

Keynote Grammar Basics



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Build Clear English Sentences: The S-V-O Formula

The 3 Building Blocks

1. Subject (S):

Who or what
does the action.



I

She

They

2. Verb (V):

The action or
state.



eat

like

play

3. Object (O):

Who or what
receives the
action.



rice

apples

football

Putting It All Together

I
(S)

eat
(V)

rice
(O)

The final sentence is
"I eat rice."



She
(S)

likes
(V)

apples
(O)

The final sentence is
"She likes apples."



Remember the Simple Formula:
Who + does what + to what.

Plural Nouns Made Easy!

The Rule-Makers (Regular Plurals)

For most nouns,
just add “-s”.

cats

+s

This is the most common rule.
Example: cat → cats.

Add “-es” for words
ending in s, sh, ch, x, or o.

buses

+es

This helps with pronunciation.
Example: bus → buses.

Change the ending for
words ending in ‘y’ or ‘f’.

baby

babies

wolf

wolves

Examples: baby → babies,
wolf → wolves.

The Rule-Breakers (Irregular Plurals)

Some nouns don't
follow the rules.

These special words
must be memorized.

man

men

sheep

children

Subject vs. Object Pronouns: A Quick Guide

A pronoun replaces a noun. English has two main types based on their role: subject (doer) and object (receiver) pronouns.

Subject Pronouns: The 'Doer'

Performs the action of the verb.

The Subject Pronouns Are:

I
you
he
she
it
we
they



This pronoun is the **subject** or 'doer' in the sentence.

They were playing in the garden.

'They' are the ones performing the action (playing).

Object Pronouns: The 'Receiver'

Receives the action of the verb.

The Object Pronouns Are:

me
you
him
her
it
us
them



This pronoun is the **object** or 'receiver' in the sentence.

I saw **them** on the beach.

'Them' are the ones receiving the action (being seen).

Side-by-Side Comparison

As the Subject:
'She spoke to the class.'

'She' is the doer of the action.

As the Object:
The class listened to **her**.'

'Her' is the receiver of the action.

Whose Is It?

A Guide to Possessives

Possessive Adjectives

(They Need a Noun Friend!)



Possessive Adjectives always come **BEFORE** a noun. They help describe who the noun belongs to.



This is **my** pen.

My is the adjective that describes the pen.

Possessive Pronouns

(They Stand Alone!)



Possessive Pronouns **REPLACE** the noun. They show ownership all on their own.



The pen is **mine**.

Mine stands alone and shows who owns the pen.

Possessive Adjective Examples



my hat  

your book  

our house  



her bag  

Possessive Pronoun Examples

mine The hat is **mine**.  

yours The book is **yours**.  

ours The house is **ours**.  

hers The bag is **hers**.  

Remember the Difference!

Adjective vs. Pronoun

my pen

The pen is **mine**.

Adjectives need **nouns**. Pronouns stand alone.
That's how you know who something belongs to!

A Simple Guide to This, That, These & Those

Demonstrative pronouns are words we use to point to specific people or things. The choice of which word to use depends on two simple factors: how the object is and whether you are talking about the present or the past.

NEAR
(Space/Time)

THIS



This book is interesting.

Use for things physically close to you or happening now.

THESE



These cookies are fresh.

Use for more than one thing.

FAR
(Space/Time)

THAT



That was a great movie.

Use for things that are far away or happened in the past.

THOSE



Those were fun times.

Use for more than one thing.

The Quick Rule

NEAR in Space/Time =
this / these

FAR in Space/Time =
that / those

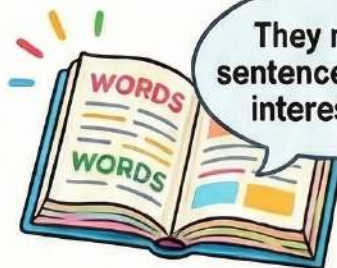
What Is an Adjective?

big, brown, clever, sweet, kind, kind, funny



Adjectives
are describing
words!

They tell us more about
people, places, and things.



They make
sentences more
interesting!

Adjectives add color and detail
to your writing and speaking.

"It's a dog."



"It's a big, brown dog!"



See how adjectives add more information?

Fun Adjective Examples



Describing a Person
Josh is a clever boy.



Describing a Feeling
We are happy.

Adjective Word Palette



A Visual Guide to Action Verbs

Words that show what someone or something does.

They describe an **action** that is happening or being done.



