

## English Series 12

### Section Grammar

#### 6. Tense

##### A. Present tense.

- i) Simple present tense. (sub+v1/v5+object)

The simple present is used:

- To express universal/ general truths

The sun rises in the east.                      Water boils at 100<sup>0</sup>C.  
Blood is red.                                      The earth moves round the sun.

- To express habitual actions/ regular actions

She takes a glass of milk every morning.  
I always go to temple.                      He never has wine.

Generally, simple present is used with the following adverbs.

always/ seldom/ daily/ usually/ occasionally/ hardly/ now-a-days/rarely/ sometimes/ never/ generally/ frequently/ often/ everyday/ every week/ every month/ every year/ once a week/ twice a day/ trice a month
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- To express scheduled future actions/ future actions with present time table,

The bus leaves at 5 pm. I take 5 o'clock plane tomorrow.

- To express English proverbs and quotations.

Man is mortal. Honesty is the best policy.  
All that glitters is not gold.

- ii. Present continuous tense. (Sub+is/am/ are/ V4+object)

The present continuous tense is used:

- To express an action going on at the time of speaking;

They are walking on the road now.  
He is still sitting under the tree.

This tense often occurs with the following adverbs

now/ still/ at present/ at the moment/ at this time
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- For an action that is planned or arranged to take place in the near future;

My sister is arriving tomorrow.  
We are going to Kathmandu next month.

- After short expressions that draw attention.

Look! He is coming here.

Hurry up! The bus is leaving

- Do not make a noise! The child is sleeping.

Note: Stop! Listen! Look! Don't disturb! Don't cross the road!

- After 'but today/ but now'

They always go to school on foot but today/ but now they are riding on bicycles.

iii. Present perfect tense (Sub+has/ have+V<sub>3</sub>+obj)

- The present perfect is used.
  - To denote a completed action in the recent past
  - It often occurs with the adverb 'just'
- I have just finished the work. She has just come from London.
- To denote recent past actions which have results in the present;

She has played volleyball. (She is sweating)

I have cut my finger. (It's bleeding)

- With 'since + point of time or for + period' of time to denote an action beginning at sometime in the past and continuing up to the present moment:
  - I haven't known them for 10 years.
- To express interesting incidents or experiences;
  - I have seen one-horned rhino in jungle.
  - I have spent two months in South Korea.
- With adverbs like already, recently, ever, lately, never, yet, just, today etc
  - They have never seen the sea. They have recently published the book.
  - I have not written the document yet.

v) Present perfect continuous tense (Sub +has/have +been +V<sub>4</sub>+obj)

- This tense is used for an action which began at some time in the past and is still continuing.
  - I have been waiting her for six hours.
  - She has been living in this village since 2061 B.S.

Since +point of time', 'for +period of time +now', 'all +present time'

She has been practising dance all this morning.

**B. Past tense**

i) Simple past (Sub + V<sub>2</sub>+obj)

This tense is used:

- To denote an action completed in the past:
  - Manju's father died of cancer last year.
  - They passed the exam in 1999.

Yesterday, ago, last +time (night/ week/ day/ month/ year), in the past, in +past time, for example, in 2060 B.S.

- To express past habits.
  - We went to temple everyday .(But not now)
- With when clause,

- When his father came in, he started reading the book.
- ii) Past continuous tense: (Sub +was/ were +V<sub>4</sub>+ obj)  
 This tense is used:
- To denote an action going at sometime in the past;  
 He was washing clothes all morning yesterday.  
 It was raining all day yesterday.
  - It often occurs with 'all +past time':  
 all day yesterday, all last night, / Sunday/ week/ month year etc.
  - With while clause,  
 The phone rang while I was eating rice.
- iii) Past perfect tense (sub +had +V<sub>3</sub> + obj)
- This tense is used to denote an action completed before a certain moment in the past,  
 I met him in Kathmandu in 2005. I had seen him last three years before.  
 It is also used to show which of two actions in the past happened earlier than the other,  
 The boy went home after he had completed the work.  
 The boy had completed the work before he went home.  
 When he reached home, his father had been taken to hospital.
- |   |
|---|
| Simple past for 2 <sup>nd</sup> action<br>Past perfect for 1st action |
|---|
- past tense with 'as soon as'  
 As soon as +simple past, simple past (if two actions happen in the past more or less at the same time)  
 As soon as I had breakfast, I went to office.  
 As soon as +past perfect simple past (If two actions happen in the past one after another)  
 As soon as I had completed my work, I went for dinner.
- iv) Past perfect continuous tense (sub +had +been +V<sub>4</sub>+obj)
- This tense is used for an action that began at certain point in the past and continued up to that time,  
 When I came to Kathmandu two years ago, Mr. Adhikari had already been working there for six months.

