**TENSE**

Tense is one of the most important topic while using any language.

Tense is of three types.

**Present tense  
Past tense  
Future tense**

**For example,**  
I write a work report every day. **(Present tense)**  
I wrote a work yesterday. **(Past tense)**  
I will write a work report tomorrow. **(Future tense)**

In English, as the tense or time is concerned with the action, the verb changes its form depending on the tense of the sentence. To rephrase, the form of the verb exhibits the tense of a sentence.

**1. Present Tense**

Present tense is further divided into four types:

**I. Simple Present:**

When the action occurs regularly. For example,  
The sun rises in the East.  
The structure of Simple Present sentences are Subject+Verb+Object.

**II. Present Continuous/Progressive:**

When the action is continuing at a given moment.  
It is raining today.  
I am going to school.

The structure of Present Continuous sentences are Subject+(is/am/are)+Verb+ing+Object

**III. Present Perfect:**

When the action has been completed. It shows the perfected/completed action in the present time period.  
I have finished my work.  
Nur has killed Fatema .

The structure of Present Perfect sentences are Subject+(has/have)+Verb(participle)+Object

**IV. Present Perfect Continuous:**

When the action shows a time frame from past till present.  
I have been reading this book.  
Rohan has been postponing his trip.  
The structure of Perfect Continuous sentences are Subject+(has/have)+been+Verb+ing+Object.

**2. Past Tense- IELTS Grammar Tenses**

Past tense is further divided into four types the same way as the present tense.

**I. Simple Past**

When the action happened before the present.

I wrote a letter to the authorities.  
I watched the movie yesterday.  
She knew about the paranormal activities at the house.

The structure of Simple Past sentences are Subject+Verb(past)+Object.

**II. Past Continuous/Progressive:**

When the action was continuing at a given moment in the past.  
I was writing a letter to the authorities.  
I was watching the movie yesterday.  
She knew about the paranormal activities at the house.

The structure of Past Continuous sentences are Subject+(was/were)+Verb+ing+Object.

**III. Past Perfect:**

When the action has been completed in the past. It shows the perfected/completed action.  
I had written a letter to the authorities.  
Siam had taken the thief to the police.  
My colleague had resigned before the pandemic.

The structure of Past Perfect sentences are Subject+had+Verb(participle)+Object.

**IV. Past Perfect Continuous:**

When the action shows a long time period in the past.  
I had been writing regular letters to the authorities.  
The guide had been showing around the fort to the visitors.  
The soldiers had been marching for days before reaching the border.

The structure of Past Perfect Continuous sentences are Subject+had been+Verb+ing+Object

**Note:** You cannot add information about time in the present perfect sentences, whereas you can add the information of time in past perfect sentences. For example:

“I have completed my work in the morning” is wrong, whereas

“I had completed my work in the morning” is grammatically correct.

### 3. Future Tense – IELTS Grammar Tenses

Two subdivisions of future is enough to know for any purpose of English

### I. Simple Future:

where the action will take place in the future. For example,

I will write a letter to the authorities.  
Bangladesh will soon emerge as a superpower.  
The divisions between the factions will disappear someday.

The structure of Simple Future sentences are Subject+(will/shall)+Verb+Object.

### II. Future Continuous/Progressive:

where an action will be in progress in the future. For example,  
I will be writing a letter to the authorities.  
Bangladesh will be emerging as a superpower soon.  
The divisions between the factions will be disappearing someday.

The structure of Future Continuous sentences are Subject+(will/shall)+be+Verb+ing+Object.

**Transformation Of Sentence & Clause**

To understand the differences among simple, compound, and complex sentences, we need to have a clear idea about **‘clause’**.

Let’s take a look at the following sentences:

**I know**that ***he is honest*.**

**He knows**when ***I will reach*.**

**There is a rumor**that***he is ill*.**

If you look closely at the sentences, you will find two Finite Verbs and two Subjects in each sentence.

**What is a finite verb?**

A **finite verb** is a form of a **verb** that has a subject (expressed or implied) and can function as the root of an independent clause; an independent clause can, in turn, stand alone as a complete sentence. (source: wikipedia)

In short, a finite verb completes a sentence.

Each finite verb, along with its subject, is working as one part of speech. Such part of a sentence is known as a **clause**.

So, in those three sentences above, **I know**, **he is honest, He knows, I will reach, There is a rumor** and **he is ill**, all are clauses.

**A technique to remember the difference between a finite and a non-finite verb:**

*A finite verb always follows any of the twelve tense rules.*

*A non-finite verb doesn’t follow any rules of the twelve tenses.*

For example:

1. I**saw**him***going*.**

Here,**saw**is a finite verb**; going**is a non-finite verb.

1. She**has come *to see***me.

Here,**has come**is a finite verb**; to see**is a non-finite verb.

1. ***Having done***the work**,**I**took**some rest.

Here,**took**is a finite verb**; having done**is a non-finite verb.

So, have you understood what a **clause** is?

Now, here are **some facts** to remember about the clauses.

* A clause can itself be a complete sentence or a part of a bigger sentence.
* A sentence has at least one clause.
* If there are three clauses in a sentence, it means there are three subjects and three finite verbs.