ACTION

Common Examples



run



jump



eat



play



read

Physical Actions

These are actions you can see or physically do.



walk



throw



write

Mental Actions

These are actions you do with your mind.



think



imagine



remember

A Guide to 'Be' Verbs: Past, Present & Future

PRESENT: am, is, are

Use these to talk about
what is happening right now.

He is a
police officer.

Present Singular & Plural Forms



Singular Forms
I am,
He/She/It
is



Plural Forms
We/You/They
are

PAST: was, were

Use these to talk about
what happened before,
like yesterday.

He was a
police officer.

Past Singular & Plural Forms



Singular Forms
I/He/She/It
was



Plural Forms
We/You/They
were

FUTURE: will be

Use these to talk about
what will happen later,
like tomorrow.

He will be
a doctor.

Future Singular & Plural Forms



Singular Forms
I/He/She/It
will be



Plural Forms
We/You/They
will be

How to Talk About Ownership: Have, Has, Had & Will Have



Quick Recap & Practice



HAVE/HAS = Now | **HAD = Before** | **WILL HAVE = Later**

Fill in the blank:
"We ____ a big garden next year."

The correct answer is "will have".



Mastering “There”: A Guide to Existential Phrases

Present Tense



There is

Use for a **single** person or thing that **exists** now.



There are

Use for **multiple** people or things that **exist** now.

Past Tense



There was

Use for a **single** person or thing that **existed** in the past.



There were

Use for **multiple** people or things that **existed** in the past.