### C. Future tense.

- i. A Simple future tense. (sub +shall/ will +V<sub>1</sub>+obj)  
 This tense is used:
- For an action that has still to take place, I will go to Kathmandu next week.  
 He will be married soon.
- |  |
|--|
| Soon, tomorrow, tonight, shortly, next time (day, week, month, and year) |
|--|
- With 'If clause'  
 If it rains, I won't go to office.  
 If I pass the exam, I will have the job.
- ii. Future continuous tense (sub +shall /will +be +V<sub>4</sub>+object)  
 This tense is used:

- For an action going on at some time in future .  
They will be reading books all the morning tomorrow.
- For future events that are planned  
He will be talking to us next week.
- iii. Future perfect tense (Sub +shall/will +have +V3 + Object)  
This tense is used to indicate the completion of action by a certain future time,  
I will have finished the work by tomorrow.  
By 2013, she will have passed the exam.  
Before you go to see her, she will have left home.  
I will have written a novel before March.

by + time/ before + time/ before + time clause

- iv. Future perfect continuous tense (Sub +shall/will +have +been +V4 + Object)  
By next year, she will have been teaching in the school for three years.  
In two months, I will have been learning music for a year.

'By/ before + future time' and 'for+ period of time'  
'In + period of time' and 'for + period of time'

## 7. Direct and Indirect Speech

Direct speech: Speaker's actual words are quoted, for example, Rakesh said, " I am very hungry now."

Indirect speech: Without quoting the speaker's actual words, what he/ she is said is reported, for example, Rakesh said that he was hungry then.

Rakesh said, " I am very hungry now."



Speech clause may be statement, imperative sentence, question, exclamatory sentence or optative sentence.

### 1. Statement in speech clause

- Change the reporting verbs 'said', 'says' and 'say' into 'told', 'tells' and 'tell' respectively if it is with object, otherwise don't change.  
Sarala said, "I am not satisfied with the service."  
Sarala said that she was not satisfied with the service. (No change of Reporting Verb)  
The students said to him, " We are ready to help you."  
The students told him that they were ready to help them. (Change of Reporting Verb)
- Use conjunction 'that' (but it is optional)  
(See above examples)
- Change the pronouns in the speech clause

Persons	Subject	Object	Possessive		Reflexive form
			Possessive I	Possessive II	
1 <sup>st</sup>	I	me	my	mine	myself
	we	us	our	ours	ourselves
2 <sup>nd</sup>	you	you	your	yours	yourself/ yourselves
3 <sup>rd</sup>	He	him	his	his	himself
	she	her	her	her	herself
	It	it	its	its	itself
	they	them	their	theirs	themselves

- First person changes according to the subject of reporting verb.

He said, " My house is very beautiful."  


He said that his house was very beautiful.

- Second person changes according to the object of reporting verb.

She said to the boy, " I don't like you."  


She told the boy that she didn't like him.

- Third person doesn't change

They said to me, " We like him."  
 They told me that they liked him.

- Change tense in speech clause

Direct	Indirect
simple present	simple past
simple past	past perfect
Present continuous	past continuous
Present perfect (continuous)	past perfect (continuous)
Past continuous	past perfect continuous
Past perfect (continuous)	No change
will/can/ may/shall	would/ could/ might/ should
must	had to
would/could/ might/ should	No change

Note: The tense of the Reporting Verb doesn't change in the following case.

- Universal truth (The sun rises in the east) or proverb (Don't count the chicken before they are hatched.)
- If the reporting verb is in present or future  
 For example,  
 He says to her, " I wake up at 7 everyday."  
 He tells her that he wakes up at 7 everyday.  
 (Both sentences are in simple present because reporting verb is in simple present.)