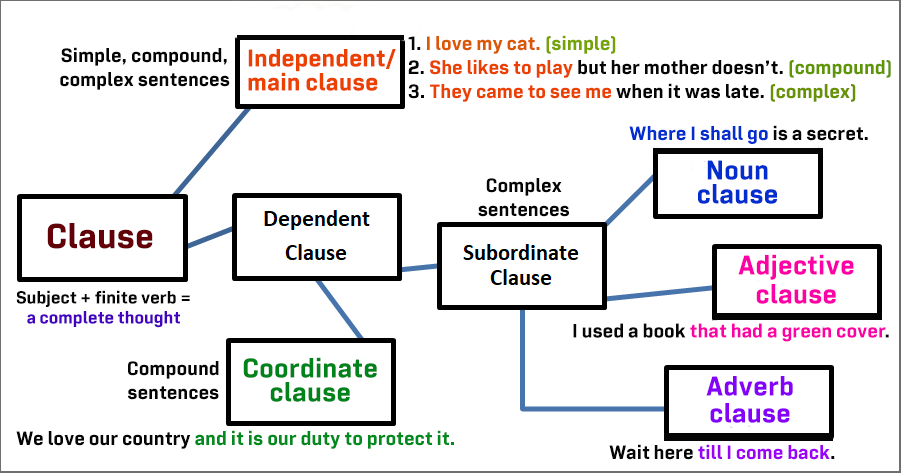
Look at the following sentences:

***I asked*** the girl **who she was** and ***what she wanted***. (three finite verbs = three clauses)

***Education means*** **what remains** after ***one has forgot*** **what he/she learnt** in school/ college/ university. (four finite verbs = four clauses)

**Classification of clauses:**

Look at the following diagram:



## **Simple sentence:**

If the sentence contains only one clause, then this clause is known as the **main/principal/independent clause.**

A simple sentence contains only one clause.

Look at the example:

I**know** his **living** place.

In this sentence, there is only one finite verb (**know**) and only one subject (**I**). ‘**Living**’ is a non-finite verb here. So, here ‘**I know**’ is the independent/main/principal clause and this sentence is a simple sentence.

So simple, isn’t it?

Now here are some practice sentences for you. Don’t let the verbs fool you, ok?

***I love my cat.***

**I like the concept of living in a dream.**

**She is a genius in solving analytical problems.**

**The little boys and girls go to school together by their school bus rather than walking.**

**I’ll walk instead of running.**

**We worked as per our employer’s order.**

All these sentences are simple sentences.

## **Compound sentence:**

A sentence containing a **main/independent/principal clause** and a **co-ordinate clause** is known as a compound sentence.

A co-ordinate clause is a sentence that starts with a co-ordinate conjunction. There are some co-ordinate conjunctions so we need a mnemonic to remember them. It is **“FANBOYES”**.

**FANBOYES** means the followings:

**\*F**= for

**\*A**= and

**\*N**= not only… but also / Neither….nor

**\*B**= but / both….and

**\*O**= or / otherwise

**\*Y**= yet

**\*E**= Either….or

**\*S**= so / therefore

So, if any clause starts with any of the given conjunctions, it will be a co-ordinate clause and the sentence will be a compound sentence.

Here are some examples:

He is poor **but he is honest.** / He is poor **but honest.**

He was punished **for he was dishonest.**

I was angry **and I called the police.**

He has many shortcomings **yet I like his attitude.**

Do **or die.**

She likes to play**but her mother doesn’t.**

Do the work **otherwise I shall be angry.**

**Either** my brother **or his friend did this.**

**Not only**my teachers**but also**my parents**were surprised.**

All these sentences have a co-ordinate clause. So, they are all compound sentences.

## **Complex sentence:**

A complex sentence is formed with a **main/principal/independent clause** and a **subordinate clause.**

A subordinate clause starts with a subordinate conjunction.

**Mnemonic:** A subordinate clause doesn’t start with any of “FANBOYES”.  Rather it starts with other conjunctions like the followings:

All wh-words: **what, when, where, who, whose, whom, why, which, how,**

and conjunctions like

**that, in that, in order that, provided that, so that, so……that, so, so…..as, as…..as, as, as if, though, although, while, because, since, lest, whether…… not, etc.**

Here are some examples:

Money flows**where money is.**

The person**who is tired of love**is tired of life.

A dolphin differs from a porpoise**in that it has a longer nose.**

**Though I want the money,** I’m not going to steal it.

**Where there is a will,** there is a way.

They came to see me **when it was late**.

I came here **so that you could understand me.**

She was**so**shy**that she did not speak at all.**

All these sentences have a subordinate clause and so they are complex sentences.

I hope you have understood the differences so far.

Now, subordinate clauses are of three types: **Noun clause, Adjective clause**&**adverb clause**. Let’s have a look at them.

## **Noun clause:**

Identifying a noun clause is easy. You need to check whether the clause can be replaced by the word ‘it’. If the clause can be replaced, it is a noun clause.

