HAND OUT

Grammar Exercises: Editing, Sentence Reordering, Gap Filling

Class – VII

Subject - English

**Editing**

Editing is a stage of the writing process in which a writer improves a draft by correcting errors and by making words and sentences clearer, more precise and more effective.

Editing is nothing but spotting the error in a given passage and correcting it up with right knowledge of grammar.

**Fundamentals:**

* Always follow PPACTS RULE while doing editing of the passage.
* PPACTS stands for P – Preposition, P – Pronoun, A – Article/determiner, C – Conjunction, T – Tense/Verb Forms (singular/plural), S – Spelling
* After reading the passage, identify the tense and see whether it is appropriate to the context.
* Check the subject-verb agreement

**Sentence Reordering**

**Look at the words and phrases given below. Rearrange them to form meaningful sentences.**

Question 1.  
Arrange the words in the correct order to form meaningful sentences.  
(i) dog / Rahul / with his / Pet / Playing / enjoys.  
(ii) to / the company / goods / Vietnam /exports.  
(iii) every / delicious / father cooks / evening / Pasta.  
(iv) Brother/ an/ wants /be/my/ astronaut /to.  
(v) Everything / will / sense / make / perfect / someday.

Answer:  
(i) Rahul enjoys playing with his pet dog.  
(ii) The company exports goods to Vietnam.  
(iii) Father cooks delicious pasta every evening.  
(iv) My brother wants to be an astronaut.  
(v) Someday everything will make perfect sense.

2. Rearrange the following words to form meaningful sentences:

Question 2.  
certainly/the/laughter/is/medicine/best  
Ex: Laughter is certainly the best medicine.

(a)ensures/life/it/longer/and/healthier/a  
(b) laughter/fact/is/in/a/panacea/for/diseases/all.  
(c) lowers/pressure/by/circulation/it/blood/increasing/blood  
(d) a sense/and promotes/of/stress/well– being/laughter/decreases.  
Answer:  
(a) It ensures a healthier and longer life.  
(b) In fact, laughter is a panacea for all diseases.  
(c) It lowers blood pressure by increasing blood circulation.  
(d) Laughter decreases stress and promotes a sense of well–being.

Question 3.

Rearrange the following words/phrases to make meaningful sentences:   
(a) is/basic/change/of/truth/existence/the  
(b) every/entire/is/the/cosmos/changing/moment  
(c) shows/Tagore/path of/the/taking/pride/love/in the/God/of

Answer:  
(a) Change is the basic truth of existence.  
(b) Every moment the entire cosmos is changing.  
(c) Tagore shows the path of taking pride in the love of God.

**Gap Filling**

### Rules for filling gaps with right forms of Verb

**RULE 1:**Singular Subject=Singular Verb, Plural Subject=Plural verb

Ex.   Shihab is a meritorious student.

Vehicles create traffic jam.

**RULE 2:** Preposition (in,at,on,of,for,from,by,with,without,before,after,into,across,about)+noun or Verb +ing .

Ex. Television is an important source of entertainment or entertaining. Children are fond of using mobile Phone.

**RULE 3:**  To +Verb1   but   (Addicted to, Adverse to, Be used to, With a view to, Look forward to, Get used to, Be accustomed to)+ Verb+ing.

**RULE 4:** (Can, could, may , might, Shall, should, will, would, must, used to, have to, need, dare, ought to )+ V1

Ex.  He can do the Sum.

t may rain today.

Tori must study tonight.

**RULE 5 :**     While+Verb+ing

Ex.        While walking in the garden, I saw a snake.

While sleeping I dreamt a good dream.

**RULE 6:**  (have, has, had, get, got, getting, having )+V3 or Adjective.

Ex.  She got married yesterday.

I had my car cleaned.

Having taken the money, the thief ran away.

Our Culture is getting westernized.

**RULE  7**:  Passive Voice -(Can be, could be, may be , might be, Shall be, should be, will be, would be, must be, used to be, have to be, ought to be )+ V3

Ex.  The work ought to be done.

He will be helped by me.

**RULE 8:** I = am ,       (He, She, It) = is ,   (We, They, you ) = are   3rd person Singular Sub. = Has 3rd person Plural Sub. = Have

Ex.    I am Torikul. He is driving a car.

We are going home.

They have won the game.

He has eaten rice.

**RULE 9:** There+is/was/has+Singular Subject.  There +are/were/have+plural Sub.

Ex.    There is a Mosque in our village.

There are two ponds in our Village.

**RULE 10 :**( Each, every, one, any) + 1 or more singular Sub.+Singular Verb.

Ex.  Each boy and each girl was present there

Every boy and girl has been given 100 tk.

