

# **GUIDEBOOK 2025 FOR CAPF AC PAPER 2**

**CAPF AC Paper 2 strategy, PYQs & Analysis**

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## 1) UPSC CAPF AC PAPER 2 SYLLABUS

### Paper II: General Studies, Essay and Comprehension (200 Marks)

#### Part-A

Essay questions which are to be answered in long narrative form either in Hindi or English totaling 80 Marks. The indicative topics are **modern Indian history** especially of the **freedom struggle, geography, polity and economy, knowledge of security and human rights issues, and analytical ability.**

#### Part-B

**Comprehension, précis writing, other communications/language skills** – to be attempted in **English only (Marks 120)** – The topics are Comprehension passages, précis writing, developing counter arguments, simple grammar and other aspects of language testing.

### GENERAL INSTRUCTION & GUIDELINE FOR PAPER 2

- In this paper candidates will be allowed the option of writing the Essay Component in **English or Hindi.**
- But the medium of Precise Writing, Comprehension Components and other communications/ language skills will be **English only.**
- NOTE-I : Candidates should ensure that in Paper II they write the answers only in the medium allowed by the Commission for the different Components as mentioned above.
- NOTE-II: There will be **minimum qualifying marks** separately in each Paper as may be fixed by the Commission in their discretion.( Based on the analysis of previous years UPSC CAPF cut off, candidates belonging to General, OBC, SC and ST category must secure **a minimum of 25% i.e. 50 marks in Paper 2** )
- **Paper-I will be evaluated first** and evaluation of Paper-II will be done only of those candidates who obtain the minimum qualifying marks in Paper-I.

## 2) ESSAY (4\*20=80 marks)

### **PATTERN:**

Write Essay on any 4 of following 6 topics in about 300 words each.

### What UPSC demands in good ESSAY?

Essay must shows candidate's **grasp of his/her material**, its **relevance to the subject** chosen and to his/her **ability to think constructively** and to present his/her ideas **concisely, logically and effectively**.

### General guidelines to write effective essay

1. Write **240-270** Words **essay** provided you are maintaining the quality, this will help to manage time limit.

2. **Underline** the important keywords and sentences.

3. Write a paragraph of 4-5 lines. i.e. **short paragraph**.

4. Make **small, complete and meaningful sentences** to avoid grammatical errors.

5. **Composition of essay** (rough structure)

1 line = 6 word,

1 paragraph = 5 lines = 30 words,

8 – 9 paragraphs = 270 words approx. so in paragraph format it is...

Total 8 -9 paragraphs

-1: paragraph for introduction,

-6: paragraph for main body,

-2: paragraph for conclusion.

6. Prepare **rough framework** of essay containing intro, body and conclusion.

### **\*Note**

First **brainstorm the given topic** and write down **random points** about topic. After that **arrange** this point in sequence so that **flow of essay will maintained**.

### INTRODUCTION (30 words)

A. Introduction should reflect that you have Understand the topic completely.

B. You can write introduction in **different ways** like...

1) **Quotes** that related to topic.

2) Current **events/Context** related to the topic.

3) **Story** writing

4) **Case study**

5) **Fact and figure** (data)

6) **Meaning of terms** of essay topic.

C. Write it in **1 paragraph** I.e. 30 to 40 words max.

D. Must be **crisps and clear**.

## BODY (150 to 180 words)

A.) Essay should be **Multi dimensions** –

- **HORIZONTAL DIMENSIONS:** E.g. historical, geographic, economy, polity, society, environment, science and technology...
- **VERTICAL DIMENSIONS =** E.g. individual, family, society, community, state, national and international aspect related to topic....

B.) Essay must have your **own opinion and thought**. Write evidence (data/examples/case study) for your thoughts.

C.) Essay must contain **arguments**, their **reasons** and **explanations** and current **example**.

D.) You must stick to main topic of essay .don't go out of the context of topic.

E.) Use **conjunction or any connecting word** to connect two paragraph such as *Moreover, whenever, unless, however, although, hence/henceforth, yet etc* to Connect the ideas and points **maintain flow of thoughts** in essay.

F.) Write **Govt. schemes and programs, current news** related to the topic.

G.) Contains **positive and negative aspect** of topics depending on titles of essay.

## CONCLUSION (30 to 60 words)

1. Follow **same tune, Words and ideology**, you followed in introduction and body.

2. Use the words like "**Finally**", "**In the end**" to make it look more natural.

3. If possible conclude with suitable **quotes**.

4. Give **your opinions, Suggestions and solution orientated approach**.

6. Must be **futuristic and positive** in tone. E.g. link it with some futuristic topics that to be achieved in future-

- SDG by 2030(its use for - almost all topics),
- \$5 trillion economy by 2025(economy issues),
- Paris agreement emission targets (environments).
- Preamble of constitution (political )

## Essay: Analysis and decoding of Questions asked in CAPF 2024

### Q. 1 Digital economy: Opportunities and challenges.

**Syllabus/Subtopic:** Economy

**Nature of question:** Current Affair based.

**Guidance/Linkage:** Reserve Bank of India (RBI) Report on Currency and Finance (RCF) for the year 2023-24- **India at forefront of digital revolution.**

<https://www.thehindu.com/business/india-at-forefront-of-digital-revolution-says-rbi-in-a-report/article68460989.ece>

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#### 33. **Digital India issues and challenges.**

Digital India is an ambitious initiative launched by the Government of India to transform the country into a digitally empowered society and knowledge economy. While the initiative has made significant strides in enhancing digital infrastructure and access to technology across the nation, it also faces several issues and challenges that need to be addressed for its successful implementation and impact. Here's an exploration of some key issues and challenges associated with Digital India:

#### **Issues and Challenges**

Reference: Direct hit from One Page program (OPP) for CAPF AC Paper 2 & Yalgaar batch.

