



**Business English Co-Teach Series 2**  
**Module 5**



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Building  
Tomorrow's Enterprise

# General Guideline

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# Types of Verbs

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## Verbs

- Any word that shows action or a state of being or possession is called a verb.
- A sentence will not make sense (no meaning) if there is no verb in it.
- In sentences, it is the verb alone that undergoes a change according to the time of action.
- All the other words belonging to the other parts of speech remain the same.
- Thus we can say that a verb is the most important part of a sentence.

## Action Verbs

- Verbs that show action are called action verbs. These verbs are either singular or plural in number.
- The form of the verb with 's' is in the singular and the form without 's' is in the plural form.

E.g. All of us will **attend** the meeting. Here the verb is in its plural form.

He **attends** the meeting. Here the verb is in its singular form.

## Form of Action verbs

- Action verbs have four distinct forms based on their function. They are the
  - present form (singular or plural)
  - present participle form (Also known as the 'ing form')
  - past form
  - past participle form

E.g. Eat/eats ---- eating ---- ate ---- eaten

- Run/runs --- running --- ran --- run
- Bring/brings --- bringing --- brought --- brought.

## State of being verbs

- Verbs which show a state of being are referred to as State of Being Verbs.
- Unlike the action verbs, the numbers of verbs that come under this category are fixed.
- The root form of these verbs is the single form 'BE'. The forms of be are
  - Am/is/are in the present form
  - Was/were in the past form
  - Will be in the future form

## Possession verbs

- Verbs which show possession are called possessive verbs. In order to function as possession verbs they have to be used alone as the verb in a sentence.
- When combined with action verbs, they function as helping verbs to form different tenses.
- The possession verbs are:
  - 'Has/ have' in the present tense
  - 'Had' in the past tense.
  - 'Will have' in the future tense.



# Auxiliary Verbs

## Definition

An auxiliary verb is a helping verb which precedes the main verb in a sentence. The function of an auxiliary verb is to give additional meaning or further information about the main verb.



## Examples

- We study English.
- We must study English.
- We will study English.
- We can study English.



In the above sentences, 'must, will and can' are helping verbs or auxiliary verbs which give additional information to the main verb 'study'.

## Difference between Auxiliaries and Modals

- All auxiliary verbs except the forms of the verb “be”, “have” and “do” are called as modals. Thus Modals can exist only as helping verbs. They cannot be used as a main verb in the sentence.
- Whether a verb is an auxiliary verb depends on its function within the sentence.

## Let's See How

- I am a student.( 'am' is the main verb)
- I am learning English.( am is an auxiliary attached to the main verb 'learn')
- My son had a pet dog a year ago.(main verb)
- My son has given it away to his friend.(Auxiliary verb)
- We did all the work ourselves. (Main verb)
- We did not complete it in time.( Helping verb)



## BE / HAVE / DO- -- functions as auxiliaries.

Passive:

As an auxiliary they are used to form sentences in the passive voice.

Example:

1. The mob was arrested for the unruly behavior.
2. He is admonished for his mistakes.
3. The fruits are gathered when ripe.
4. The children were made to stand in a circle.
5. I am relieved of my duties.



Progressive:

As an auxiliary they are used to form sentences in the progressive

Example:

1. I am teaching you at the moment.
2. You are listening to me.
3. Everyone is trying to learn.
4. It was raining when I left the office yesterday.
5. Many children were playing in the rain.



Perfective:

As an auxiliary they are used to form sentences in the Perfect Tense.

Example:

1. We have done our duty.
2. One of them has got a reward.
3. My friends had left before I reached the bus stop.



## Quiz

Fill in the blanks using the right auxiliary forms of BE /DO /HAVE

1. Many students ----- enrolled themselves to be a part of the green initiative.
2. My friends and I ----- finding it very difficult to complete our work.
3. None of them ----- made any mistakes.
4. The audience ----- applauding by the time he concluded with his speech.
5. The vegetable ----- washed before it ----- cooked.
6. We ----- not finished the work yet.



# MODALS



## CAN

- ✓ To show ability/possibility

They **can** take care of themselves.  
It **can** be done.

- ✓ To show inability/impossibility

They **can't** take care of themselves.  
It **can't** be done.

- ✓ To request

**Can** you help me?

- ✓ To ask for permission

**Can** I wait here for some time?

# COULD

- 1.To ask for Permission : Could I use this phone?
- 2.Request: Could you please send this for me?
- 3.Suggestion: We could go out for a walk.
- 4.Ability in the Past : He could climb the trees when he was four.
- 5.Future Possibility: I think we could have a team meet very soon.



## MAY

### 1. Asking for Permission

**May** I go out now?

### 2. Future Possibility

He **may** get a promotion soon.



## MIGHT

### 1. Present Possibility

Don't disturb him now; he **might** be very busy.

### 2. Future Possibility

We **might** get our promotion soon.

## MUST

1.Necessity/Obligation

We **must** follow the dress code of the organization.

2.Prohibition

We **must** not pluck those flowers.

## OUGHT TO

1.To say what is right.

We **ought to** do our daily work.



## SHALL

### 1. Offer

Shall I get you a cup of tea?

### 2. Suggestion

Shall we go for a movie?

## SHOULD

### 1. Uncertain predictions

Things should turn out better next year.

### 2. Recommending action

I think we should do it again.

## WILL

### 1. Instant Decisions.

Since it is very late to cook anything, I will eat out.

### 2. Offer

I will give you a ride if you like.

### 3. Promise

I will get back to you as early as possible

### 4. Certain Prediction

Things will turn out better next year.



## WOULD

### 1.Request

Would you pass me the salt please?

### 2.Making Arrangement

Would six o' clock be a good time to go out? Yes it would.

### 3.Preferences

Would you prefer coffee or tea? I would prefer tea.





# THANK YOU

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