**RULE 11.** (Somebody, Someone)+ Singular verb, (some boys, Some toys)+ plural verb.

Ex.  Someone has stolen the pen.

Some boys have failed in the examination.

**RULE 12:**   (any, none, each, every, either, neither, one)+of plural Sub.+singular Verb.

Ex. One of the boys is present there.

None of them was present there.

Either of them has stolen it.

**RULE 13 :** (people, spectacles, trousers, scissors, brances, cloths, goods, headquarters, vegetables, laws, police, cattle, folk, circumstances, gentry.)+plural verb.

Ex. His circumstances are not good.

People don’t eat the same food.

Vegetables contain vitamin.

**RULE 14:**  (who, whose, whom, which, that) follow only their before subject to choose a verb.

Ex.  It is I who am your friend.

It is you who are my friend.

**RULE  15:**  Prefer to + verb+ing

Ex.   Torikul prefers to reading newspaper.

Joynal prefers to eating betel.

**RULE 16:**  ( Feel, love, hear, like, hate, see, forget, consist, seem, sound, smell, believe, know, wish, doubt, prefer, imagine, fear, taste, astonish, please, understand) they are used in present Indefinite tense not in continuous tense.

 Ex.  I see the bird. I

hear news.

I forget everything.

**RULE 17:**  Distance/money/time+singular verb

Ex.  Thirty miles is a long way.

100 years is a long time. Money begets money.

**RULE 18** : Arithmetical Operations ( singular verb)

 Ex.  Five plus five is ten.

Ten minus five is five.

**RULE 19:** (  yesterday, one day, ago, once, last, after a few days, last night, once upon a time,in the past, previously.) = Past IndefiniteTense.

Ex. I received your letter yesterday.

One day I borrowed a book from you.

**RULE 20:** (Just, just now, already, yet, ever, lately, recently, immediately.) = present Perfect  Tense.

Ex. He has transferred from Dhaka recently.

We have shifted to safe place immediately.

**RULE 21:** Uncountable noun ( water, air, tea, sugar, environment, furniture, kindness, rainfall, reputation, wood, paper, gum, courtesy, earth, bread, oxygen, smoke, English.)+singular verb.

Ex.  Air is very important element of the environment.

Water plays a vital role in agriculture.

## Gap Filling Exercises with Answers

### Q. Complete the paragraph given below by choosing the correct options from those that follow:

According to the reports issued (1) \_\_\_\_\_\_\_\_\_\_\_\_\_ the Meteorological office, there has been (2) \_\_\_\_\_\_\_\_\_\_\_\_\_ fog this winter than during the

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_ The Minister of Tourism (4) \_\_\_\_\_\_\_\_\_\_\_\_\_ that the delayed flights will lead to (5) \_\_\_\_\_\_\_\_\_\_\_\_\_ cancellations which in turn

(6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ mean much loss for (7) \_\_\_\_\_\_\_\_\_\_\_\_\_ dependent

(8) \_\_\_\_\_\_\_\_\_\_\_\_\_ the tourist arrival.

**Options:**

1. on/by/at/in
2. much/more/many/most
3. latest/latter/last/later
4. is fearing/fears/fear/feared
5. much/most/many/less
6. can/must/should/will
7. that/those/this/these
8. in/for/upon/from

**Answer**

1. by
2. more
3. last
4. fears
5. many
6. will
7. those
8. upon

### Q. Complete the following passage by choosing the correct options from those given:

I (1) \_\_\_\_\_\_\_\_\_\_\_\_\_ the sack of corn meal and (2) \_\_\_\_\_\_\_\_\_\_\_\_\_ it to where the canoe (3) \_\_\_\_\_\_\_\_\_\_\_\_\_ and pushed the vines (4) \_\_\_\_\_\_\_\_\_\_\_\_\_ branches (5) \_\_\_\_\_\_\_\_\_\_\_\_\_ I took a bucket (6) \_\_\_\_\_\_\_\_\_\_\_\_\_ the canoe. I filled it (7) \_\_\_\_\_\_\_\_\_\_\_\_\_ water and kept it under a tree. Then I pulled out (8) \_\_\_\_\_\_\_\_\_\_\_\_\_ fish lines. There were two fish which had taken that bait.

**Options:**

1. take/took/takes/carries
2. carried/carry/bring/brings
3. was hidden/hid/hide/hiding
4. or/but/and/of
5. along/against/apart/along
6. in/from/with/within
7. from/in/into/with
8. a/the/an/on

**Answer**

1. took
2. carried
3. was hidden
4. and
5. apart
6. from
7. with
8. the

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