### Q. 2 Global peace and national defence budget.

**Syllabus/Subtopic:** Knowledge of security

**Nature of question:** Current Affair based.

**Guidance/Linkage:** India ranks 4th in global military spending at \$83.6 bn in 2023: Stockholm International Peace Research Institute (Sipri) Report.

<https://indianexpress.com/article/world/india-largest-military-spender-2023-global-defence-sipri-9286347/>

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### 19. Self-Reliance in Defence Manufacturing/Defence Indigenisation

**Defence** indigenization in India refers to the process of developing and manufacturing **defence** equipment and technologies domestically, reducing reliance on foreign suppliers, and enhancing self-reliance in national security. This strategic initiative is pivotal for India, given its geopolitical challenges and aspirations to be a major global power. The move towards indigenization not only strengthens national security but also stimulates economic growth and technological innovation.

#### Historical Context

Reference: Hit from One Page program (OPP) for CAPF AC Paper 2 & Yalgaar batch.

#### Q. 3 Tribal resistance to colonial rule.

**Syllabus/Subtopic:** Modern Indian history especially of the freedom struggle,

**Nature of question:** Static based.

**Guidance/Linkage:** This is static topic from modern history syllabus given by UPSC. You can cover this type of question from Themes in Indian history part-3 or Spectrum modern history book which you referred for CAPF Paper 1.

#### Q. 4 Importance of tropical rain forest.

**Syllabus/Subtopic:** Environmental Geography

**Nature of question:** Static based.

**Guidance/Linkage:** This is general topic. We have to attempt this type of question based on our general knowledge. If you have done good answer writing practice, then you can write such topics easily.

#### Q. 5 English in India: Deviance or variance.

**Syllabus/Subtopic:** Analytical ability

**Nature of question:** Static based

**Guidance/Linkage:** This is long pending debate about Indian English.

## Q. 6 Tribal cultures in the age of globalization.

**Syllabus/Subtopic:** Economy/Geography.

**Nature of question:** Static based

**Guidance/Linkage:** Globalization and its impact on Indian culture, economy, Indian society, agriculture, etc are the favourite topics of UPSC.





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5. Current Affairs and Static issues base Answer writing Initiative.
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## Essay: Analysis and decoding of Questions asked in CAPF 2023

### Knowledge of security and human rights issues

Q.1 Cyber attacks- a new kind of warfare.

**Subtopic:** Cyber Security.

**Nature of question:** Current affairs based topics.

**Guidance/Linkage:** Prepare all such important topic from internal security by Ashok Kumar book.

Q.1

(c). Role of Social Media in Cyber Security.

(20 marks)

Reference: Covered in CAPF Paper 2 test series (with evaluation) 7” on cyber security.

### Modern Indian history especially of the freedom struggle,

Q. The Indian diaspora and its contribution to post independent India.

**Subtopic:** Post independence contribution.

**Nature of question:** Current affairs link.

**Guidance/Linkage:** Indian diaspora topic was in news.

### Polity and economy

1. India as an emerging leader in the new world order.

**Subtopic:** International relations (IR).

**Nature of question:** Current affairs based topics.

**Guidance/Linkage:** In news due to India’s outreach – Fastest growing emerging economy, Vaccine diplomacy, Indo- Pacific domain, G20 presidency etc.

**Q.1 Write an essay on the following in about 300 words.**

(a) India emerging as a 'global leader' in current scenario.

Reference: Covered in Yalgaar: Daily answer writing batch

2. Education and awareness are the critical pillars for the success of a democracy.

**Subtopic: Political system.**

**Nature of question:** Current affairs based topics.

**Guidance/Linkage:** In news due to biased media, fake news, propaganda politics etc.

## Geography

1. E-waste: the dark side of the digital revolution.

**Subtopic: Environment.**

**Nature of question:** Current affairs based topics.

**Guidance/Linkage:** Prepare topics like E-waste, Plastic pollution, Air pollution.

**Q. 3 Write Reports on the following in about 200 words each in : (10 marks)**

(a) E- Waste in India.

Reference: Covered in CAPF Paper 2 test series (with evaluation) 10 on E-waste.

2. The geographical and linguistic diversity of India is its real wealth.

**Subtopic: Diversity/ Social geography.**

**Nature of question:** Static topics.

**Guidance/Linkage:** Such general topic can be covered from paper 1 & Current affairs.

## Analysis and decoding of Essay Questions asked in CAPF (AC) 2022 Paper 2

### A] Geography (Environment)

1. The campaign to save the endangered species.

**Subtopic:** Environment.

**Nature of question:** Current affairs based topics.

**Guidance/Linkage:** Such topics were in news due to rising threats to the endangered species.

### B] Knowledge of security and Human right issues:

1. The emerging presence of women in the Indian Armed Forces.

**Subtopic:** Security

**Nature of question:** Current affairs based topics

**Guidance/Linkage:** (Covered in CAPF Paper 2 Test series (T2200) & YALGAAR: Daily answer writing batch)

This issue was in news due to

1. Rajnath Singh to address Shanghai Cooperation Organisation (SCO) webinar on 'role of women in Armed Forces'.

2. Women will be allowed to enter National Defence Academy,

3. Permanent commission for Women officers in Indian Army

2. The Indian Armed Forces are a combination of strategic thinking and timely action.

**Subtopic:** Security.

**Nature of question:** Static topic.

**Guidance/Linkage:** Similar 'The Indian Armed Forces' based topic was asked in CAPF 2020 Exam.

(PYQ: Securing India's international borders is a challenging exercise for the Indian armed forces.(CAPF 2020))

(Similar topic based on The Indian Armed Forces' Covered in **YALGAAR: Daily answer writing batch**)

3. A synthesis of Eastern wisdom and Western science: a needed goal for humanity.

**Subtopic:**

**Nature of question:** Philosophical Static topics

**Guidance/Linkage:** Attempting such topics need writing practice of Philosophical essays and basic understanding about the topic.

