

**ENGLISH DEPARTMENT**

**SHRI DATTA MEGHE  
POLYTECHNIC, NAGPUR**

**APPLIED GRAMMAR**

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# **APPLIED GRAMMAR**

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# Preface

In the present world of globalization, proficiency in English language is an important and essential element for a budding engineer who is stepping ahead into the practical technical field. His professional growth should be in line with academic growth. He needs to develop efficient communication in personal as well as in professional life as Soft Skills are requirement of present time. This presentation will help them to hone and enhance their skills in comprehension, writing, vocabulary building ,paragraph writing , elocution etc. This presentation focuses the applied use of grammar.

The goal of this PPT is to help teachers in the use of e- Learning that is both effective and efficient method for teaching our students .

It has been developed for purely non- commercial academic purpose.

With deep regards and humility , we thank both our Management of Meghe Group of Institutions( MGI) and our Director General for strong follow- ups to prepare PPTs under DTEL. We dedicate this PPT to all the students and our shared profession.

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# PART-I SPECIFIC OBJECTIVE / COURSE OUTCOME

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The student will be able to:

- 1 Understand the basic concept in grammar.
- 2 Apply grammatical rules to form correct sentence..
- 2 Apply the rules of grammar..

‘A’ or ‘An’ and ‘The’ are called Articles .

They are demonstrative Adjectives.

(a) ‘A’ or ‘An’ is called indefinite Article; as-

A book; that is any book.

An ox; that is any ox.

(b) ‘The’ is called Definite Article. It particularizes a person or thing; as-

He ran after the thief. (some particular thief)

- 'The' Indefinite article is used:-
  - A) In numeral sense meaning one; as-  
Seven days make a week.  
Not a word did he speak.
  - B) To represent a class; as-  
A subordinate should obey his boss.
  - C) In vague sense of a certain ; as-  
One night a thief broke into his house.
  - D) To generalize the proper noun; as-  
He is a Newton .( as able as Newton)
  - E) In the sense of the same; as-  
Birds of a same feather flock together.

- 'A' is used with a word having consonant sound whether the word begins with a vowel or a consonant.
  - (a) A man, a book ,a pen, a B.A.
  - (b) A useful book, a one eyed donkey, a European, a unique building.
- 'An' is used before a word beginning with a vowel sound; as-
  - (a) An eye, an elephant, an ox , an inkpot.
  - (b) An hour, an heir, an honest, man.
  - (c) An M.A., an S.D.O., an M.P.

- ‘The’ is used :-
  - 1) To particularize a person or a thing, or one well-known to us or one mentioned ; as-

I have lost **the pen** that you gave me.
  - 2) When a singular noun represents a whole class; as-

**The cow** is a useful animal.
  - 3) Before Proper and , Material and Abstract Noun used as Common Noun; as-

Kalidas is **the Shakespeare** of India.  
Always speak **the truth**.

- ‘The’ is used :-

- 4) With the names of seas, oceans, gulfs, rivers, groups of islands and mountains; as-

The Arabian Sea, the Indian ocean, the Persian Gulf, the Ganges ,the East Indies, the Himalayas.

- 5) Before the names of sacred books, news-papers, magazines, ships , and well-known buildings ;as-

The Bible, the Hitvada, the Titanic, the Rashtrapati Bhavan.

5) Before the Nations and Communities ; as-

**The** Hindus, **the** English ,**the** Burmese.

6) Before dates ; as-

I shall come back on **the 13<sup>th</sup>** of May.

7) Before the Adjectives ‘some and whole’ and after the Adjectives ‘ all and both’; as –

**The whole** class was absent.

**All the** boys are present.

Study the use of the Definite Article in the following sentences :-

a) The virtuous are generally happy.

The day dawned.

b) Milk is sold by the liter.

Eggs are sold by the dozen.

He played the fool.

Mark the difference between the meanings of the following pairs of sentences

1) I have a red and white cow. ( one cow)

I have a red and a white cow. ( two cows)

2) The king and poet is dead. ( one person)

The king and the poet is dead. (two persons)

3) He is a better teacher than clerk.( same person)

He is a better teacher than a clerk. ( different persons)

4) He met a smart girl and woman. (both were smart)

He met a smart girl and a woman. ( only the girl was smart)

<b>• Incorrect</b>	<b>• correct</b>
• Never tell lie.	• Never tell a lie.
• She is a M.A.	• She is an M.A.
• Sun sets in West.	• The sun sets in the west.
• She has Headache.	• She has a headache.
• It is quarter to ten.	• It is a quarter to ten.
• Why are you making noise.	• Why are you making a noise.
• The gold is a precious metal.	• Gold is a precious metal.
• Gita is a sacred book of Hindus.	• The Gita is a sacred book of Hindus.

1. I moved to \_\_\_\_\_ USA when I was 15 years old.

a) a b) the c) no article

2. I can spell as well as \_\_\_\_\_ most students.

a) a b) the c) no article

3. He is \_\_\_\_\_ most famous actor I know.

a) a b) the c) no article

4. Hurry up! We don't have \_\_\_\_\_ lot of time.

a) a b) the c) no article

5. I live around here = I live in \_\_\_\_\_ neighborhood.

a) a b) the c) no article

6. I don't know at all = I don't have \_\_\_\_\_ clue.

a) a b) the c) no article

7. I have \_\_\_\_\_ idea!

a) an b) the c) no article

8. \_\_\_\_\_ tea in my cup is too hot to drink.

a) A b) The c) no article

9. The US President lives in \_\_\_\_\_ White House.

a) a b) the c) no article

10. My parents live in \_\_\_\_\_ white house.

a) a b) the c) no article

**ANSWERS:**

1)b ,2)c, 3)b, 4)a, 5)b, 6)a, 7)a, 8)b, 9)b, 10)a

1. Fill in the blanks with suitable Articles:-

1. I want \_\_\_\_ apple from that basket.
2. \_\_\_\_ church on the corner is progressive.
3. Miss Lin speaks \_\_\_\_ Chinese.
4. I borrowed \_\_\_\_ pencil from your pile of pencils and pens.
5. One of the students said, " \_\_\_\_ professor is late today."
- 6 Ali likes to play \_\_\_\_ volleyball.
7. I bought \_\_\_\_ umbrella to go out in the rain.
8. My daughter is learning to play \_\_\_\_ violin at her school.

