

* Modal :- 'Auxiliaries' or helping verbs, which express the 'mode' or 'manner' of the actions indicated by the main verbs.

- Modal verbs provides flexibility to a sentence.
- They express ideas as probability, ability, possibility, permission, obligation, advice etc.

* Helping verbs

is / am / are
was / were
will / shall
have / has / had

Helping verbs changes with the subject or according to the subject.

* Property of Modal verbs :-

- (i) Modal verbs have no -s in third person singular.
 - (ii) Modal verbs do not have inflection such as -s, -ing or -ed.
 - (iii) Modal verbs are usually followed by an infinitive without 'to'.
 - (iv) Modal verbs are often used to form questions & negatives.
 - (v) Modal verbs usually do not have past form.
 - (vi) Modal verbs generally can't be used on their own / alone.
 - (vii) All modal verbs are here -
- | | | | | | |
|--------------|-------|-------|--------|-------|-------|
| Can | Could | Shall | Should | will | would |
| may | might | must | Dare | Ought | to |
| need used to | | | | | |

* Uses of Modal verbs

(i) Used to

- for expressing past habits or state which has ceased now.
- it is used to when we relate something to our past but it shouldn't relate to present.

Ex My grand mother used to swim, when she was young. (Past habit)

My grandmother could swim, when she was young.
(Past ability)

- I used to play basketball.
- Her hair used to be black in her youth. (but it is not black now).

(ii) Could :- it is used for past ability or in ability. → it can be used to show possibility as well.

Ex The doctor said that he could care the patient within a week.

→ When I was young, I could climb all the stairs in one breath.

→ I could run a 100 m in 50 sec.

→ If you had a motorcycle, we could go on a long ride

→ Could you please bring me a glass of water.
(Polite request)

(iii) Ought to :- When we talk about social duties / responsibilities. (Moral duties)

Ex

→ Children ought to obey their parents.

→ You ought to be regular with your studies.

→ A soldier ought to fight for his country.

(iv) Can :-

for showing ability, expressing permission, to be allowed. (Informal)

→ I can fix this car. (Skill)

→ He can jump from this height. (Dare)

→ She can solve this sum. (Ability / Skills)

→ You can go out & have fun. (Informal Permission)

→ Diseases can spread in Rainy season. (Possibility)

(v) May :- Used to express Formal Permission, blessings, high possibility, offer for help.

→ May I help you Sir? (Offer)

→ May God bless you my Child! (blessings)

→ You may go now & attend your class. (Formal Per.)

→ It may rain today. There are clouds in the sky.
(High probability)

(vi) Might :-

- to express lower level possibility than may.
- for most polite request (Might I)
- Can be used as the past tense of May. (Not usually)
Ex [only when it is used in narration]
- He said that I might win that match. (Narration)
- Might I suggest something. (Polite request)
- The sky is very clear and no clouds in the sky but it might rain today. (Less possibility)

(vii) Should :-

- Suggestive manner., duty, and past tense for narrations.

Ex You should save some money for future.

You shouldn't remain absent from the class.

You should stop smoking. (Suggestion)

We should help our friend. (duty)

He said that I should prepare the breakfast. (Narration)

(viii) Must :-

- Used for emphasis, necessary, Compulsions.
- negative form for prohibition,

Ex → We must love our country.

→ You must give up drinking.

→ You mustn't smoke here.

→ He is preparing food. He must be cook. (Gives)

(ix) Will :-

- It is used to show future time.
- with please \Rightarrow request (humble)
- without please \Rightarrow order (command)
- Strong determination.
- For threatening.

Ex \rightarrow Will you please give me some books? (humble req.)

\rightarrow He will have heard the news (Past event with)

\rightarrow He will come tomorrow (Future tense guess)

\rightarrow Will you marry me? (Humble request)

\rightarrow He will kill you. (Threatening)

\rightarrow We will come out victorious. (Strong determination)

\rightarrow Will you ~~please~~ shut up your Mouth? (Command)

(x) Would :-

• Extra polite request \Rightarrow (would you)

• Past form in indirect speech.

• with 'rather' for expressing as we prefer.

Ex \rightarrow Would you like a cup of coffee? (request)

\rightarrow She said me that she would go to her office soon. (Past)

\rightarrow I would rather die than live in disgrace.

I would advice you to stop smoking.

(xi) Dare :- auxiliary means "to have courage" (polite request)

\rightarrow I dare talk to the Principal. How dare you?