4. What can be done to stop wars?

**Subtopic:** International

**Nature of question:** Current Affairs based topic

**Guidance/Linkage:** It can be linked to current Russia-Ukraine crisis/war. (Similar topic based on Russia-Ukraine crisis/war covered in **YALGAAR: Daily answer writing batch**)

## C] Polity and Economy:

1. Price rise: causes and effects

**Subtopic:** Macroeconomic aspect like Inflation.

**Nature of question:** Current Affairs based topic

**Guidance/Linkage:** Retail inflation at 8-year high of 7.79% in April 2022, RBI says

## Analysis and decoding of Essay Questions asked in CAPF (AC) 2021 Paper 2

### 1. Knowledge of security and Human right issues/Geography:

#### 1. Infiltrators are a threat to India's Security

**Subtopic:** Infiltration - Internal security threats.

**Nature of question:** Static Topic with current linkages.

**Guidance/Linkage:** Internal security is importance static topic for CAPF exam. Refer "**Internal security by Ashok Kumar**" Book. This book covered internal security topics in detail.

#### 2. Chinese economic policy in countries bordering India

**Subtopic:** Economic security and India's geography.

**Nature of question:** Current affairs based topics

**Guidance/Linkage:** This issue still in news due to-

1. The China-Pakistan Economic Corridor is a strategic play by China disguised as an economic corridor.
2. Nepal has historically enjoyed close economic ties with India. But as with other countries in India's neighbourhood, Chinese investment is leading Nepal to tilt towards China.
3. China has replaced India as Sri Lanka's biggest economic partner.

### 2. Polity and Economy:

#### 1. Work From Home: A boon or a bane?

**Subtopic:** Changing dynamics of working.

**Nature of question:** Current Affairs based topic

**Guidance/Linkage:** Highlighted multiple times in news articles due to the Impact Pandemic and Subsequent Lockdown.

## 2. Unemployment and the New Education Policy.

**Subtopic:** Employment and education.

**Nature of question:** Current Affairs based topic

**Guidance/Linkage:** Newly launched **New Education Policy [NEP] 2020** focused more on **vocational education** to lower down unemployment in India.

## 3. Urbanization is hazardous to human health.

**Subtopic:** Urbanization

**Nature of question:** Current Affairs based topic

**Guidance/Linkage:** WHO report on Urban health.

Major health problems resulting from urbanization include poor nutrition, pollution-related health conditions and communicable diseases, poor sanitation and housing conditions, and related health conditions.

## **3. Analytical ability:**

### 1. Party politics in India is a flourishing family business.

**Subtopic:** Intra party democracy.

**Nature of question:** Logical and analytical question

**Guidance/Linkage:** Flourishing Non Democratic Party politics, dynastic politics in India.

Here you have to logically analyse given topic based on your Knowledge and general awareness.

## Analysis and decoding of Essay Questions asked in CAPF (AC) 2020 Paper 2

### 1. Security Section:

#### 1. Emerging threats to India's internal security

**Subtopic:** Internal security

**Nature of question:** Static Topic

**Guidance/Linkage:** Internal security is importance static topic for CAPF exam. Refer "**Internal security by Ashok Kumar**" **Book**. This book covered internal security topic in detail.

#### 2. Securing India's international borders is a challenging exercise for the Indian armed forces

**Subtopic:** International Border

**Nature of question:** Current affairs based topics

**Guidance/Linkage:**

Rising border tension between India china, Pakistan I.e. Galvan valley issue.

This is also in news due to Cross Border terrorism & infiltration between India & Pakistan.

### 2. Women section:

#### 1. Crime against women is an expression of male domination

**Subtopic:** Violence against women.

**Nature of question:** Current Affairs based topic

**Guidance/Linkage:** E.g. NCRB data: 7% rise in crimes against women. E.g. Rising Rape issue.

### 3. Media section:

#### 1. Crisis of credibility in Indian electronic media

**Subtopic:** Paid Media.

**Nature of question:** Current affairs based topics

**Guidance/Linkage:** TRP scam, paid news issue in regular news etc

## 4. Social section:

1. Parenting in a competitive Indian society is a challenge

**Subtopic:** Society

**Nature of question:** Static topic

**Guidance/Linkage:** This question is based on “**General trends in Indian society**”. Indian society becoming competitive day by day. This competitiveness highlighted due to rising competition for merit among students and all sphere of life.

2. Ensuring social justice is a human right

**Subtopic:** Social justice

**Nature of question:** Current Affairs based topics

**Guidance/Linkage:** Social justice topic includes justice for all vulnerable sections of society. Issues related to such sections always in news as follows

**1. SC/ST Section:** The recent verdict of a two-judge Supreme Court Bench on reservations and Scheduled Caste and Scheduled Tribes promotions.

**2. LGBTQ Section:** Law regarding same sex sexuality, Transgender rights like Voting rights.

**3. Disable section:** Issues related accessibility of basic facilities.

**Note:** Questions asked from **society sections** are broader in nature so this section demands **comprehensive reading and broader understanding** of issues faced by Indian society.