1. Fill in the blanks with suitable Articles:-
  
9. Please give me \_\_\_\_\_ cake that is on the counter.
10. I lived on \_\_\_\_\_ Main Street when I first came to town.
11. Albany is the capital of \_\_\_\_\_ New York State.
12. My husband's family speaks \_\_\_\_\_ Polish.
13. \_\_\_\_\_ apple a day keeps the doctor away.
14. \_\_\_\_\_ ink in my pen is red.
15. Our neighbors have \_\_\_\_\_ cat and \_\_\_\_\_ dog.

1. I want **an** apple from that basket.
2. **The** church on the corner is progressive.
3. Miss Lin speaks Chinese. (**no article needed**)
4. I borrowed **a** pencil from your pile of pencils and pens.
5. One of the students said, "**The** professor is late today."
6. Ali likes to play volleyball. (**no article needed**)
7. I bought **an** umbrella to go out in the rain.

8. My daughter is learning to play **the** violin at her school.

9. Please give me **the** cake that is on the counter.

10. I lived in the Main Street when I first came to town.

**(no article needed)**

11. Albany is the capital of New York State. **(no article needed)**

12. My husband's family speaks Polish. **(no article needed)**

13. **An** apple a day keeps **the** doctor away.

14. **The** ink in my pen is red.

15. Our neighbors have **a** cat and **a** dog.

Write the following paragraphs, inserting ***a, an, and the*** ***where needed.***

I have horse of my own. I call her Pretty Girl. She is intelligent animal, but she is not thoroughbred horse. I could never enter her in race, even if I wanted to. But I do not want to. She is companion, for my own pleasure. I took her swimming day or two ago.

Answer:-

I have **a** horse of my own. I call her Pretty Girl. She is **an** intelligent animal, but she is not **a** thoroughbred horse. I could never enter her in **a** race, even if I wanted to. But I do not want to. She is **a** companion, for my own pleasure. I took her swimming **a** day or two ago.

### Definition:-

Preposition is a word, which is used before a noun, a noun phrase or a pronoun , connecting it to another word.

**1. Simple prepositions:** Prepositions which consists **only one word.**

e.g. in, on, at, with, against etc..,

**2. Compound prepositions:** Prepositions which consists of **two or more words.**

e.g. instead of, in the middle of, by the side of etc..,

# Preposition

## Some Prepositions

at	along	behind	except	from	off	past
about	amid	below	by	in	on	since
above	among	beneath	down	inside	onto	through
across	around	beside	during	into	out	to
after	until	between	except	near	outside	toward
against	before	beyond	for	of	over	under

There are three types in prepositions:

1. Preposition of time

Ex. At, on, during, etc.

2. Preposition of place

Ex. Over , under, beside, etc.

3. Preposition of direction

Ex. After , down , along ,etc.

### Compound prepositions

A ***compound preposition*** consists of a combination of words that is often considered as one preposition and connects the object of a preposition to another word or set of words.

According to	Except for	In response to	Inside of
Because of	Instead of	As well as	By way of

Some prepositions show where something happens. They are called prepositions of place.

Examples:-

1. Sony was sitting under a tree.
2. There's a wooden floor underneath the carpet.
3. Some geese flew over their house.
4. John and Sarah were hiding inside the wardrobe.
5. There was a tree beside the river.
6. I have a friend who lives in America.

### Exercise

1. She was watching movie \_\_\_\_\_ the theatre.
2. Ranjan is playing \_\_\_\_\_ the ground
3. The sugar is \_\_\_\_\_ the jar.
4. The train will come \_\_\_\_\_ platform number six.
5. Children are playing \_\_\_\_\_ the tree.
6. You have something \_\_\_\_\_ your face
7. Kirti must be \_\_\_\_\_ the plane now.
8. I will meet you \_\_\_\_\_ the airport.
9. Lina was standing \_\_\_\_\_ the window .
10. There is a beautiful painting \_\_\_\_\_ the wall.

### Answers

1. She was watching movie in the theatre.
2. Ranjan is playing on the ground
3. The sugar is in the jar.
4. The train will come at platform number six.
5. Children are playing under the tree.
6. You have something on your face
7. Kirti must be in the plane now.
8. I will meet you at the airport.
9. Lina was standing near the window .
10. There is a beautiful painting on the wall Exercise

**Some prepositions show when something happens. They are called prepositions of time.**

Examples:-

1. School starts **at** nine o'clock.
2. We're going to the zoo **on** Saturday.
3. No, you can't watch a video. It's **past** your bedtime already.
4. I visited my grandparents **during** the summer.
5. You must finish the work **by** Friday.
6. I'll do my homework **before** dinner.

### Exercise

- 1) I will wait \_\_\_\_\_ 6:00, but then I will go home
- 2) \_\_\_\_\_ September 11 terrorists attacked the twin towers.
- 3) What are you doing \_\_\_\_\_ the afternoon ?
- 4) My mother leaves for the office \_\_\_\_\_ 8:00 am in the morning.
- 5) I will finish this task \_\_\_\_\_ Saturday.
- 6) The committee will visit \_\_\_\_\_ Monday.
- 7) I have been waiting here \_\_\_\_\_ morning.
- 8) We celebrate Independence Day \_\_\_\_\_ 15<sup>th</sup> August.
- 9) The local trains runs daily at the interval \_\_\_\_\_ 30 minutes.
- 10) What is the time \_\_\_\_\_ your watch?
- 11) My birthday falls \_\_\_\_\_ 6<sup>th</sup> March.
- 12) My friend is living here \_\_\_\_\_ three years.

