

Right Forms of Verbs

Rule 1. We use the simple present tense when an action is happening right now, or when it happens regularly, denotes habitual or eternally true action.

Generally, simple present tense is used to indicate an action which happens – always, regularly, every day, daily, normally, generally, usually, occasionally, sometimes, often, rarely, frequently, nowadays, naturally, seldom, hardly, still, constantly, never, every week, every year, once a year, on a week, at times, at present, now and then, or all the time.

Example- The earth moves round the sun.

He often comes to our place.

He goes to school regularly.

My dad wakes up by 6 am daily.

Rule 2. If the work is continuing at present: The verb is in the present continuous.

Indicative words: now, at present, at this moment, today, this season. this year, gradually, rapidly, year after year etc.

Example- I am not going to the market today.

Rokon is in his study. He is reading a novel.

This structure is also used to demonstrate future time.

Example:

Alex is leaving for Portugal.

I am going to complete my task.

We are leaving at 6:00 PM.

They are flying to Australia next month.

Rule 3. If a sentence contains just, just now, already, yet, ever, lately, recently, so far, up to now, up to the present etc., then: The verb will be in the present perfect tense.

Example: He has just left the house.

Have you ever been to DIU?

I haven't finished my paper yet.

We haven't had any water yet.

Rule 4. The present perfect tense is used when one intends to indicate:

- ☐ *an action that occurred at a time which is indefinite and has its effect on the subject*
- ☐ *or an action that occurred many times and has the possibility to occur in the present/future*
- ☐ *or an action that began in the past and still going on in the present.*

Example- Alex has read the book through. (No time is indicated)

I have read this poem many times. (Not habitual but occurred many times in the past)

He has lived in this apartment for 15 years. (Still going on)

Rule 5. if a sentence contains words indicating past time, such as yesterday, ago, long since, etc., then: The verb will be in the past form.

Example: I went to my village home last week.

At 40 she looked the same as now.

Karim was born in 2000

Rule 6. The verbs are also related to the structures of different sentences and clauses. A clause has only one verb. In fact, a clause cannot contain more than one finite verb but can have participles (without auxiliaries), infinitives, and gerunds.

(*If a simple sentence contains two verbs, then the 2nd verb will take 'ing' or 'to' before it or will take the past participle form)

Example:

I wanted (main verb) to go (infinitive) to the wedding.

Swimming(gerund) is(verb) a good exercise to keep (infinitive) your body fit and healthy.

Pray (verb) for the departed (past participle)

Don't get(verb) down from a running bus.

Rule 7. The connector 'since' has two usages.

If since is used to indicate a cause, the verbs of the two clauses will be of the same tense.

Example:

I didn't go since you didn't come.

Since you were busy, I didn't disturb you.

If since is used to indicate time, the verb of the second clause will be different from the first.

Example:

We haven't seen(present perfect) each other since he left(simple past).

It has been 20 years since he played football.

20 years passed(simple past) since we had met(past perfect).

I could not sleep well for a single night since you had left me.

Rule 8. No sooner had, hardly had, scarcely had, etc. require a past perfect tense and a past indefinite tense for the sentence.

Example:

No sooner had I reached home than she left.

Scarcely had the police reached when the man died.

Hardly had I finished writing before the teacher ordered me to stop writing.

Rule 9. Coordinating conjunctions (and, but, or, yet, so) and although/though, as, because, till/until, when, whenever, as soon as, while, which, what, that, etc. connect two clauses which have the verbs of the same tense.

Example:

We went to London when we were young.

I got up, and he left the room.

As soon as I came here, he greeted me.

I could not go there because I was sick.

Rule 10. Before/ After

- ☐ *Subject + had + past participle form of the main verb + before + subject + simple past tense*

Alex had completed the task before the teacher asked.

I had bought a phone before you came here.

- ☐ *Before + subject + simple past tense + subject + had + past participle form of the verb +*

Before I went to the office, I finished some business with her.

Before she went home, she had taken a test.

- ☐ *Subject + simple past tense + after + subject + had + past participle*

Mark ate after I had bought him a bat.

I went to the office after I had finished some business with her.

- ☐ *After + subject + had + past participle + subject + simple past tense*

After I had bought a phone, she came to the shop.

After she had gone, I came in.