## Analysis and decoding of Essay Questions asked in CAPF (AC) 2019 Paper 2

- (a) The earth is not for humans only.
- (b) The impact of social media on social relationships
- (c) Sustainable farming is the need of the hour than rhetorical promises
- (d) The role of Indian Army in nation building
- (e) Online gaming is dangerously attractive to youth.
- (f) The complexity and unpredictability of Indian politics

## Analysis and decoding of Essay Questions asked in CAPF (AC) 2018 Paper 2

- (a) Civil wrong emerging from religious bigotry, constitutionally punishable
- (b) Farm waiver is populist and myopic: strategy change needed
- (c) From economic growth to well-being: a paradigm shift
- (d) Reservation suppresses civil dynamism
- (e) Non-performing parliament, unhealthy trend in Democracy
- (f) Promoting innovative outlook in education


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## 3) ARGUMENTS WRITING FOR CAPF (2\*20=40 MARKS)

**PATTERN:** 2 Questions every year (no mention of words limit)

### FORMAT

- Introduction
- For
- Against
- Conclusion

### HOW TO APPROACH?

#### Introduction

- 3 to 4 line introduction related to topic only.

#### For

- At least 5 points.
- You have to support the given statement.
- You can support given statement by giving its reasons, impacts & merits etc.
- Add different dimensions of topic like social, economic, political etc. to support given statements.

#### Against

- At least 5 points
- You have to oppose the given statement.
- You can oppose given statement by giving its reasons, impacts & merits etc.
- Add different dimensions of topic like social, economic, political etc. to oppose given statements.

#### Conclusion

- Provide balanced opinion about given statements.
- Don't write any extreme statement.

### GENERAL GUIDELINES

- Write in points or subheading format.
- Write short point rather than lengthy points.
- Write point that directly link to topic, Avoid vague writing,
- Don't miss the context of question.

- Underline important keywords.
- Prepare this topic from daily newspaper (THE HINDU) and VISION IAS magazine.



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## Argument Questions asked in CAPF (AC) 2024 Paper 2

Write arguments for and against each of the following statements: (20x2=40)

- (a) Classical literature should be a component of the curriculum.
- (b) Housework is unpaid labour.

## Argument: Analysis and decoding of Questions asked in CAPF 2023

- 1. Genetically modified crops are essential for food sufficiency.

(1×20=20)

**(a) Genetically Modified Crops are Answer to India's Agrarian Crisis.**

Reference: Covered in Yalgaar: Daily answer writing batch

- 2. Capital punishment is a deterrent for heinous crimes.

**(a) Death penalty (Capital Punishment) should be abolished.**

Reference: Covered in Yalgaar: Daily answer writing batch

## Argument Questions asked in CAPF (AC) 2021 Paper 2

- (a) Elections in States should be held simultaneously.
- (b) Farmer protests are politically motivated.

## Argument Questions asked in CAPF (AC) 2020 Paper 2

- (a) Solitude during a pandemic is not unwelcome.
- (b) Political awareness among the social elite is inconsequential.

## Argument Questions asked in CAPF (AC) 2019 Paper 2

- (a) Digital technology may replace books with computers.

(b) Homework should be banned at primary level education.

**Argument Questions asked in CAPF (AC) 2018 Paper 2**

(a) Privacy is an elitist idea.

(b) Note-ban, effective tool against black money.

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## 4) REPORT WRITING (10\*2=20)

### PATTERN:

- Write 2 reports in about 200 words each.

### HOW TO APPROACH REPORT WRITING?

- For some time assume yourself as a reporter/editor/correspondent of a newspaper.
- Be unbiased about writing these reports; don't behave like representative of any political party.
- What all you are knowing write but that should be in balanced way.
- Report always written in past tense only. Because event already happened so you are just reporting.
- Don't give your suggestion in report.
- Don't write in point format.

### FORMAT OF REPORT WRITING

- Top left corner –On the top left corner of report write the Correspondent/editor/Assistant editor/Special correspondent etc. (can also write name of Correspondent in the form of ABC, in no case actual name)
- Below that write name of Newspaper, here simply write Sunday special or ABC news, then write Place simply your city of exam and below that write date.
- If you know about any data, committee report any reference of a renowned persons quote that, don't just give your own judgment or opinion.

### COMPOSITION OF REPORT:

- Write 3-4 paragraphs, however there is no certain fixed pattern.
- First paragraph - try to introduce the topic.
- Second paragraph- give the details of incident or any reference or quotation from any famous personality.eg cause, consequence, effects, reasons etc.
- Third paragraph – main steps/activities/actions taken

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- Last paragraph try to conclude that means sort of judgment. E.g. reaction or promises by authorities/statement of people.
- You can write **source/reference** at the end of report. But it's not mandatory.

## [Report writing format]

Title/Heading

Special correspondent/abc

Sunday special

New Delhi

22 June 2024

11.00 AM

First Paragraph [Introduce topic]

Second Paragraph [Details of topic]

Third Paragraph [Steps/action taken]

Fourth paragraph [Concluding line]

## Report writing Questions asked in CAPF (AC) 2024 Paper 2

Write reports on the following in about 200 words each: (10x2=20)

- (a) Voter turnout in an election.
- (b) Rehabilitation of war victims.

## Report: Analysis and decoding of Questions asked in CAPF 2023

1. Depletion of water table levels in major cities.

**Q.3 Write Reports on the following in about 200 words each in: (10 marks)**

- (b) Diminishing groundwater resources in India.

Reference: Covered in CAPF Paper 2 test series (with evaluation) 8.

2. Increasing presence of women in Indian sports.

Q.1

(d). Sexual harassment and abuse in **sport** in India: Issues and way forward.