Exercise:

1. I will wait untill 6:00 ,but then I will go home.
2. On September 11 terrorists attacked the twin towers.
3. What are you doing in the afternoon.
4. My mother leaves for the office at 8:00 am in the morning.
5. I will finish this task by Saturday.
6. The committee will visit on Monday.
7. I have been waiting here since morning.
8. We celebrate Independence Day on 15<sup>th</sup> August.
9. The Local train runs daily at the interval of 30 minutes
- 10 What is the time by your watch.
11. My birthday falls on 6th March.
12. My friend is living here for three years.

**Some prepositions show where something is going. They are called prepositions of direction.**

Examples:-

1. The police ran **after** the thief.
2. The football rolled **down** the hill.
3. A man was walking with his dog **along** the riverbank.
4. The freeway goes right **through** the city.
5. We were travelling **towards** Miami.

Exercise:-

1. This bus will go \_\_\_\_\_ Ramtek.
2. The wind is blowing \_\_\_\_\_ east \_\_\_\_\_ west.
3. A road runs \_\_\_\_\_ the forest.
4. The pugmarks are going \_\_\_\_\_ the lake.
5. The river is flowing \_\_\_\_\_ the hills.
6. Prachi jumped \_\_\_\_\_ the swimming tank.
7. He asked to scroll \_\_\_\_\_ the picture.
8. They are playing \_\_\_\_\_ the sea shore.
9. The glass fell \_\_\_\_\_ from her hand.
10. The gangster fired \_\_\_\_\_ in the sky.
11. The racers drove speedily \_\_\_\_\_ the finishing point.
12. The troop started to move \_\_\_\_\_ the border.

Answers:-

1. This bus will go to Ramtek.
2. The wind is blowing from east to west.
3. A road runs across the forest.
4. The pugmarks are going towards the lake.
5. The river is flowing down the hills.
6. Prachi jumped into the swimming tank.
7. He asked to scroll down the picture.
8. They are playing at the sea shore.
9. The glass fell down from her hand.
10. The gangster fired up in the sky.
11. The racers drove speedily to the finishing point.
12. The troop started to move towards the border.

1. A cat was sitting \_\_\_\_\_the roof of my car. (place)
2. Some people were talking \_\_\_the movie. (time)
3. A man was coming\_\_\_\_\_ us on his bike. (direction)
4. The party starts\_\_\_\_\_ six o'clock. (time)
5. She put the book \_\_\_\_\_her bag. (place)
6. We walked\_\_\_\_\_ the street to the park. (place)
7. She keeps her slippers\_\_\_\_\_ her bed. (place)
8. We always wash our hands \_\_\_\_\_meals. (time)
9. She ran \_\_\_\_\_the dog because she was frightened.  
(direction)

Definition: A conjunction is a word that "joins".  
A conjunction joins either two words, or two phrases  
or two sentences.

**Conjunctions** are used to connect words or groups of words.

Eg.: Peter **and** Paul are very good friends.

Rahul **and** Pritam will come tomorrow.

Rita can speak English **as well as** French.

**Either** Ram **or** Teena has come to the party.

Conjunctions have three basic forms:

- **Single Word**  
for example: and, but, because, although
- **Compound** (often ending with *as* or *that*)  
for example: provided that, as long as, in order that
- **Correlative** (surrounding an adverb or adjective)  
for example: so...that, neither...nor.

- **Coordinating conjunctions**
  - join two parts of a sentence that are grammatically equal.
  - The two parts may be single words or clauses,
  - for example:
    - *Jack **and** Jill* went up the hill.
    - *The water was warm, **but** I didn't go swimming.*
- **Subordinating conjunctions**
  - join a subordinate dependent clause to a main clause,
  - for example:
    - *I went swimming **although** it was cold.*

- **Coordinating conjunctions** always come between the words or clauses that they join.
- **Subordinating conjunctions** usually come at the beginning of the subordinate clause.

- A co-ordinating conjunction joins parts of a sentence (for example words or independent clauses) that are grammatically **equal** or similar. A co-ordinating conjunction shows that the elements it joins are similar in importance and structure:
- Examples: and, but, or, nor, for, yet, so

- The two elements that the coordinating conjunction joins are shown in square brackets [ ]:
- I like [tea] **and** [coffee].
- [Ram likes tea], **but** [Anthony likes coffee].

- Coordinating conjunctions always come **between** the words or clauses that they join.
- When a coordinating conjunction joins independent clauses, it is always correct to place a comma before the conjunction:
  - I want to work as an interpreter in the future, **so** I am studying Russian at university.

Coordinating conjunctions	Examples
and	Hard work <b>and</b> intelligence brought him success.
as well as	He can read Sanskrit <b>as well as</b> Persian.
both.....and	Both Radha <b>and</b> Mangala joined tuitions.
or	Study well <b>or</b> you will fail.
nor	I don't like coffee, <b>nor</b> I like tea.
neither.....nor	<b>Neither</b> Seeta <b>nor</b> Geeta are interested in Music.

Coordinating conjunctions	Examples
consequently	It began to rain <b>consequently</b> the cricket match was cancelled.
accordingly	The teacher instructed students, <b>accordingly</b> they prepared notes.
but	You can lead the horse to the water <b>but</b> you cannot make it drink.
still	There is no ray of success <b>still</b> he works hard.

Coordinating conjunctions	Examples
yet	He did not work hard <b>yet</b> he passed the examination.
nevertheless	The boy does not work hard <b>nevertheless</b> he is clever.
However	He could not climb the mountain <b>however</b> he did not lose hope.
not only..... but also	He <b>not only</b> talks in English <b>but also</b> writes in English.
therefore	Rohan did not attend the classes regularly, <b>therefore</b> he failed the exam

- A subordinating conjunction joins a subordinate (dependent) clause to a main (independent) clause
- Examples: after, although, as, because, before, how, if, once, since, than, that, though, till, until, when, where, whether, while

- A subordinating conjunction always comes at the beginning of a subordinate clause.
- It "introduces" a subordinate clause.
- Example: Ram went swimming **although it was raining**.
- However, a subordinate clause can sometimes come after and sometimes before a main clause.
- Example: **Although it was raining**, Ram went swimming.