- Change the adverbs in the speech clause

Direct	Indirect
now/ just	then
today/ tonight	that day/ that night
this	that
these	Those
here/ hence	there/ thence
tomorrow	the following day
yesterday	the previous day/ the day before
the last month/ .....	the previous month/.....
ago	before
next	the following
thus	so

Study the following examples

- Sita said to her children, " I will buy toys for you tomorrow." Sita told her children that she would buy toys for them the following day.
- She said, " I am drawing an apple now." She said that she was drawing an apple then.

## 2. Imperative sentence in speech clause

- Use Reporting Verb 'command or order' for simple command  
He said to me, " Shut the door."  
He ordered me to shut the door. (Conjunction 'to' is used to link reporting verb and speech clause)  
The boss said to all the staff, " Don't waste time."  
The boss commanded all the staff not to waste time. (Conjunction 'not to' is used because speech clause is in negative form)
- 'Advice or suggest' is used for suggestion  
The doctor said to the patient, " Take the medicine regularly."  
The doctor advised the patient to take the medicine regularly.
- 'Ask or request' is used for request.  
She said to me, " Please help me."  
She requested me to help her.  
They said to him, " Would you mind lending us some money?"  
They requested him to lend them some money.

Reporting verb +to/ not to+V1 (base form of verb)+.....
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- Change adverbs and person according to the rules mentioned earlier

## 3. Question in speech clause

- Use Reporting verb such as 'ask', 'inquire', 'want to know'
- Use conjunction 'if' or 'whether' for Yes/ No question and Wh- word for wh- question
- Change tense, person and adverb as rules
- Change question into statement

Examples,

- a) Mohan said to his mother, "Do you feel cold?"  
Mohan asked his mother if/ whether she felt cold.

Conjunction

- b) She said to him, "What are you doing now?" (Speech clause is in question form)  
She asked him what he was doing then. (Speech clause is in statement form)

#### 4. Exclamatory sentences in speech clause

- Use Reporting Verb 'exclaim' with surprise, joy, sorrow
- Use conjunction 'that'
- Change the adverb/person/tense in the speech clause
- Omit the words like Hurrah!, What!, Oh!, Alas!

Examples

- a) Rita said, "How clever I am."  
Rita exclaimed surprisingly/ with surprise that she was clever.
- b) They said, "Hurrah! We've won the match."  
The exclaimed with joy/ joyfully that they had won the match.

### 8. Voice

Active voice: Ram (sub) played (verb) football (object) yesterday.

Passive voice: Football was played by Ram yesterday.

Some rules for changing active voice into passive

- Identify subject, verb and object of the sentence
- Write an object at first as a subject.
- Add auxiliary verb according to the tense
- Change the auxiliary verb according to the object of active voice.

#### i) Simple present tense

Active: Sita draws some pictures.

Passive: Some pictures are drawn by Sita. ('Is' or 'am' or 'are' is added)

v1/V5

is/am/ are + v3

#### ii) Present continuous tense

Active: They are pushing a vehicle now.

Passive: A vehicle is being pushed by them now. ('being' is added)

v2

is/am/ are +being+ v3

#### iii) Present perfect tense

Active: The boy has broken all the windows.

Passive: All the windows have been broken by the boy.('been' is added)

iv) has/ have +v2 → **has/ have+been+ v3**  
simple past

Active: Sita read some important books last year.

Passive: Some important books were read by Sita last year. ('was' or 'were' is added)

v2 → **was/ were + v3**

v) Past continuous

Active: They were doing the work all day yesterday.

Passive: Some important books were being read by Sita last year. ('being' is added)

was/were + V4 → **was/ were+ being + v3**

vi) Past perfect

Active: The teacher had taught us.

Passive: We had been taught by the teacher. ('been' is added)

had+ V3 → **had+ been + v3**

vii) Active voice with 'will/ would/ can/ could/may/ might/ shall/ should/ ought to/ has to/ have to/ had to/ must/ need to + V1' can be changed to passive in the following ways.

Generalise the following examples,

a) She has to complete this work in given time.

This work has to be completed by her in given time.

b) You should take this medicine.

This medicine should be taken by you.

c) The girl can carry the baggage.

The baggage can be carried by the girl.

