY	Direct application of one rule	Everyone — these are "must-score" questions
MEDIUM	Two rules or a common trap	SSC CGL / CHSL, Bank Clerk, RRB NTPC level
HARD	Exceptions, fine distinctions, advanced vocabulary	Bank PO, CDS, CGL Tier 2, PSC Mains level

The 4-step method for every chapter

1 · Read

Read the theory once with a pen. Underline rules, not examples.

2 · Practise

Solve the practice set with a timer. Mark answers on rough paper.

3 · Analyse

Check every explanation — even for questions you got right.

4 · Revise

Re-read the cheat sheet after 1 day, 7 days and 30 days.

⚡ The Mistake Notebook

Keep one thin notebook only for mistakes. For every wrong answer, write the sentence, the correct answer and the rule in one line. Before any mock test, read this notebook. Students who do this consistently stop repeating the same errors.

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Which parts matter most for your exam?

Exam group	High-priority parts
SSC (CGL, CHSL, MTS, CPO, GD)	Error Spotting, Sentence Improvement, Voice, Narration, Synonyms/Antonyms, Idioms, One Word, Spelling, Cloze Test
Banking (IBPS / SBI PO & Clerk)	Reading Comprehension, Cloze Test, Para Jumbles, Error Detection, Fillers, Word Usage
Railway (RRB NTPC, Group D)	Basic grammar, Vocabulary, Fill in the Blanks, Comprehension (where English is in the syllabus)
UPSC / CDS / NDA / CAPF	Comprehension, Sentence Rearrangement, Spotting Errors, Synonyms/Antonyms, Ordering of words
WBCS / State PSC / Police	Grammar fundamentals, Transformation, Voice, Narration, Vocabulary, Idioms, Comprehension

Patterns vary by year and notification; use this as a guide to plan your time, and confirm the current syllabus from the official notice.

📊 Progress Tracker

Part	Theory read	Practice score	Revised (1 day)	Revised (7 days)	Revised (30 days)
Part 1	☐	___ / 100	☐	☐	☐
Part 2	☐	___ / ___	☐	☐	☐
Part 3	☐	___ / ___	☐	☐	☐

A full 30-part tracker appears in Part 29 (Quick Revision).

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Study Plan

Choose the plan that matches the time left before your exam. Each day assumes about **60–90 minutes** for English.

🗓️ 30-Day Fast Track (exam is near)

Days	Focus	Daily practice
1–3	Parts 1–2: Sounds, spelling, parts of speech	25 MCQs + 20 new words
4–8	Parts 3–8: Tenses, agreement, voice, narration, modals, articles	30 MCQs + 20 words
9–12	Parts 9–13: Prepositions, conjunctions, transformation, errors, fillers	40 error-spotting Qs
13–18	Parts 16–22: Vocabulary, idioms, one word, phrasal verbs, spelling	50 vocab Qs + flash cards
19–22	Parts 14, 15, 23, 24: Para jumbles, RC, cloze, rearrangement	2 passages + 2 cloze daily
23–28	Parts 25–28: PYQ-style sets and mock tests	1 mock + full analysis
29–30	Parts 29–30: Quick revision & cheat sheets	Mistake notebook

🗓️ 60-Day Standard Plan

Weeks 1–2

Parts 1–6. One topic per day, practice set the next morning.

Weeks 3–4

Parts 7–13. Start 15 words/day from Part 16.

Weeks 5–6

Parts 14–24. Alternate grammar days and vocabulary days.

Weeks 7–8

Parts 25–30. One mock every 2 days; revise errors between mocks.

🗓️ 90-Day Topper Plan

Month 1 · Build

Parts 1–11 slowly. Solve every question. Read one English editorial daily and note 5 words.

Month 2 · Apply

Parts 12–24. Timed sectional tests twice a week. Vocabulary revision every Sunday.

Month 3 · Test

Parts 25–30. Two mocks a week, topic tests on weak areas, full cheat-sheet revision.

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Table of Contents

Click any title to jump to it. Bookmarks are also available in your PDF reader's side panel.

SECTION A · FOUNDATIONS

Part 1	Basic English: Sounds, Spelling & Stress		**16**
	1.1	The English Alphabet	**18**
	1.2	Vowels: Letters and Sounds	**20**
	1.3	Consonants: Letters and Sounds	**24**
	1.4	Pronunciation Rules That Exams Test	**27**
	1.5	Silent Letters	**31**
	1.6	Word Stress	**33**
	1.7	Sentence Stress, Weak Forms & Intonation	**36**
	1.8	IPA Basics: Reading Dictionary Symbols	**38**
		Practice Sets 1A–1D (100 Questions)	**40**
		Answer Keys & Detailed Explanations	**53**
		Quick Revision, Flash Cards & Cheat Sheet	**58**
Part 2	Parts of Speech		**60**
	2.1	The Eight Parts of Speech: Overview	**61**
	2.2	Nouns	**63**
	2.3	Pronouns	**69**
	2.4	Verbs	**73**
	2.5	Adjectives	**77**
	2.6	Adverbs	**81**
	2.7	Prepositions: The Essentials	**83**
	2.8	Conjunctions: The Essentials	**85**
	2.9	Interjections	**86**
	2.10	Determiners & Articles	**87**
		Practice Sets 2A–2F (150 Questions)	**89**
		Answer Keys & Detailed Explanations	**106**
		Quick Revision, Flash Cards & Cheat Sheet	**114**