Use suitable co-ordinating Conjunctions

1. He did not work very hard \_\_\_\_ he passed.
2. Susan finished her work \_\_\_\_ went for a walk.
3. My friend enjoys poetry \_\_\_\_ fiction as well.
4. Reading is enjoyable \_\_\_\_\_ many people don't like it.
5. Sunil is clever \_\_\_\_ is brother is not.
6. She did not see anybody there, \_\_\_\_\_ he came back.
7. There was no hope of success \_\_\_\_\_ he tried hard.

1. He did not work very hard yet he passed.
2. Susan finished her work and went for a walk.
3. My friend enjoys poetry and fiction as well.
4. Reading is enjoyable still many people don't like it.
5. Sunil is clever but his brother is not.
6. She did not see anybody there, therefore he came back.
7. There was no hope of success nevertheless he tried hard.

Use suitable subordinating Conjunctions

1. I heard the noise \_\_\_\_\_ I was in library.
2. I shall visit him \_\_\_\_\_ he comes back.
3. He found the book \_\_\_\_\_ he was looking for a lost bag.
4. We can't start \_\_\_ the rain stops.
5. We must be there \_\_\_\_\_ the meeting is over.
6. Susan did not attend the meeting \_\_\_\_\_ she was ill.
7. \_\_\_\_\_ I feel indisposed, I won't come to the party.

1. I heard the noise when I was in library.
2. I shall visit him as soon as he comes back.
3. He found the book while he was looking for a lost bag.
4. We can't start till the rain stops.
5. We must be there before the meeting is over.
6. Susan did not attend the meeting since she was ill.
7. Since I feel indisposed, I won't come to the party.

Join the following pairs of sentences using suitable conjunctions, and making necessary changes:

**1.He writes novels. He writes plays.**

Ans: He writes novels **as well as** plays.

**2.He ran. He did not want to be late.**

Ans: He ran **as** he did not want to be late.

**3.He is poor. He is honest.**

Ans: **Though** he is poor, he is honest.

**1.His father called him. He did not answer back.**

Ans: **Though** his father called him, he did not answer back.

**2.Rahul worked hard. He failed the examination.**

Ans: **In spite of** working hard, Rahul failed the examination.

**3.He ate all the food. He was very hungry.**

Ans: He ate all the food **because** he was very hungry.  
He was very hungry **so** he ate all the food.

**4.The man is weak. He cannot walk.**

Ans: The man is **so** weak **that** he cannot walk.

6. Such an action will not be appreciated \_\_\_\_\_ it were just. (as though, even if, so that)
7. Take care \_\_\_\_\_ you are not cheated. (so, that, before)
8. You should go early \_\_\_ you are likely to miss the bus.  
(indeed, otherwise, in fact)
9. I would have helped him \_\_\_ I had enough money. (until, if, although)
10. The principal fined him \_\_\_\_\_ he had broken the window pain. (although, so, because)

11. \_\_\_\_\_ you work hard, you will fail. (if, so, unless)
12. A month had passed \_\_\_\_\_ you returned. (from, since, then)
13. I will wait for you \_\_\_\_\_ you return. (unless, until, still)
14. You can borrow two books \_\_\_\_\_ you return it tomorrow.  
(so that, provided that, and)
15. She walks so long \_\_\_\_\_ she can be slim. (so that, if, as though)

1. Unless

2. So that

3. That

4. That

5. Although

6. Even if

7. That

8. otherwise

9. If

10. Because

11. Unless

12. Since

13. Until

14. Provided that

15. So that

1. The man would not leave \_\_\_\_\_ the restaurant threatened to call the police.  
(A) and (B) as (C) even though (D) but
2. He tries to talk to her \_\_\_\_\_ he always freezes up whenever he opens his mouth.  
(A) in order to (B) if (C) but (D) although
3. You have to wait \_\_\_\_\_ midnight before you can open your birthday gift.  
A) since (B) until (C) because (D) despite
4. Minnie and Gigi love to sit together during lunch \_\_\_\_\_ gossip about their colleagues.  
A) so that (B) or else (C) and (D) unless
5. Martha wants to attend the meeting \_\_\_\_\_ having stated earlier that she would not  
A) despite (B) although (C) until (D) or else

6. Andy forgot to attend Daniel's recital \_\_\_\_\_ multiple reminders by Daniel's mother.

(A) because (B) despite (C) unless (D) but

7. Can I replace your chicken with beef \_\_\_\_\_ we run out of chicken ?

(A) if (B) so that (C) since (D) because

8. He will not believe that his baby girl can already walk \_\_\_\_\_ he sees it with his own eyes.

(A) unless (B) in order to (C) although (D) as

9. You will have to pick one of the dresses here \_\_\_\_\_ you will not have anything nice to wear to the party tomorrow.

(A) even though (B) despite (C) or else (D) since

10. She brought in all the laundry \_\_\_\_\_ it is starting to look like rain

(A) until (B) but (C) so that (D) as.

ANSWERS	
1	C
2	C
3	B
4	C
5	A
6	B
7	A
8	A
9	C
10	D

1. \_\_\_\_\_, you've got a chance, you might as well make full use of it.

(A) Now that (B) After (C) Although (D) As soon as

2. She has not spoken to us \_\_\_\_\_ we had the argument.

(A) as (B) so (C) while (D) since

3. \_\_\_\_\_ you refuse to pay the ransom, the kidnappers might hurt the child.

(A) Lest (B) Unless (C) If (D) Or else

4. \_\_\_\_\_ he was about to fall asleep the telephone rang.

(A) As (B) Since (C) Unless (D) So that

5. \_\_\_\_\_ the couple goes, their children follow them.