**Always, write the past participle form (V3) in passive voice**

viii. Write the adverbs just before the main verb in passive.

Study the following examples.

a) She is painting the picture beautifully.

The picture is being beautifully painted by her.

b) He looks after his children well.

His children are well looked after by him.

Adverbs are: sometimes, always, often, seldom, never, generally, occasionally, frequently, usually, still, just, recently, already, well, slowly, quickly, nicely, completely, properly, lately etc.

- ix. Write 'by +agent' in the following conditions
- a) If subject is vague pronoun, don't use 'by +agent'
- Somebody helped me yesterday.  
I was helped yesterday. (No need to write 'by somebody')

- b) If subject is noun, 'by +agent' is must
- Anita is writing a poem now.
- A poem is being written by Anita now.

- c) If subject is pronoun, 'by +agent' is optional
- Vague adverbs are: somebody, anybody, no body, everybody, someone, no one, any one, every one, people

They will play football tomorrow.  
Football will be played (by them ) tomorrow.

- x. Subject pronouns of passive are changed into objects pronoun.
- We have to welcome our new guests.  
Our new guests have to be welcomed by us.

( I/me, we/ us, he/ him, she/ her, it/ it, you/ you, they/ them)

- xi. The passive with double objects

Kalpana gave <u>me</u> a pen.	Kalpana gave <u>me</u> a pen.
A <u>pen</u> was given <u>to me</u> by Kalpana.	I was given a pen by Kalpana.

- xii. The passive with like, love, hate etc.

- Look at the following examples,
- a) I hate people disturbing me while studying.  
I hate being disturbed while studying.
  - b) He loves people taking his photograph.  
He loves having his photograph taken.

- xiii. Passive with 'that' clause

<u>People say</u> that she is a non-resident Nepali.	<u>People say</u> that <u>she is</u> a non-resident Nepali.
<u>It is said</u> that she is a non-resident Nepali.	<u>She is</u> said <u>to be</u> a non-resident Nepali.

People believe that elephants never

forget.  <u>It is believed</u> that elephants never forget.	
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<u>They expect</u> that she is singing well.  <u>It is expected</u> that she is singing well.	They expect <u>that she is</u> singing well.  She is expected <u>to be</u> dancing well.
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<u>They hope</u> that he was not a criminal.  <u>It is hoped</u> that he was not a criminal.	They hope that he <u>was</u> not a criminal.  He is hoped not to <u>have been</u> a criminal.
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<u>People claim</u> that security problem has increased in the city.  <u>It is claimed</u> that security problem has increased in the city.	People claim that security problem <u>has increased</u> in the city.  Security problem is claimed to <u>have increased</u> in the city.
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xiv. The passive of questions

a) Yes/ No question

- Does Rita read a story book?
- Think this question in statement 'Rita reads a story book.'
- Change this statement into passive. 'A story book is read by Rita.'
- Change the passive into interrogative.  
A story book is read by Rita.

Is a story book read by Rita?

- |  |
|--|
| <ul style="list-style-type: none"> <li>• The passive of interrogative should be always in interrogative form.</li> <li>• A passive in interrogative always starts with auxiliary verbs such as is/am/are/was/were/has/have/had/will/ can/ should etc.</li> </ul> |
|--|

b) Word question

- Why are you writing this poem?
- Think this question in statement 'Why you are writing this poem.'

c) Change this statement into passive. 'Why this poem is being written.'

d) Change the passive into interrogative.

' Why this poem is being written.'

Why is this poem being written?

- e) The passive of interrogative should be always in interrogative form.
- f) A passive in interrogative always starts with question words such as who, how, why, where, what, which etc.

xv. The passive of imperative sentences.

Study the following examples.

- a) Open the door.  
Let the door be opened.  
The door should be opened. (Obligation)
- b) Don't beat your friend.  
Let your friend not be beaten.  
Your friend should not be beaten. (Obligation)
- c) Please eat an apple every day. (Request)  
You are requested to eat an apple every day.

**Active**

(Don't)V1+object

**Passive**

Let+ object+(not)be+V3

You are requested (not)+to+ V1+object (Request)

Object +should+(not)be +V3 (Obligation)

## 9. Connectives

Connectives are words or phrases which are used to join two clauses or sentences.

