

Ultimate Verbal Ability Cheat Sheet

Master Grammar, Vocabulary, and Critical Reasoning for Competitive Exams

1. Grammar Essentials

Subject-Verb Agreement

- **Rule:** The verb must agree in number with the actual subject, ignoring intervening phrases.
Ex: The box of chocolates **is** here.
- **Indefinite Pronouns:** Everyone, someone, anybody take **singular** verbs.
- **Correlatives:** Either/or, neither/nor agree with the **closer** subject.

Modifiers

- **Misplaced Modifier:** Modifiers must be placed close to the word they modify. *Wrong:* Walking to the park, the rain started. *Right:* While I was walking to the park, the rain started.

2. Vocabulary Roots

High-Yield Roots

- **Bene-** (Good/Well): Benevolent, Benefactor
- **Mal-** (Bad/Evil): Malevolent, Malicious
- **Chron-** (Time): Chronology, Synchronize
- **Phobia-** (Fear): Claustrophobia, Xenophobia
- **Phil-** (Love): Philanthropist, Bibliophile

Confusing Words

- **Affect vs. Effect:** Affect is a verb (influence); Effect is a noun (result).
- **Complement vs. Compliment:** Complement completes; Compliment praises.
- **Its vs. It's:** Its is possessive; It's is the contraction for 'it is'.

3. Critical Reasoning

Para Jumbles (Sentence Rearrangement)

1. **Opening Sentences:** Look for independent statements, definitions, or broad introductions. Avoid pronouns (he, she, it, they) in the opening sentence.
2. **Linkages:** Identify mandatory pairs using transition words (However, Therefore, Furthermore), pronouns, and chronological/cause-effect markers.

Reading Comprehension (RC)

- **Main Idea:** Focus on the author's primary purpose, usually found in the introduction or conclusion.
- **Tone Words:** Objective, Critical, Nostalgic, Sarcastic, Skeptical, Didactic.
- **Trap Answers:** Extreme words (always, never), out-of-scope details, and half-truths.