\rightarrow She daren't oppose her in-laws.

(xii) Shall:-

• To express future time (I/we)

Sometimes used for command.

Ex → I Shall bring chocolates from the market.

→ Shall I bring a packet of cigarettes for you?

→ You shall come to the class regularly.

(xiii) Need:-

→ express obligation

→ Negative form ⇒ needn't.

Ex You need to get a first division.

They needn't work hard.

You need not to worry, everything is fine.

She needn't have bought another phone.

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* Passive-Voice *

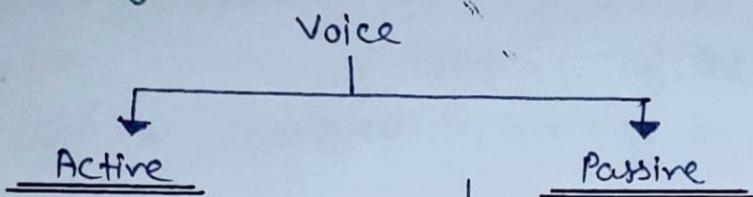
Unit 2 Grammar

• Voice:- The form of a verb that indicates whether the subject of a sentence performs or receives the action of the verb.

or

Form of verb indicating the relation between the participants in a narrated event (Subject / Objects) and the event itself.

• Types of voice:-



When the doer is more prominent, subject is given more emphasis the sentence is in active voice.

→ Sufferer (object) is less importance than doer.

→ The subject of sentence performs the action.

→ The performer of the action must be in the sentence.

• When the Subject is not important but event is more important then we use passive,

When the Sufferer is more prominent, doer is given less importance in the sentence the sentence is in passive voice.

→ ~~Doer~~ Sufferer (object) is given more emphasis than doer.

→ The subject of sentence receives the action.

→ The performer of the action may or may not be identified later in the sentence.

Ex

(A) They are flying reinforcements.

(P) Reinforcement are being flown by them.

Important Rules

Active : Sub + verb + object

Passive : object \leftarrow + be form + v₃ + by sub
(helping verb)

Tense	Identify	Simple/continuous	Perfect/perfect continuous
Perfect		is / am / are	
past		was / were	have / has

modal verbs \Rightarrow can, may, might, must, should
with 'be'

2. Object (Sufferer)

Singular	Plural
is	are
was	were
had	have

\leftarrow had \rightarrow

3. Action (Verb)

be form + verb \rightarrow 3 form

Examples

(i) A: Please come here.

P: You are requested to come here.

(ii) A: Sit down.

P: You are ordered to sit down.

(iii) A: Open the door.

P: You are ordered to open the door.

- (iv) A: Please give me your pen.
P: You are requested to give me your pen.
- (v) P: You are requested to remove your shoes outside.
A: Please remove your shoes outside.
- (vi) P: Vegetables are being sold by them.
A: They are selling vegetables.
- (vii) A: My father gave me a five hundred rupee note.
P: I was given a five hundred rupee note by my father.
- (viii) A: The scientists have grown plants on the soil from mars.
P: Plants have been grown on the soil from mars by the scientists.
- (ix) A: Someone stole my passport.
P: My passport was stolen.
- (x) A: She may win the match.
P: The match may be won.
- (xi) A: Please help the poor.
P: You are requested to help the poor.
- (xii) A: He sings a song.
P: A song is sung by him.
- (xiii) A: The boy killed the spider.
P: The spider was killed by the boy.
- (xiv) A: Help him.
P: You are requested to help him.

(XV) A: Farmer sow maize in the rainy season.

P: Maize was sown by farmer in the rainy season.

(XVI) A: She was repairing a car.

P: A car was being repaired by her.

(XVII) A: Teacher is not going to complete the next lesson.

P: The next lesson is not going to be completed by Teacher.

Uses of passive voice?

1. The passive voice to show interest in the person or object that experiences an action rather than the person or object that performs the action.
2. Most important thing or person becomes the object of the sentence.
3. Sometime we use passive voice because we don't know or do not want to express who performed the action.
4. The passive voice is ~~formal~~ often used in formal text. Switching to the active voice will make your writing clearer and easier to read.
5. Active voice makes your writing stronger, more direct and you guessed it, more active.
6. If the doer of sentence (action) is important then we use active voice.
7. Passive voice does a better job of presenting an idea.