- i) Reason connectives (because/ as/ since/ because of/ so/ therefore)
  - Reason connectives join a statement and a reason.
  - 'Because', 'as', 'since' and 'because of' are placed before reason but 'therefore' and 'so' are placed after reason.
  - 'Because of' needs a noun phrase, not a sentence.

Some examples

- a) The football match was cancelled because it was raining.
  - b) I didn't enjoy the film as it was about ghost.
  - c) My father went to hospital since he had a bad headache.
  - d) She scored highest mark because of her hard work.
  - e) I don't have enough money therefore/ so I can't afford this product.
- ii) Purpose connectives (to/ in order to/ for / so that)
    - Purpose connectives join an action and a purpose.
    - All these connectives are placed before purpose.
    - Write V1 or base form of verb after 'to' and 'in order to' and V4 or '-ing form of the verb' and noun phrase after 'for'

- Write the sentence based on the structure ' Subject +can/ could +V1+(object)' after 'so that'

Some examples

- I went to market to/ in order to buy some books.
  - He chooses biology so that he can become a doctor.
  - I telephoned her for sharing some ideas on our project work.
  - He went to China for business exhibition.
- iii) Connectives of Unexpected Result (though/ although/ even though/ in spite of / despite/ however/ nevertheless)
- All these connectives join a situation and its unexpected result.
  - All these except 'however' and 'nevertheless' are placed before situation but 'however' and 'nevertheless' are placed after situation.

Some examples

- He did not buy anything in the market although/ even though/ though he had enough money.  
In the above sentence,  
He did not buy anything in the market. (Unexpected result)  
He had enough money. (Situation)
  - I kept on climbing the mountain in spite of / despite illness.
  - They worked hard, however/ nevertheless they did not secure good marks in the exam.
- iv) Relative pronoun connectives. (who/ whose/ whom/ what/ which/ where/ that/ when/ how/ why)
- Who/ whose/ whom relate person.
    - 'Who' is often used if there is person before the blank and 'verb' after the blank. For example,  
I like the boy ..... dances nicely.  
I like the boy who dances nicely.
    - 'Whose' is often used if there is person before the blank and 'noun' after the blank. For example,  
This is the girl .....mother is a professor.  
This is the girl whose mother is a professor.
    - 'Whom' is often used if there is person before the blank and 'pronoun such as I, We, They, He, She, You' after the blank. For example,  
I never forget the man ..... my father gave some money for food.  
I never forget the man whom my father gave some money for food.
  - Which/ what/ that relate things
    - These connectives are often placed if there is thing before the blank.  
I like the pen ..... made in China.

- I like the pen which/ that made in China.
    - 'What' omits the things it indicates.  
I did what he said.
  - 'Where' relates place
    - 'Where' is often used if there is place before the blank.  
I went to hospital .....my father is under treatment.  
I went to hospital where my father is under treatment.
  - 'When' relates time
    - 'When' is often used if there is time before the blank.  
It was 7 am..... I had breakfast.  
It was 7 am when I had breakfast.
  - How relates manner/ way
    - 'How' is often used if there is manner/ way before the blank.  
This is the way..... I finished my work.  
This is the way how I finished my work.
  - 'Why' relates reason
    - 'Why' is often used if there is reason before the blank.  
Heavy rainfall was only the reason..... I didn't go to school.  
Heavy rainfall was only the reason why I didn't go to school.
- v) Time connectives (before/ after, when/ while, till/ until, as long as/ as soon as)
- All these connectives join two actions: first action and second action
  - 'after', 'when/ while', 'as long as/ as soon as' are placed after the first action whereas 'before, till/ until are placed after the second action.

#### Some examples

- a) The students had finished the tasks (1<sup>st</sup> action) before the teacher came ( 2<sup>nd</sup> action).
  - b) After the students had finished the tasks (1<sup>st</sup> action), the teacher came ( 2<sup>nd</sup> action).
  - c) When she pressed the button, the machine started working,
  - d) I met the boy while he was walking along the road.
  - e) We have to wait him until/ till he comes here.
  - f) As soon as he came to house, he went to bathroom.
  - g) As long as we were in the bus, we slept.
- vi) Connective in pairs (Either.....or, neither..... nor, whether.....or, not only..... but also, so.....that)
- All the connectives join a pair of nouns/ verbs/ adverbs/ phrases/ clauses etc. as in the following examples.
- a) Either the teachers or non teaching staff must be responsible for the work.
  - b) I like neither tea nor cold drink.
  - c) You have to complete the task within this week whether you have time or not.
  - d) You need to consult not only your head teacher but also subject teacher.