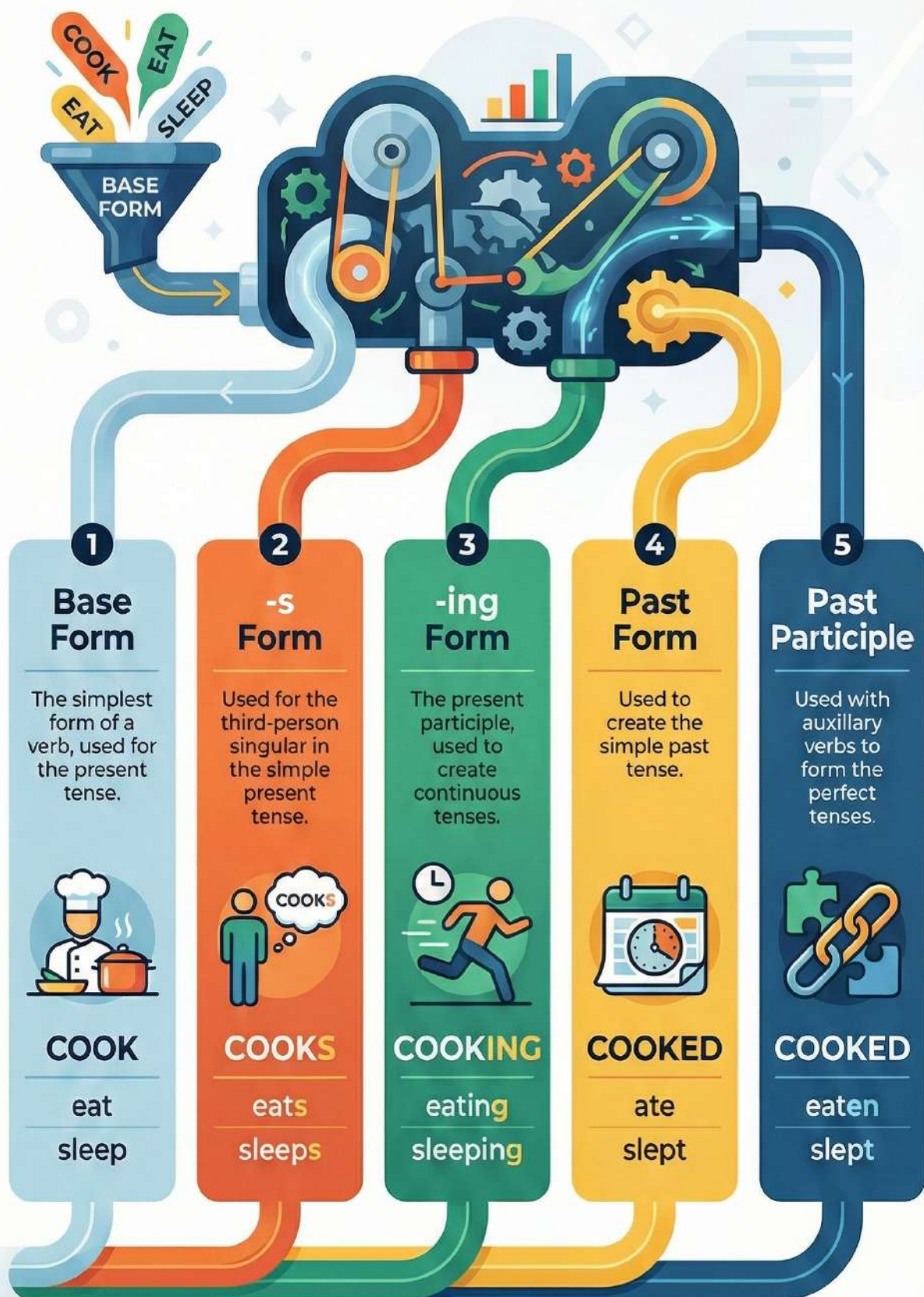
Future Tense



There will be

Use for **single** or **multiple** things that **will exist** in the **future**. There **will be** a test on Friday.

The 5 Forms of English Action Verbs



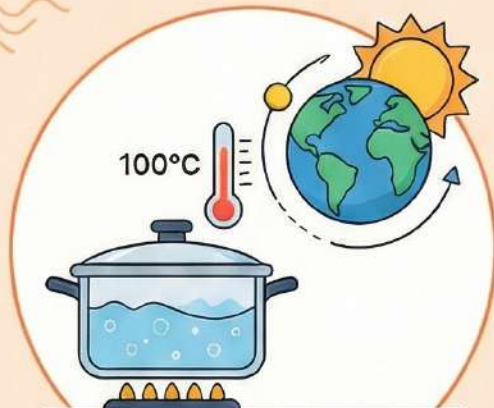
A Simple Guide to the Simple Present Tense

When to Use It



To Talk About Regular Actions & Habits

Use it for things you do every day, week, or often.



To State Facts & Universal Truths

Use it for things that are always true about the world.

Water **boils** at 100 degrees Celsius.

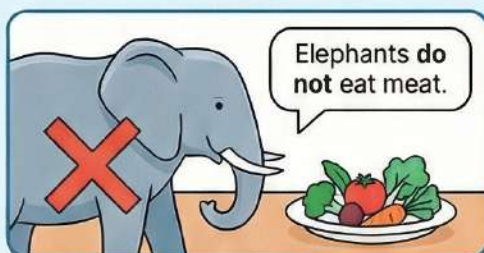
How to Form It



Positive Statements

Subject + Verb (Add -s or -es to the verb for "he," "she," or "it.")

She **teaches** English.



Negative Statements

Subject + do/does not + Verb (Use the base form of the verb (e.g., play, eat).)

Elephants **do not** eat meat.



Questions

Do/Does + Subject + Verb? (Use the base form of the verb after "Do" or "Does.")

Does he speak Spanish?

Subject	Positive Form	Question Form	Negative Form
I / You / We / They	base form (play)	Do + subject + base?	don't + base
He / She / It	-s / -es form (plays)	Does + subject + base?	doesn't + base

A Visual Guide to the Present Continuous Tense

The Core Formula

Use the verb 'to be' (am/is/are) followed by a verb ending in -ing.



Special Spelling Rules for '-ing' Verbs

Most verbs just add -ing, but here are three key exceptions.



For verbs ending in -e, remove the -e.
(dance → dancing)



For short verbs ending in CVC, double the final consonant.
(run → running)



For verbs ending in -ie, change to -y.
(die → dying)



How to Use It

Positive Sentences

(What is happening)



She **is reading** a book.
They **are playing** football.

Negative Sentences

(What is not happening)



He **is not (isn't) cooking** dinner.
I **am not watching** TV.

Questions

(Asking what is happening)



Is the dog **chasing** its tail?



Are they **playing** football?

A Quick Guide to the Simple Past Tense

FORMING PAST TENSE VERBS

Regular verbs follow predictable rules.

Add -ed
walk → walked

Ends in -e,
Add -d
dance → danced

Most verbs are regular
and change form by
adding -d, -ed, or -ied.

Consonant + y,
change to -ied

study → studied

IRREGULAR VERBS

Irregular verbs must be memorized.

They do not follow a
pattern and have unique
past tense forms.

eat → ate

see → saw

go → went

Some irregular
verbs don't
change at all.

cut → cut
put → put

The base form and past tense form are
identical for these verbs.

Example:
"He cut the cake yesterday." | "She put the keys on the table."