Conditional Sentences

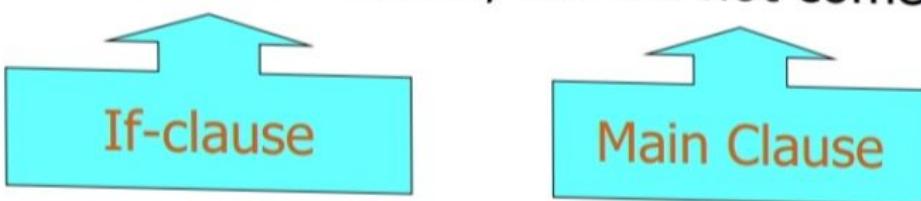
Structure :

A conditional sentence is composed of **2 parts** :

If-clause + Main Clause

Example :

If it rains tomorrow, we will not come.



Conditional Sentences

Types :

- The order of the two clauses is flexible, it's not important.
But if the if-clause comes first, it must be followed by a comma.

If it rains, I'll stay at home

- There are **4 types** of conditional sentences. They are classified according to the **degree of probability** that they express.
- Each type of conditional sentences uses different **tenses** to show the difference in the degree of probability.

Conditional Sentences

- Zero Conditional: **If /when + present tense / modal**
 - *Water boils if it reaches 100°*
- First Conditional: **If/unless + present,..... Future**
 - *If I study, I'll pass*
- Second Conditional: **If + past,would +inf.**
 - *If I studied, I would pass*
- Third Conditional: **If + past perfect would have + pp**
 - *If I had studied, I would have passed*



ZERO CONDITIONALS

Tense : **Present tense in both clauses**

Example

:

Present
Tense

Present Tense

If you heat water to 100°C, it boils.

If you pour oil into water, it floats.



ZERO CONDITIONALS

Use :

- **Talk about universal truth.**

If you heat ice, it turns to water

- **To talk about habits**

If I see a spider, I get very scared!

FIRST CONDITIONALS

Tense :

If-clause ~ Present Tense

Main Clause ~ Future Tense

Present Tense

Future Tense

If I feel sick tomorrow, I will not go to school.

If it rains, the match will be cancelled.

FIRST CONDITIONALS

Use :

- **To speak about possible or probable future events.**

If the weather is as sunny tomorrow as it was today, we will go surfing.

- **To make promises or warnings**

If you forget my birthday, I'll never speak to you again.

- **To give commands**

If you are tired, go to bed!

In this case the verb in the main clause is an Imperative

Exercise One. First Conditionals

1. If you do not come (not come),
You will miss (miss) the show.
2. John will buy (buy)a car if he
gets (get) a job.
3. Mary will get (get) a toothache if
she eats (eat) too many sweets.



SECOND CONDITIONALS

Tense : **If-clause ~ Past Tense**
Main Clause ~ would + an infinitive

Example :

Past Tense

**Would +
infinitive**

If he were a bird, he would fly across the harbour.

If I had \$200,000 now, I would buy a car.



SECOND CONDITIONALS

Use :

- **To speak about present and future situations which are unlikely to happen.**

If I had any money I would lend it to you.

If I were you I wouldn't do this.

MIND

Were is often used instead of was in the 1st and 3rd person singular

THIRD CONDITIONALS

Tense : **If-clause ~ Past Perfect Tense**

Main Clause ~ Would Have + Past Participle

Past Perfect Tense

Would have+ Past Participle

If I had had enough money, I would have bought the camera yesterday.



If I had come home earlier, I would not have missed the programme.



THIRD CONDITIONALS

Use :

- **To speak about impossible past events**

If they'd gone by bus, they would have arrived much later.

(They didn't go by bus)



He would have travelled around the world if he had had more money.

(Impossible to change, because he didn't have the money)



Exercise Two

1. If I were (be) four years old, I would learn (learn) to play the piano.
2. If I had not failed (not fail) in the examination, my mother would have bought (buy)
3. We would have finished (finish) if we had had (have) better preparation.

CONDITIONAL SENTENCES

Other connectors:

Type 1 : UNLESS

If you don't phone John, he'll get very angry.

Unless you phone John, he'll get very angry.

Unless can replace **If** in negative conditionals



CONDITIONAL SENTENCES

Other connectors:

**PROVIDED / PROVIDING (THAT)/ WITH THE
CONDITION THAT/ AS LONG AS**

*You can stay with the condition that you
sleep on the couch.*

I will go to the party as long as you go there too

IMAGINE / SUPPOSE /SUPPOSING THAT

*Imagine that you won a million pounds,
what would you do?*



CONDITIONAL SENTENCES

Other connectors:

EVEN IF

I won't go to the party even if they beg me

IN CASE

Take an umbrella in case it rains



CONDITIONAL SENTENCES

Variations:

Type 1, 2 and 3 :

If we are not careful, many species may become extinct.