(A) When (B) Where (C) If (D) Wherever

6. Father locked the garage door \_\_\_\_\_ no one could tamper with the car.

(A) because (B) so that (C) for (D) lest

7. It was only when I re-read his poems recently \_\_\_\_\_ I began to appreciate their beauty.

(A) until (B) that (C) then (D) so

8. They were angry \_\_\_\_\_ they remained silent.

(A) but (B) while (C) if (D) or

9. They decided that it would be \_\_\_\_\_ correct \_\_\_\_\_ proper to boo at the singer who sang badly.

(A) either ... or (B) not only ... but also (C) quite ... and (D) neither ... Nor

10. She shouted for help \_\_\_\_\_ no one came to her aid.

(A) so (B) yet (C) while (D) for

ANSWERS	
1	A
2	D
3	C
4	A
5	D
6	B
7	B
8	A
9	D
10	B

1. Verbs can be used to show when something happened.
2. Verb tense expresses the time of an event or action.
3. A verb form is used to indicate continuation or completeness of action.
4. The English language has twelve different tenses.
5. There are three main tenses:
  1. Present tense
  2. Past tense
  3. Future tense

1.To Express a habit or often repeated action.

College canteen opens at 8:00 am. everyday.

2.To Express General truths.

The earth revolves round the sun.

3.To indicate future action as a part of a plan.

Holi falls on Saturday this year.

4. To introduce quotations.

Keats says, ‘ A thing of beauty is joy forever’.

Adverbs of frequency such as, *often*, *seldom*, *sometimes*, *never*, etc. are used with this tense.

**S + V1 or ' s' / 'es ' + O**

Sentences:

She goes to work everyday.

They *always* eat lunch together.

This tense also expresses general truths or facts that are timeless.

I  
WE  
THEY

} V1

HE  
SHE  
IT

} V1+ S/ES

Sentences:

Snow falls in December in Minnesota.

Water boils at 100 degrees Celsius.

To describe an action that is occurring right now (at this moment, today, this year, etc.).

The action has begun and is still in progress.

S + am/ is/ are + V1 + 'ing' + O

Sentences:

1. She is typing a paper for her class.
2. He can't talk. He is fixing the sink right now.

To describe the duration of an action that began in the past and continues into the present.

***S + have/ has/ + been + V1 + 'ing' + O + (since/for)***

Sentences:

1. He has been studying grammar for an hour.

2. She has been cooking all day.

(He is still studying and she is still cooking.)

To describe events that have been in progress recently and are rather temporary.

Sentences:

1. She has been living in Taiwan for the last two months, but she plans to move soon.
2. We have been trying to find the solution for two days.

The simple past is used to describe actions and/or events that are now completed and no longer true in the present.

**S + V2 + O**

### Sentences:

1. I attended MJC in 1998. (I no longer attend MJC.)
2. I saw a movie every weekend when I was a teenager.  
(I don't see movies very much anymore.)

To talk about an activity that was in progress at a specific point of time in the past.

The emphasis is on the duration of the activity in the past.

**S + was / were + V1 + 'ing' + O**

Sentences:

1. I was studying for an exam while my mother was cooking dinner.

2. We were walking in the park around 7 p.m. last night.

The past progressive is often used with the simple past to show that one action was in progress when another action occurred.

### Sentences:

1. I was taking a bath when the doorbell rang.
2. They were eating dinner when the neighbors stopped by for a visit.

This tense is used to emphasize the duration of an action that was completed before another action or event in the past.

***S + had + been + V1 + 'ing' + O + (since/for)***

Sentence:

1. She had been driving around the city for three hours before she finally found the right office.

*Will* and *be + going + to* are often used to describe future actions.

***S + will / shall + V1 + O***

Sentences:

1. Thomas will graduate in June.
2. Maria is going to go to Mexico next week.

The simple present and present progressive are also used to express future time. These are often used in connection with schedules.

### Sentences:

1. She is meeting a new client at eleven o'clock.
2. The train leaves at 6:00 a.m. tomorrow.

To describe an event or action that will occur over a period of time at a specific point in the future.

***S + will/ shall/ + be + V1 + 'ing' + O***

Sentences:

1. I will be teaching ESL 40 at 10 a.m. tomorrow.
2. They will be moving their furniture out of the house by the time you arrive tomorrow.

To describe an event or action that will be completed before another event or time in the future.

***S + will/ shall + have + V3 + O***

Sentence:

1. We will have finished the exam by the time class ends tomorrow.

To describe an action that has been in progress for a duration of time before another event or time in the future.

***S + will/ shall + have + been + V1 + 'ing' + O***

Sentences:

1. By the time he finishes law school, we will have been living in the U.S. for eight years.

Write each sentence again in past tense.

1. Mahesh sings in a club.

2. Elegance group gives nice presentation.

3. Reema is a good orator.

4. They try hard to reach to the finals.

5. Teacher motivates students for the best performance.

**Answers: (sang, gave, was, tried, motivated)**

Write each sentence again to mean a future action.  
Remember you may have to add an extra word.

1. Mom cooks my favorite dish
2. Geeta paints the wall to spread the message save trees.
3. I usually reach home at 2:30 pm.
4. Chetan receives the call at the reception.
5. Neha is serving the food to the guests.

**Answers:(will cook, will paint, will reach, will receive,  
will serve)**

### Identify The Tenses

1. The show starts at 6:00 pm in the evening.
2. The thief was sleeping when the police arrested him.
3. Rama received seven medals in the convocation ceremony.
4. Doctor had treated the patients of swine flu.
5. It will rain tomorrow.

Identify The Tenses

Answers :-

1. Simple present tense
2. Past continuous tense
3. Simple past tense
4. Past perfect tense
5. Simple future tense

### Identify the Tenses

1. Aarti will be going to Mumbai next week.
2. I had been looking for some better place.
3. John was very lucky.
4. Raghav is playing a beautiful tune on his violin.
5. Grandma plucked the flowers for making a garland.

### Answers

1. Future continuous tense
2. Future perfect continuous tense
3. Simple past tense
4. Present continuous tense
5. Simple past tense

Fill In the blank with correct form of verb

- 1) Shreya (work) since morning in the garden.
- 2) Rajiiv (call) Ajay for (give) presentation.
- 3) Team India ( practice) a lot for the victory in football match.
- 4) The final exam ( start) from next week.
- 5) The tiger ( kill) by the hunters.
- 6) The trophy ( give) by the chief guest.
- 7) The seminar ( arrange) by the Electronics Department.
- 8) As he ( be) injured . He (be)replaced by the new player.
- 9) Pratik (join) us next week.
- 10) I ( complete) my graduation. Now I ( search) for a job.