Reference: Covered in CAPF Paper 2 test series (with evaluation) 7 on issue related to women in sports.

## **Report writing Questions asked in CAPF (AC) 2022 Paper 2**

- (a) Evidences of fellow feeling during the COVID-19 pandemic
- (b) Green energy progress in India

## **Report writing Questions asked in CAPF (AC) 2021 Paper 2**

- (a) Oxygen cylinders crisis in Delhi
- (b) Poll violence in West Bengal

## **Report writing Questions asked in CAPF (AC) 2020 Paper 2**

- (a) Provisions for primary education sector in the New Education Policy.
- (b) Impact of the new agricultural laws on farmers

## **Report writing Questions asked in CAPF (AC) 2019 Paper 2**

- (a) The rising juvenile abuse
- (b) Water scarcity and access to drinking water

## **Report writing Questions asked in CAPF (AC) 2018 Paper 2**

- (a) Data leak from Facebook
- (b) Violence on University campuses during Student elections.



## 5) PRECISE WRITING

### Guidelines for precise writing

- Word limit **1/3<sup>rd</sup> total words** in passage.
- Write **one word in each division & five words in each line.**
- **Do not suggest title.**
- Write precise in **your own words.**
- Precise must be written only in the **precise format given.**

### Format of précis writing

- **Do not** write in **point format.**
- Write in the **same tense.**
- **Divide it into paragraphs, if necessary.**
- **Write total words** in the end of precise in given box.
- Use important **concept, key words and important data from original passage.**

### Rules of précis writing

- **Never use I and you.**
- **Do not** write your **suggestions /opinion.**
- Punctuate your passage in the usual way & **Punctuations in the same box with word.**
- **Write Article, Conjunctions and Preposition in single box.** E.g. the, a, an, and etc.
- Write **Hyphenated words in same box** e.g. indo-pak.
- **Do not copy flowery language** of passage.

### A Good Précis

- Start your précis by **highlighting the main idea of the passage** and you should **create contextual environment** where you can place the necessary points. Once the main idea is established in the précis, you can **present the methods, points, facts etc. used by the author of the passage.**
- Is marked by **clarity (of content and language), conciseness and precision.**
- Is **not just lifting of the sentences** from the original. It should be written in the precise writer's own words.
- Must have a **logical order (sequence and organized) and be well-knit and well connected.**
- Must have **coherence**; must **use linking devices** such as so, therefore, and, because further etc. **to maintain flow.**
- Must follow the **core idea / Order of ideas of the original** passage.
- Must **not contain any details** that not found in the original.

## 6) COMPREHENSION (20 MARKS)

### PATTERN

5 Questions = Each question carry 4 marks.

### GENERAL STRATEGY

- Read passage carefully & underline important keywords while reading.
- Read questions carefully and identify keywords & find demand of questions and directly jump to the section in the passage where the topic has been explained.
- Write the answer according to the passage in your own words. (Don't copy paste the passage as it is)
- Don't apply your own extra knowledge, Answer the question completely from the passage itself.
- Write complete sentences for even short type of questions.
- Write 4–5 lines for each questions however focus should be to meet demand of questions.
- It's very easy part of paper 2, you just need to meet demand of questions according to passage.
- E.g. QUE- what are the impacts of climate change?
- ANS- \_\_\_\_\_ are the impacts of climate change.

## 7) GRAMMAR SECTION

### CAPF PREVIOUS YEARS GRAMMAR ANALYSIS (2015 – 2024)

#### A] SYLLABUS - Simple grammar

Sr. No.	Priority Hot grammar topics	No. of Questions
1.	Change the voice	14
2.	Preposition	14
3.	Change to indirect speech/direct speech	12
4.	Use the correct verb form	12
5.	Rewrite using "No sooner / as soon as/neither ...nor.	08
6.	Change to simple/compound/complex sentence	07
7.	Question tag	06
8.	Affirmative/Negative sentences	06
9.	Write the correct pronoun	05
10.	Change to comparative degree	03
11.	Use article	02
12.	Miscellaneous	13

#### B] SYLLABUS- Other aspects of language testing (USE WORDS /PHRASES, CORRECT SENTENCE & PLURAL FORM) (2015 – 2024)


ASr. No.	Priority Hot grammar topics	No. of Questions
1.	Correct the following sentences without making any unnecessary changes. (2015-2024) [5 Questions/year]	45
2.	Use the following words and phrases in sentences of your own so as to bring out their meaning clearly. Do not change the form of the word. (2015-2024) [5 Questions/year]	40
3.	Give the plural form of the following words and make sentences using the plural form.	10

## APPROACH FOR GRAMMAR QUESTIONS

### GENERAL OBERVATIONS& SUGGESTIONS IN CAPF GRAMMAR TOPIC

Every year **25 marks** Questions asked by UPSC on grammar sections.