Look at the following example:

**What the minister said** was interesting.

Now, if we replace the clause “What the minister said” with “it”, the sentence becomes:

**It** was interesting.

Here are some more examples:

Tell me **how I can help you.**Or, Tell me **it.**

I am happy with **what I have.** Or, I am happy with **it.**

## **Adjective clause**:

An adjective clause has **an antecedent** before it.

**To understand adjective clause, we need to understand the term ‘antecedent’.**

An **antecedent** in a complex sentence is the word (or words) that a relative pronoun (wh-words, that) refers to.

Look at the example:

I know **the man** **who** helped me.

Here, the word ‘who’ is a relative pronoun and it refers to the previous word ‘the man’. So, ‘the man’ is an antecedent for ‘who’.

They know **the place** **where** Mustafa lives.

‘the place’ = antecedent for ‘where’.

The police caught **the burglar** **who** attacked the little boy too.

‘the burglar’ = antecedent for ‘who’.

We saw **the wave** **which** came with a gigantic force.

‘the wave’ = antecedent for ‘which’.

So, all these subordinate clauses are adjective clauses.

Here are some more examples:

The man **who lives across the street** is my uncle.

The notebook **that is on the table** belongs to Celia.

Did you go to the same university **that my cousin Jim went to**?

I can see the bird **that is on the fence.**

I like to order burgers, **which is also my brother’s favorite**.

## **Adverb clause:**

An adverb clause **cannot be replaced by the word ‘it’** and **does not contain any antecedent.**

Examples:

I shall go **where she lives.**

She will do the job **when you want.**

Roben walked **as if he were very sick.**

**Because she got a scholarship,**she had no monetary problem.

**When the storm comes,** we better be ready.

***If you tell me,*** I shall help you.

**VOICE**

## **Active & Passive Voice**

Let us first understand the meaning of voice, and what is active voice and passive voice.

**What is Voice of a verb?**

The voice of a verb expresses whether the subject in the sentence has performed or received the action.

**Example:**

* The watchman opens the door.
* The door is opened by the watchman.

**Types of Voices of Verb**

Verbs have two voices (i) Active Voice (ii) Passive Voice

**Active Voice –**When an action performed by the subject is expressed by the verb, it is an active voice. Active voice is used when more straightforward relation and clarity is required between the subject and the verb.

**Active Voice example:**

* Hens lay eggs.
* Birds build nests.

**Passive Voice**–  When the action expressed by the verb is received by the subject, it is passive voice. Passive voice is used when the doer of the action is not known and the focus of the sentence is on the action and not the subject.

**Passive Voice Examples:**

* Eggs are laid by hens.
* Nests are built by birds.

**Structures**

* Rita wrote a letter. (Subject + Verb + Object)
* A letter was written by Rita.  (Object) + (auxiliary verb) + (past participle) + (by subject).
* She cooks food. (Subject + Verb + Object)
* The food is cooked by her. (Object) + (auxiliary verb) + (past participle) + (by subject)

**Rules for Active – Passive Voice Conversions**

**Rule 1.** Identify the (S+V+O) Subject, Verb and object in the active sentence to convert to passive voice

**Example:**

He drives car. (Subject – He, verb – Drives, object – Car)

**Rule 2.** Interchange the object and subject with each other, i.e. object of the active sentence become the subject of the passive sentence.

**Example :**

Active voice : She knits sweater. (Subject – She, Verb – Knits, Object – Sweater)

Passive Voice : The sweater is knitted by her. (Object sweater is interchanged with the subject She).

**Rule 3.** In passive voice sometimes the subject is not used, i.e. the subject in passive voice can be omitted if the sentence without it gives enough meaning.

**Example :**

Milk is sold in litres

**Rule 4.** Change the base verb in the active sentence into the past participle ie. third form verb in a passive sentence i.e. preceded by (By, With, to, etc). Base verbs are never used in passive voice sentences.

**Example:**

* Active voice: She prepares dinner.
* Passive voice: The dinner is prepared **by** her.
* Active voice: She knows him.
* Passive voice: He is known **to** her.
* Active voice: Juice fills the jar.
* Passive voice: The jar is filled **with** juice.

**Rule 5.** While conversion of Active voice sentence to Passive voice sentence, the pronoun used in the sentence also changes in the following manner.

**Rule 6.** Use the suitable helping or auxiliary verb (is/am/are/was, etc.). The rules for using auxiliary verbs in passive voice sentences are different for each tense.

**Example:**

* The letter **is** written by her
* A book **was** not bought by her
* Chocolates**are being** eaten by them.

|  |  |
| --- | --- |
| **Active Voice Pronoun** | **Passive Voice Pronoun** |
| I | Me |
| We | Us |
| He | Him |
| She | Her |
| They | Them |
| You | You |
| It | It |

**Modals:**

Can, may, might, could, should, would, will, must, have to

**Connectors:**

|  |  |  |
| --- | --- | --- |
| **After**  **Although**  **As**  **Because**  **Before**  **even if**  **even though**  **if**  **in order that** | **Once**  **Provided that**  **Rather than**  **Since**  **So that**  **Than**  **That**  **Though**  **Unless** | **Until**  **When**  **Whenever**  **Where**  **Whereas**  **Who**  **Whether**  **While**  **Which** |