1. has been working
2. called, giving
3. Practiced
4. will
5. was killed
6. will be given
7. was arranged
8. is, will be
9. will
10. have completed, will search

1. Verb is also called as backbone of the sentence as it gives proper expression to the thought or action.
2. Verb denotes the time of action and also the state of action.
3. It denotes the degree of completeness or continuation of the action which makes sense to serve the basic purpose of understanding the correct action.
4. It is essential for the students to understand the correct method of using verb in the sentence to communicate effectively.

- There are **TWO TYPES** of **Voices** in English language.

They are:

1. Active voice.
2. Passive voice.

## Difference between Active and Passive Voice

<b>Active Voice</b>	<b>Passive Voice</b>
Subject is doer of the action.  Ex. The Prime Minister inaugurated the meeting.  Rama helps Hari.	Subject is not doer but the receiver of the action.  Ex. The prime Minister was killed.  Hari is helped by Rama.

- When we express an idea giving importance to the doer, the sentence is written in the active form.

That means that the 'doer of the action' is active.

- He wrote a letter.

- When we express an idea giving importance to the action rather than to the doer, the sentence is written in the passive form.

That means that the 'doer of the action' is not active but passive.

- A letter was written by him.

<b>TENSE</b>	<b>PASSIVE VOICE</b>	<b>Verb</b>
SIMPLE PRESENT	Is, am , are	P. P of the verb
PRESENT CONTINUOUS	Is am are + being	P. P of the verb
PRESENT PERFECT	Have, has + been	P. P of the verb
SIMPLE PAST	Was, were	P. P of the verb
PAST CONTINUOUS	Was , were + being	P. P of the verb

<b>TENSE</b>	<b>PASSIVE VOICE</b>	<b>Verb</b>
PAST PERFECT	Had + been	P. P of the verb
SIMPLE FUTURE	Shall , will + be	P. P of the verb
FUTURE PERFECT	Shall , will + have been	P. P of the verb
AUXILIARY VERB	Auxi. Verb + be	P. P of the verb

### Examples:

1.They tell the story. **(Active voice)**

- The story was told by them. **(Passive voice)**

2.He helps us. **(Active voice)**

- We are helped by him. **(Passive voice)**

3.We took him seriously. **(Active voice)**

- He was taken seriously by us. **(Passive voice)**

1. He helped them in their studies. **(Active voice)**
  - They were helped by him in their studies. **(Passive voice)**
  
2. They invite me. **(Active voice)**
  - I am invited by them. **(Passive voice)**
  
3. The boys plucked flowers. **(Active voice)**
  - The flowers were plucked by the boys. **(Passive voice)**
  
4. I took the responsibility. **(Active voice)**
  - The responsibility was taken by me. **(Passive voice)**

1. My mother prepares delicious foods. **(Active voice)**
  - Delicious foods is prepared by my mother. **(Passive voice)**
  
2. We expect you. **(Active voice)**
  - You are expected by us. **(Passive voice)**
  
3. The Prime Minister inaugurated the conference. **(Active voice)**
  - The conference was inaugurated by the Prime Minister. **(Passive voice)**
  
4. They boycotted the function. (Active voice)
  - The function was boycotted by them. **(Passive voice)**

1. Has he done the homework? **(Active voice)**
  - Has the homework been done by him? **(Passive voice)**
  
2. Does he expect you? **(Active voice)**
  - Are you expected by him? **(Passive voice)**
  
3. Will the Chairman inaugurate the conference? **(Active voice)**
  - Will the conference be inaugurated by the Chairman? **(Passive voice)**
  
4. Are they joining us for the tea? **(Active voice)**
  - Are we being joined by them for tea? **(Passive voice)**

1. Can you bring it here? (**Active voice**)
  - Can it be brought here by you? (**Passive voice**)
  
2. Did you examine the proposal? (**Active voice**)
  - Was the proposal examined by you? (**Passive voice**)
  
3. Has he prepared the notes for lecture? (**Active voice**)
  - Have the notes for the lectures been prepared by him? (**Passive voice**)
  
4. Would they attend the function? (**Active voice**)
  - Would the function be attended by them? (**Passive voice**)

1. Come in. (**Active voice**)

- You are ordered/ allowed to come in. (**Passive voice**)

2. Bring the coffee. (**Active voice**)

- Let the coffee be brought. (**Passive voice**)
- You are asked to bring the coffee. (**Passive voice**)

3. Draw the given diagram. (**Active voice**)

- Let the given diagram be drawn. (**Passive voice**)
- You are instructed to draw the given diagram. (**Passive voice**)

4. Change the voice (**Active voice**)

- Let the voice be changed. (**Passive voice**)
- You are instructed to change the voice. (**Passive voice**)

1. Please lend me your pen. **(Active voice)**
  - You are requested to lend me a pen. **(Passive voice)**
  
2. Please Bring the coffee. **(Active voice)**
  - You are requested to bring the coffee. **(Passive voice)**
  
3. Please leave me alone. **(Active voice)**
  - You are requested to leave me alone. **(Passive voice)**
  
4. Please refer the previous page. **(Active voice)**
  - You are advised to refer the previous page. **(Passive voice)**
  
5. Please tear the last page. **(Active voice)**
  - You are requested to tear the last page. **(Passive voice)**

1. Ms. Mukharjee teaches us grammar.
2. The teacher praised him.
3. The firemen took the injured to the hospital.
4. An earthquake destroyed the town.
5. The boy's work pleased the teacher.
6. The fire damaged the building.
7. Who taught you French?
8. The manager will give you a ticket.
9. Spectators thronged the streets.
10. Everyone will blame us.

11. The wind blew down the trees.
12. The police caught the thieves.
13. Alice posted the letter.
14. The hostess received us.
15. They/somebody killed the snake with a stick.
16. The people welcomed the minister.
17. They found him guilty of murder.
18. John Mathews built this house in 1991.
19. Pritam invited her for lunch.
20. The police checked the evidences.