If I were an aeroplane, I could fly in the sky.

If she hadn't worn her helmet, she might have been seriously injured.

Modal verbs in conditional sentences

I WISH / IF ONLY

- We use **wish** and **if only** +**past simple/continuous** or **could** when we want a situation or thing in the present **to be different or to change**.

The time of the action referred to in the subordinate clause is **the same as** the time of making the wish.

- *He wishes that he were rich.*
- *I wish I didn't have to leave.*
- *I wish he was waiting for me.*
- *I wish I could help you.*



I WISH / IF ONLY

- We use **wish + would** to **complain** about a thing or a situation.

*She **wishes** that you would come to the meeting tomorrow.*

*I **wish** you wouldn't be so rude.*

*I **wish** my mother would let me go out till late.*

*She **wishes** her child would sleep all night long.*

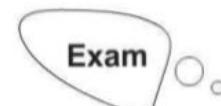


I WISH / IF ONLY

- We use **wish / if only + past perfect / continuous or could have + p.p. to express a wish about the past**

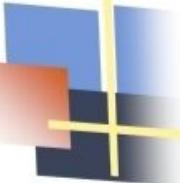
*They **wish** that they had studied harder when they were young.*

(they didn't study)



*I **wish** I hadn't failed the exam
(I failed the exam)*





EXERCISES

7. I wish that he Would visit us next year. (to visit)
8. She wishes that she were at home now. (to be)
9. You wish that he had helped you last week. (to help)
10. He will always wish he were rich. (to be)
11. The boy wished that he would win the competition the next day. (to win)
12. She will wish she had made the arrangements earlier. (to make)
 were
13. I wish the weather were warmer now. (to be)
14. We always wished we were fluent in other languages. (to be)
15. They wish he would telephone them next week. (to telephone)

DIRECT & INDIRECT NARRATION

Direct speech:

When we report the exact words of the speaker without any change then this mood of communication is direct speech.

Example:

he said, “I am hungry”

Here the exact words of speaker are I am hungry. And the words reported without any change.

INDIRECT SPEECH:

When we do not report the real the words of speaker and change them then this mood of communication is called indirect speech.

Example:

He said that he was hungry.

Here we change the real words of speaker I am hungry to he was hungry.

TWO PARTS OF DIRECT & INDIRECT SPEECH

Reporting speech:

Reporting speech contain the words of speaker, the person who is reporting the message.

Reported speech:

Reported speech contain the words of speaker, whose message is reported.

Example:

He said, “I will call you”

Reporting speech

Reported speech



RULES AND STEPS FOR CHANGE IN SPEECH

❖ TENSES

- ❖ Present indefinite
- ❖ Present continuous
- ❖ Present perfect
- ❖ Present perfect continuous
- ❖ Past indefinite
- ❖ Past continuous
- ❖ Past perfect
- ❖ Past perfect continuous
- ❖ In all future tenses “will”

❖ CHANGES TO

- ❖ Past indefinite
- ❖ Past continuous
- ❖ Past perfect
- ❖ Past perfect continuous
- ❖ Past perfect
- ❖ Past perfect continuous
- ❖ Past perfect
- ❖ Past perfect continuous
- ❖ Changes into “would”



OTHER CHANGES

Direct

- ◆ Today
- ◆ Yesterday
- ◆ Tomorrow
- ◆ Is, am
- ◆ Was , were
- ◆ Did
- ◆ Will, shall
- ◆ Can
- ◆ Must
- ◆ Ago
- ◆ This
- ◆ These
- ◆ Last
- ◆ Are
- ◆ May
- ◆ Now
- ◆ Today
- ◆ It
- ◆ next

In direct

- That day
- The day before
- Following day
- Was
- Had been
- Had
- Would
- Could
- Had to
- Before
- That
- Those
- The previous
- Were
- Might
- Then
- That day
- That
- The following

CHANGE IN PRONOUN

- All first person pronoun (I, my, mine ,myself) (we, our, us, ours, ourselves) are changed according to the subject of reporting speech.

Example:

She said, “I sold my car myself”

She said that she sold her car herself.

2ND PERSON PRONOUNS

- All second person pronoun (you, your, yours, yourself) are changed according to the object of reporting speech.