- **Prioritise grammar study** based of trend & pattern of CAPF EXAM e.g. prepare those topics that were asked by UPSC every years on regular basis.(See INDEX-1)
- Prepare **first 10 topics given in index-1** on priority basis & remaining topics after that.
- Nature of grammar questions are simple i.e. **school level difficulties** hence prepare these topics from standard English grammar books **like SP bakshi/ wren & martin or pal & suri.**
- Improve your **vocabulary and grammar** with **newspaper reading**, which also helps in the current affairs.
- **Make short** notes for **phrases/vocabulary** (collect from newspapers).
- **Make short notes of rules/formulas/short tricks** of grammar topics like tenses, change the voice, indirect speech, prepositions, articles, verbs etc
- More important thing after making short notes is to **practice more & more** by solving topic wise grammar examples/questions.
- **Don't neglect grammar part** (If you prepare this on priority basis, then you can fetch good marks with **high cost benefit ratio** )



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## A] SYLLABUS - Simple grammar

### 1] Change the voice

1) Let the door be shut. (Change the voice)

**Answer:** Shut the door.

2) Your behaviour greatly astonishes me. (Change the voice) (2023)

**Answer:** I am greatly astonished by your behaviour.

3) Let the government punish the wrong doers. (Change the voice) (2022)

**Answer –** Let the wrong doers be punished by the government.

4) The flowers Rana gave to Meena have withered. (Change to passive voice) (2021)

**Answer:** Meena was given the flower that have withered by Rana.

5) You are requested not to pluck the flowers. (Change to active voice) (2021)

**Answer:** Please, do not pluck the flowers.

6) My neighbour takes care of my dog in my absence. ( Transform the sentence into the passive form ) (2020)

**Answer:** My dog is taken care of in my absence by my neighbor.

7) The foundation stone of this auditorium was laid by the Chief Minister. ( Transform the sentence into the active form) (2020)

**Answer:** The Chief Minister laid the foundation stone of this auditorium.

8) The police were taking him to prison. (2019)

**Answer –** He was being taken to prison by police.

9) You must complete the work by the end of this week. (2018)

**Answer – The work must be completed by the end of this week by you.**

10) They have completed the work. (2017)

**Answer – The work has been completed by them.**

11) The method of living happily must be known to you. (2017)

**Answer – You must know the method of living happily.**

12) Such rumours are commonly heard these days. (Change to active form) (2016)

**Answer – We commonly hear such rumours these days.**

13) We fashioned these artefacts out of waste material. (Change into passive form) (2016)

**Answer – These artifacts were fashioned out of waste material.**

14) People say the bridge is unsafe. (2015)

**Answer – It is said the bridge is unsafe.**

## **2] Write suitable preposition**

1) He is sitting \_\_\_\_\_ the shade of a tree. (Insert the correct preposition)

Answer: He is sitting **in** the shade of a tree.

2) The cat jumped \_\_\_\_\_ the fence. (Fill in the blank using the correct preposition)

Answer: The cat jumped **over** the fence.

3) My son always confides me. (Supply the appropriate preposition) (2023)

Answer: My son always confides **in** me.

4) A law-abiding citizen is one who abides \_ the laws of the land. (Supply the appropriate preposition) (2022)

Answer - A law-abiding citizen is one who abides **by** the laws of the land.

5) The godown is infested .....mice. (Fill in the blank using a preposition) (2021)

Answer: The godown is infested **with** mice.

6) The inaugural ceremony of the Commonwealth Games was held -----the Jawaharlal Nehru Stadium. (2020).

Answer: The inaugural ceremony of the Commonwealth Games was held **in** the Jawaharlal Nehru Stadium.

7) He hanged himself..... a piece of cloth. (2019)

Answer - He hanged himself **with** a piece of cloth.

8) The writer is evidently enamoured .....the subject. (2018)

Answer - The writer is evidently enamoured **with** the subject.

9) He often gets..... trouble because of his carelessness. (2017)

Answer - He often gets **in** trouble because of his carelessness.

10) The post office will compensate us .....the loss. (2015)

Answer - The post office will compensate us **for** the loss.

11) The scene ..... of us is magnificent, isn't it? (2015)

Answer - The scene **in front** of us is magnificent, isn't it?

12) It is against my nature to pick a quarrel .....anyone. (2015)

Answer - It is against my nature to pick a quarrel **with** anyone.

13) I can't climb .....that high roof. (2015)

**Answer** - I can't climb **up** that high roof.

14) I haven't seen a movie .....the end of February. (2015)

**Answer** - I haven't seen a movie **since** the end of February.

### **3] Change to indirect speech/direct speech**

1) He told me that he had not gone there. (Change into direct speech)

**Answer:** He said to me, "He did not go here".

2) He said, "Where will I be this time next year!" (Rewrite the sentence using indirect speech) (2023)

**Answer:** He asked me where he would be this time the following year.

3) The policeman said to the man, "You are a trespasser and will be punished." (Rewrite the sentence using indirect speech) (2022)

**Answer** – The policeman told the man that he was a trespasser and would be punished.

4) Laavanya said to Pallavi, "Did Priyanka have lunch with Shilpy?" (Change to indirect speech) (2021)

**Answer:** Laavanya asked Pallavi if Priyanka had lunch with Shilpy.

5) The police spokesperson requested the media persons to allow him to complete his statement. (Rewrite the sentence using the direct speech form). (2020)

**Answer:** The police spokesperson said to the media persons, "please allow me to complete my statement."

6) He said, "We all are sinners." (2019) (change to indirect speech)



**Answer – He said that we all are sinners.** (Universal truth type question)

7) The teacher said to me, "Are you not ashamed of telling a lie.(change to indirect speech) (2018)

**Answer –The teacher asked me if I was not ashamed of telling a lie.**

8) My teacher said to me, "You should learn to live your life meaningfully and beautifully." (2017) (change to indirect speech)

**Answer – My teacher advised me to learn to live my life meaningfully and beautifully.**

9) My mother advised me that I should give respect to elders. (Change into direct speech) (2017)

**Answer – My mother said, "you should give respects to elders".**

10) He says, "I'm not coming to the function." (change to indirect speech) (2016)

**Answer – He says that he is not coming to the function.**

11) The children said, "We went to the zoo this morning." (change to indirect speech) (2015)

**Answer – The children said that they had gone to the zoo that morning.**

12) She said that they would have a party that night. (Change into direct speech) (2015)

**Answer – She said," We will have a party this night".**

#### **4] Use the correct verb form**

1) He \_\_\_\_\_(do) it for the last two days. (Use the correct form of the verb)

Answer: He **has been doing** it for the last two days.