1. We are taught grammar by Ms. Mukharjee.
2. He was praised by the teacher.
3. The injured were taken to the hospital by the firemen.
4. The town was destroyed by an earthquake.
5. The teacher was pleased with the boy's work.
6. The building was damaged by the fire.
7. By whom were you taught French?
8. You will be given a ticket by the manager.
9. The streets were thronged with spectators.
10. We will be blamed by everyone.

11. The trees were blown down by the wind.
12. The thieves were caught by the police.
13. The letter was posted by Alice.
14. We were received by the hostess.
15. The snake was killed with a stick.
16. The minister was welcomed by the people.
17. He was found guilty of murder.
18. This house was built by John Mathews in 1991
19. She was invited for lunch by him.
20. The evidences were checked by the police.

1. The principal has forbidden smoking on the campus.
2. The principal has forbidden students to smoke on the campus.
3. I advise consulting a good doctor.
4. I advise you to consult a good doctor.
5. They don't allow parking in front of their gate.
6. They don't allow people to park in front of their gate.
7. We advise early booking.
8. We advise passengers to book their tickets early.
9. They made her repeat the whole story.
10. We don't advise pregnant women to go on a diet.

1. Smoking has been forbidden on the campus.
2. Students have been forbidden to smoke on the campus.
3. Consulting a good doctor is advised.
4. You are advised to consult a good doctor.
5. Parking in front of their gate is not allowed.
6. People are not allowed to park in front of their gate.
7. Early booking is advised.
8. Passengers are advised to book their tickets early.
9. She was made to repeat the whole story.
10. Pregnant women are not advised to go on a diet.

1. I did not beat her.
2. I will never forget this experience.
3. Mother made a cake yesterday.
4. The boy teased the girl.
5. Did she do her duty?
6. The tiger was chasing the deer.
7. She has written a novel.
8. She has learned her lessons.
9. Have you finished the report?
10. The police have caught the thief.
11. My brother has completed the work.
12. Somebody stole my pen yesterday.
13. Our team may win the match.
14. Nurses look after patients.

1. She was not beaten by me.
2. This experience will never be forgotten by me.
3. A cake was made by mother yesterday.
4. The girl was teased by the boy.
5. Was her duty done by her?
6. The deer was being chased by the tiger.
7. A novel has been written by her.
8. Her lessons have been learned by her.
9. Has the report been finished by you?
10. The thief has been caught by the police.
11. The work has been completed by my brother.
12. My pen was stolen by somebody yesterday.
13. The match may be won by our team.
14. Patients are looked after by nurses.

1. Many people begin new projects in January
2. You must wash that shirt for tonight's party.
3. Mum is going to prepare the food.
4. They make shoes in that factory.
5. We will have to examine you again.
6. They had finished preparations by the time the guests arrived.
7. The delegation will meet the visitors at the airport.
8. We have produced skis here since 1964.
9. All workers will read the memo.
10. Nobody can beat Tiger Woods at golf.

1. New projects are begun in January.
2. That shirt must be washed for tonight's party.
3. The food is going to be prepared by mum.
4. Shoes are made in that factory.
5. You will have to be examined again.
6. Preparations had been finished by the time the guests arrived.
7. The visitors will be met at the airport by the delegation.
8. Skis have been produced here since 1964.
9. The memo will be read by all workers.
10. Tiger Woods cannot be beaten at golf.

1. They also speak Russian.
2. We must look into the question.
3. Someone reads the newspaper to him every day.
4. The Chinese discovered acupuncture thousands of years ago.
5. Has he given you back the book yet?
6. The police locked up the criminals.
7. They must have left the keys behind.
8. The robbers made up the story.
9. The boy is eating the cake.
10. Dad promised by a box of chocolates.

1. Russian is also spoken by them.
2. The question must be looked into.
3. The newspaper is read to him every day.
4. Acupuncture was discovered by the Chinese thousands of years ago.
5. Has the book been given back to you yet? OR  
Have you been given back the book yet?
6. The criminals were locked up by the police
7. The keys must have been left behind.
8. The story was made up by the robbers.
9. The cake is being eaten by the boy.
10. I was promised a box of chocolates.

- When a person quotes certain words to another person where information contains that is called “Reported Speech.”
- For example, Rocky replied, "I would complete the task quickly.”
- For example, Susan said that she could not help Harry.

- 1} DIRECT SPEECH
- 2} INDIRECT SPEECH

- DEFINITION
- When that another person reports those actual words to that first person in a sentence it is called “Indirect Speech.”
- For example: Mohan asked Krishna how was he then.
- Here, the inverted commas are not used by the Speaker and the total structure of the sentence is changed.

- **Rules for changing from Direct to Indirect speech:-**

1) If reporting verb is in past tense, all the present tense of the speech is changed into past tense.

Ex:

He said, "I am going to Delhi."

He said that he was going to Delhi.

<b>Direct speech</b>	<b>Indirect speech</b>
Simple present	Simple past
Present continuous	Past continuous
Present perfect	Past perfect
Simple past	Past perfect
Past continuous	Past perfect continuous
Future (shall, will)	Would + verb
can	could
may	Might
Should, have to, has to , must	Had to

- **Rules for changing from Direct to Indirect speech**

1) If reporting verb is in present or future tense, tenses of the speech do not change.

Eg.

a) He says, "I am tired."

He says that he is tired.

b) She will say, "I want to help him."

She will say that she wants to help him.

- **Rules for changing from Direct to Indirect speech**

2) Simple past in direct becomes past perfect in indirect  
Speech

Eg.

a) He said, "We sang a Song."

He said that they had sung a song.

b) John said, "I saw a good movie last night."

John said that he had seen a good movie the night before

- **Rules for changing from Direct to Indirect speech.**
- If the sentence states universal phenomenon or action, tenses of the speech do not change.

Eg.

1) The teacher said, “The earth revolves around the sun.”

→ The teacher said that the earth revolves around the sun.

Certain words in direct change as below into indirect which shows nearness.