Rule 11. The conjunction 'lest' requires a modal 'should' in the following clause regardless of the tense of the first clause.

Example:

Run faster lest you should miss the bus.

He will work hard lest he should get fired.

He worked hard lest he should get fired.

Rule 12. The clause 'it is time' or 'it is high time' requires a verb in the simple past if there is a clause after it.

- ☐ *It is high time + subject + simple past. . . .*
- ☐ *It was high time + subject + past perfect*
- ☐ *It is high time + infinitive*

Example:

It is high time you studied attentively.

It is time to study attentively. (You can replace the clause by an infinitive removing the subject)

It was high time we had returned home. (It was high time requires past perfect tense)

Rule 13.

The conjunction as if/as though, wish, fancy takes simple past/past perfect tense in the following clause.

(to be verb' transforms into 'were')

- ☐ *Subject + simple present + as if/ as though + subject + past simple*
- ☐ *Subject + simple past + as if/ as though + subject + past perfect*

Example:

Robert talks as if he were the prince. (Were is the only 'be verb' in this kind of sentence)

Latham played as though he had seen the ball very clearly.

I slept as if I had been dead.

He behaves as if he were her husband.

Rule 14: Prepositions, articles are always followed by nouns or gerund form of the verbs.

Example:

He is keen on moving to California.

I am thinking about doing the job.

Alex insisted on going out then.

Rule 15. To is the only preposition that takes the base form of the verb. However, there are some phrases with to being at the end of them, which require the gerund form of the verbs.

With a view to, look forward to, being accustomed to, being used to, admit to, confessed to

Example: He went there with a view to confessing his crimes.

I am looking forward to meeting the princess.

I was used to sleeping at this hour of the day.

He confessed to stealing that phone.

Note- Other phrases that take verb+ing form after them are get used to, without, cannot help, past, could not help, with a view toward, look forward to, would you mind etc.

Rule 16. To be, being, having, getting, etc. are generally followed by the past participle form of the verbs.

Example:

Being tired, he took some time off from work.

He became astonished at being robbed in the daylight.

John went to the bazaar having eaten a burger.

He wanted to be educated.

Rule 17. If the verb comes after 'while', then the verb will take 'ing' with it.
if comes after 'while + subject', then the verb will be in the past continuous tense.

Example: While going to school, I saw a snake.

I saw a snake while I was going to school.

Rule 18. For future indicative words like 'by this time, by morning, by Sunday', etc., then:
the verb will be in the future perfect tense.

Example: They will have reached by this time.

Rule 19. If a sentence contains tomorrow, next year, coming month, etc., then:
the verb will be in the future indefinite tense.

Example: I will leave for Kolkata tomorrow.

Rule 20. If the sentence is in passive voice, the modal auxiliary takes be+ past participle of the verb after it.

The work could be done by Karim.

Rule 21. Had, rather, let, would better, would rather, dare, need, had better, need not, do not, does not, did not, did never, take the present form of the verb after it.

You had better go to the market by this time.

Rule 22. 'Used to + infinitive':

We use this expression to talk about habits or repeated actions in the past which we don't do in the present. We also use it to talk about states in the past which are no longer true. For example:

I used to have long hair (but now I have short hair).

He used to smoke (but now he doesn't smoke).

They used to live in India (but now they live in Germany).

Rule 23. 'Be used to':

- ☐ We use 'be used to + verb-ing' to talk about things which feel normal for us or things that we are accustomed to:

I'm used to getting up early, so I don't mind doing it (= getting up early is normal for me, it's what I usually do).

My little daughter is used to eating lunch at noon.

Lucy isn't used to staying up late.

Are your children used to walking a lot?

Rule 24. *The verb after am, is, are, was, were takes 'ing' in active form, but it will be in the past participle in passive form.

The mail is being delivered by the postman.

The stone was not being thrown by the boy.

Rule 25. If have, has, had, got, etc. work as causative verb in sentence, then the verb after them will be past participle.

I'm going to have my nails done later.

I need to get my clogged sink fixed soon.

Rule 26. A given verb takes 'ing' form after the following words: mind, worth, without, past, cannot help, could not help, with a view to, look forward to, would you mind, get used to, etc.

I cannot help feeling so sad.

The dog is worth saving.

I do not mind waiting for you.