BUILDING SENTENCES

How to Ask a Question

Did + Subject + Base Form of Verb ?

Example:
"Did you watch the movie?"

How to Make a Negative Statement

Subject + did not + Base Form of Verb.

Example:
"They did not (didn't) visit the museum."

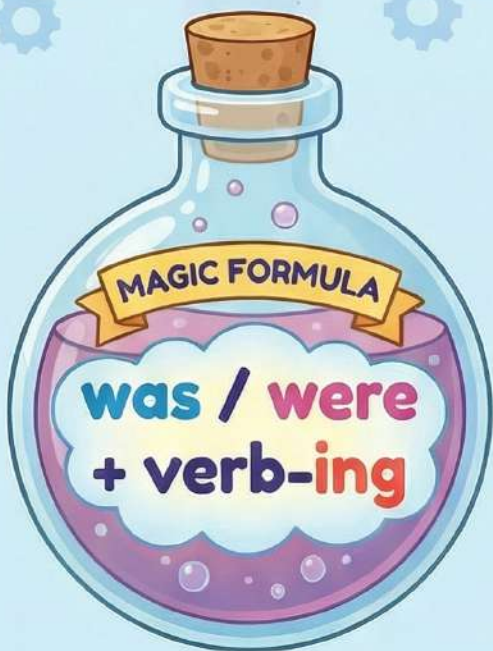
Master the Past Continuous Tense!



The Super Simple Rule

What was happening in the past?

Use this tense for an action that was in progress at a past time.



This is the **magic formula** you always need to use!

How to Use It



For Statements



I **was** studying.



They **were** watching a movie.



For Questions



Was I studying?



Were they watching?



For Negatives



I **was not** studying.



They **were not** watching.

A Quick Guide to the Simple Future Tense



HOW TO FORM THE SIMPLE FUTURE



Expresses Future Actions

Used for actions or events that have not happened yet.

The Basic Structure



They **will have** a party on Saturday.



SENTENCE TYPES



Positive (+)

She **will start** a new business in September.



Negative (-)

He **will not return** home late.



Question (?)

Will she cook dinner for us?



CONTRACTIONS & SPECIAL CASES

Negative Contractions

will not **won't** ✓

shall not **shan't** ✓



The Use of 'Shall'

'Shall' is primarily used with the pronouns 'I' and 'we'.

Full Form

Short Form

I will / shall

I'll

You will

You'll

He / She / It will

He'll / She'll / It'll

A Quick Guide to English Modal Verbs

Clarifying the primary function of common English modal verbs for beginner language learners using simple examples.

Ability, Permission & Possibility



CAN

Expresses current ability.
"I can swim."



COULD

Expresses past ability. "Before the accident, she could walk."



MAY

Expresses possibility.
"It may rain today."



MIGHT

Expresses weak possibility.
"He might come to the meeting."

Obligation & Advice



MUST

Expresses strong necessity or obligation.
"You must wear a helmet."



HAVE TO

Expresses external obligation from rules.
"She has to wear a uniform."



SHOULD

Used to give advice.
"You should study more."

Active vs. Passive Voice: A Grammar Quick Guide

Active Voice: The Subject Acts

The subject of the sentence performs the action.

The man broke the window.



Passive Voice: The Subject Receives the Action

The focus shifts to the object of the action.

The window **was** broken by the man.



When to Use Passive Voice

Use it to emphasize the object, or when the doer is unknown or unimportant.

Forming the Passive Voice (Simple Tenses)

The basic formula is:

Object + "to be" verb + Past Participle.

The "to be" verb changes depending on the tense (e.g., is/are, was/were, will be).

[OBJECT] + ["TO BE" VERB] + [PAST PARTICIPLE]



Simple Present

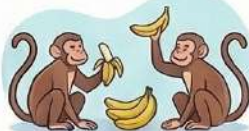


Tigers **hunt** deer.

Object + **am/is/are** + past participle.

Deer **are hunted** by tigers.

Simple Past



The monkeys **ate** the bananas.

Object + **was/were** + past participle.

The bananas **were eaten** by the monkeys.

Simple Future



We **will complete** the project.

Object + **will be** + past participle.

The project **will be completed** by us.

A Quick Guide to Adverbs

Understanding Adverb Formation:
Modifying verbs, adjectives, and other adverbs for detail.