DIRECT	→	INDIRECT
Now	→	Then
Here	→	There
Today	→	That day
Tomorrow	→	The next day
Yesterday	→	The day before
Tonight	→	That night
Last night	→	The night before
This/Those	→	That/Those

told/said that/informed + change the tense.

Ex.

a) He said, "I have passed the examination."  
He said that he had passed the examination.

b) Raju said to me, "I can do it for you."  
Raju told me that he could do it for me.

## a) 'WH' Questions

Asked / enquired + change of tense + change of place of verb.

Ex. 1) He said to me, "What is your occupation?"

→ He asked me what my occupation was.

2) Neeta asked, "Whom shall I meet there?"

→ Neeta asked whom she should meet there.

### b) 'Yes or No' Questions

1. Asked / enquired + If / whether + change of tense + change of place of verb.
2. Question sentence to be changed into assertive sentence.

Ex. 1) He said to me, "Will you participate?"

He asked me whether I would participate.

2) Raj asked her, "Do you know the way to that shop?"

Raj asked her if she knew the way to that shop.

## Requests and Commands

Request/order/commands + to + verb.

Ex. 1) The teacher said, "Stand up."

The teacher ordered to stand up.

2) The watchman said, "Please don't enter."

The watchman requested not to enter.

Exclaimed + that + change of tense + convert exclamation to statement.

Ex. 1) Rita said, "What a lovely flower !"

Rita exclaimed that the flower was lovely.

2) He shouted, "Hurrah! We won."

He exclaimed with excitement that they had won.

Change the following sentences into indirect speech.

1) You said to me, "I am giving a party in your honour."

Ans- You told me that you were giving a party in my honour.

2) "What do you want?" he said to me.

Ans- He asked me what I wanted.

Change the following sentences into indirect speech.

1) "Sam's dead", he said.

Ans:-He said that Sam was dead.

2) She said, "Oh my God, I did not know, that I was so fair".

Ans:- She exclaimed that she did not know she was so fair.

3) Manish said, "I am playing a guitar."

Ans: Manish said that he was playing a guitar.

4) The teacher said, “ You have not completed the assignment”

Ans The teacher said that they had not completed the assignment.

5) Roma told, “I shall come for the picnic”,

Ans: Roma told that she would come for the picnic.

6) The priest said, “None of us is as great as God.”

Ans: The priest said that none of them were as great as God.

7) I asked her once, “Did you see darkness?”

Ans:- I asked her once if she saw darkness.

8) Manish exclaimed, “What a beautiful painting this is!”

Ans: Manish exclaimed that the painting was very beautiful.

9) He said to me, “ I don’t like your suggestion”

Ans: He told me that he didn’t like my suggestion.

10) The President said, “ What a beautiful place!”

Ans: The President exclaimed that it was a very beautiful place.

1. The spokesman said: “I can’t understand why billiards has been prohibited.”
2. Rihan exclaimed: “We have had too many prohibitions.”
3. The young lady said: “I did not make such a mistake.”
4. She said: “We’ll go and get some food.”
5. Winston Churchill said: “I wake up at six every day”
6. A company representative said: “This probably won’t happen.”
7. A farmer said: “If the situation goes on like this, we will lose the consumers’ confidence for ever”.
8. He added: “We need someone who will realise that celibacy has to be a personal choice”.

9. She said: “I think the amount of immigrants right now is ok, but I don’t think we need any more”.
10. He said: “In Japan paper-folding was valued for its decorative function”.
11. Kasparov said, “ if he doesn’t win this game he will retire”.
12. She said, “As a woman, my life will change with the new millennium”.
13. John said, “I have watched a documentary about dolphins on TV yesterday.

14. "I'm living the adventure of my life," Manoj said.
15. Al Gore said: "As a teenager, one of the books that I read was Silent Spring."
16. "I was taught information technology in this course," she said.
17. My aunt said: "Single men should drive slowly if they want to live longer"
18. He said: "We are here today to reach consensus"
19. Last week Julia said: "We will meet our new instructor tomorrow"
20. "Please, don't say anything to him", he said.

1. The spokesman said that he couldn't understand why billiards had been prohibited.
2. Rihan exclaimed that they had too many prohibitions.
3. The young lady said that she had not made such a mistake.
4. She said that they would go and get some food.
5. Winston Churchill said that he woke up at six every day.
6. A company representative said that probably wouldn't happen.
7. A farmer said that if the situation went on like that they would lose the consumers' confidence for ever.
8. He added that they needed someone who would realise that celibacy had to be a personal choice.

9. She said that she thought the amount of immigrants at that moment was ok, but she didn't think they needed any more.

10. He said that in Japan paper-folding had been valued for its decorative function.

11. Kasparov said that if he didn't win that game he would retire.

12. She said that as a woman, her life would change with the new millennium.

13. John said that he had watched a documentary about dolphins on TV the day before.

14. Manoj said that he was living the adventure of his life.

15. Al Gore said that as a teenager, one of the books that he had read had been *Silent Spring*.

16. She said that she had been taught information technology in that course.

17. My aunt advised that single men should drive slowly if they wanted to live longer.

18. He said that they were there that day to reach consensus.

19. Last week Julia said that they would meet their new instructor the following day.

20. He begged her not to say anything to him.

- When words of a speaker are given directly as spoken, we call it direct speech.
- When words of a speaker are not given directly as spoken but are reportedly, we call it indirect speech.
- If reporting verb is in past tense, all present tenses of the speech are changed into past tense.

## Recommended Books:

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1. High School English Grammar and Composition by Wren and Martin; published by S. Chand and Co.
2. Essential English Grammar by Raymond Murphy published by Cambridge University Press
3. A Textbook of English by MSBTE
4. Oxford Guide to English Grammar by John Eastwood , Oxford University Press
5. Understanding English Grammar by Tony T. N. Hung
6. A Text Book of English by Kalpana Deshmukh, Suryakant Jagtap, published by Vision Publication
7. A Text Book of Scientific Writing and Publication by Dr Anita Pande, Kalpana Deshmukh, published by Vision Publication

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[www.focuscoachingcentre.com](http://www.focuscoachingcentre.com)