2) It is difficult to get used to (eat) with chopsticks. (Use the correct form of the verb in the brackets)

Answer: It is difficult to get used to eating with chopsticks.

3) Deep snow ..... (laid/lay) on the railway track. (Choose the correct form of the verb) (2023)

Answer: Deep snow lay on the railway track.

4) Neither of the plans (suit/suits) him. (Choose the correct option) (2023)

Answer: Neither of the plans suits him.

5) A great poet and essayist .....in this house. (Fill in the blank using the correct form of 'live') (2021)

Answer: A great poet and essayist lives in this house.

6) If the police had reached the crime scene on time, the victim (Fill in the blank space with the appropriate form of the verb 'save'). (2020)

Answer: If the police had reached the crime scene on time, the victim would have been saved.

7) Neither the driver nor the passengers of the bus .....injured in the accident. (Fill in the blank space with the appropriate form of the verb 'be'). (2020)

Answer: Neither the driver nor the passengers of the bus were injured in the accident.

8) Gold and silver.....precious metals. (2019)

Answer - Gold and silver are precious metals.

9) If I.....the Principal of the college, I would allow no indiscipline. (Use form of 'be') (2018)

Answer - If I were the Principal of the college, I would allow no indiscipline.

10) I.....living in this town since 2007. (use auxiliary verb) (2017)

Answer - I have been living in this town since 2007.

11) No.....no gains. (use proverb) (2016)

**Answer** – No **pain**, no gains.

12) None of these books .....in circulation today.(use form of 'be') (2016)

**Answer** - None of these books **is** in circulation today.

## **5] Change to simple/ Compound/ Complex sentence.**

1) I met a woman. Her purse was snatched by someone. (Combine these simple sentences into a complex sentence) (2022)

**Answer** - I met a woman whose purse was snatched by someone.

2) Give your statement to the police. It will enable them to arrest the culprit. ( Write one simple sentence by combining the two sentences ) (2020)

**Answer:** By giving the statement to the police, you will enable them to arrest the culprit.

3) He sings only in the bathroom. ( Change this simple sentence into a complex sentence ) (2020)

**Answer:** The bathroom is the only place where he sings.

4) I have nothing that I can offer. (2019)

**Answer** – **I have nothing to offer.**

5) The minister was annoyed that he had not carried out his orders. (2018)

**Answer** – **The minister was annoyed at him for not carrying out the orders.**

6) People respect him because he is an exemplary leader. (2017)

**Answer** – **He being an exemplary leader, people respect him.**

7) Although there is inflation, the standard of living has gone up.(2015)

**Answer – Despite inflation, the standard of living has gone up.**

8) Notwithstanding his hard work, he did not succeed. (Change into compound sentence) (2015)

**Answer – He worked hard but he did not succeed.**

## **6] Rewrite using "No sooner / as soon as/neither ...nor./Not only but also**

1. He had not read the book, he had not seen it either. (Rewrite using 'neither', 'nor')

**Answer:** He had neither read the book nor seen it.

2. As soon as she reached her home, the messenger arrived. (Use "No sooner... than") (2023)

**Answer:** No sooner did she reached her home than the messenger arrived.

3. The meeting started the moment the minister arrived. (Use 'as soon as') (2022)

**Answer –** As soon as the minister arrived, the meeting started.

4. The cushions do not match the couch. The curtains also do not match the couch. (Combine the sentences using 'neither ... nor') (2021)

**Answer:** Neither the curtains nor the cushions match the couch.

5. Anil plays football in the evenings. He goes for swimming in the mornings. (Combine the sentences using 'not only ... but also') (2021)

**Answer:** Anil not only plays football in the evening but he also goes for swimming in the morning.

6. As soon as he came, he made objections. (2018)

**Answer – No sooner did he come than he made objections.**

7. No sooner did the sun rise than the rain stopped. (Rewrite using 'as soon as') (2015)

**Answer – As soon as the sun rose, the rain stopped.**

8. The man would not agree to my suggestion. He would not leave me in peace. (Make into a single sentence using 'neither ... nor') (2015)

**Answer –The man would neither agree to my suggestion nor leave me in peace.**

## 7] Question tag

1) He walks in an awkward fashion? (Add a suitable question tag) (2023)

Answer: He walks in an awkward fashion, doesn't he?

2) You aren't going out, \_\_\_\_? (2022)

Answer - You aren't going out, **are you?**

3) They will be arriving soon, .....?(2019)

**Answer - They will be arriving soon, won't they?**

4) Few students knew the answer, .....?(2018)

**Answer - Few students knew the answer, didn't they?**

5) Educated and empowered women contribute richly for the development of our nation,.....? (2017)

**Answer - Educated and empowered women contribute richly for the development of our nation, don't they?**

6) They know you.....? (2016)

**Answer – They know you, don't they?**

## 8] Write the correct pronoun

1) He does his work \_\_\_\_\_ without depending on others. (Fill in the blank space with an appropriate reflexive pronoun) (2022)

Answer – He does his work himself.

2) You never think of (Fill in the blank using a reflexive pronoun) (2021)

Answer: You never think of yourself.

3) We need to take care of ( Fill in the blank space with an appropriate reflexive pronoun ) (2020)

Answer: We need to take care ourselves.

4) Please excuse.....being late. (2019)

Answer - Please excuse my being late.

5) We seldom see..... as others see us. (use reflexive pronoun) (2018)

Answer - We seldom see ourselves as others see us.