Example:

She said to me , “you waste your precious time yourself”

She told me that I wasted my precious time myself.



3RD PERSON PRONOUNS

- All third person pronoun will remain unchanged.

Example:

He said, “she is busy with her toy”

He said that she was busy with her toy.



CHANGE OF INTERROGATIVE SENTENCES YES NO QUESTION

- The word said is usually changes into asked or inquired. Full stop or period (.) replaces sign of interrogative or question mark.

Example:

She said , “ Do you know me?”

She asked if I knew her.



INFORMATION QUESTIONS

- Information question are those questions, which begin with W/H.
- Do , does and did are omitted and other auxiliary change position and used after subject noun or pronoun. If or whether is not used .
- Question mark is omitted.

Example:

When does she come here, “said Sachin”

Sachin asked when she came there.



CHANGE OF IMPERATIVE SENTENCES

- Imperative sentences are those which expresses order, command and advice.
- The word said changes into tell, request, suggestion, permit , asked, advice, warn, remind, force, according to the sense of sentences.

Example:

She said, “get out of my way”

She told me to get out of his way.

REINFORCEMENT:

Examples:

The teacher said to the students, “Don't waste your time”

The teacher advised the student not to waste time.

She said to me , “Please come with me”

She requested me to come with her.

CHANGE OF EXCLAMATORY SENTENCES

- Exclamatory sentences are which express joy, sorrow, admiration, surprise or other such feelings . Interjection such as Oh! Ah!

Alas! Hurrah! Etc.

The word said changes into exclaimed with,

after which expressed feeling as joy, sorrow, surprise, delight, happily, admiration, disgust and horror are used.



CONTINUE

Example:

The leader said , “ Alas! I lost election”

The leader exclaimed with sorrow that he had lost the election.

He said , “what a lovely sight!”

He exclaimed with admiration that it was a lovely sight.



CHANGE OF APPETITIVE SENTENCES

Appetitive sentences show wish, desire, hope and prayer.

The word said changes into prayed and may change into might.

Example:

My mother said to me, “May you live long”
My mother prayed that I might live long.

MIXED TYPE SENTENCES

- ‘What about’ often introduces suggestion and is then reported by suggest :

Examples:

“Could you sign this application, please” he said.
He asked me to sign that application.

What is Conjunction?

A word or group of words that connects two or more words, clauses, phrases or sentences are called conjunctions. Conjunctions are called the joining words.

Conjunction Examples -

1. She is good in **both** cooking and dancing
2. If we leave **now**, we can be home by 11 p.m.
3. He couldn't be taken **before** magistrate for punishment
4. Neither her friends **nor** relatives joined for the party
5. The legendary dancer is **also** interested in folk music.

Types Of Conjunctions

The conjunctions words are segregated into four types -

1. Coordinating Conjunction Words
2. Subordinating Conjunction Words
3. Correlative conjunction Words
4. Conjunctive Adverbs

Go through the Types of conjunctions along with the list of conjunctions covered under each type. Also, Candidates can download the full list of conjunctions along with the types given in PDF format both at the top and bottom of this article.

Coordinating Conjunction Words

These join the elements that are the same. Coordination conjunction words are only seven and people remember them by an acronym FANBOYS i.e. (For, And, Nor, But, Or, Yet, So).

Check out the list of Coordinating conjunctions along with examples:

List of Conjunctions	
Coordinating Conjunction Words	Sentences - Conjunction Examples
For	He needs to find a job, for he is unemployed
And	Maria loves both Ice Cream and pizza
Nor	Neither tuesday nor wednesday is good for party

But	She scored good marks but she is not satisfied
Or	Which fruit do you like: mango or apple?
Yet	She dances well yet she hesitates to take part in the competition
So	He is unwell so he will come for the movie

Subordinating Conjunction Words

It joins the dependent adverb clause with the independent clause. Understand it this way, Instead of joining two independent clauses of equal importance, Subordinating conjunction words makes one clause less important than another.

Conjunction examples -

I will drink milk after having this chocolate (I will drink milk is independent clause; after having this chocolate is dependent adverb clause)

Similarly, He will come to my home after attending the wedding (here, he will come to my home is Independent Clause; after attending the wedding is dependent adverb clause).