- e) He is so strong that he can lift a stone of 100 kg.

Note: 'So+ adjective/adverb + that'

vii) Other connectives

- A) if/ whether, unless ( Used to join two clauses)
- 'Whether' is often used in reporting Yes/ No questions.
  - Unless is used to mean ' if not'

Some examples

- a) If you meet me tomorrow, you will get some money.  
b) You won't get your certificate unless you pay fee.  
c) She asked me whether she could help me.

B) and, but

- 'And' is used to connect items where the meaning is 'also' or 'in addition to' or 'then' or ' following this.' For example,  
He read the book and copied important facts.  
I like mango, apple and banana.
- 'But' is used to join two opposing or contrasting statements or clauses, for example,  
Sarita helped me but Ramesh did not.  
He can play football but he cannot play basket ball.

C) thinking that/ hoping that

- I waited him for a long time hoping that he would help me.  
They talked loudly thinking that nobody was there.

## 10. Conditional Sentence

The conditional sentence has two parts:

- a) If clause: Clause that begins with if or unless or provided that  
b) Main clause: Clause that doesn't begin with if or unless or provided that  
If he passed the exam, he would join the college.

OR

He would join the college if he passed the exam.

The underlined part is 'if clause.'

There are three types of conditional sentences

### Type-1(Cause and effect)

- If clause: Simple present (Subject + V1/V5+ Object)
- Main clause: will/ shall/ can/ may/ must + V1 or imperative sentence

Some examples

- a) If it snows, our programme will be postponed.  
b) If you don't come in time, you may miss the bus.  
c) You can't enter the school unless you wear uniform.  
d) You must go to hospital if you feel fever continuously.  
e) He won't come if it rains.  
f) If you are fat, don't eat oily food.

### Type-2 (Possible)

- If clause: Simple past (Subject + V2+ Object)
- Main clause: would/ should/ could/ might/ + V1

Some examples

- a) If you called her, she would come here.
- b) If I were the prime minister, I would manage electricity all the time.
- c) I would buy a motorbike if I had enough money.
- d) They couldn't pass the exam unless they took extra classes.
- e) Provided that they didn't practise, they wouldn't win the match.

### **Type -3 (Impossible)**

- If clause: Past perfect (Subject + had +V3+ Object)
- Main clause: would/ should/ could/ might + have+ V3

Some examples

- a) If he had studied hard, he would have passed the exam.
- b) They might not have had the accident unless they had gone there.
- c) I would have helped you if you had asked me.
- d) Unless you had paid me back the money, I would have filed a case in court.
- e) If you hadn't known me, you might have beaten me.

## **11.Causative Verb**

The causative verbs are: make, have and get. These verbs are used to show that someone causes something to happen.

### **a) Causative verb ' make'**

Active: Subject +make +agent +V1+ Object

Passive: Agent + aux. +made + to + V1 + (by agent)

Some examples

Hari made his brother clean his room.

The film made me cry.

She always makes us laugh.

Did they make you sing a song?

I was made to dance.

He is made to tell the story.

How was she made to dance?

### **b) Causative verb 'get'**

Subject + get + agent + to + V1 + Object

Subject + get+ Object + V3

Some examples

He got his sister to call a taxi.

My sister always gets me to go to temple with her.

They may get me to dance at my birthday party.

Did you get him to tell jokes?

I got my jacket washed.

Get this letter translated.

You must get your health checked up regularly.

**c) Causative verb 'have'**

Subject + have + agent + V1 + (Object)

Subject + have + Object + V3

Some examples

I had my teacher check my vacation work.

She always has me help in her homework.

I must have her repair my computer.

I need to have my brother buy some important books.

Did you have your father pay tuition fee?

I didn't have him cut my hair.

I had my shoes mended.

She has her leg broken.

Go and have your bicycle repaired.