## 9] Affirmative/Negative sentences

1) His brother is more intelligent. (Change into the negative without changing the meaning)

Answer: He is **not as intelligent** as is brother.

2) He visits me rarely. (Change into a negative sentence without changing the meaning) (2023)

Answer: He does not visit me often.

3) He always remembers his well-wishers. (Change into a negative sentence without changing the meaning) (2022)

Answer – He never forgets his well wishers.

4) Can your mother not go in the other car? (Change to affirmative) (2021)

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**Answer:** Your mother can go in the other car.

5) He is greater than I. (**Change to a negative sentence using 'great'**) (2019)

**Answer-**I am not as great as he.

6) He was more sly than a fox. (**Change from affirmative to negative**) (2015)

**Answer** – A fox was not as sly as he.

### **10] Use correct article**

1) I decided to buy..... .... few paintings that were left unsold in the exhibition.(2020)

**Answer:** I decided to buy **the** few paintings that were left unsold in the exhibition.

2) .....university stands for humanism, tolerance, progress, etc. (2017)

**Answer - A** university stands for humanism, tolerance, progress, etc

### **11] Change to comparative degree without changing the meaning**

1) Tanya is the most intelligent girl in her class. (Use the comparative degree) (2023)

**Answer:** Tanya is more intelligent girl than any other in the class.

2) Abdul is as strong as his brother. (2019)

**Answer - His brother is not stronger than abdul.**

3) Shakuntalam is understood to be the best drama in Sanskrit. (2018)

**Answer – Shakuntalam is understood to be better than any other drama in Sanskrit.**

## 12] Miscellaneous

1) He is very strong. He can defeat his enemies. (Combine the two sentences using 'enough')

Answer: He is strong **enough** to defeat his enemies.

2) He gave a modest answer to the question. (Rewrite the sentence changing the adjective into an adverb)

Answer: He **modestly** answer the question.

3) He is so clever that he cannot be trusted. (Use "too. ....to") (2023)

Answer: He is **too** clever **to** be trusted.

4) He drove too fast for the police to catch him. (Remove 'too') (2022)

**Answer** - He drove **so** fast that the police could not catch him

5) The book may be in the bag. It may be in the cupboard. (Join the two sentences using 'either ... or') (2022)

**Answer** - The book may be **either** in the bag **or** in the cupboard.

6) .....she was talking on the phone; her purse fell from her hand. (Fill in the blank using the appropriate word—Because/While) (2021)

**Answer: While** she was talking on the phone; her purse fell from her hand.

7) Sitting on the tree, a bee stung him. (**Begin the sentence with: While he ...**)( 2019)

**Answer - While he was** Sitting on the tree, a bee stung him.

8) The paper was very easy. He could score high marks. (**Combine the sentences using "enough"**) (2018)

**Answer** – The paper was easy **enough** to score high marks.



9) The problem was so complicated that I could not solve it. (Rewrite the sentence using "too") (2017)

**Answer** – The problem was **too** complicated for me to solve.

10) Neither she nor her husband was present for the ceremony. (Change into interrogative sentence) (2016)

**Answer** – Was she or her husband present for the ceremony?

11) They come to the park regularly. (Change to past tense to project it as a routine past activity) (2016)

**Answer** – They used to come to the park regularly.

12) Arch-enemy' means one's old enemy/worst enemy. (Strike out the wrong option) (2016)

**Answer** – 'Arch – enemy' means one's old enemy.

13) The tutor has come. He will teach my son. (Combine the two sentences using to') (2015)

**Answer** – The tutor has come **to** teach my son.

6. (b). Write one sentence each using the following words/phrases to bring out their meaning clearly. Do not change the form of the given words/phrases: (10 marks) (2024)

1. Bring out

Answer: They have to **bring out** an album next year.

2. Give way

Answer: You must **give way** at this junction.

3. Look into

Answer: We will **look into** the problem and come back to you when we have the information.

4. Get along

Answer: Why don't you two **get along**? You are always arguing.

5. Bring about

Answer: He may **bring about** his company's collapse due to his reckless spending.

6. (b). Write one sentence each using the following words/phrases to bring out their meaning clearly. Do not change the form of the given words/phrases: (10 marks) (2023)

1. **Held up**: They got held up in traffic.

2. **Carry out**: You must carry out my orders

3. **Take after**: You should take after your sister who is a diligent student

4. **Look down upon**: She looks down upon people who haven't gone to college.

5. **Give in**: This government will not give in to terrorism.

**6. (c). Correct the following sentences without making any unnecessary changes. (5 marks) (2024)**

1. He walked one and a half hours.

**Answer:** He walked an hour and a half.

2. He is always ready to pick up quarrels.

**Answer:** He is always ready to pick quarrels.

3. I have ordered for dinners.

**Answer:** I have ordered dinners.

4. Let us discuss about the problems.

**Answer:** Let us discuss the problems.

5. One cannot be too careful about what he says.

**Answer:** One cannot be too careful about what one says.

**6. (c). (Rewrite the following sentences after making necessary corrections. (5 marks) (2023)**

1. Everyone, except the five boys, have reached the destination.

**Answer:** Everyone, except the five boys, **has** reached the destination.

2. Unless he does not return the library books, he will not be relieved from service.

**Answer:** Unless he **returns** the library books, he will not be relieved from service

3. They have arrived from Chennai yesterday.

**Answer:** They **arrived** from Chennai yesterday.

4. Your answer is replete from errors.

**Answer:** Your answer is replete **with** errors

5. The book is missing from my room from yesterday

**Answer:** The book is missing from my room **since** yesterday.

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