Given below Conjunctions list for above-mentioned type:

List Of Conjunctions	
Subordinating Conjunction Words	Sentences - Conjunction Examples
After	She went to the parlor after lunch
Although	although the sun was shining it wasn't warm
As	She can do the hairstyle as she wants
As if	he behaved as if he has lost it
As long as	The dog would be cooperative as long as you fed him
As much as	he likes football as much as he likes football
As soon as	As soon as I get the details I will send the mail

As though	The virus is spreading as though it will end the world
Because	He did the task because he felt it was his duty
Before	The baby sleeps before massage
Even	He has never even heard the name of the city Ohio
Even if	Even if you perform you best, you won't be appreciated
Even though	She doesn't want to give up even though she knows it won't better the relation
If	they will party in the garden if the weather is good
If only	she will feel better only if she see her son for a moment
If then	If it rains then we will stuck in traffic
In order that	She will leave the party early in order that I will get a cab
Just as	It began to rain just as we got to the home
Lest	he spent whole days in his room, wearing headphones lest he disturb anyone
Now	Boston is now a big city earlier it was a small town
Now since	Let's discuss the issue now, since the manager is right here
Now that	Now that everything is under control, the lockdown can be lifted
Once	once i will pick you up from school we can go to the restaurant
Provided	he will behave properly provided you be polite to him
Provided that	I will go to the party provided that she comes
Rather than	Better, ignore her questions rather than lie
Since	its a long time since they met
So that	He joined Foreign language classes so that he can learn french
Supposing	He was bluffed into supposing his competitors were not prepared

Than	The old man lived more than 100 years
That	The yellow building you are seeing there, that is my house
Though	though they were whispering, their voices echoed in the hall
Till	She waited at the coffee shop till 11 pm
Unless	He will not buy you a scooter unless you score good marks
Until	You will not get a driving licence until you turn 18
When	When is your mother coming from Canada?
Whenever	Please share the details of your friend whenever you get time
Where	Where is the bakery store?
Where if	If Ram is with this girl, where is his wife?
Whereas	The north has hot climate whereas the south is cold
Wherever	Eat healthy meals wherever possible
Whether	She seemed undecided whether to stay or go
Which	Which is your favorite color?
While	He did my task while I was away from office?
Who	Do you know the person who is standing near the bookstore?
Whoever	Whoever wins will get a cash prize
Why	Why do people throw garbage on the streets?

Correlative Conjunctions

These work in pairs to join two clauses or sentences. Understand it with examples.

Conjunction examples -

Either you cook me lunch, **or** I leave

No sooner he had gone to bed, **than** the doorbell rang

The table below illustrates the list of conjunctions covered under Correlative type:

List of Conjunctions	
Correlative Conjunction Words	Sentences - Conjunction Examples
As / As	His scorecard was not as bas as I thought
Both / and	Both the teams and their coaches worked hard
Either / or	Either have the cake right now or it will be finished
Hardly / when	Hardly had he reached the stop when the bus started
Neither / nor	Neither the children nor their parents attended the function
No sooner / than	No sooner had the teacher entered the classroom than the students kept quiet
Not only / but also	Not only you should mug up for exams but also understand the basic concepts
Whether / or	She was confused whether to wear pink or yellow for her engagement
The More / The more	The more flattering with boss the more incentives you get
So/ as	Her poetry wasn't so boring as his
Such / that	She is such a beautiful actress that everyone is her fan
Rather / than	He would rather cook at home than going out for dinner

Conjunctive Adverbs

These are also called transition words. It joins sentences or words or phrases just like words on the standard conjunction list of can. A few examples of such type include; *in addition, as a result, however, hence, etc.*

Go through the list to understand the adverbial conjunctions:

Conjunctions List	
Conjunctive Adverbs	Sentences - Conjunction Examples
After all	After all the efforts we put in the result was not appreciable

As a result	As a result of the new job he relocated to a new city
Consequently	She worked hard and consequently got good appraisal
Finally	They quarrelled for hours and then finally there was all silence
For example	Take, for example, you are a CEO of Google. How will You help the nation?
Furthermore	She was tired and cold, and furthermore she was hungry.
Hence	Schools are closed due to lockdown. Hence teachers are taking online classes.
However	He will buy that car, however he will use all his savings
In addition	In addition, all his planning are paying off
In fact	She is taking advanced classes; in fact, she is an expert now
Indeed	A soldier's life is indeed a difficult life
Instead	We cooked at home instead of going out
Likewise	Grateful to him, she was likewise excited to have Europe tour
Meanwhile	He spent 5 years studying for Engineering. Meanwhile, he joined work at the bank
Incidentally	Incidentally, have you seen the new shopping mall they are putting up?