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SECTION B · CORE GRAMMAR

Part 3	Tenses		**116**
	3.1	Tense Basics: The 3 × 4 Grid	**117**
	3.2	Present Simple	**120**
	3.3	Present Continuous	**122**
	3.4	Present Perfect	**123**
	3.5	Present Perfect Continuous	**125**
	3.6	Past Simple	**126**
	3.7	Past Continuous	**127**
	3.8	Past Perfect	**128**
	3.9	Past Perfect Continuous	**130**
	3.10	Future Simple & Other Future Forms	**131**
	3.11	Future Continuous, Perfect & Perfect Continuous	**132**
	3.12	Sequence of Tenses & Conditionals	**133**
		Practice Sets 3A–3F (150 Questions)	**135**
		Answer Keys & Detailed Explanations	**152**
		Quick Revision, Flash Cards & Cheat Sheet	**160**
Part 4	Subject–Verb Agreement		**162**
	4.1	The Basic Rule & Finding the True Subject	**163**
	4.2	Phrases That Do Not Change the Verb	**165**
	4.3	Subjects Joined by And, Or, Nor	**167**
	4.4	Indefinite Pronouns & Quantity Words	**169**
	4.5	Collective Nouns	**171**
	4.6	Nouns That Trick the Eye	**172**
	4.7	Special Sentence Structures	**173**
	4.8	Pronoun–Antecedent Agreement	**174**
		Practice Sets 4A–4F (150 Questions)	**175**
		Answer Keys & Detailed Explanations	**192**
		Quick Revision, Flash Cards & Cheat Sheet	**200**
Part 5	Voice (Active & Passive)		**202**
	5.1	Active, Passive & the Conversion Machine	**203**

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	5.2	Passive in Every Tense	205
	5.3	Modals, Questions & Imperatives	207
	5.4	Special Cases	209
	5.5	Passive to Active & Exam Strategy	211
		Practice Sets 5A–5D (100 Questions)	212
		Answer Keys & Detailed Explanations	224
		Quick Revision, Flash Cards & Cheat Sheet	229
Part 6	Narration (Direct & Indirect Speech)		231
	6.1	Basics & the Four-Change Checklist	232
	6.2	Tense Changes (Backshift)	234
	6.3	Pronoun, Time & Place Changes	235
	6.4	Sentence Types	236
	6.5	Mixed Sentences, Indirect → Direct & Strategy	238
		Practice Sets 6A–6D (100 Questions)	239
		Answer Keys & Detailed Explanations	252
		Quick Revision, Flash Cards & Cheat Sheet	258
Part 7	Modals		260
	7.1	Modal Basics & the Meaning Map	261
	7.2	Can, Could, May, Might	262
	7.3	Must, Have to, Need	263
	7.4	Should, Ought to, Had Better	265
	7.5	Will, Would, Shall, Used to, Would Rather	266
	7.6	Modal Perfects	267
	7.7	Common Errors & Exam Strategy	268
		Practice Sets 7A–7D (100 Questions)	269
		Answer Keys & Detailed Explanations	281
		Quick Revision, Flash Cards & Cheat Sheet	286
Part 8	Articles		288
	8.1	The Article Decision Flowchart	289
	8.2	Uses of A / An	290
	8.3	Uses of The	291

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	8.4	Zero Article	293
	8.5	Repeating Articles, Common Errors & Strategy	295
		Practice Sets 8A–8D (100 Questions)	297
		Answer Keys & Detailed Explanations	309
		Quick Revision, Flash Cards & Cheat Sheet	314
Part 9	Prepositions		316
	9.1	Prepositions of Time	317
	9.2	Prepositions of Place & Movement	318
	9.3	Agent, Instrument, Cause & Confusing Pairs	319
	9.4	Fixed Prepositions — Master List	320
	9.5	Extra & Missing Prepositions, and Strategy	322
		Practice Sets 9A–9D (100 Questions)	323
		Answer Keys & Detailed Explanations	335
		Quick Revision, Flash Cards & Cheat Sheet	340
Part 10	Conjunctions		342
	10.1	Types of Conjunctions & FANBOYS	343
	10.2	Subordinating Conjunctions by Meaning	344
	10.3	Correlative Pairs & Parallel Structure	345
	10.4	Common Conjunction Errors	347
	10.5	Joining Sentences & Cloze Strategy	348
		Practice Sets 10A–10D (100 Questions)	349
		Answer Keys & Detailed Explanations	361
		Quick Revision, Flash Cards & Cheat Sheet	366
Part 11	Transformation of Sentences		368
	11.1	Affirmative ↔ Negative	369
	11.2	Assertive ↔ Interrogative ↔ Exclamatory	370
	11.3	Degrees of Comparison	371
	11.4	Simple, Compound & Complex Sentences	373
	11.5	Interchange of Parts of Speech & Other Swaps	374
		Practice Sets 11A–11D (100 Questions)	375
		Answer Keys & Detailed Explanations	387

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