MOST COMMON FORMATION:

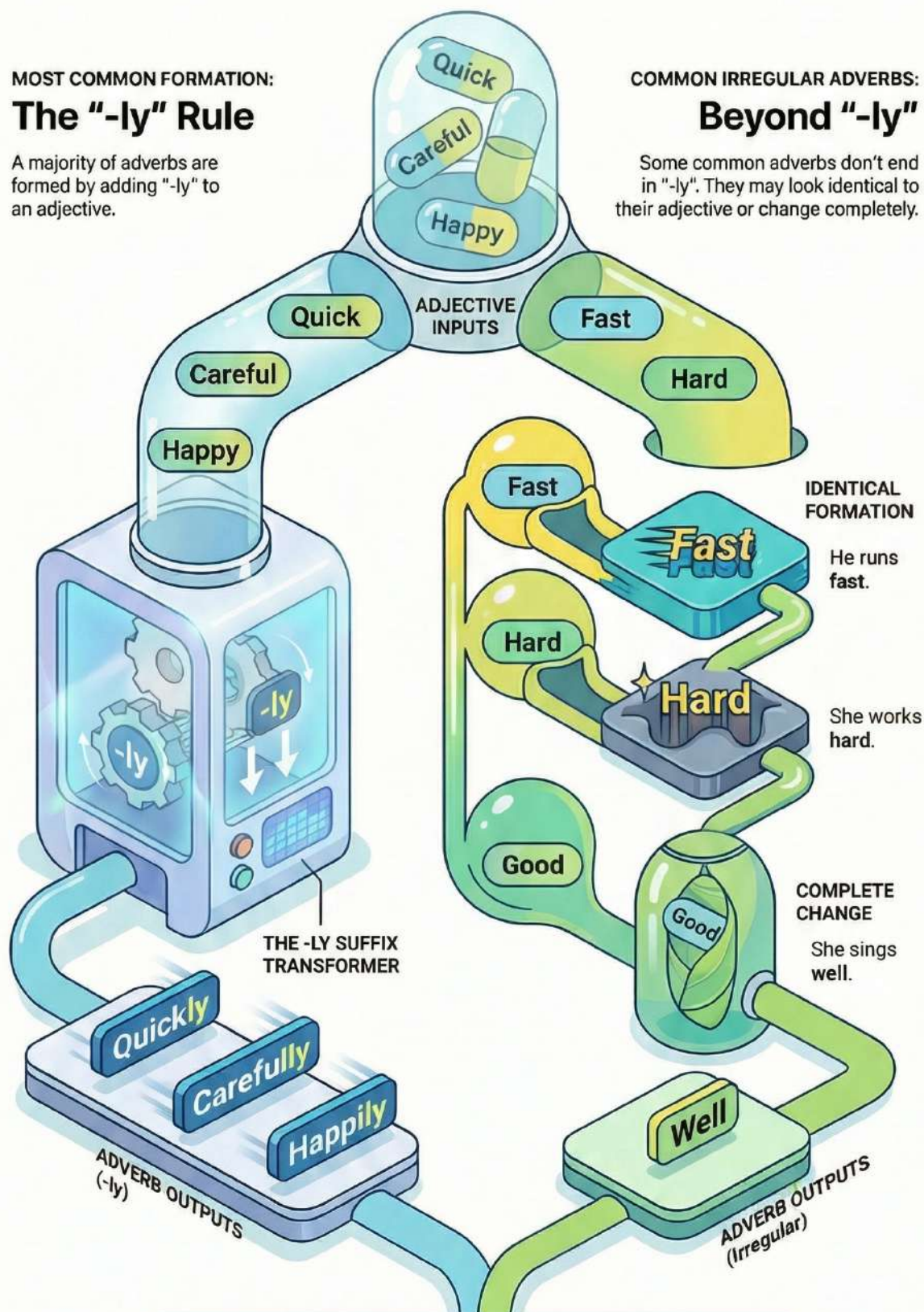
The "-ly" Rule

A majority of adverbs are formed by adding "-ly" to an adjective.

COMMON IRREGULAR ADVERBS:

Beyond "-ly"

Some common adverbs don't end in "-ly". They may look identical to their adjective or change completely.



FUNCTION:
MODIFYING WORDS FOR DETAIL



Quickly



Fast

Well

A New Approach to Basic English

A New Approach to Basic English is a modern, visually driven guide designed to help learners master foundational grammar with clarity and confidence. This updated edition blends simple explanations, vibrant infographics, and supports learners step-by-step, encouraging both accuracy and real-world use. Created by R J. Roshan, this book redefines the way basic English grammar is taught, making learning clearer, smarter, and more engaging.

